



UNIVERSITY OF EMBU

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

Website: www.embuni.ac.ke

JOB VACANCIES

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

A. NON-TEACHING POSITIONS

1. MEDICAL OFFICER – GRADE 12 – (Ref: UoEm/MO/02/2026)

Applicants must be holders of at least KCSE C+ (plus) aggregate, and a Bachelor in Medicine and Surgery (MBChB) or equivalent qualification from a recognized university. In addition, the applicant must;

- i. Have a minimum of two (2) years' relevant work experience in a busy hospital setting;
- ii. Be licensed to practice medicine by the Kenya Medical and Dentist Practitioners Council;
- iii. Be conversant with relevant computer based health management systems;
- iv. Demonstrate knowledge of laws and regulations governing medical practice in Kenya.
- v. Have postgraduate qualifications/short courses in various medical fields; and
- vi. Have experience in managing a team and building capacity.

2. ADMINISTRATIVE ASSISTANT (DATA ANALYST) - GRADE 7/8 Ref: (UoEm/AADA/02/2026)

Applicants must be holders of at least KCSE C+ (plus) aggregate and a Bachelor's degree in Data Science/Statistics/Computing and Mathematics/Computer Science, or a related field from a recognized institution. In addition, the applicant must;

- i. At least three (3) years of demonstrable experience in a data analysis and research support, preferably in a higher education or research environment;
- ii. Certification in at least two statistical or analytical software packages. (e.g., R, SPSS, EViews, NVivo or ATLAS.ti);
- iii. Strong understanding of quantitative and/or qualitative research methodologies; and
- iv. Excellent communication and interpersonal skills, with the ability to explain complex concepts clearly to post graduate students.

3. NURSING OFFICER - GRADE 7/8 Ref: (UoEm/NO/02/2026)

Applicants must be holders of at least KCSE C (plain) aggregate, and a Diploma in Nursing from a recognized institution. In addition, the applicant must;

- i. Must be registered with the Nursing Council of Kenya and must have a valid practicing license;
- ii. Have at least three (3) year's relevant post qualification work experience as a Nurse in a busy hospital;
- iii. Have good communication, analytical and report writing skills; and
- iv. Have working knowledge of relevant computer applications.

Work experience in a level 4 and above medical facility will be an added advantage

4. DRIVER II- GRADE 3/4 - Ref: (UoEm/D/02/2026)

Applicants must be holders of KCSE D+ (plus) /KCE DIV IV and be in possession of a valid driver's license class A B C E, or for smart driving license B, C1, C, D1 D2, D3, and Occupational Trade Test III for drivers. In addition, the applicant must;

- i. Have at least five (5) years accident-free continuous driving experience;
- ii. Have a valid certificate of good conduct from the Kenya Police;
- iii. Demonstrate proficiency in written and spoken English and Kiswahili languages;
- iv. Have basic computer skills.

Ability in driving tractors, buses and lorries will be an added advantage

5. MECHANIC/DRIVER GRADE 3/4 - Ref: (UoEm/MD/02/2026)

Applicants for this position must be holders of KCSE D+ (plus) or KCE Div IV, a valid driving license Class A B C E, or for smart driving license B C1 C D1 D2 D3, and Government Trade Test III or equivalent qualification from a recognized institution. In addition, the applicant must;

- i. Have a minimum of three (3) years' post qualification work experience in a busy and formal motor vehicle garage;
- ii. Demonstrate ability to diagnose, identify spare parts required and repair motor vehicle; and
- iii. Have basic computer skills.

Knowledge of motor vehicle electrical system will be an added advantage.

6. GAMES ATTENDANT- GRADE 3/4 - Ref: (UoEm/GA/02/2026)

Applicants must be holders of KCSE D+ (plus) /KCE DIV IV and a Certificate in Coaching (Gym and Aerobics Instructor). In addition, the applicant must;

- i. Have at least two (2) years' experience as a fitness instructor, personal trainer, or in a similar role in a busy gym
- ii. Have a certificate in First Aid
- iii. Have excellent communication and interpersonal skills; and
- iv. Have basic computer skills.

Certification in zumba, massage or other sports disciplines will be an added advantage.

How to apply:

1. Visit the University of Embu website; 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)
 - 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 before the deadline.

The Application Package (hard and soft copy) should reach the undersigned not later than **5.00 pm** on **13th March, 2026**.

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.