# 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 a suitably qualified and experienced individual to fill the following position:

### 1. LEGAL OFFICER – (RE-ADVERTISEMENT) Ref: (UoEm/LO/07/2026)

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 practical experience in a law firm or a legal department.
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. 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 before the deadline.

The Application Package (hard and soft copy) should reach the undersigned not later than **5.00 pm on Friday, 21st August, 2026.**



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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.*



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