

EXTERNAL ADVERTISEMENT 26th AUGUST, 2025

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

Summary of Positions

SR. NO	POSITION	GRADE	REFERENCE	NO
1	Senior lecturer	AC 13	UoE/AC/C/13/08/2025	1
2	Lecturer	AC 12	UoE/AC/C/14/08/2025	1
3	Senior Assistant Dean of Students	AD 13	UoE/ADM/C/15/08/2025	1
4	University Chaplain	AD12	UoE/ADM/C/16/08/2025	1
5	Assistant Registrar	AD 12	UOE/ADM/C/17/08/2025	1
6	Accountant I	AD12	UoE/ADM/C/18/08/2025	1
7	Farm Manager	AD12	UoE/ADM/C/19/08/2025	1
8	Senior Clinical Officer	AD12	UoE/ADM/C/20/08/2025	1
9	Senior Administrative Assistant I	AD 11	UOE/ADM/C/21/08/2025	2
10	Accountant II	AD11	UoE/ADM/C/22/08/2025	1
11	Farm Officer I	AD11	UoE/ADM/C/23/08/2025	1
12	Senior Administrative Assistant II	AD 10	UoE/ADM/C/24/08/2025	1
13	Assistant Transport Officer	AD10	UoE/ADM/C/25/08/2025	1
14	Students' Counsellor	AD10	UoE/ADM/C/26/08/2025	1
15	Senior Assistant Students' Counsellor	AD9	UoE/ADM/C/27/08/2025	1
16	Administrative Assistant	AD9	UOE/ADM/C/28/08/2025	2
17	Supply Chain Management Assistant I	AD 8	UoE/ADM/C/29/08/2025	1

18	Driver	AD7	UoE/ADM/C/30/08/2025	1
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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. SENIOR LECTURER - JOB GRADE AC, 13. REF: UoE/AC/C/13/07/2025 (1 POSITIONS) - *Development Studies*.

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 the graduate level.
- iv. Develop undergraduate and postgraduate courses.
- v. Initiate, promote and participate in research projects and publish.
- vi. Participate in academic leadership programmes.
- vii. Provide professional and community services and initiate linkages and fundraising.
- viii. Carry out administrative and other duties & responsibilities as may be assigned.

Requirements/Qualifications:

- i. Must have an earned Doctorate Degree in a relevant discipline from a recognized accredited academic institution. In addition, the candidate must have a Bachelor's degree in a relevant discipline and a Master's degree from a recognized accredited academic institution;
- ii. Must have at least three (3) years of teaching and/or research experience at University level since becoming Lecturer/Research Fellow.
- iii. Must have a minimum of 4 articles in refereed journals or two (2) refereed journal publications and two (2) chapters in scholarly books (32 equivalent Scholarly publication points since appointment as Lecturer/Research Fellow). A patented or peer-reviewed invention (including technological outputs by staff in the applied Science disciplines) will be equivalent to two refereed journal publications or three chapters in a university level book.
- iv. Must have a Master's degree plus a minimum of five (5) years of university teaching experience after becoming Lecturer and 5 articles in refereed journals or a minimum of 40 equivalent publication points since becoming Lecturer/Research Fellow; Not more than 2 articles should be in a single issue/volume of a journal.

- v. Must have successfully supervised at least three (3) postgraduate degree candidates.
- vi. Must have attended and contributed at learned conferences, seminars or workshops.
- vii. Must show evidence of continued research and evaluated effective teaching & success in student supervision.
- viii. Must show evidence of contribution to university life through active participation in departmental matters, students' academic advising, School and University meetings committee membership and others.
- ix. Must be recognized and registered by relevant professional bodies.
- x. Evidence of affiliation to at least one professional body will be an added advantage.
- xi. Must show evidence of developing fundable proposals and attracting funding.

2. LECTURER - JOB GRADE AC, 12. REF: UoE/AC/C/14/07/2025 (1 POSITION) *Computer Science.*

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 the graduate level for those with PhD.
- 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 & responsibilities as may be assigned.

