

OFFICE OF THE DEPUTY VICE-CHANCELLOR
Administration and Finance

INTERNAL ADVERTISEMENT, 10th APRIL 2026 (Phase 2)

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
LEGAL OFFICERS AND CORPORATION SECRETARY			
1	Senior Paralegal Clerk	8	UOE/AD/C/01/04/2026
FINANCE AND ACCOUNTS OFFICERS			
2	Assistant Accountant I	10	UOE/AD/C/02/04/2026
3	Assistant Accountant II	9	UOE/AD/C/3/04/2026
4	Senior Accounts Assistant	7	UOE/AD/C/4/04/2026
5	Accounts Assistant I	6	UOE/AD/C/5/04/2026
6	Accounts Assistant II	5	UOE/AD/C/6/04/2026
7	Accounts Assistant III	4	UOE/AD/C/7/04/2026
AUDITORS			
8	Internal Auditor I	12	UOE/AD/C/8/04/2026
9	Internal Auditor II	11	UOE/AD/C/9/04/2026
10	Assistant Internal Auditor I	10	UOE/AD/C/10/04/2026
11	Assistant Internal Auditor II	9	UOE/AD/C/11/04/2026
12	Internal Audit Assistant 1	7	UOE/AD/C/12/04/2026
13	Internal Audit Assistant II	6	UOE/AD/C/13/04/2026
PROCUREMENT STAFF			

14	Supply Chain Management Officer	12	UOE/AD/C/14/04/2026
15	Supply Chain Management Officer I	11	UOE/AD/C/15/04/2026
16	Supply Chain Management Officer II	10	UOE/AD/C/16/04/2026
17	Supply Chain Management Assistant	9	UOE/AD/C/17/04/2026
18	Supply Chain Management Assistant I	8	UOE/AD/C/18/04/2026
19	Supply Chain Management Assistant II (Stores/Procurement)	7	UOE/AD/C/19/04/2026
20	Supply Chain Management Assistant III (Stores/Procurement)	6	UOE/AD/C/20/04/2026
HUMAN RESOURCE			
21	Senior Human Resource Management Assistant	11	UOE/AD/C/21/04/2026
22	Human Resource Management Assistant I	10	UOE/AD/C/22/04/2026
23	Human Resource Management Assistant II	9	UOE/AD/C/23/04/2026
24	Human Resource Management assistant III	8	UOE/AD/C/24/04/2026
INFORMATION AND COMMUNICATION TECHNOLOGY			
25	Information Communication Technology Officer II	9	UOE/AD/C/25/04/2026
26	Senior Information Communication Technology Assistant	8	UOE/AD/C/26/04/2026
27	Information Communication Technology Assistant	7	UOE/AD/C/27/04/2026
CORPORATE AFFAIRS AND MARKETING			
28	Senior Corporate Affairs & Marketing Officer	12	UOE/AD/C/28/04/2026
29	Public Relations/Social Media/Marketing Officer	11	UOE/AD/C/29/04/2026
30	Public Relations/Social Media/Marketing Officer I	10	UOE/AD/C/30/04/2026
31	Public Relations/Social Media/Marketing Officer II	9	UOE/AD/C/31/04/2026
32	Customer Service Assistant I	8	UOE/AD/C/32/04/2026
33	Customer Service Assistant II	7	UOE/AD/C/33/04/2026
34	Telephone Operator/Receptionist I	6	UOE/AD/C/34/04/2026
35	Telephone Operator/Receptionist II	5	UOE/AD/C/35/04/2026

36	Telephone Operator/Receptionist III	4	UOE/AD/C/36/04/2026
SECURITY & SAFETY			
37	Senior Security Officer	11	UOE/AD/C/37/04/2026
38	Security Officer I	10	UOE/AD/C/38/04/2026
39	Security Officer II	9	UOE/AD/C/39/04/2026
40	Senior Security Assistant	8	UOE/AD/C/40/04/2026
41	Security Assistant I	7	UOE/AD/C/41/04/2026
42	Security Assistant II	6	UOE/AD/C/42/04/2026
43	Security Assistant III	5	UOE/AD/C/43/04/2026
44	Security Assistant IV	4	UOE/AD/C/44/04/2026
45	Fireman	6	UOE/AD/C/45/04/2026
46	Assistant Fireman	5	UOE/AD/C/46/04/2026
PUBLIC HEALTH			
47	Public Health Officer	11	UOE/AD/C/47/04/2026
48	Senior Assistant Public Health Officer	10	UOE/AD/C/48/04/2026
49	Assistant Public Health Officer I	9	UOE/AD/C/49/04/2026
50	Assistant Public Health Officer II	8	UOE/AD/C/50/04/2026
51	Public Health Assistant I	7	UOE/AD/C/51/04/2026
52	Public Health Assistant II	6	UOE/AD/C/52/04/2026
53	Vector Assistant I	5	UOE/AD/C/53/04/2026
54	Vector Assistant II	4	UOE/AD/C/54/04/2026
CLERICAL			
55	Chief Clerical Officer	8	UOE/AD/C/55/04/2026
56	Senior Clerical Officer	7	UOE/AD/C/56/04/2026
57	Clerical Officer I	6	UOE/AD/C/57/04/2026
58	Clerical Officer II	5	UOE/AD/C/58/04/2026
59	Clerical Officer III	4	UOE/AD/C/59/04/2026
OFFICE ADMINISTRATIVE SERVICES PERSONNEL			
60	Senior Office Administrator	11	UOE/AD/C/60/04/2026
61	Office Administrator	10	UOE/AD/C/61/04/2026
62	Senior Assistant Office Administrator	9	UOE/AD/C/62/04/2026

63	Assistant Office Administrator I	8	UOE/AD/C/63/04/2026
64	Assistant Office Administrator II	7	UOE/AD/C/64/04/2026
65	Office Administrative Assistant I	6	UOE/AD/C/65/04/2026
66	Office Administrative Assistant II	5	UOE/AD/C/66/04/2026
ADMINISTRATIVE OFFICERS			
67	Senior Assistant Registrar	13	UOE/AD/C/67/04/2026
68	Assistant Registrar	12	UOE/AD/C/68/04/2026
69	Senior Administrative Assistant I	11	UOE/AD/C/69/04/2026
70	Senior Administrative Assistant II	10	UOE/AD/C/70/04/2026
71	Administrative Assistant	9	UOE/AD/C/71/04/2026
AUXILIARY STAFF			
72	Grounds / Cleaning Supervisor / Senior Office Assistant	4	UOE/AD/C/72/04/2026
73	Cleaner I / Ground staff I/ Office Assistant I / Field Attendant 1/Kitchen Attendant I	3	UOE/AD/C/73/04/2026
ESTATES			
74	Quantity Surveyor/ Architect	12	UOE/AD/C/74/04/2026
75	Senior Maintenance Officer (Building/Electrical)	11	UOE/AD/C/75/04/2026
76	Maintenance Officer I (Building/Electrical)	10	UOE/AD/C/76/04/2026
77	Maintenance Officer II (Building/Electrical)	9	UOE/AD/C/77/04/2026
78	Assistant Maintenance Officer (Building/Electrical) /Clerk of Works	8	UOE/AD/C/78/04/2026
ARTISANS			
79	Foreman	7	UOE/AD/C/79/04/2026
80	Senior Artisan	6	UOE/AD/C/80/04/2026
81	Artisan I	5	UOE/AD/C/81/04/2026
82	Artisan II	4	UOE/AD/C/82/04/2026
83	Artisan III	3	UOE/AD/C/83/04/2026
WATER AND SEWERAGE			

