



OFFICE OF THE DEPUTY VICE-CHANCELLOR
Administration and Finance

INTERNAL ADVERTISEMENT, 20th MARCH 2026

As per the Council approval the University wishes to advertise the following internal vacant positions: and applications are invited from suitably qualified candidates for the following positions:

Summary of Positions

S/No	Position	Grade	Reference	No.
1	Librarian II	10	UoE/AC/C/01/03/2026	1
2	Senior Library Assistant	9	UoE/AC/C/02/03/2026	1
3	Library Assistant I	8	UoE/AC/C/03/03/2026	2
4	Library Assistant II	7	UoE/AC/C/04/03/2026	1
5	Library Assistant III	6	UoE/AC/C/05/03/2026	10
6	Library Assistant IV	5	UoE/AC/C/06/03/2026	3
7	Library Attendant I	4	UoE/AC/C/07/03/2026	5
8	Library Attendant II	3	UoE/AC/C/08/03/2026	3
Printers and Binders Staff				
9	Printing Officer	7	UoE/AD/C/09/03/2026	1
10	Binder/ Print Originator/ Machine Operator	6	UoE/AD/C/10/03/2026	1
11	Binder/ Print Originator/ Machine Operator II	5	UoE/AD/C/11/03/2026	1
12	Binder/ Print Originator/ Machine Operator Attendant	4	UoE/AD/C/12/03/2026	3

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. **LIBRARIAN II- JOB GRADE AC, 10. REF: UoE/AC/C/04/03/2026 (1 Position)**

Duties and Responsibilities

Duties and responsibilities at this level entails: abstracting and indexing; cataloguing, classification and keeping statistics for borrowed publications; maintaining user profiles; Current Awareness Services (CAS); Staff development and capacity building, Selective, Dissemination of Information (SDI); estimating of expenditure and vote control; teaching library skills and user education; provide electronic information and any other duties as may be assigned by a senior officer.

Job Specification/Requirements for Serving Employee

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

- i. Higher National Diploma in Library and Information Science or its equivalent from a recognized institution
- ii. At least three (3) years work experience as Senior Library Assistant I or comparable position.
- iii. Shown merit and ability as reflected in work performance and results.
- iv. Membership registration to a relevant professional body.
- v. Knowledge of Information and Communication Technology.
- vi. Bachelors' degree is an added advantage.

2. **SENIOR LIBRARY ASSISTANT - JOB GRADE AC, 9. REF: UoE/AC/C/05/03/2026 (1 Position)**

Duties and Responsibilities

Duties and responsibilities at this level entails: supervision and staff development and capacity building, identification of information needs for various types of users; maintaining and interpreting information on library use; conduct user education programmes; providing electronic information; being in-charge of certain section/service points within the University Library and any other duties as may be assigned by a senior officer.

Job Specification/Requirements for Serving Employee

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

- i. Higher National Diploma in Library and Information Science or its equivalent from a recognized institution;
- ii. At least three (3) years work experience as Senior Library Assistant II or comparable position.



- iii. Shown merit and ability as reflected in work performance and results.
- iv. Computer literacy.
- v. Membership registration to a relevant professional body
- vi. Bachelors' degree is an added advantage.

3. LIBRARY ASSISTANT I - JOB GRADE AC, 8. REF: UoE/AC/C/06/03/2026 (2 Positions)

Duties and Responsibilities

Duties and responsibilities at this level entails: issuing publications to library clients; verification of bibliographical details, shelve reading and weeding, classifying, acquisition and procuring of library materials. In addition, circulating catalogues, short loans reservations, receiving and recording journals, registering and clearing users, keeping statistics for borrowed publications; conducting reference searches, formulating user education and orientation programmes and any other duties as assigned by a senior officer.

Job Specification/Requirements for Serving Employee

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

- i. Diploma in Library and Information Science or its equivalent from a recognized institution;
- ii. At least three (3) years work experience as Library Assistant I or comparable position.
- iii. Shown merit and ability as reflected in work performance and results.
- iv. Computer literacy.
- v. Higher National Diploma is an added advantage.