Requirements/Qualifications:

- i) Must have an earned Doctorate Degree in a relevant discipline from University of Eldoret or a recognized accredited academic institution.
- ii) In addition, the candidate must have a Bachelor's degree in a relevant discipline and a Master's degree from University of Eldoret or a recognized accredited academic institution;

OR

- i) Must have a Master's degree from a recognized academic institution plus at least three (3) years of full-time teaching experience at University level after obtaining Master's Degree and at least 2 articles in refereed journals and a minimum of 24 scholarly publication points 16 of which should from refereed journals;
- ii) Not more than 2 articles should be in a single issue/volume of a journal/other scholarly publications;
- iii) Those with a Master's degree should register for a Doctorate degree;

- iv) Must show evidence of evaluated effective teaching;
- v) Must be recognized and registered by relevant professional bodies; and
- vi) Evidence of affiliation to a professional body will be an added advantage.

**3. SENIOR ASSISTANT DEAN OF STUDENTS – JOB GRADE AD, 13.
REF: UoE/ADM/C / 16/07/2025 (1 POSITION)**

Duties and Responsibilities:

Duties and responsibilities at this level entails: Providing parental supervision and direction to the students; Raising the level of students educational and cultural awareness; Providing opportunity to explore educational career interests; Facilitating informal contacts with faculty and administrative staff; Contributing to development through group interactions and opportunity for leadership experiences and helping in planning and engaging them in productive leisure experiences; developing a sense of community belonging within the halls of Residence; Participating in building self-confidence, assertiveness and respectability in students as well as advise them on their reproductive health responsibility and helping to maintain discipline within the halls of residence and any other duty as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications:

For appointment to this grade, a candidate must have: -

- (i) Master's degree Social Sciences or education from a recognized institution;
- (ii) At least seven (7) years work experience in the relevant field;
- (iii) Proficiency in computer applications
- (iv) Membership registration with a relevant professional body;
- (v) Continuous Management training lasting not less than four (4) weeks.

4. UNIVERSITY CHAPLAIN- JOB GRADE AD, 12. REF: UoE/ADM/C/17/07/2025 (1 POSITION)

Duties and Responsibilities:

Duties and responsibilities at this level entails: overseeing the totality of the University Chaplaincy and general administration; providing pastoral support, guidance, training and religious leadership in the University (Staff and Students); administering temporal affairs within the University Community such as funerals and other national functions related to the chaplaincy; ensure that all religion get spiritual nourishment as and when necessary; administering sacraments of Baptism and Holy Communion; budgeting and procurement, providing pastoral visits; visiting the indisposed at home and the hospitals; participating in community based projects (religious and social) and any other duties as may be assigned by immediate supervisor from to time.

Requirements/Qualifications:

For appointment to this grade, a candidate must have:

- (i) Master's degree in Divinity or its equivalent from a recognized Institution;
- (ii) At least five (5) years relevant work experience;
- (iii) Proficiency in computer applications
- (iv) Continuous Management training lasting not less than four (4) weeks
- (v) High integrity and moral standing;
- (vi) Ordination certification from the relevant religious institution.
- (vii) Continuous professional training in the relevant area.

5. ASSISTANT REGISTRAR – JOB GRADE AD 12 -REF: UOE/ADM/C/18/07/2025 (1 POSITION)

Duties and responsibilities:

Duties and responsibilities at this level entails: assisting in planning, coordinating and controlling of administrative activities in any of the units of the University. An employee at this level will be expected to work with minimum supervision. He/she will also be responsible for staff development and capacity building under him/her in order to maintain efficient administrative services and any other duties as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications:

For appointment to this grade a candidate must have: -

- (i) At least five (5) years relevant work experience;
- (ii) Bachelor Degree in social sciences, education, management or its equivalent qualification from a recognized institution;
- (iii) Master's Degree in Social Sciences, Education, Management from a recognized institution;
- (iv) Relevant postgraduate qualification in Management or Administration;
- (v) Proficiency in computer applications;
- (vi) Continuous professional training in the relevant area.
- (vii) Membership registration in a relevant professional body.
- (viii) Those with Certified Public Secretary (CPS-K) will have an added advantage.

