

OFFICE OF THE VICE-CHANCELLOR

EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

TUESDAY, 18th FEBRUARY, 2025

The University of Eldoret is a Public University chartered in 2013, with eight (8) schools namely; Agriculture and Biotechnology; Science; Environmental Sciences & Natural Resource Management; Engineering; Education; Business, Economics and Management Sciences; Arts and Social Sciences and Health Sciences. It has over 14,000 students, 1000 employees and land measuring 1,057 acres.

The University has a Vision of being a "premier University that nurtures global Leaders and Innovators" and a Mission of "providing quality education, training, research and consultancy in Science, Agriculture and Technology to meet the needs and aspirations of a dynamic society".

Under Part V Section 35 of the Universities Act 2012, University of Eldoret invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following positions: -

TEACHING POSITIONS					
S/N	Position	Grade	Specialization	Reference	No. of Positions
1.	Associate Professor	AC 14	Nursing and Midwifery	UOE/AC/AP/B/07/02/2025	1
2.	Lecturer	AC 12	Community Health Nursing	UOE/AC/L/CHN/B/07/02/2025	1
3.	Lecturer	AC 12	Medical-Surgical Nursing	UOE/AC/L/MSN/B/07/02/2025	1
TECHNOLOGISTS POSITIONS					
1.	Clinical Instructor	AD 9	Nursing	UOE/AC/CI/B/07/02/2025	1
2.	Senior Lab. Technologist	AD 9	Bio-Medical Sciences	UOE/AC/T/B/07/02/2025	1

RE-ADVERTISEMENT

SENIOR ADMINISTRATIVE POSITIONS					
S/No	Position	Grade	Reference	No. of Positions	Terms
1.	Finance Officer	AD 15	UOE/ADM/FO/02/2025	1	Contract
2.	Registrar Administration	AD 15	UOE/ADM/RA/02/2025	1	Contract
3.	University Librarian	AD 15	UOE/ASA/UL/02/2025	1	Contract

1. ASSOCIATE PROFESSOR - GRADE, AC 14 -ONE (1) POSITION

Job Purpose

To oversee and lead the design, development, planning and delivery of a range of programmes to students, within the quality assurance framework of the University and generation of revenue for the University;

Terms and Conditions

Successful candidate shall be appointed on permanent and pensionable terms with competitive remuneration based on position and experience.

Requirements for Appointment:

- i. Must have an earned Doctorate degree or equivalent in the relevant field from an accredited and recognized University.
- ii. Must have at least three (3) years of teaching experience at the University level as Senior Lecturer.
- iii. Must have at least five (5) articles in refereed journals since appointment as Senior Lecturer.
- iv. Must have successfully supervised four (4) postgraduate degree candidates since appointment as Senior Lecturer.
- v. Must have attended and contributed to academic conferences, seminars or workshops.
- vi. Show evidence of contribution to university life through active participation in departmental matters, student's academic advising, faculty and University meetings, committee membership
- vii. Should be recognized and registered by relevant professional boards where applicable.
- viii. Evidence of developing fundable proposals and attracting funding.

Duties and Responsibilities:

- i. Provide academic leadership through program development, mentoring and research
- ii. Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- iii. Supervise undergraduate projects and other experiential learning program
- iv. Supervise dissertations/theses at graduate level.
- v. Initiate, promote and participate in research projects
- vi. Provide professional and community services and initiate linkages
- vii. Developing proposals for research funding
- viii. Carry out administrative and other duties and responsibilities as may be assigned

2. LECTURER - GRADE, AC 12 - TWO (2) POSITIONS

Job Purpose

To oversee and lead the design, development, planning and delivery of a range of programmes to students, within the quality assurance framework of the University and generation of revenue for the University;

Terms and Conditions

Successful candidates shall be appointed on permanent and pensionable terms with competitive remuneration based on position and experience.

Requirements for Appointment:

- i. A PhD or equivalent degree qualification (or a master's degree qualification in special cases) in the relevant field from an accredited and recognized University
- ii. Must have at least three (3) years teaching experience at university level or in research or industry
- iii. Must have a minimum of 3 publications in referred journals
- iv. Should be recognized and registered by relevant professional boards where applicable

Duties and Responsibilities:

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/ theses at graduate level.
- iv. Participate in the development of undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Provide professional and community services and initiate linkages and fundraising
- vii. Carry out administrative and other duties and responsibilities as may be assigned

3. CLINICAL INSTRUCTOR- GRADE, AD 9 - ONE (1) POSITION

Job Purpose

To prepare and conduct practicals for undergraduate and post-graduate students, maintenance of chemical stores, assisting in research, field work and acquisition of teaching materials, safe disposal of laboratory waste, expired chemicals, and unserviceable and obsolete equipment.

