



# UNIVERSITY OF EMBU

P.O. BOX 6-60100, EMBU, KENYA

Website: [www.embuni.ac.ke](http://www.embuni.ac.ke)

## INTERNAL ADVERT

The University is seeking suitably qualified and experienced individuals to fill the following positions:

### NON-TEACHING POSITIONS

#### 1. ADMINISTRATIVE ASSISTANT- GRADE C/D

- i. Must have KCSE/KCE Certificate with a mean of C+ or equivalent
- ii. Must be a holder of Bachelor's Degree in any field from a recognized University
- iii. Those with additional qualifications in management such as CPS will have an added advantage.

#### 2. SENIOR ADMINISTRATIVE ASSISTANT – GRADE E/F

- i. Must be holders of a Master's degree in any field from a recognized University.
- ii. Have at least three (3) years relevant work experience.
- iii. Demonstrate proficiency in computer applications especially in Microsoft Office
- iv. Those with additional qualifications in management such as CPS will have an added advantage.

#### 3. ASSISTANT ACCOUNTANT- GRADE E/F

- i. Must be holders of a Bachelor's degree in Business, Commerce, Accounting, Finance or equivalent qualification from a recognized University.
- ii. Have CPA (K) or equivalent professional qualification.
- iii. Demonstrate proficiency in accounting packages such as SAP, Sage, Pastel, Tally and Quick-books.
- iv. Be a member of the relevant professional body

#### 4. ASSISTANT HUMAN RESOURCE OFFICER - GRADE C/D

- i. Must be holders of at least KCSE C+/KCE DIV. III and a Bachelor's degree in Human Resource Management or Business related area with HR Option from a recognized University.
- ii. Have a minimum of three (3) years' relevant experience.
- iii. Have good analytical, interpretative, report writing and presentation skills.

#### 5. SENIOR INTERNAL AUDIT ASSISTANT –GRADE C/D

- i. Must be holders of a KCSE C+/KCE Div. II and above and a Bachelor's degree in Accounting or Finance or equivalent qualification from a recognized University and



CPA III Certificate or equivalent.

- ii. Have a minimum of three (3) years relevant work experience.
- iii. Demonstrate good communication skills, problem solving skills and analytical skills.
- iv. A working knowledge in accounting packages such as SAP, Sage, Pastel, Tally and Quick-books will be an added advantage.

#### **6. SENIOR ACCOUNTS ASSISTANT - GRADE C/D**

- i. Must be holders of at least a KCSE C+ (plus)/KCE DIV II and above, a Bachelor's degree in Accounting or equivalent qualification from a recognized University and CPA (2) Certificate or equivalent.
- ii. Have a minimum of three (3) years' relevant work experience.
- iii. Demonstrate working knowledge in accounting packages such as SAP, Sage, Pastel, Tally and Quick-books.

#### **7. ASSISTANT ICT OFFICER– GRADE C/D**

- i. Must be holders of at least a KCSE C+ (plus)/KCE DIV II and above and a Bachelor's Degree in Information Technology, Computer Science, Computer Technology, Mathematics and Computer Science or related field from a recognized University.
- ii. Three (3) years relevant work experience.
- iii. Knowledge in programming languages will be an added advantage.

#### **8. MAINTENANCE OFFICER-GRADE C/D**

- i. Must be holders of at least KCSE C+/KCE Div. III and a Higher National Diploma or Bachelor's degree in Building and constructions or Civil Engineering or Equivalent qualification from a recognized institution.
- ii. Have at least one (1) year relevant work experience.
- iii. Demonstrate knowledge of relevant computer based applications such as AutoCAD.

#### **9. ASSISTANT REGISTRY OFFICER- GRADE A/B**

- i. Must be holders of a KCSE C-(minus) or KCE Div. III and above and a Diploma in Archives and Records Management or Equivalent qualification from a recognized Institution.
- ii. Have at least three (3) years' relevant work experience.
- iii. Have proven knowledge of computer based record management system.

#### **10. ASSISTANT MAINTENANCE OFFICER - GRADE A/B**

- i. Must be holders of KCSE C- (minus)/KCE DIV III and above.
- ii. Must have at least a Diploma in Quantity Surveying or Water Engineering or Electrical Engineering or equivalents of these qualifications from a recognized institution.
- iii. Have at least three (3) years relevant work experience.
- iv. Demonstrate knowledge of computer applications in the relevant area.



## **11. CLERICAL OFFICER I – GRADE A/B**

- i. Must be holders of KCSE C-(minus)/KCE Div. III and a Diploma in Business Studies, ICT, Records Management or equivalent.
- ii. Have at least three (3) years' relevant work experience.
- iii. Show evidence of computer literacy.

## **12. CLERICAL OFFICER II – GRADE III/IV**

- i. Must be holders of KCSE D+/KCE Div. IV and a Certificate in Business Studies, ICT, Records Management or equivalent.
- ii. Show evidence of computer literacy.
- iii. Have at least three (3) years' relevant work experience.

## **13. LIBRARY ATTENDANT- GRADE III/IV**

- i. Must be holders of KCSE D+ /KCE DIV IV and above and a Certificate in Library Studies or equivalent.
- ii. Have some relevant work experience.
- iii. Show evidence of computer literacy.

Those with Binding skills have an added advantage.

## **14. DATA ENTRY CLERK II –GRADE III/IV**

- i. Must be holders of KCSE D+/KCE Div. IV and above and a Certificate in Computer Studies or related field from a recognized institution.
- ii. Have a minimum of three (3) years' relevant work experience.
- iii. Show evidence of knowledge in relevant computer based management information systems.

## **15. CLEANER/MESSENGER I GRADE III/IV**

Must be holders of KCSE D+/KCE Div. IV and a Certificate in Office Management. In addition, the applicant must show evidence of computer literacy.

Those who have worked for the same position for more than three (3) years will have an added advantage.

## **16. CLEANER/MESSENGER II- GRADE I/II**

Must be holders of KCSE D+/KCE Div. IV. Those who have worked for the same position for more than three years will have an added advantage.

## **17. GAMES ATTENDANT - GRADE III/IV**

Must be a holder of KCSE D+/KCE Div. IV and a certificate in Coaching or equivalent with relevant work experience. In addition, the applicant must show evidence of computer literacy.



## 18. ASSISTANT PROCUREMENT OFFICER – GRADE A/B

- i. Applicants must be holders of KCSE C-(minus)/KCE Div. III and a Diploma in Purchasing and Supplies Management or equivalent.
- ii. Have some relevant work experience.
- iii. Must be computer literate

### How to apply:

1. Open the University of Embu website; [www.embuni.ac.ke](http://www.embuni.ac.ke), choose the job application portal and fill in your details as guided; and
2. Send one (1) hard copy of the application letter, accompanied by detailed curriculum vitae (signed on all pages), copies of certified academic and professional certificates, National ID card, current pay slip and other relevant testimonials. Provide your mobile numbers, email address and names of three (3) referees.

### Note:

Applicants who do not submit one (1) hard copy of the application package will not be considered.

An application package (with job reference number clearly marked on the envelope) should reach the undersigned not later than **26<sup>th</sup> February, 2019**.

The Vice-Chancellor,  
University of Embu,  
P.O Box 6-60100,  
Embu, Kenya.

