



KAIMOSI FRIENDS UNIVERSITY

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P.O. Box, 385

Kaimosi – 50309

Kenya

Office of the Deputy Vice-Chancellor (Administration, Finance, Planning & Development)

EXTERNAL ADVERTISEMENT FOR ACADEMIC AND ADMINISTRATIVE STAFF

In pursuit of its mission and mandate, the University wishes to invite applications from qualified candidates to fill the following vacant positions:

A. DIVISION OF ACADEMIC, STUDENT AFFAIRS AND RESEARCH

SN	Position	Areas of Specialization	Grade	No.of Post(s)	Terms of Service	REF. NO
1	Professor	Physics	15	1	Permanent/Contract	KAFU/302/PHY/8/25
2.	Lecturers	Economics	12	1	Permanent	KAFU/302/ECO/8/25
3.		Human Resource Management	12	1	Permanent	KAFU/302/HRM/8/25
4.		Optometry and Vision Sciences	12	1	Permanent	KAFU/302/OVS/8/25
5.		Clinical Medicine & Community Health	12	1	Permanent	KAFU/302/CMS/8/25
6 .		Computer Science	12	1	Permanent	KAFU/302/COMP/8/25
		Information Technology	12	1	Permanent	KAFU/302/IT/8/25
		Nursing(Midwifery/Maternal child Health)	12	1	Permanent	KAFU/302/NURS/5/5/25



Kaimosi Friends University (KAFU) is ISO 9001:2015 certified

B. ADMINISTRATIVE POSITIONS

No.	Position	Department	Grade	No. of Post (s)	Terms of Service	Reference Number
1	Finance Officer	Finance	15	1	Permanent/ Contract	KAFU/302/FIN/7/25
2.	Deputy Chief Internal Auditor	Audit	14	1	Permanent	KAFU/302/ADT/8/25
3.	Legal Officer I	Legal	12	1	Permanent	KAFU/302/LEG/8/25
4.	Assistant Registrar	Human Resource & Administration	12	1	Permanent	KAFU/302/ADMN/6/2025
5.	Accountant 1	Finance	12	1	Permanent	KAFU/302/F/8/25
6.	Students Counselor II	Dean of Students	11	1	Permanent	KAFU/302/SC/8/25
7.	Clerk of Works III	Project Development Unit	9	1	Permanent	KAFU/302/CW/8/25

Requirements for appointment:

A. TEACHING POSITIONS

For appointment to this position the applicants must have:

1. Professor -Grade 15
 - i. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university.
 - ii. At least three (3) years teaching experience as an Associate Professor or



equivalent.

- iii. Registered with the relevant professional body (where applicable).
- iv. Supervised to completion a minimum of three (3) postgraduate students, at least two (2) at doctoral level.
- v. A minimum of sixty (60) publications points since attaining Associate Professorship or equivalent; forty (40) of them from refereed scholarly journals.

2. Lecturer - Grade 12

For appointment to this position the applicants must have: -

- i. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university. Or
- ii. Have a Master's degree qualification in (special cases) with 3 years' University teaching experience or research in relevant area.
- iii. Registered with the relevant professional body (where applicable).
- iv. Have a minimum of twenty-four (24) publications points of which at least sixteen (16) should be from refereed journal papers;
- v. Must show evidence of community service.
- vi. Persons from research institutions, practice/industry must meet the minimum point requirements for their respective subcategory to qualify for appointment.