Terms and Conditions

Successful candidate shall be appointed on permanent and pensionable terms with competitive remuneration based on position and experience.

Requirements for Appointment:

- i. Must have a Bachelor of Science in Nursing or equivalent from a recognized academic institution
- ii. Must have served as a clinical instructor for two (2) years or must have been in nursing practice for a period of two (2) years post internship
- iii. Must be a registered member of relevant professional body
- iv. Must have a valid practicing license
- v. Should be proficiency in relevant computer application

Duties and responsibilities:

- i. Prepare for practical sessions in the Nursing Skills Laboratory
- ii. Assist in teaching student's practical sessions in the Skill Laboratory
- iii. Maintain inventory of equipment and supplies in the Nursing Skills Laboratory and ensure that they are in good working conditions
- iv. Ensure adherence of Laboratory safety regulations and professional conduct during clinical placement
- v. Facilitates student learning in the Clinical placement by providing guidance, ensuring objectives for the clinical placement are met and maintenance of accurate student practical experience
- vi. Identify relevant equipment and supplies for procurement in consultation with the Lecturers
- vii. Co-assessing students during practical examinations
- viii. Assist in invigilation of examinations
- ix. Provide budget inputs on supplies and consumables used in the nursing skills laboratory
- x. Carry out stock taking exercises at the end of every quarter of the Financial Year in liaison with the stores section of procurement and Finance Departments for purposes of quarterly account report preparation
- xi. Any other duty as assigned by supervisor from time to time.

4. SENIOR LABORATORY TECHNOLOGIST - GRADE, AD 9 - ONE (1) POSITION

Job Purpose

To prepare and conduct practicals for undergraduate and post-graduate students, maintenance of chemical stores, assisting in research, field work and acquisition of teaching materials, safe disposal of laboratory waste, expired chemicals, and unserviceable and obsolete equipment.

Terms and Conditions

Successful candidate shall be appointed on permanent and pensionable terms with competitive remuneration based on position and experience.

Requirement for Appointment:

- i. A Bachelor's degree in any discipline of Biomedical sciences from a recognized academic institution
- ii. Must have at least Five (5) years' work experience at the level of Laboratory Technologist Grade Eight (8) or equivalent
- iii. Must be a registered member of a relevant professional body with a valid practicing license
- iv. Should be proficient in relevant computer applications

Duties and Responsibilities:

- i. Setting up OSCE sessions for assessments
- ii. Assist in preparations of samples, specimens and solutions for practicals
- iii. Provide technical information about test results to students and researchers
- iv. Supervision and guidance of practicals to produce reliable and precise data.
- v. Prepare and implement the use of Standard Operating Procedures in the Laboratory
- vi. Ensure proper disposal of laboratory waste
- vii. Provide budget inputs on supplies and consumables used in the laboratory
- viii. Maintain proper inventory of the materials and equipment in the laboratory
- ix. Carry out stock taking exercises at the end of every quarter of the Financial Year in liaison with the stores section of procurement and Finance Departments for purposes of quarterly account report preparation.
- x. Carry out other duties and responsibilities as may be assigned by the supervisor

RE-ADVERTISEMENT

1. FINANCE OFFICER - JOB GRADE 15 (1 POSITION) - ADVERT NO.: UOE/ADM/FO/02/2025

Division: Administration and Finance

Terms of service: Five (5) year contract renewable once subject to satisfactory performance

Job Purpose: Provision of financial advice to University Management and guidance in financial decision-making by establishing monitoring and enforcing appropriate financial policies and procedures, to ensure compliance with Government financial laws and regulations.

Duties and Responsibilities

Reporting to the Vice-Chancellor technically and the Deputy Vice-Chancellor (Administration and Finance), administratively, the Finance Officer will head the Finance department of the University and ensure effective accountability for proper management and implementation of activities in the Department.

