

LAIKIPIA

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



UNIVERSITY

Cell: +254 771678035
radmin@laikipia.ac.ke; www.laikipia.ac.ke

OFFICE OF THE REGISTRAR (ADMINISTRATION)

Ref: LU/R(ADMIN)/EA/1/9/70

4th September, 2018

JOB VACANCIES

Laikipia University is a public Chartered University located 11 kms. From Nyahururu Town along Nakuru-Nyahururu road and 50 kms. from Nakuru on the Nakuru – Nyeri 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 vacancies for the following positions in different departments

Department of Curriculum and Education Management

1. Lecturer Grade 12 - (1 Position)

Ref. No. LU/AC/1/09/18

Applicants must be holders of PhD in Education Technology and one Teaching Subject method from a recognized institution.

Other requirements are;

- Must have evidence of attendance and contribution at learned conferences, seminars or workshops.
- Be registered members of the relevant professional bodies (if applicable).
- Evidence of publications in refereed journals.
- Must be computer literate.
- Applicants should meet all the CUE requirements.

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



Department of Psychology, Counselling and Education Foundations

2. Lecturer Grade 12 - (1 Position)

Ref. No. LU/AC/2/09/18

Applicants must be holders of PhD in Sociology of Education.

Other requirements are;

- Must have evidence of attendance and contribution at learned conferences, seminars or workshops.
- Be registered members of the relevant professional bodies.
- Must be computer literate
- Evidence of publications in refereed journals.
- Applicants should meet all the CUE requirements.

Department of Literary and Communication Studies

3. Lecturer Grade 12 - (1 Position)

Ref. No. LU/AC/3/09/18

Applicants must be holders of PhD.

Other requirements are;

- Must have evidence of attendance and contribution at learned conferences, seminars of workshops.
- Be registered member of the relevant professional bodies
- Should have specialization in Electronic Media.
- Evidence of publications in refereed journals.
- Must be computer literate.
- Applicants should meet all the CUE requirements

Duties and Responsibilities for Lecturer (Grade 12)

The successful candidates will be expected to teach undergraduate and Post Graduate academic Programmes, supervise students' research projects, conduct research and take up administrative duties.

Other requirements for Lecturer (Grade 12)

- Certificate of Good Conduct
- Certificate from HELB
- KRA Compliance

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



SCHOOL OF SCIENCE

Department of Biological Sciences

4. Botany – Technician Grade 6 - (1 Position)

Ref. No. LU/AC/4/09/18

Applicants must be holders of Diploma in Applied Biology and must have covered the following units; Genetics, Taxonomy, Ecology (credit and above).

In addition they must

- Have attained at least 'C' plain and above in KCSE
- They should possess a work experience of at least 3years as technologist in a busy laboratory from recognized institution.
- Must be computer literate.

Duties and Responsibilities

Successful candidates will be expected to conduct undergraduate practical classes and assist in on-going research in the department.

5. Zoology – Technician Grade 6 - (1 Position)

Ref. No. LU/AC/5/09/18

Applicants must be holders of Diploma in Applied Biology and must have covered the following units; Genetics, Cell Biology, Animal physiology, Histology (credit and above).

In addition they must

- Have attained at least 'C' plain and above in KCSE
- They should possess a work experience of at least 3 years as technologist in a busy laboratory from recognized institution.
- Must be computer literate.

Duties and Responsibilities

Successful candidates will be expected to conduct undergraduate practical classes and assist in on-going research in the department.

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



Department of Chemistry and Bio-Chemistry

6. Chemistry – Technician Grade 6 - (1 Position) Ref. No. LU/AC/6/09/18

Applicants must be holders of Diploma in Analytical Chemistry from a recognized Institution.

In addition they must

- Have attained at least 'C' plain and above in KCSE
- At least 3 years' experience in Biochemistry, Medical Laboratory, or Molecular Biology Laboratories.
- Must be Computer Literate

Duties and Responsibilities

Successful candidates will be expected to conduct undergraduate practical classes and assist in on-going research in the department.

7. Senior Procurement Officer II Grade 12 - (1 Position) Ref. No. LU/AD/1/09/18

Applicants must be holders of Master's degree in Procurement and Supplies Management or its equivalent from recognized Institution. In addition they must have served at the level of a Procurement Officer I for at least three (3) years in a large government institution.

Other requirements are;

- Must be conversant with the Public Procurement and Asset Disposal Act (PPADA) 2015
- Applicants must be of high integrity and able to supervise a large number of staff.
- Be registered with Kenya Institute of Supplies Management (KISM).
- Must be computer literate and ICT competent.
- Certificate of good conduct.
- KRA compliance certificate.
- HELB clearance certificate.
- CRB certificate.

Duties and Responsibilities

The successful candidate will be responsible for planning and coordination of the Procurement Services in the University.

