



# UNIVERSITY OF EMBU

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

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

## JOB VACANCY

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

### NON-TEACHING POSITION:

#### **ECDE TEACHER, UOEM BABY DAY CARE CENTRE**

Applicants must be holders of at least KCSE C- (minus) or KCE Div III, and a Certificate in Early Childhood Development Education (ECDE) from a recognized institution. In addition, they must:

- i. Have First-aid training;
- ii. Be computer literate; and
- iii. Have at least three (3) years relevant post qualification work experience

*Applicants with a Certificate in Child Care and Protection and experience in handling children with special needs will have an added advantage.*

#### **How to apply:**

1. Visit the University of Embu website; [www.embuni.ac.ke](http://www.embuni.ac.ke), select the *Job Application Portal* and fill in your details as guided; and
2. Submit one (1) **hard copy** application package (**with job reference number clearly marked on the envelope**) with the following:
  - i. Application letter;
  - ii. Detailed curriculum vitae signed on all pages. The CV must include details of three (3) referees well known to you;
  - iii. Copies of **certified** academic and professional certificates;
  - iv. A copy of the National ID card;
  - v. A copy of the current pay slip (if any); and
  - vi. Other relevant testimonials.

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

#### **Other Requirements.**

Applicants should notify the three (3) referees to send their recommendation letters directly to the undersigned in a sealed envelope or in soft via [vc@embuni.ac.ke](mailto:vc@embuni.ac.ke) before the deadline.

The Application Package (hard and soft copy) should reach the undersigned not later than **5.00 pm** on **Friday, 6<sup>th</sup> December, 2024.**

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; and
- iii. University of Embu does not levy any fees for job application

*University of Embu is an equal opportunity employer*