- i). Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
- ii). To ensure the preparation of the University's annual budget and ensure that they are aligned with the University's Strategic plan.
- iii). Analyse financial performance against key business metrics and document pertinent financial highlights that will enable management to determine progress against budgets.
- iv). Identify, investigate, and analyse potential operational improvement as appropriate, based on findings; propose operational changes (policy, procedures, processes, etc.)
- v). Provide financial reports and interpret financial information to Management while recommending further courses of action.
- vi). Advise on investment activities and provide strategies that the University should take to maintain financial health.
- vii). Develop trends and projections for the University's finances and conduct reviews and evaluations for cost-reduction opportunities. Liaise with auditors to ensure appropriate monitoring of institutional finances is maintained.
- viii). Correspond with various other departments, discussing and agreeing on future paths to be taken.
- ix). Performing any other duties and responsibilities as may be assigned by the Deputy Vice-Chancellor (AF) or the Vice-Chancellor from time to time.

Requirements for Appointment (Qualifications, Skills and Experience)

For appointment to this position the ideal candidate MUST have: -

- i). Bachelors' Degree in Commerce and a Masters' Degree (Accounting/ Finance) or equivalent from a recognised institution.
- ii). Must possess CPA (K) or equivalent and be registered with ICPAK
- iii). Must have at least ten (10) years of working experience, three (3) of which must have been in a senior finance position.

- iv). Knowledge of Public sector accounting standards (IPSAS), the Public Financial Management Act (2012), and other laws governing public sector accounting will be an added advantage.
- v). At least five years' experience with computerized accounting systems.
- vi). Experience in public sector accounting will be an advantage.
- vii). Must have undergone leadership training lasting not less than six (6) weeks from a recognized institution;
- viii). Possess proficiency in Information and Communication Technology (ICT)
- ix). Must have knowledge about procurement processes
- x). Show evidence of continuous professional development
- xi). Should be familiar with all aspects of Financial Management, such as Budgeting, Project Accounting, Student Finance, Fixed Asset Management and Financial Reporting.

2. REGISTRAR (ADMINISTRATION) - JOB GRADE 15 (1 POSITION) - ADVERT NO.: UOE/ADM/RA/02/2025

Division: Administration and Finance

Terms of service: Five (5) year contract renewable once subject to satisfactory performance.

Job Purpose: To oversee the planning, coordination and implementation of operations/activities within the administration unit through regular and close liaison with departmental heads for effective service delivery and proper running of activities in the unit in line with setting out standards and regulations.

Duties and Responsibilities

Reporting to the Deputy Vice-Chancellor, Administration and Finance, the Registrar (Administration) shall be responsible for effective and efficient coordination of Administrative and Human Resource functions of the University.

- i). Be responsible for planning, policy formulation and general administration of the various administrative activities in the University administration.
- ii). Responsible for the establishment and management of effective and efficient structures and systems for human resources management, including records management, performance contracting and management and staff development.
- iii). Management of the various departments within the Administration Division about the legal instruments and regulations governing the management and administration of University resources in general and within their respective departments.
- iv). Responsible for formulation and implementation of the Divisional Strategic Plan
- v). Responsible for formulation, planning and control of the Administration Budget
- vi). Responsible for conduct and discipline of all staff.

- vii). Coordinate the preparations of the University's annual budget. Negotiating performance targets and signing annual Performance Contracts with the Deputy Vice-Chancellor (AF).
- viii). Coordinate the preparations of the Administration Division's annual budget.
- ix). Coordinate the preparations of the Division's Annual Procurement Plan.
- x). Coordinate the preparations and implementation of the ISO 9001:2015 Quality Management System.

Requirements for Appointment (Qualifications, Skills and Experience)

For appointment to this position the ideal candidate MUST have: -

- i). An earned Doctorate Degree (Administration, Educational Management or equivalent) from a recognized institution in addition to Masters and Bachelor's Degrees from recognized institutions;
- ii). At least ten (10) years of relevant work experience in a senior academic or management position; three (3) of which must have been in a senior academic or management position;
- iii). Must possess relevant postgraduate qualifications in Management or Administration;
- iv). Must show evidence of participation and contribution in seminars/conferences related to administration and management;
- v). Must have undergone leadership training lasting not less than six (6) weeks from a recognized institution;
- vi). Must be registered in a relevant professional body;
- vii). Show proficiency in computer applications;
- viii). Be familiar with all matters in Administration, Human Resources and Finance as applicable in a university environment.

3. UNIVERSITY LIBRARIAN - JOB GRADE 15 (1 POSITION) - ADVERT NO.: UOE/ASA/UL/02/2025

Division: Academic and Student Affairs

Terms of service: Five (5) year contract renewable once subject to satisfactory performance

Job Purpose: To oversee and provide overall leadership and management to the entire library services.