84	Water/Sewerage Technician	7	UOE/AD/C/84/04/2026
85	Water /Sewerage Operator I	6	UOE/AD/C/85/04/2026
86	Water/Sewerage Operator II	5	UOE/AD/C/86/04/2026
87	Assistant Water/Sewerage Operator	4	UOE/AD/C/87/04/2026
TRANSPORT AND GARAGE			
88	Transport Supervisor	9	UOE/AD/C/88/04/2026
89	Senior Driver / Senior Mechanic/Plant Operator I	8	UOE/AD/C/89/04/2026
90	Driver 1 /Mechanic I /Plant Operator 11	7	UOE/AD/C/90/04/2026
91	Driver II/Mechanic II/Plant Operator III	6	UOE/AD/C/91/04/2026
92	Driver III/Mechanic III/Plant Operator IV	5	UOE/AD/C/92/04/2026
93	Driver I/Mechanic IV	4	UOE/AD/C/93/04/2026
HOSTELS			
94	Assistant Hostels Officer	9	UOE/AD/C/94/04/2026
95	Housekeeper I	8	UOE/AD/C/95/04/2026
96	Housekeeper II	7	UOE/AD/C/96/04/2026
97	Assistant Housekeeper I / Senior Janitor	6	UOE/AD/C/97/04/2026
98	Assistant Housekeeper II / Janitor	5	UOE/AD/C/98/04/2026
99	Assistant Housekeeper III / Assistant Janitor	4	UOE/AD/C/99/04/2026
CATERING			
100	Assistant Catering Officer	10	UOE/AD/C/100/04/2026
101	Caterer/Cateress I	9	UOE/AD/C/101/04/2026
102	Caterer/Cateress II	8	UOE/AD/C/102/04/2026
103	Assistant Caterer/Cateress/Head Cook	7	UOE/AD/C/103/04/2026
104	Senior Waiter/Waitress/Senior Cook	6	UOE/AD/C/104/04/2026
105	Waiter/Waitress/Cook	5	UOE/AD/C/105/04/2026
106	Assistant Waiter/Waitress/ Assistant Cook	4	UOE/AD/C/106/04/2026

FARM			
107	Farm Officer II (Livestock/Crop Production)	10	UOE/AD/C/107/04/2026
108	Assistant Farm Officer (Livestock/Crop Production)	9	UOE/AD/C/108/04/2026
109	Senior Farm Technician	8	UOE/AD/C/109/04/2026
110	Farm Technician	7	UOE/AD/C/110/04/2026
111	Senior Farm Assistant	6	UOE/AD/C/111/04/2026
112	Farm Assistant I	5	UOE/AD/C/112/04/2026
113	Farm Assistant II	4	UOE/AD/C/113/04/2026
TECHNOLOGISTS			
114	Chief Technologist	12	UOE/AD/C/114/04/2026
115	Senior Technologist I	11	UOE/AD/C/115/04/2026
116	Senior Technologist II	10	UOE/AD/C/116/04/2026
117	Senior Technologist III	9	UOE/AD/C/117/04/2026
118	Technologist I	8	UOE/AD/C/118/04/2026
119	Technologist II	7	UOE/AD/C/119/04/2026
120	Technologist III	6	UOE/AD/C/120/04/2026
121	Laboratory Assistant I/Workshop Assistant I	5	UOE/AD/C/121/04/2026
122	Laboratory Assistant II/Workshop Assistant II	4	UOE/AD/C/122/04/2026

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. PARALEGAL OFFICER I - JOB GRADE AD, 8 - REF: UOE/AD/C/01/04/2026

Job Description:

Duties and responsibilities at this level entails: filing system and organizing records, such as letters, legal documents, case files correspondence, invoices and memoranda, locating and retrieving requested files, as well as prepare legal document indices, file folders and labels. Receiving, filing and keeping files up-to-date and issuing certified copies of court documents and ensuring that necessary documents are included in all case files before submitting them to court, service of court process documents and any other duty as may be assigned by immediate supervisor from time to time.

For appointment to this grade a candidate must have: -

- (i) At least three (3) years of work experience as Paralegal Officer II Job Grade 7
- (ii) Diploma in legal studies from recognized institution;
Certificate of Professional Training from Kenya School of Law or any other institution recognized by government;
- (iii) Evidence of Continuous Professional Development;
- (iv) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability

FINANCE AND ACCOUNTS OFFICERS

2. ASSISTANT ACCOUNTANT I - JOB GRADE, AD 10 - REF: UOE/AD/C/02/04/2026

Job Description:

Duties and responsibilities at this level entails: specialized duties in financial accounting, preparation of budgets, recording of transactions, implementation and enforcement of policies and regulations, ensure expenditure and payments are properly authorized, supervising staff and making periodic financial reports and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor of Business Management in Accounting Option or its equivalent from a recognized institution.
- (ii) CPA Part III/ACCA III;
- (iii) At least three (3) years' work experience as Assistant Accountant II, Job Grade 9;
- (iv) Knowledge of Information and Communication Technology;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) Evidence of continuous Professional development;
- (vii) Membership registration in a relevant professional body; and

(viii) Shown merit and ability as reflected in work performance and results through appraisal process.

**3. ASSISTANT ACCOUNTANT II- JOB GRADE, AD 9 - REF:
UOE/AD/C/03/04/2026**

Job Description:

This is the entry level for this cadre of staff. Duties and responsibilities at this level entails: assisting in compilation of financial statements, control issuing of accountable documents, bank reconciliation, maintenance of assets register, maintenance of creditors and debtors ledgers, in addition assist in preparation of cash flow statements, financial analysis and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) At least five (5) years relevant work experience;
- (ii) Bachelor's degree in Commerce or its equivalent qualification from a recognized institution;
- (iii) CPA Part II/ ACCA II;
- (iv) Proficiency in computer applications;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) Evidence of continuous Professional development;
- (vii) Membership registration with relevant professional body; and
- (viii) Shown merit and ability in work performance and results through appraisal Process

**4. SENIOR ACCOUNTS ASSISTANT - JOB GRADE, AD 7 - REF:
UOE/AD/C/04/04/2026**

Job Description:

Duties and responsibilities at this level entails: writing of cash books, bank reconciliation, maintenance of assets register, day sales and purchase books, payee records, posting of entries in various ledgers, examine revenue and expenditure and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as Accounts Assistant I, Job Grade 6;
- (ii) CPA Part III / ACCA III;
- (iii) Kenya Certificate of Secondary Education (KCSE) with a mean grade of at least D+ (Plus);
- (iv) Proficiency in computer applications;
- (v) Evidence of continuous professional development; and
- (vi) Shown merit and ability in work performance and results through appraisal

Process.