8. Games Tutor Grade 12 - (1 Position)

Ref. No. LU/AD/2/09/18

Applicants must be holders of Masters in Sports & Recreation / Physical Education from a recognized Institution.

- At least 8 years' experience in an institution of higher learning or Tertiary Institution.
- Able to coach different Sporting Disciplines in the University.
- Be registered with a Sports Body.
- Should be able to manage Resources and Staff.
- Having worked in a University will be an added advantage.
- Must be computer literate.
- Female applicants will have added advantage.

Duties and Responsibilities

The successful candidate will be the overall in-charge of sports and games activities and equipment's in the university, overall management of the department in administrative, planning, budgeting, policy formulation and implementation and will also advise the University Management Board on sports/games issues.

9. Estate Manager Grade 11 - (1 Position)

Ref. No. LU/AD/3/09/18

Applicants must be holders of Bachelor's Degree/Higher National Diploma in Building Economics/Land Economics or Construction Management/Architecture or Civil Engineering or any other relevant qualifications from a recognized Institution. In addition they must have at least 3 years' experience in Building Construction or Maintenance Works in a large organization.

Other requirements

- Must be computer literate.
- KRA compliance certificate.
- CRB certificate.
- Certificate of good conduct.

This position requires a result oriented person with excellent interpersonal and good communication skills, high integrity and must be computer literate.

Duties and Responsibilities

The successful candidate will report to the Deputy Vice-Chancellor (Administration, Finance and Development) and will be expected to maintain a clean register of all University property , including furniture and general fixtures, coordinate maintenance and repair of University Buildings, ground plants and equipment's including management of service contracts, handle land administration matters, including lease preparation extensions and payment of Land taxes and effective supervision of staff in the department. In addition, successful candidate will be expected to oversee and advise University Management on all the ongoing projects.

10. Farm Manager Grade 10 - (1 Position)

Ref. No. LU/AD/4/09/18

Applicants must be holders of a Bachelors Degree in either Farm Resource Management, Agriculture, Horticulture, Animal Science or any other relevant course from a recognized institution. In addition they must have a post qualification experience of at least 5 years in a reputable farm.

Other requirements

- Must be computer literate.
- KRA compliance certificate.
- CRB certificate.
- Certificate of good conduct.

Duties and responsibilities

- In charge of the farm and responsible for day to day management of all enterprises of both crop and livestock operations.
- Responsible for overseeing and directing preparations of all the University Farm, plans and budgets.
- Preparing periodic reports of the farm.
- Responsible for innovating and effectively running the farm for optimum productivity and profitability.

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



11. OFFICE OF THE VICE-CHANCELLOR

Research Assistant Grade 12 - (1 Position)

Ref. No. LU/AD/5/09/18

Qualifications and Other Skills

- A 2nd Honor Upper Division Bachelor's degree in the Social Sciences, Education and related fields and a master's degree from a recognized institution with a practical experience in research.
- Be aware of the latest trends in Education;
- Good computer Literacy Skills;
- Ability to demonstrate a high level of confidentiality and discretion at all times;
- Strong Interpersonal skills and relationship management;
- Relevant working experience of at least 5 years since graduating;

In addition, the applicant must have:-

- KRA compliance certificate.
- HELB clearance certificate.
- CRB certificate.
- Certificate of good conduct.

Reporting to the office of the Vice-Chancellor the Research Assistant will generally be involved in:-

- Helping to manage and prioritize the VC's time.
- Writing speeches for the VC when called upon to do so.
- Helps in time and diary management scheduling of meetings, correspondences and note taking.
- Manage and maintain the office diary and e-mail account.
- Conduct weekly meetings with the VC to discuss impending engagements, invitations and other official requests made to the office.
- Ensure that the VC is fully briefed on, or prepared for any engagement he is involved in.
- Conduct research on behalf of the office on pertinent issues.
- From time to time, perform other adhoc tasks that may be deemed necessary.

12. OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & RESEARCH)

Research Assistant Grade 11 - (1 Position)

Ref. No. LU/AD/6/09/18

Qualifications and Other Skills

- A 2nd Honor Upper Division Bachelor's degree in the Social Sciences, Education and related fields and a master's degree from a recognized institution with a practical experience in research.
- Be aware of the latest trends in Education;
- Good computer Literacy Skills;
- Ability to demonstrate a high level of confidentiality and discretion at all times;
- Strong Interpersonal skills and relationship management;
- Relevant working experience of at least 3 years since graduating;

In addition, the applicant must have:-

- KRA compliance certificate.
- HELB clearance certificate.
- CRB certificate.
- Certificate of good conduct.

Reporting to the DVC (A&R), the Research Assistant will generally be involved in:-

- Helping to manage and prioritize the DVC (A&R)'s time.
- Writing speeches for the DVC (A&R) when called upon to do so.
- Helps in time and diary management scheduling of meetings, correspondences, note taking.
- Manage and maintain the office diary and e-mail account.
- Conduct weekly meetings with the DVC (A&R) to discuss impending engagements, invitations and other official requests made to the office.
- Ensure that the DVC (A&R) is fully briefed on, or prepared for any engagement he is involved in.
- Conduct research on behalf of the office on pertinent issues.
- From time to time, perform other adhoc tasks that may be deemed necessary.