Duties and responsibilities

Reporting to the Deputy Vice-Chancellor (Academic and Student Affairs) the University Librarian will oversee the overall administration, planning and coordination of all library services at the University by carrying out the following duties/responsibilities:

- i). Prepare and implement the library budget to facilitate the availability of resources required in line with the university programs as guided by the Commission of University Education (CUE) guidelines for 10% of the total institutional budget;
- ii). Coordinate the supervision and evaluation of staff to ensure clarity in understanding of roles and effective execution of duties. d) Evaluate staff to support professional growth, development and career progression.
- iii). Coordinate the monitoring and evaluation of library services to track the performance, identify gaps and propose remedial measures for improvement;
- iv). Research the line of information sciences and knowledge management to contribute towards the existing body of knowledge and further development of the career.
- v). Network and collaborate with library consortium, publishers, and library professional committees to exchange ideas, and best practices experiences to improve library and information management practices;
- vi). Develop departmental strategic plans to set overall goals and objectives of the library on how to achieve the same.
- vii). Coordinate the development and implementation of an information literacy curriculum to facilitate academic success and encourage lifelong learning through in-formation literacy and competency initiatives;
- viii). Review work schedules for approval to ensure efficient delivery of library services
- ix). Represent the library service internally, regionally, nationally and internationally as required from time to time.
- x). Plan and conduct annual information literacy training for users to enhance information resource utilization in the library.
- xi). Plan and conduct library orientation for all new university employees and students from time to time to create awareness of the services offered.
- xii). Hold regular exhibitions, conferences, seminars and workshops to market library services to attract and retain new users.
- xiii). Develop relevant strategic partnerships and collaborations with various institutions to support the quest for new knowledge.
- xiv). Marketing of the Library through publications of bulletin, manuals and guides
- xv). Facilitation of library services user education
- xvi). Represents the Library on various committees and ad hoc groups within and outside the university as appropriate
- xvii). Any other duty as may be assigned by the Deputy Vice-Chancellor (ASA)

Requirements for Appointment (Qualifications, Skills and Experience)

For appointment to this position the ideal candidate MUST have: -

- i). Doctorate Degree in Library and Information Science from a recognized institution, in addition to Master's and Bachelor's degrees from recognised institutions.

- ii). At least seven (7) years of relevant work experience, three (3) of which must have been as a Deputy University Librarian or equivalent;
- iii). Showed merit and ability as reflected in work performance and results through the appraisal process.
- iv). Proficiency in computer applications
- v). Membership registration with a relevant professional body
- vi). Must have undergone leadership training lasting not less than six (6) weeks from a recognized institution;
- vii). Published at least five (5) relevant refereed publications since the last promotion.
- viii). Evidence of Continuous Professional Development

Salary and house allowance (KES)

Grade	Salary Scale		House allowance
	From	To	
Grade 15	224,631	345,816	73,715
Grade 14	193,182	297,403	66,303
Grade 12	121,928	187,710	55,286
Grade 9	55,373	85,250	35,383

Application Procedure:

Kindly note that interested applicants for the positions of Associate Professor, Finance Officer, Registrar Administration and University Librarian should send the electronic scanned copy of their application documents in PDF format (as one running document) to be addressed to the Chairman of Council to the following email: chairmancouncil@uoeld.ac.ke

Further, interested applicants for all other positions should send the electronic scanned copy of their application documents in PDF format (as one running document) to be addressed to the Vice-Chancellor to the following email: vc.applications@uoeld.ac.ke

Applicants are advised to indicate the position applied for and the advertisement number on the cover letter subject;

Application documents should include: - detailed Curriculum Vitae, Certified copies of relevant Academic certificates, Professional certificates, Testimonials, National Identity Card or Passport, three (3) reference letters and other relevant supporting documents.

Current, valid documents for Chapter Six (6), except for EACC shall be required from **ONLY** shortlisted candidates.

Shortlisted candidates with qualifications acquired outside Kenya should obtain recognition from Commission for University Education (CUE).

Applications must be received on or before **Monday, 11th March, 2025 at midnight.**

No applications submitted after the closing date and time will be considered.

Please Note:

- University of Eldoret is an Equal Opportunity Employer, thus women, persons with disability and marginalized groups are encouraged to apply.
- Any form of direct or indirect canvassing will lead to the automatic disqualification of the applicant.
- Only shortlisted candidates will be contacted.

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