**5. ACCOUNTS ASSISTANT I - JOB GRADE, AD 6 - REF:
UOE/AD/C/05/04/2026**

Job Description:

Duties and responsibilities at this level entails: maintaining ledger books, receipting of revenue and banking, petty cash payment, compiling statistical records, safe keeping of accountable documents and any other duty as may be assigned by immediate supervisor from time to time.

For promotion to this grade an employee must have: -

- (i) At least three (3) years relevant working experience as Accounts Assistant II, Job Grade 5;
- (ii) CPA Part II/ACCA II;
- (iii) Evidence of Continuous Professional Development;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results through appraisal process.

**6. ACCOUNTS ASSISTANT II - JOB GRADE, AD 5 - REF:
UOE/AD/C/06/04/2026**

Job Description:

Duties and responsibilities at this level entails: receiving revenue and banking, petty cash and cheque payments, maintain ledger books, processing of invoices, receipts and other basic accounting work and any other duty as assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years relevant working experience as Accounts Assistant III;
- (ii) CPA Part I/ACCA I;
- (iii) Kenya Certificate of Secondary Education (KCSE) with a mean grade of at least D+(Plus);
- (iv) Proficiency in computer applications;
- (v) Evidence of Continuous Professional Development; and
- (vi) Shown merit and ability as reflected in work performance and results through appraisal process.

**7. ACCOUNTS ASSISTANT III - JOB GRADE, AD 4 - REF:
UOE/AD/C/07/04/2026**

Job Description:

This is the entry grade for this cadre. Duties and responsibilities at this level entails: performing general accounting tasks of routine nature maintaining original books of accounts, preparation of payment vouchers, writing cash books, processing of invoices, receipts and other basic accounting work and any other duties as may be assigned by immediate supervisor from time to time.

For appointment this grade, a candidate must have: -

- (i) At least three (3) years relevant working experience;
- (ii) ACNC/KATC/ATD (finalist);
- (iii) Kenya Certificate of Secondary Education (KCSE) with a mean grade of at least D+ (Plus); and
- (iv) Proficiency computer applications.

INTERNAL AUDITORS

8. INTERNAL AUDITOR I - JOB GRADE AD 12 - REF: UOE/AD/C/08/04/2026

Job Description:

Duties and responsibilities at this level entails: checking the accuracy of revenue received and verifying banking of the same, examining petty cash payments to ascertain proper authorization, payroll vouching and verifying creditors, preparation of departmental budget, verification of purchases against budgets, physical verification of stocks, preparing detailed audit reports, audit checks, examining all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety; carrying out the audit of records of functional departments. In addition, supervision of staff, staff development and capacity building undertake a set of audit assignments under the overall direction of an audit team leader and any other duty as assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as Internal Auditor II, Job Grade 11;
- (ii) Bachelor of Business Management/ Administration (Accounting, Finance) or its equivalent from a recognized institution;
- (iii) Master's degree in Business Administration (Accounting, Finance) 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;
- (vii) Proficiency in computer applications;
- (viii) Evidence of Continuous Professional Development; and
- (ix) Shown merit and ability as reflected in work performance and results through appraisal process.

9. INTERNAL AUDITOR II - JOB GRADE, AD 11 - REF: UOE/AD/C/09/04/2026

Job Description:

Duties and responsibilities at this level entails: checking the accuracy of revenue received and verifying banking of the same, examining petty cash payments to ascertain proper

authorization, payroll vouching and verifying creditors, preparation of departmental budget, verification of purchases against budgets, physical verification of stocks, preparing detailed audit reports, audit checks, examining all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety; carrying out the audit of records of functional departments. In addition, undertake a set of audit assignments under the overall direction of an audit team leader and any other duty as assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as Assistant Internal Auditor I Job Grade10;
- (ii) Bachelor of Business Management/ Administration (Accounting, Finance) or its equivalent from a recognized institution;
- (iii) CPA (K) / ACCA (Finalist);
- (iv) Membership registration with ICPAK or relevant professional body;
- (v) Continuous Management training lasting at least not less than Four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications;
- (vii) Evidence of Continuous Professional Development; and
- (viii) Shown merit and ability as reflected in work performance and results through appraisal process.

**10. ASSISTANT INTERNAL AUDITOR I- JOB GRADE, AD 10 - REF:
UOE/AD/C/10/04/2026**

Job Description:

Duties and responsibilities at this level entails: checking the accuracy of revenue received and verifying banking of the same, examining petty cash payments to ascertain proper authorization, payroll vouching and verifying creditors, preparation of departmental budget, verification of purchases against budgets, physical verification of stocks, writing preliminary audit reports, audit checks, examining all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety;; carrying out the audit of records of functional departments. In addition, undertake a set of audit assignments under the overall direction of an audit team leader and any other duty as assigned by immediate supervisor from time to time.

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

- (i) Bachelor of business management (Accounting Option) or its equivalent from a recognized institution;
- (ii) CPA Part III / ACCA III;
- (iii) At least three (3) years relevant work experience as Assistant Internal Auditor II – Job Grade9;
- (iv) Proficiency in computer applications;
- (vii) Membership Registration with ICPACK

- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) Evidence of Continuous Professional Development; and
- (vii) Shown merit and ability in work performance and results through appraisal process.

**11. ASSISTANT INTERNAL AUDITOR II - JOB GRADE, AD 9 - REF:
UOE/AD/C/11/04/2026**

Job Description:

This is the entry grade for Internal Auditors. Duties and responsibilities at this level entails: checking the accuracy of revenue received and verifying banking of the same, examining petty cash payments to ascertain proper authorization, payroll vouching and verifying creditors, preparation of departmental budget, verification of purchases against budgets, physical verification of stocks, writing preliminary audit reports, audit checks, examining all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety; carrying out the audit of records of functional departments. In addition, undertake a set of audit assignments under the overall direction of an audit team leader and any other duty as assigned by immediate supervisor from time to time.

For appointment to this grade, a candidate must have:

- (i) At least five (5) years relevant work experience;
- (ii) Bachelor of Commerce or its equivalent;
- (iii) CPA Part II / ACCA II;
- (iv) Evidence of Continuous Professional Development;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications; and
- (vii) Membership registration in a relevant professional body.