13. Clinical Officer Grade 8 - (1 Position)

Ref. No. LU/AD/7/09/18

Applicants must be holders of Diploma in Clinical Medicine & Surgery from a recognized institution.

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



Other requirements are;

- Must be registered by Clinical Officers Council
- At least 2 years clinical experience.
- Self-driven, team player and able to uphold progression ethics.

Duties and Responsibilities

- Undertake history taking, examination, diagnosis, treatment and management of both outpatients and inpatients.
- Sensitize patients, staff, students and clients on preventive/promotive health.
- Counselling and guiding students, staff and clients on health issues e.g. HIV/AIDS, Alcohol and Drug abuse inter alia.
- Conduct medical certification for clients.
- Provide appropriate referrals of patients
- Perform minor surgical procedures.
- Assessing, preparing, and presenting medical/legal reports as necessary.
- Provide emergency clinical care.
- Ensure maintenance of clinical services procedure and guidelines in provision of services.

14. Driver Grade 6 - (1 Position)

Ref. No. LU/AD/8/09/18

Applicants must be holders of:

- KCSE Certificates.
- A valid Driving License class A/B/C/E with PSV endorsement.
- Government Trade Test Grade I for drivers and a valid certificate of Good Conduct.
- Craft/Mechanical Certificate
- Should have a continuous driving experience of at least 5 years.
- Exemplary work performance.

Duties and Responsibilities

- Responsible for driving University vehicles.
- Adhere closely to the High Way code.
- Be courteous and professional in dealing with passengers.
- Ensure all trips are properly authorized.
- Provide advice and coach other drivers.
- Observe daily preventive maintenance of vehicles

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



15. Assistant Cateress I Grade 6 - (1 Position)

Ref. No. LU/AD/9/09/18

Applicants must be holders of:

- Diploma in Institutional Management from a recognized Institution.
- KCSE of a minimum of C- (minus) and above or equivalent.
- Computer Literate
- 3 years' experience a in a busy environment.
- Exemplarily work performance.

Duties and Responsibilities

- Ensure cleanliness in the kitchen.
- Prepare and cost menus.
- Co-ordinate kitchen operations.

16. Security Guards Grade 3 - (2 Positions)

Ref. No. LU/AD/10/09/18

Applicants must be holders of:

- KCSE Certificate
- On-the-job training or service in the disciplined forces
- Exemplarily work performance.
- Those who will have worked in a Security Firm will have an added advantage.

Duties and Responsibilities

- Undertake day and night patrols.
- To carry out perimeter checks.
- Protect University/student property by physical guarding
- Escort student/staff offenders
- Assist in firefighting.
- Dispatch security items.
- Traffic control.
- Undertake surveillance duties

Terms and Conditions:

1. Lecturers, Games Tutor, Senior Procurement Officer, Estate Manager, Clinical Officer, Assistant Cateress, Driver, and Technicians will be on Permanent and Pensionable Terms following a satisfactory probationary period.
2. Research Assistants and Farm Manager will be on a three (3) Year renewable contract following satisfactory work performance.

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



3. Security Guards will be on Permanent with Service Gratuity terms following a satisfactory probationary period.

Salary Scale:

➤ Lecturers Grade 12	-	Kshs. 99,409 – 140,683 p.m.
➤ Research Assistant Grade 12	-	Kshs. 94,347 – 131,736 p.m.
➤ Research Assistant Grade 11	-	Kshs. 83,598 – 118,348 p.m.
➤ Senior Procurement Officer Grade 12	-	Kshs. 94,347 – 131,736 p.m.
➤ Games Tutor Grade 12	-	Kshs. 94,347 – 131,736 p.m.
➤ Estate Manager Grade 11	-	Kshs. 79,344 – 112,312 p.m.
➤ Farm Manager Grade 10	-	Kshs. 46,978 – 68,512 p.m.
➤ Clinical Officer Grade 8	-	Kshs. 34,415 – 50,508 p.m.
➤ Technicians, Driver and Assist. Cateress Grade 6-	-	Kshs. 25,237 – 35,330 p.m.
➤ Security Guards Grade 3	-	Kshs. 16,429 – 22,157 p.m.

Mode of Application.

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&D)
Laikipia University
P.O. Box 1100-20300
NYAHURURU – KENYA**

So as to reach him not later than 20th September, 2018

N.B. A soft copy of the application letter and C.V. ***only*** should be sent by email to radmin@laikipia.ac.ke

Laikipia University is an equal employer. Women, minority groups and persons living with disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.

Please ignore the earlier advertisement of 03/09/2018 and refer to this revised version.

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

