

**OFFICE OF REGISTRAR
(ADMINISTRATION AND HUMAN CAPITAL)**

Ref: LU/R(ADMIN)/IA/1/8/83

5th January, 2021**INTERNAL ADVERTISEMENT**

Applications are invited from serving members of staff for the following positions in the Administration department:

CASHIER GRADE 5 – 3 POSTS**DUTIES AND RESPONSIBILITIES**

- (i) Receive revenue in cash and Mpesa transactions
- (ii) Ensure all services have been paid for and official receipt issued
- (iii) Maintain daily, receive analysis report
- (iv) Daily reconciliation of revenue collections
- (v) Any other duties assigned by immediate supervisor

Academic / Professional Requirements

1. KATC or CPA 1
2. Computer literacy.
3. Exemplary work performance.

Mode of application

Applicants must submit three (3) copies of applications accompanied by detailed curriculum vitae (detailing academic qualification, professional experience and membership to professional associations) and copies of certificate should be sent to :-

The Registrar (AHC)
Laikipia University
P.O. Box 1100-20300
NYAHURURU – KENYA

So as to reach him not later than 14th January, 2021

***Laikipia University is an equal employer. Women, minority groups and persons living with disabilities are encouraged to apply.
Only shortlisted candidates will be contacted.***