



## OFFICE OF THE VICE-CHANCELLOR

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### EXTERNAL ADVERTISEMENT FOR VACANT POSITION

**TUESDAY, 10<sup>TH</sup> FEBRUARY, 2026**

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 & wellness. It has over 14,000 students, 900 employees and land measuring 1,057 acres.

The University has a Vision of being a "premier University nurturing global Leaders and Innovators for sustainability" and a Mission of "providing quality education, training, research and entrepreneurship in Science, Agriculture, Engineering and Technology and the Arts 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 administrative position: -

#### Summary of the Position

S/No	Position	Reference	No
1	Deputy Finance Officer -Grade 14	UOE/ ADM/DFO/C/01/01/2026	1
	<b>TOTAL</b>		<b>1</b>

The details of the duties, responsibilities and requirements for appointment to the position is as provided hereunder and are in line with the University Statutes and Career Guidelines & Scheme of Service.

**DEPUTY FINANCE OFFICER - Job Grade, AD 14 - Ref: UoE/ADM/DFO/C/01/01/2026**  
(1 Post)

#### Job Purpose

To design, develop and implement strategies for the 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 regulations.

### **Terms and Conditions**

Deputy Finance Officer is permanent and pensionable position. Therefore, Successful candidate shall be appointed on permanent and pensionable terms of service.

### **Duties and Responsibilities:**

Responsible to the Finance Officer for;

- i. Coordinating the development of accounting policies, strategies, regulations, guidelines and procedures.
- ii. Coordinating the preparation of annual financial statements;
- iii. Authorizing payments;
- iv. Coordinating the development and monitoring the departmental work plans;
- v. Reviewing management reports and advising management of the finance performance of the University;
- vi. Validating and approving administration of all tax and statutory compliance issues and effective management of payroll;
- vii. Ensuring accurate and timely payments of goods, works and services;
- viii. Reviewing periodic reports for submission to The National Treasury.
- ix. Ensuring adherence to the approved budget to prevent overspending in votes;
- x. Approving monthly bank reconciliations statements;
- xi. Facilitating resource mobilization programmes;
- xii. Coordinating the implementation quality management procedures and performance contracting processes;
- xiii. Coordinating the preparation of budget for the University;
- xiv. Facilitating responses to audit queries; and
- xv. Mentoring and coaching of staff.

### **Requirements/Qualifications**

- i. Cumulative service period of five (5) years' relevant work experience, three of which should have been as a Senior Accountant;
- ii. Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance or equivalent qualification from a recognized and accredited institution;
- iii. Master's degree in any of the following disciplines: - Commerce, Accounting, Finance or equivalent qualification from a recognized and accredited institution;
- iv. Certified Public Accountant (K) or equivalent qualification from accredited examination body;
- v. Certificate in Leadership course lasting not less than four (4) weeks from a recognized and accredited institution;

- vi. Membership registration with ICPAK in good standing or any other relevant professional body;
- vii. Proficiency in computer applications; and
- viii. Demonstrated merit, ability and leadership as reflected in work performance and results.

### **Remuneration**

Remuneration will be as per the current University policies and regulations and salary structure shown below.

### **Salary and house allowance (KES)**

Grade	Salary Scale		House allowance
	From	To	
Grade 14	173,864	267,662	62,658

### **Application Procedure:**

Kindly note that interested applicants for this position of Deputy Finance Officer should send the electronic scanned copy of their application documents in PDF format (as one running document) addressed to the Chairman of Council to the following email: [chairmancouncil@uoeld.ac.ke](mailto:chairmancouncil@uoeld.ac.ke)

Applicants are advised to indicate on the cover letter of their application the position and the advertisement number as specified.

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 **3<sup>rd</sup> March, 2026 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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