**12. INTERNAL AUDIT ASSISTANT 1- JOB GRADE, 7 - REF:
UOE/AD/C/12/04/2026**

Job Description:

Duties and responsibilities at this level entails: basic audit work checking the accuracy of revenue received and verifying banking of the same, examining petty cash payments to ascertain proper authorization, examining all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety; carrying out the audit of records of functional departments. In addition, safe keeping of internal audit reports, undertaking a set of audit assignments under the

overall direction of an audit team leader and any other duty as assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as Internal Audit Assistant I Job Grade 6;
- (ii) CPA Part III/ ACCA III;
- (iii) Kenya Certificate of Secondary Education (KCSE) with a mean grade of at least D+ or its equivalent;
- (iv) Proficiency in computer applications;
- (v) Evidence of Continuous Professional Development; and
- (vi) Shown merit and ability in work performance and results through appraisal process.

**13. INTERNAL AUDIT ASSISTANT II - JOB GRADE, AD 6 - REF:
UOE/AD/C/13/04/2026**

Job Description:

This is the entry grade for this cadre of staff. The officer will undergo on the job training under the supervision of a senior officer. simple and basic audit work checking the accuracy of revenue received and verifying banking of the same, examining petty cash payments to ascertain proper authorization, examining all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety; carrying out the audit of records of functional departments. In addition, safe keeping of internal audit reports, undertaking a set of audit assignments under the overall direction of an audit team leader and any other duty as may be assigned by immediate supervisor from time to time.

For appointment to this grade, a candidate must have;

- (i) At least five (5) years relevant working experience;
- (ii) CPA Part II/ ACCA II;
- (iii) Kenya Certificate of Secondary Education (KCSE) with a mean grade of at least D+; and
- (iv) Proficiency in computer applications.

SUPPLY CHAIN MANAGEMENT OFFICERS

**14. SUPPLY CHAIN MANAGEMENT OFFICER - JOB GRADE, AD 12 - REF:
UOE/AD/C/14/04/2026**

Job Description:

Duties and responsibilities at this level entails: keeping record of pre-qualified suppliers, consolidation of procurement plans from various user departments, preparation of tenders and quotation documents, undertake monthly and ad hoc procurement research, expedite timely deliveries, preparation of monthly, quarterly and ad hoc reports, participate in annual and ad hoc stock taking exercise, supervision of departmental store in the University, examining of the established store units to determine the quantities of

supplies held and their numerical relationship to bin cards, stock ledgers, computer print outs of stock levels, condition of supplies, operating procedures and documents in use and their conformity with the prescribed regulations, adherence to the public procurement and disposal regulations, secretariat to Procurement committees and any other duties as may be assigned by immediate supervisor from time to time.

For promotion to this grade, an employee must have:

- (i) At least three (3) years relevant work experience as Supply Chain Management Officer I;
- (ii) Bachelor's degree in Purchasing and Supplies Management or its equivalent from a recognized institution;
- (iii) Master's degree in Purchasing and Supplies Management or its equivalent from a recognized institution;
- (iv) Shown merit and ability as may be reflected in work performance and results through appraisal process;
- (v) Proficiency in computer applications;
- (vi) Membership registration to a relevant professional body;
- (vii) Continuous Management training lasting not less than four (4) weeks from a recognized institution; and
- (viii) Evidence of continuous professional development.

**15. SUPPLY CHAIN MANAGEMENT OFFICER I - JOB GRADE 11 - REF:
UOE/AD/C/15/04/2026**

Job Description:

Duties and responsibilities at this level entails: coordinating purchasing and supplies activities, preparation of Local Purchase Orders (LPOs), following up payments for suppliers, efficient management and distribution of stores, procurement of stores and carrying out stock-taking, maintaining of master inventory for permanent stores, supervision of staff, receiving requisitions from users, confirming correct specifications and deliveries, requesting and evaluating quotations or tenders, placing orders or arranging for contracts, monitor deliveries, checking received supplies against orders, counter check supplies invoices against orders, raise goods received note (GRN), attending to Audit queries on purchasing operations, implementation and enforcement of procurement regulations and procedures, preparations of supplies estimates and expenditures, control of supplies vote, keeping record of pre-qualified suppliers, verification and disposal of unserviceable stores and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years relevant work experience as Supply Chain Management Officer II;

- (ii) Bachelor's degree in Purchasing and Supplies Management or its equivalent from a recognized institution;
- (iii) Proficiency in computer applications;
- (iv) Membership registration to a relevant professional body;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) Evidence of Continuous professional development; and
- (vii) Shown merit and ability as may be reflected in work performance and results through appraisal process.

16. SUPPLY CHAIN MANAGEMENT OFFICER II - JOB GRADE AD 10 - REF: UOE/AD/C/16/04/2026

Job Description:

Duties and responsibilities at this level entails: coordinating purchasing and supplies activities, preparation of Local Purchase Orders (LPOs), following up payment for suppliers, efficient management and distribution of stores, procurement of stores and carrying out stock-taking, maintaining of master inventory for permanent stores, supervision of staff, receiving requisitions from users, confirming correct specifications and deliveries, requesting and evaluating quotations or tenders, placing orders or arranging for contracts, monitor deliveries, checking received supplies against orders, counter check supplies invoices against orders, raise goods received note (GRN) and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years relevant work experience as Supply Chain Management Assistant, Job Grade 9
- (ii) Bachelor's degree in Purchasing and Supplies Management or its equivalent from recognized institution;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications;
- (v) Membership registration to a relevant professional body;
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of continuous professional development.

17. SUPPLY CHAIN MANAGEMENT ASSISTANT - JOB GRADE 9 - REF: UOE/AD/C/17/04/2026

Job Description:

Duties and responsibilities at this level entails: coordinating Purchasing and Supplies activities, supervision of staff, ensure keeping of records and smooth flow of documents, receiving requisitions from users, confirming correct specifications and deliveries,

requesting and evaluating quotations or tenders, placing orders or arranging for contracts, monitor deliveries, checking received supplies against orders, counter check supplies invoices against orders, raise goods received note (GRN) and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor's degree in Purchasing and Supplies Management or its equivalent from a recognized institution;
- (ii) At least three (3) years relevant work experience as Supply Chain Management Assistant I;
- (iii) Shown merit and ability as reflected in work performance and results;
- (iv) Proficiency in computer applications
- (v) Membership registration with a relevant professional body;
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of continuous professional development.

18. SUPPLY CHAIN MANAGEMENT ASSISTANT I - JOB GRADE AD 8 - REF: UOE/AD/C/18/04/2026

Job Description:

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.

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

- (i) Diploma in Purchasing and Supplies Management from a recognized institution;
- (ii) at least three (3) years relevant work experience as Supply Chain Management Assistant II Job Grade7;
- (iii) Shown merit and ability as may be reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications
- (v) Membership registration in a relevant professional body;
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of continuous professional development;

19. SUPPLY CHAIN MANAGEMENT ASSISTANT II - JOB GRADE, AD 7 - REF: UOE/AD/C/19/04/2026

Job Description:

Duties and responsibilities at this level entails: analysing and dispatching quotations, preparation of tender documents, maintaining supplies and supplies register, 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.

