

OFFICE OF THE DEPUTY VICE-CHANCELLOR
Administration and Finance

INTERNAL ADVERTISEMENT, JULY 2025

As per the Council approval the University wishes to advertise the following internal vacant positions: Applications are invited from suitably qualified candidates and those who had applied earlier some of these positions, need **NOT** apply.

Summary of Positions

S/No	Position	Grade	Reference	No
1	Director, Town Campus		UOE/ADM/TC/C/1/07/2025	1
2	Director, ODeL		UOE/ADM/ODEL/C/2/07/2025	1
3	Director,IGU		UOE/ADM/IGU/C/3/07/2025	1
4	Dean, SENG		UOE/ADM/C/D/SENG/4/07/2025	1
5	Dean, SART		UOE/ADM/C/D/SART/5/07/2025	1
6	Deputy Director, Town Campus		UOE/ADM/TC/C/6/07/2025	2
7	Senior Assistant Registrar (Admissions)	13	UOE/AC/SAR(AD)/AC/C /7/07/2025	1
8	Senior Assistant Registrar (Examinations)	13	UOE/AC/SAR(EX)/AC/C/8/07/2025	1
9	Senior Assistant Registrar (Curriculum and programs),	13	UOE/AC/SAR(CUR)/AC/C/9/07/2025	1
10	Senior Assistant Registrar (HR)	13	UOE/ADM/SAR(HR)/ADM/C/14/16/2025	1
11	Senior Information Communication Technology Officer I	11	UOE/ADM/ICT/ADM/C/10/07/2025	3
12	Information Communication Technology Officer II	10	UOE/ADM/ICT/ADM/C/11/07/2025	1
13	Information Communication Technology Officer III	9	UOE/ADM/ICT/ADM/C/12/07/2025	1
	TOTAL			16

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 & Scheme of Service

1. DIRECTOR, ELDORET TOWN CAMPUS - Ref: UOE/ADM/TC/C/1/07/2025

Duties and Responsibilities:

Responsible to the Deputy Vice-Chancellor (Academic and Students' Affairs) for;

- i. The Academic and Administrative leadership and coordination of the Campus;
- ii. Participating in establishing policy for the University and ensuring that the institutional traditions and academic policies of the University support the needs of academic staff, students and the University's vision, mission, core values, objectives, strategies and plans are achieved;
- iii. Ensuring that quality teaching, learning and research takes place in the Campus, supporting and promoting features of good practice, staff, welfare, personal support and guidance to students, student evaluation of instructor and course, curriculum development and review, regular appraisal and reward of students and staff;
- iv. Ensuring 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' academic information database in the Campus;
- v. Taking responsibility for all matters pertaining to academic activities of the Campus; coordinating and formulating proposals with respect to the development, marketing, and implementation of academic plans of the Campus;
- vi. Performing any other duties as may be assigned from time to time by Deputy Vice-Chancellor (Academic & Students' Affairs) on behalf of the Vice-Chancellor.

Requirements/Qualifications:

- i. Must be at least a Senior Lecturer with an earned PhD;
- ii. Demonstrate leadership and vision in managing students, staff and the University Academic Programs;
- iii. Shall be knowledgeable in ISO procedures;
- iv. Shall be knowledgeable in ICT;
- v. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- vi. Must meet chapter six of the constitution of Kenya requirements on integrity issues;
- vii. Must demonstrate commitment to high professional and ethical standards; and
- viii. Should be ready for vetting by relevant organs of Government.

2. DIRECTOR, ODeL - REF: UOE/ADM/ODEL/C/2/07/2025 (1 POSITION)

Duties and Responsibilities:

Responsible to the Deputy Vice-Chancellor (Academic and Students' Affairs) for;

- i. Development of strategies and policies to facilitate operations in the Directorate.
- ii. Oversee budget, procurement and work plan preparation and implementation.
- iii. Assign roles and responsibilities to staff and project teams in the Directorate and evaluate performance.
- iv. Supervise development of training content and ODeL training programs.
- v. Promote, plan, coordinate and manage the delivery of ODeL programs.
- vi. Review monthly and quarterly reports to inform the University Management on the operations of the Directorate.
- vii. Act as Secretary to the ODeL Directorate Board.

