

LAIKIPIA

P.O. Box 1100-20300,
NYAHURURU,
KENYA



UNIVERSITY

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OFFICE OF THE REGISTRAR (ADMINISTRATION)

JOB VACANCIES

Laikipia University is a public chartered University located 11 kms from Nyahururu Town along Nakuru/Nyahuru Road. The University has vacancies for the following position:-

1. ADMINISTRATIVE ASSISTANT GRADE 8 – (3 POSTS) - LU/AD/5/1

Applicants must be holders of a bachelor degree (at least lower second honors) from a recognized institution. In addition applicants should have a diploma or equivalent qualification in ICT and at least (1) year experience in data entry and analysis after qualifying. Applicants with ICT related degrees will have an added advantage. Successful candidates will be deployed in schools to handle students' records.

Terms of Service

Permanent and Pensionable subject to a successful probation period.

Salary Scale:

Kshs.27,970 – 39,855 p.m.

Mode of Application

Applicants must submit ten (10) copies of applications giving details of age, educational and professional qualifications, detailed work experience, present post and salary, applicants telephone number and email address and enclosing certified copies of certificates and testimonials and giving names and addresses of 3 (three) referees who are knowledgeable about the applicant's competence and area of specialization.

The Vice-Chancellor
Laikipia University
P.O. Box 1100-20300
NYAHURURU

So as to reach him not later than 15th June, 2017

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, outreach and consultancy

Laikipia University is ISO 9001:2008 Certified