4. LIBRARY ASSISTANT II - JOB GRADE AC, 7. REF: UoE/AC/C/07/03/2026 (1 Position)

Duties and Responsibilities

Duties and responsibilities at this level entails: classifying and cataloguing books; preparing catalogue cards for books and compiling list for books, charging and discharging, reservation of books, keeping statistics for borrowed publications and any other duties as may be assigned by a senior officer.

Job Specification/Requirements for Serving Employee

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

- i. Diploma in Library and Information Science or its equivalent from a recognized



- institution
- ii. At least three (3) years work experience as Library Assistant II or comparable position.
- iii. Shown merit and ability as reflected in work performance and results.
- iv. Computer literacy.
- v. Higher National Diploma is an added advantage.

**5. LIBRARY ASSISTANT III- JOB GRADE AC, 6. REF: UoE/AC/C/08/03/2026
(10 Positions)**

Duties and Responsibilities

Duties and responsibilities at this level entails: shelving, circulation tasks and information outreach activities; cataloguing, classification; preparation of books pockets, spine marking, recording and analyzing work statistics, compilation of accession lists; OPAC's and CD-ROMS including electronic information searching for library users; and sending reminder notices for overdue publications, and any other duties as may be assigned by a senior officer.

Job Specification/Requirements for Serving Employee

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

- i. Diploma in Library and Information Science or its equivalent from a recognized institution;
- ii. At least three (3) years work experience as Library Assistant III or comparable position.
- iii. Shown merit and ability as reflected in work performance and results.
- iv. Computer literacy.

**6. LIBRARY ASSISTANT IV - JOB GRADE AC, 5. REF: UoE/AC/C/09/03/2026
(3 Positions)**

Duties and Responsibilities

Duties and responsibilities at this level entails: shelving, circulation tasks and information outreach activities, cataloguing, classification; preparation of books pockets, spine marking, OPAC's and CD-ROMS including electronic information searching for library users; and sending reminder notices for overdue publications, and any other duties as may be assigned by a senior officer.

Job Specification/Requirements for Serving Employee

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



- i. Certificate in Library and Information Studies or its equivalent from a recognized institution;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade at least D+ (Plus).
- iii. At least three (3) years work experience as Library Attendant I or comparable position.
- iv. Shown merit and ability as reflected in work performance and results.
- v. Computer literacy.
- vi. Diploma is an added advantage.

**7. LIBRARY ATTENDANT I- JOB GRADE AC, 4. REF: UoE/AC/C/10/03/2026
(5 Positions)**

Duties and Responsibilities

Duties and responsibilities at this level entails: shelving, information circulation tasks, dusting of books, general library arrangement and any other duties as may be assigned by a senior officer.

Job Specification/Requirements for Serving Employee

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

- i. Kenya Certificate of Secondary Education (KCSE) means grade at least D+ (Plus).
- ii. Certificate in Library and Information Studies from a recognized institution
- iii. At least three (3) years work experience as Library Attendant II or comparable position.
- iv. Shown merit and ability as reflected in work performance and results.
- v. Computer literacy.
- vi. Diploma is an added advantage.

**8. LIBRARY ATTENDANT II- JOB GRADE, 3 REF: UoE/AC/C/11/03/2026
(3 Positions)**

Job Description:

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: shelving, information circulation tasks, dusting of books, general library arrangement and any other duty as may be assigned by immediate supervisor from time to time.