- viii. Oversee the training of users on the implementation of Moodle Learning Management System (LMS).
- ix. Represent the Directorate in Senate and the Deans Committee.
- x. Oversee the development of proposals and reports to source for grants to enhance research activities in the Directorate.
- xi. Oversee the day-to-day operational responsibilities of the Unit by ensuring each officer within the Directorate performs their duties as expected and as per their job descriptions.
- xii. Ensure that content for online teaching and learning is prepared in the required format, the lecturers and students are well trained on their roles and effective execution of the same, and above all, they are offered the relevant support.
- xiii. Ensure that all support issues relating to human resources are attended to as per the University's service charter.
- xiv. Ensure that the computer systems are working optimally and that business continuity strategies are in place so that the users are not inconvenienced.
- xv. Ensure that there is sufficient internet bandwidth to support online teaching and learning by liaising with the relevant officers.
- xvi. Ensure that ODeL programmes are offered seamlessly within the relevant university programmes.
- xvii. Advise University Management on automation for efficient deployment of ICT resources for teaching and learning.
- xviii. Liaise with vendors/suppliers of capital ODeL projects to ensure quality service is given to the University.
- xix. Participate in drawing up ODeL contracts to ensure that the interests of the University are protected.
- xx. Oversee research geared towards finding solutions to technical or operational problems in the Directorate.
- xxi. To perform any other duties as may be assigned from time to time by the Vice-Chancellor.

Requirements/Qualifications:

- i. Must be at least a senior lecturer with an earned PhD;
- ii. Should be knowledgeable in ISO procedures;
- iii. Should be knowledgeable in ICT;
- iv. Should be knowledgeable in management, budgeting and public procurement procedures;
- v. Should have knowledge of Learning Management Systems (LMS);
- vi. Should have knowledge of Virtual meeting/conference platforms;
- vii. Must be of high integrity;
- viii. Must demonstrate commitment to high professional and ethical standards; and
- ix. Should be ready for vetting by relevant organs of Government.

3. DIRECTOR, IGU – REF: UOE/ADM/IGU/C/3/07/2025(1 POSITION)

Duties and Responsibilities:

Responsible to the Deputy Vice-Chancellor (Planning, Research & Extension) for;

- i. Oversee the preparation of concept and business plans for all income generating units for approval by the University Management Board and Council.
- ii. Plan, develop and establish IGUs and all income-generating activities in the University.
- iii. Oversee the management of commercial facilities and all income-generating activities at the University.
- iv. Monitor and evaluate the performance of IGUs and their activities.
- v. Formulate financial policies and guidelines for all IGUs for approval by management.
- vi. Review and approve budgetary support to the University's IGUs.
- vii. Review recommendations from IGUs regarding resource mobilization and utilization.
- viii. Develop and recommend ways of enhancing the performance of IGUs to ensure profitability.
- ix. Monitor the expenditure of every IGU and recommend prudential measures.
- x. Review the IGU policy as the need arises.
- xi. Facilitate and mobilize financial and other resources for IGUs.
- xii. Organize and coordinate capacity building programs for IGUs.
- xiii. Coordinate the marketing and commercialization of IGU products and activities.
- xiv. Facilitate the distribution of surplus IGU income.
- xv. To perform any other duties as may be assigned from time to time by the Vice-Chancellor.

Requirements/Qualifications:

- i. Must be at least a senior lecturer with an earned PhD;
- ii. Should be knowledgeable in ISO procedures;
- iii. Should be knowledgeable in ICT;
- iv. Should be knowledgeable in Management, Budgeting and Public Procurement procedures;
- v. Should have knowledge of business/entrepreneurship;
- vi. Should have knowledge of Quality Assurance procedures;
- vii. Must be of high integrity;
- viii. Must demonstrate commitment to high professional and ethical standards; and
- ix. Should be ready for vetting by relevant organs of Government.

4. DEANS OF SCHOOLS

Applications are invited from suitably qualified candidates for the posts of Deans in the following schools:

1. School of Engineering (SENG)

Ref: UOE/ADM/C/D/SENG/4/07/2025 - One (1) Post

2. School of Arts and Social Sciences (SART)

Duties and Responsibilities:

Responsible to the Deputy Vice-Chancellor (Academic and Students' Affairs) for;