B. ADMINISTRATIVE POSITION

1. Finance Officer- Grade 15

For appointment to this position the applicants must have:

- i. PhD in accounting/finance or relevant field
- ii. CPA (K) or equivalent.
- iii. At least three (3) years' experience in Grade 14 OR comparable position
- iv. Leadership course lasting not less than four (4) weeks
- v. Computer literacy Skills in relevant areas
- vi. Professional Membership in good standing

OR

- i. Masters Degree (Accounting/Finance) or equivalent.
- ii. CPA (K) OR equivalent.
- iii. At least six (6) years' experience in Grade 14 OR comparable position
- iv. Leadership course lasting not less than four (4) weeks



- v. Computer literacy Skills in relevant areas
- vi. Professional Membership in good standing

2. Deputy Chief Internal Auditor - Grade 14

The applicant to this position shall have:

- i. Master's Degree (Accounting/Finance) or equivalent.
- ii. CPA (K)/CISA/CIA or equivalent.
- iii. Three (3) years' experiences at Grade 13 OR any other relevant comparable position.
- iv. Computer literacy Skills
- v. Professional Membership in good standing
- vi. Leadership course lasting not less than four (4) weeks will be an added advantage.

3. Legal Officer I -Grade 12

For appointment to this position the applicants must have:

- i. Masters degree in Law (LLM) from a recognized institution with three (3) years working experience at Grade 11 or comparable position
or
Bachelors Degree in Law with Six years work experience at Grade 11 or comparable position.
- ii. Be an Advocate of the High Court of Kenya.
- iii. A valid practicing license.
- iv. Registered with Law Society of Kenya (LSK).
- v. be a commissioner of Oaths.
- vi. be Computer Literate.

4. Assistant Registrar (Human Resource & Administration) -Grade 12

For appointment to this position the applicants must have:

- i Relevant Masters Degree from a recognized institution.
- ii At least three (3) years' experience in Grade 11 OR comparable position
- iii Relevant professional qualifications (where applicable)
- iv A practicing license (where applicable)



- v. Membership to relevant professional body in good standing.
- vi. Computer literacy Skills in relevant areas.

5. Accountant 1 - Grade 12

For appointment to this position the applicants must have:

- i. Master's Degree in (Accounting/ Finance) or its equivalent
- ii. CPA (K) or its equivalent
- Three (3) years' experience in Grade 11 OR comparable
- iii. Computer Literacy Skills in relevant areas
- iv. Professional Membership in good standing

6. Student Counsellor II -Grade 11

For appointment to this position the applicants must have:

- i. Masters Degree in Counseling or relevant field
- ii. At least three (3) years working experience at Grade 10 OR comparable position.
- v. Computer Literacy Skills in relevant areas
- iii. Membership to professional body in good standing

OR

- iv. Bachelors Degree in Counseling OR relevant field.
- v. At least six (6) years working experience at Grade 10 OR comparable position.
- vi. Membership to professional body in good standing
- vii. Computer Literacy Skills in relevant areas

7. Clerk of Works III -Grade 9

For appointment to this position the applicants must have:

- i. Bachelors Degree in Civil/ Building/ Electrical Engineering or related fields
- ii. Must be full member of professional body in good standing.



- vi. Computer Literacy Skills in relevant areas
- OR
- iii. Higher National Diploma in Building/ Electrical/ Civil Engineering or related fields
- iv. At least three (3) years working experience at Grade 8 OR comparable position
- v. Must be full member of professional body in good standing.
- vii. Computer Literacy Skills in relevant areas.

APPLICATION PROCEDURES:

All applications must be addressed to:

Deputy Vice Chancellor (Administration, Finance, Planning & Development)

P O Box 385 - 50309

Kaimosi

Kenya

All application Letters, Academic Certificates, Transcripts, Professional Qualifications and Curriculum Vitae detailing experience, current post, names & addresses of three (3) referees to be emailed to the following email address: exterpost2@kafu.ac.ke Applications must be submitted on or before **28th November, 2025**.

Only shortlisted candidates will be contacted.

Applicants with degrees from Foreign Universities **MUST** attach letter(s) of recognition from the Commission of University Education (CUE).

Women, Youths, Marginalized & Persons Living with Disabilities are encouraged to apply.

Kaimosi Friends University is an equal opportunity employer.

No physical application will be accepted.

Any canvassing will lead to automatic disqualification.

More information can be found at www.kafu.ac.ke

