



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

Ref: LU/ADMIN/R(ADMIN)/132/EA/89

5<sup>th</sup> July, 2021

**ADVERTISEMENT OF JOB VACANCY**

Laikipia University is a Public Chartered University located 11 kms from Nyahururu Town along Nyahururu -Nakuru Road and 50 kms from Nakuru along Nakuru –Nyahururu road.

Laikipia University's vision is to be a University for valued transformation of society. The mission is to serve students and society through research, education, scholarship, training, outreach and consultancy. To effectively fulfill its mandate, the University has a vacancy in the Administration and Human Capital Department.

**Assistant Registrar Grade 12 (1 Post)**

**Ref. No. LU/AD/1/7/21**

The appointment is on a three (3) year contract renewable subject to satisfactory performance.

**Academic/Professional Requirements**

Applicant must;

- Have Master's degree in Human Resource
- Have Bachelor's degree from recognized institution
- Have membership to a relevant Professional Body
- Be computer literacy
- Have exemplary work performance in Human Resources and administration in a public institution preferably in a University set up.
- Candidate must have at least 9 years' cumulative experience in Human Resource Management and Administration.

**Duties and Responsibilities**

- In-charge of a section
- Deal with Human Resource matters in the University
- Supervise data processing for administrative planning
- Supervise staff in their section
- Supervise administrative information processing and dissemination.
- Supervise administrative communication with staff/students

Page 1 of 2

*Vision : A University for Valued Transformation of Society*

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



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



- Supervise administrative records management
- Supervise general office services
- Ensure implementation of departmental policies and procedures.
- Taking minutes in departmental meetings and ensure timely implementation of decisions.
- Ensure proper maintenance of records.
- Any other duties assigned by immediate supervisor.

### **Terms and Conditions of Service**

Successful candidate for the position will be offered a competitive remuneration package as below;

Salary Scale: Kshs.108,714 - Kshs.155,461 per month

### **Mode of Application:**

Candidates will be required to satisfy the requirement of chapter 6 of the constitution of Kenya 2010 and must attach the following.

- Certificate of good conduct from the Directorate of Criminal Investigation.
- Tax compliance certificate from KRA
- Clearance certificate from Higher Education Loans Board.
- Clearance certificate from CRB
- Self-declaration clearance certificate from Ethics and Anti-Corruption Commission

### **How to apply;**

Applicants must submit ten (10) copies of applications giving details of age, education and professional qualifications, detailed work experience, present post and salary, applicants' telephone number and email address, and enclose certified copies of certificates and testimonials and give names and addresses of three (3) referees who are knowledgeable about the applicants competence and area of specialization. Applicants should request their referees to write directly to the undersigned. The name and reference number of the position for which the application is made should be clearly marked on the envelope and addressed to:-

The Deputy Vice-Chancellor (AF&P)

Laikipia University,

P.O. Box 1100-20300

**NYAHURURU – KENYA**

So as to reach him not later than **Monday 26<sup>th</sup> July, 2021**

**N.B.** A soft copy of the application letter and C.V. **only and No other attachment** should be sent by email to [radmin@laikipia.ac.ke](mailto:radmin@laikipia.ac.ke)

***Laikipia University is an equal opportunity employer. Persons living with disabilities and those from minority group are encouraged to apply.***

***Only shortlisted candidates will be contacted.***