6. ACCOUNTANT I - JOB GRADE AD, 12. REF: UoE/ADM/C/19/07/2025 (1 POSITION)

Duties and Responsibilities:

Work at this level entails; maintaining accounts, monitoring expenditure and payments, supervising bank reconciliations, preparation of financial reports and statements, preparation of budget, financial analysis, implementation and enforcement of policies and regulations, ensure expenditure and payments are properly authorized, verification of payment vouchers, payment schedules and ledger postings, supervising staff, staff development and capacity building, making periodic financial performance reports and any other duty as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications:

For appointment to this grade, a candidate must have: -

- (i) At least five (10) years relevant work experience;
- (ii) Bachelor of Business Management in Accounting Option or its equivalent from a recognized institution;
- (iii) Master's degree in Business Management in Accounting Option or its equivalent from a recognized institution;
- (iv) CPA (K)/ACCA (Finalist);
- (v) Membership registration with ICPAK or any other relevant professional body;
- (vi) Continuous Management training lasting at least not less than four (4) weeks from a recognized institution; and
- (vii) Proficiency in computer applications.

7. FARM MANAGER - JOB GRADE AD, 12. REF: UoE/ADM/C/20/07/2025 (1 POSITION)-(3 YEARS CONTRACT)**Duties and Responsibilities:**

Duties and responsibilities at this level entails: being in charge of coordination and management of farm, preparing staff establishment, advising on staff training and development, formulation and implementation of farm policies and strategies, budgeting and procurement, ensuring quality standards are maintained, staff development and capacity building and any other duty as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications:

For appointment to this grade, a candidate must have: -

- i) Bachelor's degree in Agriculture or its equivalent from a recognized institution;
- ii) At least nine (9) years' work experience in a relevant field;
- iii) Proficiency in computer applications;
- iv) Membership registration with relevant professional body.
- v) Evidence of continuous professional development.

8. SENIOR CLINICAL OFFICER - JOB GRADE AD, 12. REF: UOE/ADM/C/21/07/2025 (1 POSITION)**Duties and Responsibilities:**

Duties and responsibilities at this level entails: attending to the patients at the University clinic(s); reports to the CMO; staff development and capacity building; handling filtered and referred patients; policy development and implementation; prepares Budgets, planning and initiates procurement, planning and organizing community health education and any other duty as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications:

For appointment to this grade, a candidate must have: -

- (i) Bachelor of Medicine and Bachelor of Surgery from a recognized institution;
- (ii) Valid registration with Medical Practitioners and Dentists Board;
- (iii) At least three (3) years relevant work experience as a Medical practitioner;
- (iv) Evidence of continuous professional development;
- (v) Proficiency in computer applications
- (vi) Continuous professional training in the relevant area.
- (vii) Current practicing certificate;

9. SENIOR ADMINISTRATIVE ASSISTANT I – JOB GRADE AD, 11- REF: UOE/ADM/C/22/07/2025 (2 POSITIONS)

Duties and responsibilities:

Duties and responsibilities at this level entails: doing general administrative duties at Schools, Academic and Administrative Division of the University where an employee will be exposed to broad administrative duties. General staff matters, coordination of University examinations. In addition, administration of students records, supervision of

staff, assisting the Dean in day to day running of student's affairs, examination matters,

secretariat to various committees, fees collection, admission of students, preparation of senate documents, participation in various functions of the university; graduation, shows, exhibitions and any other duties as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications:

For appointment to this grade a Candidate must have: -

- (i) At least six (6) years relevant experience;
- (ii) Bachelor Degree in social sciences, education, management or its equivalent from a recognized institution;
- (iii) Postgraduate Diploma in relevant field;
- (iv) Continuous professional training in the relevant area.
- (v) Proficiency in computer applications and
- (vi) Certified Secretary part II/or its equivalent.

