



## UNIVERSITY OF EMBU

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

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

### JOB VACANCIES

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

#### 1. Legal Officer - Ref: (UoEm/LO/07/2025)

Applicants must be holders of a Bachelor of Laws (LLB) degree from a recognized University. In addition, they must;

- i. Have at least three (3) years post bar admission working experience in a legal environment;
- ii. Possess a Postgraduate Diploma in Law from the Kenya School of Law;
- iii. Be an Advocate of the High Court of Kenya with a current Practicing Certificate;
- iv. Be a member and have a valid practicing license from Law Society of Kenya;
- v. Have evidence of computer literacy;
- vi. Have excellent analytical, problem solving, and communication skills; and
- vii. Demonstrate initiative and integrity.

**Membership of the Institute of Certified Public Secretaries of Kenya will be 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**) comprising of 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, 8<sup>th</sup> August, 2025.**

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

**Note:**

- i. Only qualified and shortlisted applicants will be contacted;
- ii. Successful candidates will be required to satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010;
- iii. Persons with disability are encouraged to apply; and
- iv. University of Embu does not levy any fees for job application

*University of Embu is an equal opportunity employer.*