



OFFICE OF THE VICE-CHANCELLOR

INTERNAL ADVERTISEMENT **18th MARCH, 2025**

The Council of the University of Eldoret wishes to advertise the following internal positions and applications are invited from suitably qualified candidates as detailed below:

Summary of Positions

1	Senior Assistant Registrar (Admissions) Grade 13	UoE/ AC/SAR(AD)/ AC/C /12/03/2025	1
2	Senior Assistant Registrar (Examinations) Grade 13	UoE/ AC/SAR(EX)/ AC/C/13/03/2025	1
3	Senior Assistant Registrar (Curriculum and programs), Grade 13	UoE/ AC/SAR(CUR)/ AC/C/14/03/2025	1
4	Senior Assistant Registrar (HR), Grade 13	UoE/ ADM/SAR(HR)/ AD/C/15/03/2025	1
5	Assistant Transport Officer - Grade 10	UoE/ ADM/TO/C/16/03/2025	1
6	Senior Hostels Assistant - Grade 10	UoE/ ADM/HO/C/17/03/2025	1

The details of the duties, responsibilities and requirements for appointment for the positions are as provided hereunder and are in line with the University Statutes and Career Guidelines.

1. SENIOR ASSISTANT REGISTRAR (ACADEMIC) - (ADMISSIONS) - (1 POSITION) UoE/AC/SAR(AC)/AD/C/12/03/2025.

Responsible to the Registrar Academic for;

Duties and Responsibilities:

- i. Reporting to the Registrar Academic for planning, policy formulation and general administration of the various academic activities in the University
- ii. Process incoming applications for all degree programmes, checking qualifications, the validity of decisions and authenticity of results
- iii. Ensure that correct procedures are followed when dealing with international students requiring visas and study permit in accordance with the Kenya Immigration Act.
- iv. Ensure that GSSP and PSSP students records are accurately documented and kept
- v. Responsible for the management and supervision of the operations of the admissions and Registration of students
- vi. Handle telephone and email enquiries from prospective students, their parents/guardians, in a timely and professional manner
- vii. Articulations and Assessment Services and information services units within the Registrar's Office.
- viii. Handling multiple responsibilities, solve complex problems and ensure that systems and processes meet service expectations and strategic goals for admissions and registrations.
- ix. Advise students on academic pathways and registration through students' portal
- x. Manage the registration process for students: coordinating, processing and enrolment and student record system and other databases to 100% accuracy.
- xi. Monitor the responses of applicants on decisions and provide data to schools and departments on applicant status.
- xii. Ensure that correct procedures are followed when dealing with fraudulent applications.
- xiii. Handle all enquiries from Government Ministries, KUCCPS and HELB
- xiv. Assist with the monitoring and updating website on all information relating to admissions
- xv. Advise students on academic related questions
- xvi. Advise students on registration for courses in students' portal
- xvii. Management of various departments within the academic division with regard to the legal instruments and regulations
- xviii. Consider all students' complaints regarding admissions and registrations and set up appropriate processes for resolution
- xix. Assist the Registrar with services to support the student enrollment process, prepare student records and enforce the University policies and procedures for admissions.
- xx. Perform other duties as assigned by the Registrar Academic from time to time

Requirements/Qualifications

- i. Must be in possession of at least a Master's degree in relevant area;
- ii. Should be knowledgeable in ISO procedures;
- iii. Should be knowledgeable in management, budgeting and public procurement
- iv. Should have knowledge of Quality Assurance procedures;
- v. Must be of high integrity;
- vi. Must demonstrate commitment to high professional and ethical standards; and
- vii. Should be ready for vetting by relevant organs of Government procedures;
- viii. Evidence of participation in seminars/conferences related to administration management
- ix. Knowledge of Management Information and Communication Technologies

2. SENIOR ASSISTANT REGISTRAR (ACADEMIC) - (EXAMINATIONS) - (1 POSITION) UoE/AC/SAR(AC)/EX/C/13/03/2025

Responsible to the Registrar Academic for;

Duties and Responsibilities:

- i. Reporting to the Registrar Academic for planning, policy formulation and general administration of the various academic activities in the University
- ii. Ensure security of all University Examinations
- iii. Ensuring that the issuance of transcripts, academic records are kept promptly, determining academic eligibility, certifying enrollment, preparing statistical reports, supporting quality assurance functions and maintaining the students' examination database in the University
- iv. Serve as Secretariat to Senate Committee on Examination irregularities
- v. Receive from Deans and process examinations in readiness for Administration
- vi. Assist in the general provision of academic support to students over class issues and complaints
- vii. Responsible for examination timetabling
- viii. Keep all accurate records of examination matters in safe custody according to the correct procedures.
- ix. Process students' academic transcripts and certificates
- x. Keep up-to-date records of all external examiners for all departments in the University.
- xi. To be responsible and accountable for the academic administration of the University, for the student records, for certification and for all systems supporting student examination.
- xii. Perform any other duties as assigned by the Registrar Academic from time to time