- i. The Academic and Administrative leadership and coordination of the School;
- ii. Participating in establishing policy for the University and ensuring that the institutional traditions and academic policies of the University support the needs of academic staff, students and the University's vision, mission, core values, objectives, strategies and plans are achieved;
- iii. Ensuring that the review, recruitment, appointments and promotions of academic and administrative staff are of the highest quality;
- iv. 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;
- v. Ensuring that quality teaching, learning and research takes place in the School; supporting and promoting features of good practice, staff, welfare, personal support and guidance to students, student evaluation of instructor and courses, curriculum development and review, regular appraisal and reward of students and staff;
- vi. 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' academic information database in the school;
- vii. Taking responsibility for all matters pertaining to academic activities of the School; coordinating and formulating proposals with respect to the development and implementation of academic plans of the School;
- viii. Initiating, promoting and enhancing corporate social responsibility, community relations, partnerships, linkages and collaborations;
- ix. In-charge of all undergraduate and postgraduate teaching programs of the School i.e. ensuring that the courses in the relevant departments approved by Senate are timetabled, taught, examined and provisional results approved after the School Board of Examiners' Meeting;
- x. Preparing budgetary estimates and administering all financial resources in the School, participating in various committees of the University, helping in the coordination of School Alumni and maintaining Alumni connections; and Performing any other duties as may be assigned from time to time by Deputy Vice-Chancellor (Academic & Students' Affairs) on behalf of the Vice-Chancellor.

Requirements/Qualification

- i. Must be at least a Senior Lecturer with an earned PhD;
- ii. Demonstrate leadership and vision in managing students, staff and the University Academic Programmes;
- iii. Shall be an academic leader of the School of which she/he is applying to be a Dean;
- iv. Shall be knowledgeable in ISO procedures;

- v. Shall be knowledgeable in ICT;
- vi. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- vii. Must be meet chapter six of the constitution of Kenya requirements on integrity issues;
- viii. Must demonstrate commitment to high professional and ethical standards; and
- ix. Should be ready for vetting by relevant organs of Government.

Remuneration:

The Director, Eldoret Town Campus and the Dean of Schools shall hold office for a period of four (4) years non-renewable and will be paid attractive allowances as per the University policies and regulations.

5. DEPUTY DIRECTOR

DEPUTY DIRECTOR - TOWN CAMPUS - REF: UOE/ADM/TC/C/6/07/2025 (2 POSITIONS)

Duties and Responsibilities:

Responsible for deputizing the Town Campus Director for:

- i. Managing general academic programs, in planning, creating, reviewing and implementing academic policies and procedures.
- ii. Ensuring effective delivery of high-quality academic programmes that meet the UOE strategic goals
- iii. Assisting the Director with administrative functions such as budget, space and resource planning and allocation for the successful delivery of the academic programmes and related activities
- iv. Coordinating, in liaison with the Director ICT and Corporate affairs and marketing manager, the updating of information about the Town Campus on the University external websites and directories
- v. Overseeing the Updating of the University's social media accounts with latest content and information related to the operations of the Campus.
- vi. Writing and producing marketing, material (brochures, posters, flyers etc) for the Town Campus programmes, liaising with Deans of Schools to update content as necessary.
- vii. Coordinating the promotion of the academic profile of the University and the broader community through enhanced community outreach.
- viii. Providing liaison services between the Campus Director and academic staff at the town and Main Campus.
- ix. Coordinating the performance contracting targets for the campus, collect evidences and provide a report to the Director.
- x. Assisting the Director in performing other administrative and marketing duties for the campus
- xi. Assisting the Director in coordinating and dealing with and resolving Campus students' issues, conducting research and preparing program reviews

- xii. Overseeing the general cleanliness at the campus premises and supervising all staff for effective service delivery.
- xiii. Responsible for the Town Campus publicity stands and other event support material ordering new stock as required and ensuring the supply and stock to events
- xiv. Managing the stock of all marketing collateral i.e brochures, corporate gifts creating systems to identify when stock needs to be replenished
- xv. Supervising updates to course syllabi for academic course offerings
- xvi. Working with other town campus departments and programs as deemed necessary by the director
- xvii. Serving on Committees as assigned by the Director of the Campus
- xviii. Assisting the Director in supervising all areas assigned by the Director
- xix. Assisting with general academic assessment activities including coordination of testing and surveys
- xx. Preparing class schedules for Directors review
- xxi. Assisting students with academic orientation and reintegration with UOE main campus
- xxii. Any other duties as be assigned by the Director.

Requirements/Qualifications:

- i. Must be at least a lecturer with an earned PhD;
- ii. Should be knowledgeable in ISO procedures;
- iii. Should be knowledgeable in ICT;
- iv. Should be knowledgeable in management, budgeting and public procurement 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;

6. SENIOR ASSISTANT REGISTRARS

A. SENIOR ASSISTANT REGISTRAR (ACADEMIC) - (ADMISSIONS) - (1 POSITION) UOE/AC/SAR(AC)/AD/C/7/07/2025.

Duties and Responsibilities:

- i. The Senior Assistant Registrar (Admissions) shall be responsible 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. At least seven (7) years relevant experience, three of which must have been at the level of Assistant Registrar
- iii. Should be knowledgeable in ISO procedures;
- 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;
- ix. Evidence of participation in seminars/conferences related to administration management
- x. Knowledge of Management Information and Communication Technologies