10. ACCOUNTANT II - JOB GRADE AD, 11. REF: UoE/ADM/C/23/07/2025 (1 POSITION)

Duties and Responsibilities:

Duties and responsibilities at this level entails: maintaining accounts, monitoring expenditure and payments, supervising bank reconciliations, preparation of financial reports and statements, preparation of budget, financial analysis, implementation and enforcement of policies and regulations, ensure expenditure and payments are properly authorized, supervising staff and making periodic financial performance reports and any other duty as assigned by immediate supervisor from time to time.

Requirements/ Qualifications:

For appointment to this grade, a candidate must have: -

- (i) Bachelors of Business Management in Accounting Option or its equivalent from a recognized institution;
- (ii) CPA (K) /ACCA (Finalist)
- (iii) At least seven (7) years of relevant work experience.
- (iv) Membership registration with ICPAK or any other relevant professional body;
- (v) Continuous professional training in the relevant area.
- (vi) Proficiency in computer applications

11. FARM OFFICER I JOB GRADE AD, 11. REF: UoE/ADM/C/ 24/07/2025(1 POSITION)

Duties and Responsibilities:

Duties and responsibilities at this level entails: assisting the Farm Manager in supervision, maintenance of farm assets and inventory, development of farm units, preparation of farm budgets and accounts, staff development and capacity building and any other duties as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in Animal Production/Farm Management/General Agriculture or its equivalent from a recognized institution;
- (ii) At least five (5) years' work experience in relevant field;
- (iii) Proficiency in computer applications
- (iv) Membership registration with relevant professional body;
- (v) Evidence of continuous professional development

**12. SENIOR ADMINISTRATIVE ASSISTANT II – JOB GRADE AD, 10 –
UOE/ADM/C/25/07/2025 (1 POSITION)**

Duties and Responsibilities:

Duties and responsibilities at this level entails: doing general administrative duties at Schools, Academic and Administrative Division of the University where an employee will be exposed to broad administrative duties. General staff matters, coordination of University examinations. In addition, administration of students records, supervision of staff, assisting the Dean in day to day running of student's affairs, examination matters, secretariat to various committees, fees collection, admission of students, preparation of senate documents, participation in various functions of the university; graduation, shows, exhibitions and any other duties as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications

For appointment to this grade a Candidate must have: -

- (i) At least five (5) years relevant experience;
- (ii) Bachelor Degree in social sciences, education, management or its equivalent from a recognized institution;
- (iii) Relevant Postgraduate qualification in management;

- (iv) Proficiency in computer applications;
- (v) Certified Secretary part II or its equivalent; and
- (vi) Continuous Management training of a cumulative period lasting not less than four (4) weeks from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results through appraisal process.

13. ASSISTANT TRANSPORT OFFICER - JOB GRADE, AD 10 - REF: UoE/ADM/C/25/07/2025 (1 POSITION)

Duties and Responsibilities:

Duties and responsibilities at this level entails: supervision of transport staff, work schedules, ordering of consumable stores and bulk fuel, processing renewals for road licenses and insurance cover for vehicles, handling insurance claims/ traffic accident cases, staff development and capacity building, repair university Vehicles, facilitating acquisition of spare parts, keeping vehicle maintenance records, vehicle register, ensuring proper maintenance of vehicles; keeping workshop/garage tools, equipment and machines inventory and recommend vehicles for bonding and any other duty as may be assigned by immediate supervisor from time to time.

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. Certificate in first Aid and occupational health and safety;
- vi. Vision testing certificate;
- vii. Evidence of good public relations
- viii. Certificate of good conduct
- ix. Clearance certificate from AA.
- x. Evidence of Continuous Professional Development

14. STUDENTS COUNSELLOR - JOB GRADE 10- REF: UoE/ADM/C/27/07/2025 (1 POSITION)

Duties and Responsibilities:

Duties and responsibilities at this level entails: providing individual and group counselling services; assisting in identifying students with social, psychological or health related problems; liaising with the Wardens in counselling and advising students on personal and social matter within the halls of residence; and any other duties as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in Educational Psychology, Psychology, or Guidance and Counselling or its equivalent from a recognized Institution;
- ii. At least seven (7) years relevant work experience;
- iii. Proficiency in computer applications;
- iv. Continuous professional training in the relevant area.
- v. Membership registration with a relevant professional body.