Requirements/Qualifications

Must be in possession of at least a Master's degree in relevant area;

- i. Should be knowledgeable in ISO procedures;
- ii. Should be knowledgeable in ICT;
- iii. Should be knowledgeable in management, budgeting and public procurement
- iv. Should have knowledge of Quality Assurance procedures;

- v. Must be of high integrity;
- vi. Must demonstrate commitment to high professional and ethical standards; and
- vii. Should be ready for vetting by relevant organs of Government procedures;

3. SENIOR ASSISTANT REGISTRAR (ACADEMIC) - CURRICULUM & ACADEMIC PROGRAMMES - (1 POSITION) UoE/AC/SAR (C&AP)/C/14/03/2025

Responsible to the Registrar Academic for;

Duties and Responsibilities:

- i. Reporting to the Registrar Academic for planning, policy formulation and general administration of the various academic activities in the University
- ii. Develop and review curriculum, regular appraisal
- iii. Managing academic program development deadlines
- iv. Tracking academic program development life cycles; ensure that any problems are addressed, escalated when needed, and resolved quickly
- v. Managing, create and maintain set up documentation for compliance and accreditation purposes for all programs
- vi. Ensuring that all university curricula are compliant to the CUE Guidelines
- vii. Providing input to Course Catalog to reflect new/revised program information
- viii. Develop and formalize a robust quality assurance review process of all existing and new training programs by establishing a process to review and include feedback from end of course surveys, and student evaluations into the quality assurance and course maintenance process.
- ix. Document and maintain an up to date record of all curricula on offer at University of Eldoret.
- x. Eliminate all curricula duplications across the University
- xi. Benchmark UoE curricula with similar in other universities with a view to injecting quality in them.
- xii. Assist in providing secretarial services
- xiii. Ensuring that programmes developed by the School are innovative and teaching and research meet the highest standards set by the University Senate to produce quality students that are globally competitive;
- xiv. Perform other duties as assigned by Registrar (Academics) from time to time

Requirements/Qualifications

- i. Must be in possession of at least a Masters degree in relevant area;
- ii. Should be knowledgeable in ISO procedures;
- iii. Should be knowledgeable in ICT;
- iv. Should be knowledgeable in management, budgeting and public procurement
- v. Should have knowledge of Quality Assurance procedures;
- vi. Must be of high integrity;
- vii. Must demonstrate commitment to high professional and ethical standards; and

- viii. Should be ready for vetting by relevant organs of Government procedures;

4. SENIOR ASSISTANT REGISTRAR (HUMAN RESOURCE) (1POSITION)
REF: UoE/SAR (HR)/ADM/C/15/03/2025

Duties and Responsibilities;

Reporting to Registrar Administration, work at this level entails doing general Human Resource duties.

- i. Coordinating staff recruitments, appointments, selection, promotion, transfers, discipline and separation;
- ii. Developing, implementation and reviewing human resource policies, procedures, standards and regulations;
- iii. Undertaking staff establishment and career planning;
- iv. Identifying, designing and coordinating the implementation of training programmes;
- v. Providing guidance on development and updating of the human resource database;
- vi. Monitoring the implementation of training and human resource development plans;
- vii. Preparing Personnel Emolument Budget for the University;
- viii. Updating and maintaining skills inventory;
- ix. Participating in the development of knowledge management;
- x. Analyzing impact of human resource policies on performance;
- xi. Coordinating performance management;
- xii. Overseeing development and maintenance of human resource database;
- xiii. Implementing and reviewing human resource plans;
- xiv. Coordinating industrial relations and staff welfare;
- xv. Providing advice to staff on pay and benefit system;
- xvi. Ensuring compliance with statutory and regulatory requirements relating to Human Resource; and,
- xvii. Coordinating quality management and performance contracting processes.

