

LAIKIPIA

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



UNIVERSITY

TEL: +254-(0) 771678035;
radmin@laikipia.ac.ke; www.laikipia.ac.ke

OFFICE OF REGISTRAR ADMINISTRATION & HUMAN CAPITAL

Ref: LU/R (ADMIN)/IA/1/8/77

25th February, 2020

INTERNAL ADVERTISEMENT

DEPARTMENTAL EXAMINATION OFFICERS

Applicants are invited for the post of Examination Officer in the following departments:-

- Mathematics
- Public Affairs and Environmental Studies
- Psychology Counselling & EDFO
- Economics

DUTIES AND RESPONSIBILITIES

- To coordinate the submission of draft examinations as well as recording them.
- To be the custodian of examination drafts for the period they are in the Department.
- To coordinate the Academic staff in the Department to ensure that examination processing schedule is adhered to.
- To prepare examination invigilation schedules in collaboration with the Directorate of Examination and Time-Tabling.
- To oversee the administration of examinations within the Department.
- To receive and register examination results, including examination scripts.
- To coordinate the internal/external moderation of examination results in consultation with the Chair of Department and Directorate of Examination and Time Tabling.
- To provide direction on all matters touch on examination in the Department in consultation with the Chairman of Department/Directorate of Examination and Time Tabling.
- To submit examination results to the Dean's office for processing.
- To retrieve and address issues concerning examination marks in time.
- To ensure timely collection and distribution of provisional transcripts to students; and
- Any other duty related to management of examination as may be directed by the Chairman of the Department and other relevant organs of the University or as deemed necessary under any emerging situation and/ or conditions in the University.

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



Successful applicants will be offered a two years appointment, renewable subject to satisfactory performance.

ENTITLEMENT

Entertainment allowance	Kes.12,000 per month
Responsibility allowance	Kes.18,000 per month

MODE OF APPLICATION

An application indicating the department applied for, a detailed Curriculum Vitae and copies of certificates (1 copy each) should be submitted through the Dean and CoD to:

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

Not later than 6th March 2020

Laikipia University is an Equal opportunity employer.

Persons of the female gender, persons living with disabilities and those from minority groups are encouraged to apply.

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