15. SENIOR ASSISTANT STUDENTS' COUNSELLOR -JOB GRADE 9- REF: UoE/ADM/C/28/07/2025 (1 POSITION)

Duties and Responsibilities:

Duties and responsibilities at this level entails: providing individual and group counselling services; Assisting with orientation of new students; Providing family life education in conjunction with the Health Unit; assisting disadvantaged groups in collaboration with relevant service department; Liaising with the Wardens in counselling and advising students on personal and social matters within the halls of residence and any other duties as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications:

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Educational Psychology, Psychology, Guidance and Counselling or its equivalent from a recognized Institution;
- ii. At least five (5) years relevant work experience;
- iii. Proficiency in computer applications;
- iv. Continuous professional training in the relevant area.
- v. Membership registration with a relevant professional body;

16. ADMINISTRATIVE ASSISTANT -JOB GRADE AD 9-REF: UOE/ADM/C/29/06/2025 (2 POSITIONS)

Duties and Responsibilities:

Responsible to the Deputy Vice-Chancellor (Academic and Students' Affairs) for; This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: doing general administrative duties at Schools, Academic and Administrative Division of the University where an employee will be exposed to broad administrative duties. General staff matters, coordination of University examinations. In addition, administration of student's records, supervision of staff, assisting the Dean in day to day running of student's affairs, examination matters, secretariat to various committees, fees collection, admission of students, preparation of senate documents, participation in various functions of the university; graduation, shows, exhibitions and any other duties as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications

- (i) At least three (3) years' work experience;

- (ii) Bachelor Degree in social sciences, education, management or its equivalent from a recognized institution;
- (iii) Proficiency in computer applications;
- (iv) Continuous Management training of a cumulative period lasting not less than four (4) weeks from a recognized institution Evidence of continuous professional development; and Certified Secretary Part II or its equivalent;
- (v) Shown merit and ability as reflected in work performance and results through appraisal process.

17. SUPPLY CHAIN MANAGEMENT ASSISTANT I - JOB GRADE AD 8.- REF: UOE/ADM/C/30/07/2025- (1 POSITION)

Duties and Responsibilities:

Duties and responsibilities at this level entails: analysing and dispatching quotations, preparation of tender documents, maintaining supplies and supplies register, filing of purchasing documents, inventory control, ensuring security and safety of stores, assist in budgeting, disposal of stocks and any other duties as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications

For appointment to this grade, a candidate must have: -

- (i) At least five (5) years relevant work experience;
- (ii) Diploma in Purchasing and Supplies Management or its equivalent from a recognized institution;
- (iii) Proficiency in computer applications;
- (iv) Continuous professional training in the relevant area.
- (vi) Membership registration with a relevant professional;

18. : DRIVER I - JOB GRADE AD, 7 REF: UOE/ADM/C/31/07/2025 (1 POSITION)

Duties and Responsibilities:

Work at this level for Driver I entails operation of vehicles, detection and reporting common faults, keeping the vehicles clean, maintenance of work ticket for vehicles as assigned, ensuring safety of the vehicle and any other duty as may be assigned by immediate supervisor from time to time.

Requirements/Qualifications:

For appointment to this grade, a candidate must have: -

- (i) Occupational/Motor Vehicle Trade Test I
- (ii) Kenya Certificate of Secondary Education (KCSE);
- (iii) Valid and clean driving license at least class BCE;
- (v) At least Eight (8) years' work experience three (3) of which must have been in executive/VIP driving;
- (vi) Certificate of Good conduct;
- (vii) Evidence of good public relations;

- (viii) Basic certificate in first Aid or occupational health and safety;
- (ix) Defensive driving certificate from AA
- (x) Vision testing certificate;

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 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

All the positions are permanent and pensionable positions except the position of Farm Manager. **Remuneration will be as per the current University policies and regulations.**

Applications must be received on or before **midnight of 12th September 2025**

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.