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

- (i) At least three (3) years relevant work experience as a Supply Chain Management Assistant III;
- (ii) Diploma in Purchasing and Supplies Management from a recognized institution;
- (iii) Evidence of continuous professional development;
- (iv) Membership to a relevant professional body;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution; and
- (vi) Shown merit and ability as may be reflected in work performance and results through appraisal process.

20. SUPPLY CHAIN MANAGEMENT ASSISTANT III (STORES/PROCUREMENT) - JOB GRADE, AD 6 - REF: UOE/AD/C/20/04/2026

Job Description:

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: analysing and dispatching quotations, assisting in preparation of tender documents, maintaining supplies and supplies register, inventory control, ensuring security and safety of stores 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) Diploma in Purchasing and Supplies Management from a recognized institution;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (plus) or its equivalent;
- (iii) At least five (5) years relevant work experience;
- (iv) Proficiency in computer applications

HUMAN RESOURCE

21. SENIOR HUMAN RESOURCE MANAGEMENT ASSISTANT GRADE 11 - REF: UOE/AD/C/21/04/2026

Job Description:

Work at this level entails doing general Human Resource duties at the Human Resource Department of the University where an employee will be exposed to broad HR duties.

General staff matters, administration of HR records, use of ERP system, secretariat to various committees within the department, participation in various functions of the university; and any other duties as may be assigned immediate supervisor from time to time.

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

- (xi) Bachelor's Degree in Human Resource Management, Social Sciences, or related field from a recognized institution;
- (xii) Relevant postgraduate qualification
- (xiii) At least three (3) years' work experience as Human Resource Management Assistant I
- (xiv) Relevant Professional Qualification (CHRP)
- (xv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (xvi) Proficiency in Information and Communication Technology;
- (xvii) Membership registration in a relevant professional body.

22. HUMAN RESOURCE MANAGEMENT ASSISTANT I AD- GRADE 10 - REF: UOE/AD/C/22/04/2026

Job Description:

Work at this level entails doing general Human Resource duties at the Human Resource Department of the University where an employee will be exposed to broad HR duties. General staff matters, administration of HR records, use of ERP system, secretariat to various committees within the department, participation in various functions of the university; and any other duties as may be assigned immediate supervisor from time to time.

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

- (i) Bachelor's Degree in human Resource Management or its equivalent from a recognized institution.
- (ii) At least three (3) years' work experience at the level of Human Resource Management Assistant II.
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in Information and Communication Technology;
- (v) Relevant Professional Qualification (CHRP)
- (vi) Evidence of continuous professional development.

23. HUMAN RESOURCE MANAGEMENT ASSISTANT II - GRADE, AD 9 - REF: UOE/AD/C/23/04/2026

Job Description:

Work at this level entails doing general Human Resource duties at the Human Resource Department of the University where an employee will be exposed to broad HR duties.

General staff matters, administration of HR records, use of ERP system, secretariat to various committees within the department, participation in various functions of the university; and any other duties as may be assigned immediate supervisor from time to time.

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

- (i) Bachelor's Degree in Human Resource Management, social sciences, or relevant field from a recognized institution
- (ii) At least three (3) years' work experience at the level of Human Resource Management Assistant III.
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in Information and Communication Technology;
- (v) Evidence of continuous professional development.

24. HUMAN RESOURCE MANAGEMENT ASSISTANT III GRADE, AD 8 - REF: UOE/AD/C/24/04/2026

Job Description:

This is the entry point for this cadre of staff. Work at this level entails doing general Human Resource duties at the Human Resource Department of the University where an employee will be exposed to broad HR duties. General staff matters, administration of HR records, use of ERP system secretariat to various committees, participation in various functions of the university; and any other duties as may be assigned immediate supervisor from time to time.

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

- (i) Diploma in Human Resource or in its equivalent from a recognized institution;
- (ii) At least three (3) years' work experience at the level of Senior Clerical Officer;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in Information and Communication Technology.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STAFF

25. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II - JOB GRADE AD 9 - REF: UOE/AD/C/25/04/2026

Job Description

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;

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;

**26. SENIOR INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT
- JOB GRADE AD 8 - REF: UOE/AD/C/26/04/2026**

Job Description:

At this level Duties and responsibilities entail operation and maintenance of computer hardware, un-interruptible power supply units (UPS), printers, scanners and general electronic & computing equipment; organization of design, development, installation, configuration, upgrading and maintenance of software and information systems; installation and maintenance of CCTV cameras; collection and preparation of teaching and research materials; assisting the computer technologist/Systems Support Officer in installing new software and upgrading the old software; ensuring that the computer laboratory/workshop and the computer equipment are clean and available; Dividing and

Turning information into tables; Coding, documenting, and testing programs; Assisting staff with internal systems, applications, and databases; Ensuring security of data processing systems and information transfers; Concealing information or resources; Incorporating security into networks; Creating, testing, and evaluating networks; Assigning routing protocols and routing table configuration; Assigning configuration of authentication and authorization of directory services; Maintaining network servers such as file servers, VPN gateways, and intrusion detection systems or any other duties as may be assigned by a senior officer.

For promotion to this grade, an employee must have:

- (i) At least three (3) years' work experience as Information Communication Technology Assistant
- (ii) Certificate in computer hardware or software or a certificate in the relevant field from a recognized institution;
- (iii) Kenya Certificate of Secondary Education with at least B and above, C+ (plus) and above in English, Mathematics and Physics or equivalent qualification.
- (iv) Evidence continuous professional development; and
- (v) Shown merit and ability as reflected in work performance and results as per appraisal process;

27. INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT - JOB GRADE, AD 7 - REF: UOE/AD/C/27/04/2026

Job Description:

This is the entry point for this cadre of staff. Work at this level entails repair and maintenance of computer hardware, software, networking devices, electronic equipment, printers, monitors, un-interruptible power supply units (UPS) and other ICT equipment; servicing and backing up CCTV camera footage; Collecting and analysing information that will be recorded in database; Dividing and Turning information into tables; Coding, documenting, and testing programs; Assisting staff with internal systems, applications, and databases; Ensuring security of data processing systems and information transfers; Concealing information or resources; Incorporating security into networks; Creating, testing, and evaluating networks; Assigning routing protocols and routing table configuration; Assigning configuration of authentication and authorization of directory services; Maintaining network servers such as file servers, VPN gateways, and intrusion detection systems and any other duties as may be assigned by a senior officer

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

- (i) Certificate in computer hardware or software or a certificate in the relevant field from a recognized institution;
- (ii) Kenya Certificate of Secondary Education with at least B and above, C+ (plus) and above in English, Mathematics and Physics or an equivalent qualification.
- (iii) At least five (5) years relevant work experience.