Requirements/Qualifications

For appointment to this grade, an employee must have: -

- i. Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be at the grade of Senior Human Resource Management Officer I or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognized and accredited institution;
- iii. Master's degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations or equivalent qualification from a recognized and accredited institution;
- iv. Relevant technical and professional certification from a recognized institution;

- v. Certificate in Leadership course lasting not less than four (4) weeks from a recognized and accredited institution;
- vi. Registered with relevant professional body;
- vii. Valid practicing license from the relevant professional body;
- viii. Proficiency in computer applications; and
- ix. Demonstrated merit, ability and leadership as reflected in work performance and results.

5. ASSISTANT TRANSPORT OFFICER - Job Grade, AD 10 - Ref: UoE/ADM/TO/C/16/03/2025 (1 Position)

Duties and Responsibilities;

Reporting to Registrar Administration, work at this level entails Coordination and administration of transport services at the University and ensuring effective and efficient utilization of University vehicles;

- i. Preparation of schedules for the fleet of drivers;
- ii. Supervision and monitoring staff performance;
- iii. Ensuring that all the vehicles meet requirements for their operations such as insurance, road license, inspection reports etc;
- iv. Ensuring proper routine maintenance of university vehicles;
- v. Advise management on new acquisition and disposal of vehicles;
- vi. Ensuring effective utilization of University vehicles;
- vii. Ensure the vehicles are kept in good running conditions at all times through addressing minor repairs, making arrangements for major repairs, timely changes of oil, tire checks, brakes and checking of water levels;
- viii. Daily Coordination of transport-related matters for an effective and smooth running of departmental functions;
- ix. Ensuring requisition of expendable fleet materials;
- x. Ensuring the monitoring and control of movements of university vehicles.

Requirements/Qualifications

- i. At least seven (7) years relevant work experience in a busy workshop two (2) of which must have been in a supervisory position
- ii. Higher National Diploma in Mechanical/ Automotive Engineering/ Fleet Management or equivalent from recognized institutions;
- iii. Valid and clean driving license class BCE and D free from any endorsement;
- iv. Proficiency of information and communications technology;
- v. Continuous Management training lasting not less than four (4) weeks.
- vi. Certificate in first Aid and occupational health and safety;
- vii. Vision testing certificate;
- viii. Evidence of good public relations
- ix. Certificate of good conduct
- x. Clearance certificate from AA.
- xi. Evidence of Continuous Professional Development

**6. SENIOR HOSTELS ASSISTANT - Job Grade, AD 10 - Ref:
UoE/ADM/HO/C/17/03/2025 (1 Position)**

Duties and Responsibilities;

Reporting to Dean of Students, work at this level entails Planning and distribution of accommodation to all University students and provision of quality services and conducive environment for students.

- i. Facilitating staff medical examination;
- ii. Coordinating procurement of cleaning materials, hostels equipment and furniture and fittings;
- iii. Coordinate activities in hostels for a smooth working environment for the staff and students;
- iv. Organizing registration, check-in, check-out and clearance of students out of halls of residence;
- v. Staff training, development and capacity building;
- vi. Managing students conduct and discipline in halls of residence in coordination with Wardens, janitors and housekeepers;
- vii. Organizing fumigation and pest control services in all rooms in hostels;
- viii. Preparing monthly reports and presenting them;
- ix. Ensuring students and staff safety from fire and other hazards;
- x. Attending to special needs of students with physical challenges and handicap;
- xi. Ensuring income is generated from operations;
- xii. Motivating staff in production and service.

Requirements/Qualifications

- i. Bachelors Degree in Institutional Management or Hotel Management or equivalent from a recognized institution;
- ii. At least seven (7) years relevant work experience;
- iii. Certificate in Disaster Preparedness and Management;
- iv. Proficiency of information and communications technology;
- v. Continuous Management training lasting not less than four (4) weeks.
- vi. Certificate in first Aid and occupational health and safety;
- vii. Evidence of Continuous Professional Development

Application procedure:

Interested applicants should send the electronic scanned copy of their application documents in PDF format (as one running document) to the following email addresses:

Applications for Senior Assistant Registrars should be addressed to the Vice-Chancellor; 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) of the constitution of Kenya (2010), except for EACC shall be required by the University for **ONLY** shortlisted candidates.

TERMS AND CONDITIONS

Senior Assistant Registrars in academic division shall serve for a period of three (3) years, renewable subject to performance. Senior Assistant Registrar (HR) are permanent and pensionable positions. **Remuneration will be as per the current University policies and regulations.**

Applications must be received on or before **8th April, 2025 at midnight.**

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

Please Note:

- Any form of direct or indirect canvassing will lead to the automatic disqualification of the applicant.
- Only shortlisted candidates will be contacted.

University of Eldoret is an Equal Opportunity Employer.