



KAIMOSI FRIENDS UNIVERSITY (KAFU)

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Office of the Deputy Vice Chancellor (F&D)

OUR REF: KAFU/302/ADVERT/129/VOL.1 (127)

Date: 21st September, 2022

INTERNAL ADVERT

In pursuit of its mission and mandate, the University wishes to invite applications for the following vacant positions for the 2022/2023 financial year as listed below:

POSITION	GRADE	NO. OF POST
Senior Assistant Registrar (Administration)	13	1
Senior Internal Auditor	13	1
Legal Officer II	11	1
Senior Assistant Procurement & Supplies Officer I	10	1
Senior Assistant Council Affairs Officer III	9	1
Senior Security Officer II	9	1
House Keeper I	7	1
Caterer	7	1
Driver	6	1
Housekeeper II	6	1
Assistant Caterer I	6	1
Senior Clerk II	6	1
Cook I	5	2
Office Assistant I	4	1

REQUIREMENTS:

SENIOR ASSISTANT REGISTRAR (ADMINISTRATION)

Grade 13

- a) Masters degree in Business / Social Sciences or related field.
- b) Three (3) years working experience as Assistant Registrar Grade 12 or comparable position.
- c) Must possess relevant professional qualifications.
- d) Must be Computer Literate.
- e) Membership to relevant professional body where applicable.

SENIOR INTERNAL AUDITOR

Grade 13

- a) Masters Degree (Accounting/Finance) or equivalent.
- b) CPA (K)/CISA/CIA or equivalent.
- c) Three (3) years working experience as Internal Auditor I Grade 12 OR any other relevant comparable position.
- d) Must be Computer literate.
- e) ICPAK/IIA Membership or its equivalent in good standing.

LEGAL OFFICER II

Grade 11

- a) Bachelors degree Law from a recognised university.
- b) Must be an Advocate of the High Court of Kenya with a valid practising licence.
- c) Three (3) years working experience as a Legal Officer III Grade 10 or comparable position.
- d) Registered with Law Society of Kenya (LSK).
- e) Commissioner of Oaths.
- f) Must be Computer literate.

SENIOR ASSISTANT PROCUREMENT AND SUPPLIES OFFICER I

Grade 10

- a) Masters Degree (Procurement/ supplies management) or equivalent
or
- b) Bachelors Degree (Procurement/ supplies management) with at least Three (3) years' experience as a Senior Assistant Procurement and Supplies Officer II at Grade 9 or equivalent position.
- c) Be a member of a relevant professional body.
- d) Computer literacy in relevant areas.

SENIOR ASSISTANT COUNCIL AFFAIRS OFFICER III

Grade 9

- a) Bachelors Degree in Social Sciences or relevant field from a recognized University.
- b) Three (3) years working experience as Assistant Council Affairs Officer Grade 8 or comparable position.
- c) Must be Computer literate.
- d) Membership to a relevant professional body.

SENIOR SECURITY OFFICER II**Grade 9**

- a) Bachelors degree in criminology or Security studies or its equivalent.
- b) Three (3) years working experience as a **Security Officer I Grade 8** or comparable position.
- c) Those with First Aid Certificate/ Fire Fighting Certificate will have an added advantage.
- d) Must be Computer literate.

ASSISTANT SENIOR HOUSE KEEPER II**Grade 7**

- a) Diploma in House keeping or its equivalent.
- b) Three (3) years working experience as **House Keeper I Grade 6** or comparable position.
- c) Computer literacy will be an added advantage.

CATERER/SENIOR COOK**Grade 7**

- a) Higher National Diploma in Hotel and hospitality Management or Diploma with three (3) years working experience a **Assistant Caterer I Grade 6**.
- b) Computer literacy will be an added advantage.

HOUSE KEEPER I**Grade 6**

- a) Diploma in House keeping with three (3) years relevant working experience.
- b) Three (3) years working experience as a **Janitor I Grade 5** or comparable position.
- c) Computer literacy will be an added advantage.

SENIOR DRIVER II**Grade 6**

- a) Diploma in transport management/Mechanical Engineering or its equivalent.
- b) Three (3) years working experience as **Senior Driver III Grade 5** or comparable position.
- c) Have a clean valid driving license classes ABCE and PSV licence.
- d) Computer literacy will be an added advantage.

ASSISTANT CATERER I**Grade 6**

- a) Diploma in Hotel and hospitality Management or its equivalent.
- b) Three (3) years working experience as a **Assistant Caterer II/Cook I Grade 5** or comparable position.
- c) Computer literacy will be an added advantage.

SENIOR CLERK II**Grade 6**

- a) Diploma in Records Management or other relevant field.
- b) Three (3) years working experience as Senior Clerk III Grade 5 or comparable position.
- c) Computer literacy will be an added advantage.

ASSISTANT CATERER II/COOK I**Grade 5**

- a) Diploma In Food and Beverage production from a recognised Institution.
- b) Computer literacy will be an added advantage.

OFFICE ASSISTANT I**Grade 4**

- a) Certificate in business related area or other relevant field.
- b) Three (3) years working experience as Office Assistant II Grade 3 or comparable position.
- c) Computer literacy will be an added advantage.

Terms of Service

The positions are on permanent and pensionable terms.

Timelines

Interested Candidates are required to submit One (1) Hard copy and a running PDF Softcopy of the application letter, Curriculum Vitae, Academic Certificates and testimonials addressed to:

Ag. Deputy Vice Chancellor
Finance & Development
Kaimosi Friends University
P.O BOX 385-50309
KAIMOSI.
recruitment@kafu.ac.ke

So as to reach not later than **Wednesday 5th October, 2022** by **5.00 pm**. Any canvassing will lead to automatic disqualification.

N/B: Only shortlisted candidates will be contacted.

Kaimosi Friends University is an equal opportunity employer and therefore applicants of either gender or persons with disability are encouraged to apply.