CORPORATE AFFAIRS AND MARKETING STAFF

28. CORPORATE AFFAIRS & MARKETING OFFICER - JOB GRADE, AD12 - REF: UOE/AD/C/28/04/2026

Job Description:

Work at this level for Senior Corporate Affairs & Marketing Officer entails supervision of the Corporate Affairs and Marketing team and ensuring the department functions in an effective and efficient manner; developing marketing strategies, marketing programs and implementing marketing campaigns; provides support for promotional special events like outreach and community events, press conferences, exhibitions; initiates and implements direct outreach marketing efforts to potential external customers on behalf of the university; conducts market research and analysis, establishes data management and tracking systems to improve the organization's marketing efforts; creating marketing campaigns and working with the PRO to maximize brand promotion; creating and developing new innovative ways to communicate the company message to stakeholders; evaluating the effectiveness of all marketing activity; support the management in day to day marketing activities.

For promotion to this grade, an employee must have;

- i) Master's Degree in Marketing/Journalism/Mass Communication or its equivalent from a recognized institution;
- ii) At least three (3) years work experience as Marketing Officer I (grade 11);
- iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- iv) Evidence of Continuous Professional Development;
- v) Proficiency in computer applications
- (vi) Membership registration to a relevant professional body;
- vii) Continuous Management training lasting not less than four (4) weeks.

Social Media Officer

Duties and responsibilities at this level entails: supervision of the Social media team; carry out an audit of all existing social media accounts across relevant social media channels; identify key issues and touch points to communicate with audiences throughout the institution including current students, prospective students, administrative staff, academic staff and alumni; manage the social media communications across existing and new accounts on a daily basis with a view to communicating as a consistent single voice; create and disseminate original content across all channels; measure the effectiveness of specific communications and campaigns with a view to presenting regular reports and recommendations with these findings; manage and advise on SEO across all channels

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

- i) Bachelor's degree in Information Management Systems or related field;
- ii) At least three (3) years' work experience as an Assistant Social Media Officer I;
- iii) Shown merit and ability as reflected in work performance and results through

- appraisal process;
- iv) Proficiency in computer applications
- v) Membership registration to a relevant professional body;
- vi) Continuous Management training lasting not less than four (4) weeks;
- vii) Evidence of Continuous Professional Development

29. PUBLIC RELATIONS/SOCIAL MEDIA/MARKETING OFFICER - JOB GRADE, AD 11- REF: UOE/AD/C/29/04/2026

Job Description:

Public Relations Officer

Work at this level for Public Relations Officer entails working with the Senior Corporate Affairs & Marketing Officer to determine budget and manage expenses to that budget; promote the university programs through public relations initiatives, develop marketing communication campaigns; create thought leadership materials; improve communication efficiencies within the university; writing and producing material for press releases and briefings; analysing media coverage of the university; organizing events such as workshops and conferences, open days, exhibitions and any events that may require the PR office attention; supervision of the PR team monitor media coverage by going through the papers every morning and reporting to the CAMO on articles pertaining to the university, industry and government.

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

- (i) Bachelor's degree in Public Relations/Journalism/Mass Communication or its equivalent from a recognized institution;
- (ii) At least three (3) years' work experience as Assistant Public Relations Officer I;
- (iii) Shown merit and ability as may be reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications
- (v) Membership registration to a relevant professional body;
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of Continuous Professional Development.

Social Media Officer

Duties and responsibilities at this level entails: supervision of the Social media team; carry out an audit of all existing social media accounts across relevant social media channels; identify key issues and touch points to communicate with audiences throughout the institution including current students, prospective students, administrative staff, academic staff and alumni; manage the social media communications across existing and new accounts on a daily basis with a view to communicating as a consistent single voice; create and disseminate original content across all channels; measure the effectiveness of specific communications and campaigns with a view to presenting regular reports and recommendations with these findings; manage and advise on SEO across all channels

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

- i) Bachelor's degree in Information Management Systems or related field;
- ii) At least three (3) years' work experience as an Assistant Social Media Officer I;
- iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- iv) Proficiency in computer applications
- v) Membership registration to a relevant professional body;
- vi) Continuous Management training lasting not less than four (4) weeks;
- Vii Evidence of Continuous Professional Development;

Marketing Officer

Work at this level for Marketing Officer entails working with the Senior Corporate Affairs & Marketing Officer in preparing, planning and project managing publication of all publicity material to maximize brand promotion; creating marketing campaigns and working to ensure they are executed; creating and developing innovative ways to communicate the company message to the institutions stakeholders; evaluating the effectiveness of all marketing activity; developing and implementing an internal marketing programmes, evaluating the effectiveness of all marketing activity.

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

- i) Bachelor's degree in in marketing or related field
- ii) At least three (3) years' work experience as an Assistant Marketing Officer I;
- iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- iv) Proficiency in computer applications
- v) Membership registration to a relevant professional body;
- vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- vii) Evidence of Continuous Professional Development;

30. ASSISTANT PUBLIC RELATIONS OFFICER 1/SOCIAL MEDIA/MARKETING OFFICER I - JOB GRADE 10 - REF: UOE/AD/C/30/04/2026

Job Description:

Assistant Public Relations Officer I

Work at this level for Public Relations Officer I entails planning, developing and implementing PR strategies; liaising with colleagues and key spokespeople; supervision of PR materials production; collating and analysing media coverage; devising and coordinating photo opportunities; coordinate flow of information and communication and disseminate according to plan/ strategy; create press releases, media relations content, executive bio data, corporate newsletter content and speaking proposals; manage video content.

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

- i) Bachelor's degree in communications with a major in Public Relations or its equivalent from a recognized institution;
- ii) At least three (3) years' work experience as Public Relations Assistant I;
- iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- iv) Proficiency in computer applications
- v) Membership registration to a relevant professional body;
- vi) Evidence of Continuous Professional Development;
- vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

Social Media Officer I

Duties and responsibilities at this level entails: creating relevant social media marketing campaigns and day to day activities that include having relevant content to reach the university's internal and external stakeholders; monitor, listen and respond to enquiries in a "social" way; develop and expand community outreach efforts; design, create and manage promotions and social ad campaigns; be an advocate for the university in social media spaces, monitor trends in social media tools, applications, channels, design and strategy; managing and updating the universities' website.

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

- i) Bachelor's degree in Communications or its equivalent
- ii) At least three (3) years' work experience as Assistant Social Media Office II;
- iii) Shown merit and ability as may be reflected in work performance and results through appraisal process;
- iv) Proficiency in computer applications
- v) Membership registration to a relevant professional body;
- vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of continuous professional development;

Marketing Officer I

Duties and responsibilities at this level entails: liaising and building external relationships with customers and potential students and stakeholders and internal with different related and supporting departments; identify advertising opportunities; build and maintain contacts with the media; prepare photo shoots; assist in managing the production of marketing materials, including leaflets, posters and flyers; writing and proofreading copy, and liaising with designers and printers; arranging for the effective distribution of marketing materials; maintain, build and update mailing databases; assist the members of the CAM team as needed, assist the department on the implementation of marketing activities.

