



UNIVERSITY OF EMBU
P.O. BOX 6-60100, EMBU,
KENYA Website: www.embuni.ac.ke

The University of Embu (UoEm) is seeking to recruit a suitably qualified and experienced individual to fill the following position:

POST: ADMINISTRATIVE ASSISTANT (UNIVERSITY FARM) - GRADE C/D (Ref: UoEm/ADM/01/2019)

Applicants must be holders of a Bachelor's of Science degree in Agriculture, Agribusiness or Agricultural Economics or equivalent qualification from a recognized University.

In addition they must:

- i. Have a minimum of CPA Section I or equivalent professional qualification;
- ii. Have a minimum of one-year experience in a medium scale farm dealing with various crops and livestock enterprises;
- iii. Have experience in Marketing preferably of farm produce;
- iv. Have experience in book keeping and financial reporting.

How to apply:

1. Open the University of Embu website; 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 (if any) and other relevant testimonials. Provide your mobile numbers, email address and names of three (3) referees (who should send their recommendation letters directly to the undersigned in sealed envelope).

Application package together with referee letters (with job reference number clearly marked on the envelope) should reach the undersigned not later than 1st March 2019.

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

Note:

- i. Only qualified and shortlisted applicants will be contacted;
- ii. Persons with disability are encouraged to apply;
- iii. University of Embu does not levy any fees for job application University of Embu is an equal opportunity employer.