Job Specification/Requirements for Serving Employee

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

- (i) Certificate in Library and Information Studies from a recognized Institution.
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade at least D+ (Plus);
- (iii) At least three (3) years relevant work experience;
- (iv) Proficiency in computer applications

PRINTERS AND BINDERS STAFF

9. PRINTING OFFICER- JOB GRADE AD,7 - REF: UoE/AC/C/09/03/2026

Job Description:

Duties and responsibilities at this level entails: drawing up budgets for bindery materials, binding thesis and dissertations, preparation for printing, binding processes, printing origination, maintaining binding equipment and machines, maintenance of printed reading materials, bindery/editorial section, binding processes, printing and editing, graphic design, in charge of binding facilities and materials, supervision of staff, staff development and capacity building and any other duty as may be assigned by immediate supervisor from time to time.

Job Specification/Requirements for Serving Employee

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

- (i) Diploma in Bindery/Machine Printing/Print origination, from a recognized institution;
- (ii) Proficiency in computer applications;
- (iii) At least three (3) years work experience at the level of binder/ print originator/ machine operator assistant I or a comparable position;
- (iv) Proficiency in computer applications
- (v) Shown merit and ability as reflected in work performance and results through appraisal process;
- (vi) Continuous Management training lasting not less than one (1) week;
- (vii) Evidence of continuous professional development.

10. BINDER/ PRINT ORIGINATOR/ MACHINE OPERATOR - JOB GRADE AD,6 - REF: UoE/AC/C/10/03/2026

Job Description:

Duties and responsibilities at this level entails: material preparation for printing, binding processes, printing origination, clearing work that has been printed to the next process, maintaining records, undertaking bindery work, numbering pages by hand and



machines and any other duties as may be assigned by immediate supervisor from time to time.

Job Specification/Requirements for Serving Employee

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

- (i) Advanced Certificate in Machine Printing, Print originator from a recognized institution;
- (ii) Kenya Certificate of Secondary Education mean grade D+ (Plus) or its equivalent from a recognized institution;
- (iii) At least three (3) years work experience as Binder/ print originator/ machine operator assistant II - Job Grade5;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Proficiency in computer applications
- (vi) Evidence of continuous professional development.

11. BINDER/ PRINT ORIGINATOR/ MACHINE OPERATOR II - JOB GRADE AD, 5 - REF: UoE/ AC/ C/ 11/ 03/ 2026

Job Description:

Duties and responsibilities at this level entails: material preparation for printing, binding processes, printing origination, clearing work that has been printed to the next process, and undertaking bindery work and any other duty as may be assigned by immediate supervisor from time to time.

Job Specification/Requirements for Serving Employee

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

- (i) Certificate in Bindery/ Machine Printing/ Print origination from a recognized institution;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (Plus) or its equivalent from a recognized institution
- (iii) At least three (3) years work experience as Binder/ Print Originator/ Machine Operator Attendant;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Proficiency in computer applications
- (vi) Evidence of continuous professional development.

12. BINDER/ PRINT ORIGINATOR/ MACHINE OPERATOR ATTENDANT - JOB GRADE, 4 -- REF: UoE/ AC/ C/ 12/ 03/ 2026



Job Description:

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: assisting in material preparation for printing, cleaning the work station, machines, tools and equipment. In addition, clear all that has been printed to the next process; and assist in bindery work and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Certificate in the relevant field from a recognized institution
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+(Plus);
- (iii) At least three (3) years work experience in a relevant field;
- (iv) Proficiency in computer applications.

APPLICATION PROCEDURE:

Interested applicants should send the electronic scanned copy of their application documents in PDF format (as one running document) **to the Vice-Chancellor through the following email address:**

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: - cover letter, 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 shortlisted candidates **ONLY**.

TERMS AND CONDITIONS

All the positions are permanent and pensionable positions. **Remuneration will be as per the current University policies and regulations.**

Applications must be received on or before **midnight of 11th April 2026**

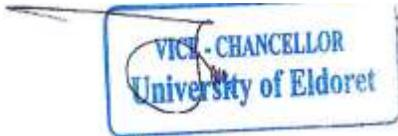
No applications submitted after the closing date and time will be considered.



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.



Prof. Thomas K. Cheruiyot

Vice-Chancellor