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

- (i) Bachelor's degree in Marketing or related field;

- (ii) At least three (3) years' work experience as in previous grade;
- (iii) Shown merit and ability as may be reflected in work performance
 - a. and results through appraisal process;
- (iv) Proficiency in computer applications
- (v) Membership registration to a relevant professional body;
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of continuous professional development;
- (viii) Certificate in Public Relations will be an added advantage.

Assistant Social Media Officer II

This is the entry level for this cadre of staff. Duties and responsibilities at this level entails: creating relevant social media marketing campaigns and day to day activities that include having relevant content to reach the university's internal and external stakeholders; monitor, listen and respond to enquiries in a "social" way; develop and expand community outreach efforts; design, create and manage promotions and social ad campaigns; be an advocate for the university in social media spaces, monitor trends in social media tools, applications, channels, design and strategy; managing and updating the universities' website

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

- i) Bachelor's degree in Communications or its equivalent
- ii) At least five (5) years relevant work experience;
- iii) Proficiency in computer applications
- iv) Membership registration to a relevant professional body;
- v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

Assistant Marketing Officer II -

This is the entry level for this cadre of staff. Duties and responsibilities at this level entails: liaising and building external relationships with customers and potential students and stakeholders and internal with different related and supporting departments; identify advertising opportunities; build and maintain contacts with the media; prepare photo shoots; assist in managing the production of marketing materials, including leaflets, posters and flyers; writing and proofreading copy, and liaising with designers and printers; arranging for the effective distribution of marketing materials; maintain, build and update mailing databases; assist the members of the CAM team as needed, assist the department on the implementation of marketing activities.

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

- i) Bachelor's degree in Business Management (Marketing option) from a recognized institution;
- ii) At least five (5) years relevant work experience;
- iii) Proficiency in computer applications
- iv) Membership registration to a relevant professional body;

v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

31. ASSISTANT PUBLIC RELATIONS/SOCIAL MEDIA/MARKETING OFFICER II- JOB GRADE 9 - REF: UOE/AD/C/31/04/2026

Job Description:

Assistant Public Relations Officer II

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: providing support to the public relations department; liaising with and answering enquiries from media, individuals and other organizations often via telephone and email; researching and writing press releases and hand over to CAM Officer to distribution; writing in-house magazines, case studies, speeches, articles and annual reports; preparing the production of publicity brochures, direct mail leaflets, promotional videos, photos and multimedia programmes.

For appointment to Public Relations Assistant II, a candidate must have: -

- i) Bachelor's degree in Communications with a major in Public Relations or its equivalent from a recognized institution;
- ii) At least five (5) years relevant work experience;
- iii) Proficiency in computer applications
- iv) Membership registration to a relevant professional body;
- v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

32. CUSTOMER SERVICE ASSISTANT I - JOB GRADE 8- REF: UOE/AD/C/32/04/2026

Job Description:

Work at this level for Customer Service Assistant I entails providing assistance to customer services personnel; interact with clients to know their requirements and needs; resolve conflicting and complex issues relating to customer services; maintain and manage the PR office files and databases; provide timely and accurate information to the university product knowledge requests; provide timely feedback to the university regarding service failures or client concerns.

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

- (i) Diploma in Public Relations or its equivalent from a recognized institution;
- (ii) At least three (3) years' work experience as Customer Service Assistant II;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications
- (v) Continuous Management training lasting not less than one (1) week;
- (vi) Evidence of Continuous Professional Development.

33. **CUSTOMER SERVICE ASSISTANT II - JOB GRADE 7- REF:**
UOE/AD/C/33/04/2026

Job Description:

This is entry grade for Customer Service staff. Work at this level for Customer Service Assistant II entails giving information to clients / students; providing information on the various courses available in the institution; handling of complaints and passing on to HoD, maintaining of a client database / files for main contacts for the university; collaborate with inter-departments to ensure quality services to clients and stakeholders; implement company policies and procedures in providing good customer services.

For appointment to Customer Service Assistant II, a candidate must have: -

- (i) Diploma in Public Relations/ or its equivalent from a recognized institution;
- (ii) At least five (5) years relevant work experience;
- (iii) Proficiency in computer applications

34. **TELEPHONE OPERATOR /RECEPTIONIST I - JOB GRADE 6- REF:**
UOE/AD/C/34/04/2026

Job Description:

Telephone Operator I

Work at this level for Telephone Operator I staff entails, supervision on the utilization of telephone facilities, tracking of telephone bills and ensuring payment of the same; sending and receiving telephone calls from clients or customers who make enquiries; attend to inquiry signal failures; transfer calls from and to designated area/ department; encode and forward customer's concerns to authorized personnel for appropriate attention.

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

- (i) Certificate in Telephone Supervision from the Government Training Institute or its equivalent;
- (ii) Certificate in Supervisory Skills Management from a recognized Institution;
- (iii) At least three (3) year work experience as Telephone Operator II Job Grade5;
- (iv) Shown merit and ability as may be reflected in work performance and results through appraisal process;
- (v) Fluency in both Oral and written English and Kiswahili;
- (vi) Proficiency in computer applications
- (vii) Evidence of Continuous Professional Development.

Receptionist I

Work at this level for Receptionist I entails ensuring all team members are wearing the correct uniform, welcome clients to the institution; ensure all clients are attended to professionally; handle any complaints or problems promptly and ensure all resolved and unresolved problems are reported to the HoD; supervision of the receptionists and planning of their working hours including preparation of leave schedules.

For promotion to this grade, an employee must have;

- (i) Certificate in Front Office/Customer Care management or its equivalent from recognized Institution;
- (ii) At least three (3) years' work experience as Receptionist II;
- (iii) Shown merit and ability as may be reflected in work performance and results through appraisal process;
- (iv) Fluency in both Oral and written English and Kiswahili;
- (v) Proficiency in computer applications

35. TELEPHONE OPERATOR II/RECEPTIONIST II - JOB GRADE 5 - REF: UOE/AD/C/35/04/2026

Job Description:

Telephone Operator II

Work at this level for Telephone Operator II staff entails sending and receiving telephone calls from clients or customers who make enquiries; attend to inquiry signal failures; transfer calls from and to designated area/department; encode and forward customer's concerns to authorized personnel for appropriate attention.

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

- i) Certificate in Telephone Operations from recognized Institution;
- ii) At least three (3) year work experience as Telephone Operator III;
- i) Shown merit and ability as may be reflected in work performance and results through appraisal process;
- ii) Fluency in both oral and written English and Kiswahili;
- iv) Computer literacy;
- (v) Evidence of continuous professional development.

Receptionist II

Work at this level for Receptionist II entails welcoming visitors by greeting them in person or on the telephone, answering or referring inquiries; directing visitors to the correct office or department and giving instructions; maintaining security by following set procedures; issuing visitors badges; maintain a safe and clean reception area.

