



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

Ref: LU/ADMIN/R (ADMIN)/132/EA/93

8th March, 2022

EXTERNAL ADVERTISEMENT FOR 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, innovation, outreach and consultancy. To effectively fulfill its mandate, the University has two vacancies in the Administration and Human Capital Department and in the Dean of Students Office.

Job Title:	Assistant Registrar Grade 12 (RE-ADVERTISEMENT)
Ref No	LU/AD/2/2/2022
Salary Scale	Kshs.108,714 - Kshs.155,461 per month
Terms of Service	Three (3) year contract renewable subject to satisfactory performance
Key Responsibilities	
<ol style="list-style-type: none"> 1. In-charge of a section 2. Deal with Human Resource matters in the University 3. Supervise data processing for administrative planning 4. Supervise staff in their section 5. Supervise administrative information processing and dissemination. 6. Supervise administrative communication with staff/students 7. Supervise administrative records management 8. Supervise general office services 9. Ensure implementation of departmental policies and procedures. 10. Taking minutes in departmental meetings and ensure timely implementation of decisions. 11. Ensure proper maintenance of records. 12. Facilitating meetings, conferences and other special events. 	



13. Ensuring provision of office equipment and materials.
14. Maintaining and updating furniture and office equipment inventory.
15. Ensuring maintenance of records of all University assets and properties including title deeds, log books and insurance covers.
16. Overseeing telephone, registry and secretarial services.
17. Coordinate provision of office accommodation.
18. Preparing budget.
19. Ensuring preparation of quarterly and annual reports.
20. Any other duties assigned by immediate supervisor.

Qualifications

For appointment to this post, a candidate must;

- i. Have Master's degree in Public Administration or Business Administration or Human Resource Management or other relevant qualifications from a recognized institution.
- ii. Have Bachelor's degree from recognized institution.
- iii. Be computer literate.
- iv. Attendance of a senior management or other professional course lasting more than four weeks will be an added advantage.
- v. Have exemplary work performance.
- vi. Candidate must have at least 6 years' cumulative experience in Human Resource Management and Administration.

Job Title: Assistant Games and Sports Officer III Grade AD 8

Ref No	LU/AD/3/2/2022
Salary Scale	Kshs.43,193- Kshs.60,470 per month
Terms of Service	Three (3) year contract renewable subject to satisfactory performance

Key Responsibilities

1. Supervise staff under them.
2. Plan, organize and develop games and sports activities.
3. Oversee general care and maintenance of games facilities.
4. Coach and officiate various games and sports activities.
5. Responsible for students going for external fixtures.
6. Popularize sports and games activities among students
7. Any other duties that may be assigned by immediate supervisor.

Qualifications

For appointment to this post, a candidate must have;

- i. Bachelor's in Physical Education or its equivalent from recognized institution.
- ii. Computer literacy
- i. Three (3) year experience as Games or Sports Officer III



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 once they are shortlisted for interview.

- 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 the office not later than 30th March, 2022

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

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

Only shortlisted candidates will be contacted.