B. SENIOR ASSISTANT REGISTRAR (ACADEMIC) - (EXAMINATIONS) - (1 POSITION) UOE/AC/SAR(AC)/EX/C/8/07/2025

Duties and Responsibilities:

- i. The Senior Assistant Registrar (Examinations) shall be responsible 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:

- i. Must be in possession of at least a Master's degree in relevant area;
- ii. At least seven (7) years relevant experience, three of which must have been at the level of Assistant Registrar
- iii. Should be knowledgeable in ISO procedures;
- iv. Should be knowledgeable in ICT;
- v. Should be knowledgeable in management, budgeting and public procurement
- vi. Should have knowledge of Quality Assurance procedures;
- vii. Must be of high integrity;
- viii. Must demonstrate commitment to high professional and ethical standards; and
- ix. Should be ready for vetting by relevant organs of Government procedures;

C. SENIOR ASSISTANT REGISTRAR (ACADEMIC) - CURRICULUM & ACADEMIC PROGRAMMES - (1 POSITION) REF: UOE/AC/SAR (C&ACP)/C/9/07/2025

Duties and Responsibilities:

- i. The Senior Assistant Registrar (Curriculum & Academic Programmes) shall be responsible 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. At least seven (7) years relevant experience, three of which must have been at the level of Assistant Registrar
- iii. Should be knowledgeable in ISO procedures;
- iv. Should be knowledgeable in ICT;
- v. Should be knowledgeable in management, budgeting and public procurement
- vi. Should have knowledge of Quality Assurance procedures;
- vii. Must be of high integrity;
- viii. Must demonstrate commitment to high professional and ethical standards; and
- ix. Should be ready for vetting by relevant organs of Government procedures;

8. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER I - JOB GRADE AD 11 - REF: UOE/ADM/ICT/ADM/C/10/07/2025

Duties and Responsibilities:

Work at this level entails Ensuring appropriate data security and access controls considering both local and wide area issues; Drawing scheduling preventive maintenance of ICT infrastructure; Developing training materials, operating and user manuals; trains staff in assigned systems; Implementing policies and procedures to govern activities in the programme; Carrying out feasibility studies for areas to be computerized; Evaluating systems and ensuring adherence to established performance

standards; Liaising with user departments to ensure effective maintenance of hardware for communication technology equipment; Safe custody of computer catalogues, manuals and licensed software; Reviewing and evaluating feasibility studies and detailed specifications before implementation; Maintaining primary and disaster recovery data centres; Ensuring work and changes to the ICT infrastructure components are undertaken; Coordinating administration and maintenance of LAN & WAN; Compiling progress reports on the operations of ICT systems; Ensuring compliance with database vendor license agreement; Ensuring user access is controlled; and Ensuring backup and disaster recovery systems are maintained.

Requirements/Qualifications:

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

- (i) At least three (3) years' work experience as Information Communication Technology Officer;
- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Informatics and Computer Science, Computing Science and Technology, Computer Security and Forensics or its equivalent qualification from a recognized Institution; and
- (iii) Microsoft Certified Systems Engineer (MCSE); Cisco Certified Network Administrator (CCNA) or any other equivalent qualification from Management training lasting not less than two (2) weeks;
- (iv) Evidence of continuous professional development;
- (v) Shown merit and ability as reflected in work performance and results as per appraisal process

9. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II - JOB GRADE AD 10- REF: UOE/ADM/ICT/ADM/C/11/07/2025

Duties and Responsibilities:

Work at this level entails developing and maintaining computer hardware within the university; configuring computer hardware systems; analyzing flaws in the hardware system; acquisition of computer hardware; end-user support; Collecting and analyzing information that will be recorded in database; Applying normalization rules to ensure tables are structured correctly; Ensuring all database systems meet business and performance requirements; maintaining Data Warehouse; Implementing data dashboards to display data in differing formats; Setting up and testing new database and data handling systems ;Monitoring database efficiency; Developing protocols for data processing; Creating complex query definitions that allow data to be extracted; Programming standards to address accessibility guidelines; Configuring and maintaining Local Area Network and Wide Area Network; Carrying out systems analysis, design and programme specifications in liaison with users; Drawing up hardware specifications for Information Communication Technology equipment; Analysing, designing, coding, testing and implementing computer programs; Maintaining a high degree of user service for all support queries and adhere to all ICT service management principles; setting-up and configuring ICT systems and network

systems; Installing and testing ICT systems, networks and upgrades; Resolving and restoring operational issues and ICT services; Maintaining primary and disaster recovery data centers; Administering and maintaining LAN & WAN; Evaluating systems and ensuring adherence to established performance standards; Following up with vendors and service providers on warranty issues; and Verifying, validating and certification of Information Communication Technology equipment; or any other duties as may be assigned by a senior officer.

Requirements/Qualifications:

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

- (i) At least three (3) years' work experience as Information Communication Technology Officer;
- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Informatics and Computer Science, Computing Science and Technology, Computer Security and Forensics or its equivalent qualification from a recognized Institution; and
- (iii) Microsoft Certified Systems Engineer (MCSE); Cisco Certified Network Administrator (CCNA) or any other equivalent qualification from Management training lasting not less than two (2) weeks;
- (iv) Evidence of continuous professional development;
- (v) Shown merit and ability as reflected in work performance and results as per appraisal process;

10. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III - JOB GRADE

AD 9 – REF: UOE/ADM/ICT/ADM/C/12/07/2025

Duties And Responsibilities:

At this level Duties and responsibilities entail operations and maintenance of computing systems (hardware, software and networks) and data communication systems; preparation and monitoring of maintenance procedures; installation, upgrading and maintenance of computer software and hardware; assisting end-users in the departments and computer labs; obtaining and setting of computer software for ICT training labs; assisting the ICT Trainers and Computer Technologists in carrying out various laboratory/workshop activities; carrying out basic maintenance of computer equipment; procurement of computer consumables and accessories; acquisition of new software and hardware; guiding students on practical attachments; end- user support; Installing and configuring end user devices, operating systems and applications; repairing and maintenance of ICT equipment and associated peripherals; Troubleshooting system and network problems and diagnosing and solving hardware or software faults; Setting up new users' accounts and profiles and dealing with password issues; Handling end user queries regarding software systems; Monitoring and maintaining computer systems and networks; Supporting the roll-out of new applications; monitoring the performance of ICT end user devices and reporting any faults for further action; installing, supporting and maintaining the networks and computer systems that keep information flowing; implementing and maintaining network hardware and software, troubleshoot network

problems, and ensuring availability & performance standards; Maintaining the network; Expanding the network; Installing and supporting LANs, WANs, network segments, Internet, and intranet systems; Determining network and system requirements or any other duties as may be assigned by a senior officer;

Requirements/Qualifications:

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

- (i) At least three (3) years' work experience as Senior Information Communication Technology Assistant **Job** Grade 8;
- (ii) Diploma in computer hardware or software or in the relevant field from a recognized institution;
- (iii) Shown merit and ability as reflected in work performance and results as per appraisal process;
- (iv) Management training lasting not less than two (2) weeks;
- (v) Evidence of continuous professional development;
- (vi) Evidence of CISCO certification;

11. SENIOR ASSISTANT REGISTRAR (HUMAN RESOURCE) REF: UOE/SAR (HR)/ADM/C/16/07/2025 (1 POSITION)

Reporting to Registrar Administration, duties and responsibilities at this level will entail:

-

- (i). Validating the accuracy of payroll data;
- (ii). Processing employee recruitment, review, promotion and separation;
- (iii). Verifying and updating employees' bio-data;
- (iv). Ensuring regular updating of Statutory records;
- (v). Maintaining a human resource database;
- (vi). Collating and analyzing training applications;
- (vii). Analyzing data on work environment and employees' satisfaction surveys;
- (viii). Maintaining HR data in university ERP;
- (ix). Complying with regulatory requirements and ethical standards relating to human resource;
- (x). Secretariat to committees on HR
- (xi). Supervising assigned staff; and
- (xii). Participating in quality management and performance contracting processes.

Requirements/Qualifications:

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

- i. Master's Degree in Human Resource Management, or related field from a recognized institution;
- ii. Relevant postgraduate qualification higher national diploma.
- iii. At least nine (9) years relevant work experience;

- iv. Relevant professional Qualification (CHRP);
- v. Contentious Management Training lasting not less than four (4) weeks;
- 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.

Must meet the requirements of chapter six of the constitution of Kenya on Leadership and integrity;

PLEASE NOTE:

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 Directors and Deans should be addressed to the Chairman of Council, email: chairmancouncil@uoeld.ac.ke

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), except for EACC shall be obtained by the University for **ONLY** shortlisted candidates.

TERMS AND CONDITIONS

Deans and Directors serve for a period of four (4) years while all other positions are on permanent and pensionable terms. **Remuneration will be as per the current University policies and regulations.**

Applications must be received on or before 13th August, 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.