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

- i) Certificate in Front Office Operations from recognized Institution;
- ii) Fluency in both Oral and written English and Kiswahili;
- iii) At least three (3) year work experience as Receptionist III;
- iv) Shown merit and ability as may be reflected in work performance and results through appraisal process;
- (v) Computer literacy;
- (vi) Evidence of continuous professional development.

36. **TELEPHONE OPERATOR /RECEPTIONIST III - JOB GRADE 4 - REF: UOE/AD/C/36/04/2026**

Job Description:

Telephone Operator III

This is the entry grade for Telephone Operator staff. Duties and responsibilities at this level entails: sending and receiving telephone calls from clients or customers who make enquiries; attend to inquiry signal failures; transfer calls from and to designated area/department; encode and forward customer's concerns to authorized personnel for appropriate attention.

Receptionist III

This is the entry grade for Receptionist staff. Duties and responsibilities at this level entails: welcoming visitors by greeting them in person or on the telephone, answering or referring inquiries; directing visitors to the correct office or department; maintaining security by following set procedures; issuing visitors badges; maintain a safe and clean reception area.

For appointment a candidate must have: -

- i) Certificate in Telephone / Front Office Operations from a recognized Institution;
- ii) Kenya Certificate of Secondary Education with at least grade D+ (Plus);
- iii) Be fluent in both Oral and written English and Kiswahili;
- iv) At least three (3) year relevant work experience;
- v) Proficiency in computer applications.

SECURITY STAFF & SAFETY

37. **SENIOR SECURITY OFFICER - JOB GRADE 11 - REF: UOE/AD/C/37/04/2026**

Job Description:

Duties and responsibilities at this level entails: providing security guidelines, planning and organization, management, direction, control and co-ordination of Security Operations at the University; participate in the formulation and implementation of University security policies; Liaising with security organs on security matters and following up court cases; ensuring effective security is maintained for the protection of University property, staff and students. In addition, supervision of staff, staff development and capacity building; maintain quality assurance standards and any other duty as assigned by immediate supervisor from time to time.

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

- (i) Bachelor's degree in Criminology or its equivalent from a recognized Institution;
- (ii) Physical and mental fitness;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) At least three (3) years' work experience as Security Officer I;

- (v) Current Certificate of good conduct;
- (vi) Proficiency in computer applications
- (vii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (viii) Valid and clean driving license for heavy commercial vehicles;
- (ix) Evidence of continuous professional development.

38. SECURITY OFFICER I - JOB GRADE, AD 10 - REF: UOE/AD/C/38/04/2026

Job Description:

Security Officer 1

Duties and responsibilities at this level entails: Preparation and reporting of Security Information; Supervising the management of security functions office, Residential Premises; Ensuring the serviceability of electronic security surveillance appliances plus regular testing of alarm equipment; Carry out administrative duties in the unit; Fire Drills; Investigating cases relating to fraud, accidents, loss of property and make the necessary reports; Represent the institution in court when necessary; Maintaining close liaison with security organs on security and follow up Court Cases; Ensuring effective security is maintained for University property, staff and students, supervision of staff, managing and operating ICT security systems, Evaluation troubleshooting of Intrusion Systems, coordination with Administration and Security on matters of security, or any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor's degree in Criminology or its equivalent in the relevant field from a recognized institution;
- (ii) Physical and mental fitness;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) At least three (3) years' work experience as Security Officer II
- (v) Current Certificate of good conduct;
- (vi) Proficiency in computer applications
- (vii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (viii) Valid and clean driving license for heavy commercial vehicles.
- (ix) A clean record of discharge from the uniformed forces or previous employer;
- (x) Evidence of continuous professional development.

39. OFFICER II - JOB GRADE, AD 9 - REF: UOE/AD/C/39/04/2026

Job Description:

Security Officer II

Duties and responsibilities at this level entails: Prevention and detection of crime; Investigation works, apprehension of crime offenders; analysing scenes of crime, investigation; monitoring vehicle movements, Collection of intelligence, security reports; Escort duties, Investigating rape cases, fraud, Staff supervision, welfare matters of staff; prevention and detection riots, coordination of emergency response, evacuation and first aid coordination, managing and operating ICT security systems, Evaluation troubleshooting of Intrusion Systems, coordination with Administration and Security on matters of security, or any other duty as may be assigned by immediate supervisor from time to time.

and any other duty as may be assigned by a senior

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

- (i) Bachelors in Criminology or degree in the related field from a recognized institution;
- (ii) Physical and mental fitness;
- (iii) Proficiency in Information & Communication Technology;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) At least three (3) years' work experience as Senior Security Assistant
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of continuous professional development

40. SENIOR SECURITY ASSISTANT - JOB GRADE 8 - REF:

UOE/AD/C/40/04/2026

Job Description:

Duties and responsibilities at this level entails: General Security duties; prevention and detection of crime; and apprehension of crime offenders; Preserving the scenes of crime, investigation in area of supervision; Collection of intelligence; Escort duties Investigating crimes; Staff supervision; prevention and detection of riots, coordination of emergency response, evacuation and first aid coordination and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Security a relevant field from a recognized institution;
- (ii) Physical and mental fitness;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) At least three (3) years' work experience as Security Assistant I;
- (v) Current Certificate of good conduct;

- (vi) Proficiency in Information & communication Technology;
- (vii) Valid and clean driving license for heavy commercial vehicles.
- (viii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (ix) Evidence of continuous professional development.

SECURITY

41. SECURITY ASSISTANT I - JOB GRADE, 7 - REF: UOE/AD/C/41/04/2026

Job Description:

Duties and responsibilities at this level entails: General Security duties, Beat/ Patrol; prevention and detection of crime; and crime offenders; Mastering dogs; Preserving the scenes of crime, initial investigation in area of supervision; Investigating crimes; supervision of Security Assistants prevention and detection riots, coordination of emergency response, evacuation and first aid activities and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Security or its equivalent in the relevant field from a recognized institution;
- (ii) Physical and mental fitness;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) At least three (3) years' work experience as Security Assistant II;
- (v) Current Certificate of good conduct;
- (vi) Proficiency in Information & Communication Technology;
- (vii) Continuous Management training lasting not less than two (2) weeks;
- (viii) Evidence of continuous professional development;
- (ix) Valid and clean driving license for heavy commercial vehicles.

42. SECURITY ASSISTANT II - JOB GRADE 6 - REF: UOE/AD/C/42/04/2026

Job Description:

Duties and responsibilities at this level entails: General Security duties Beat/ Patrol; prevention and detection of crime; and crime offenders; Mastering dogs; Preserving the scenes of crime, initial investigation in area of supervision; Investigating crimes; supervision of subordinates; Issue the subordinates/checkers with instructions/ briefs during parade; Ensuring that handing and taking over duties is carried out and signed by both incoming and outgoing Security Assistants; and Conveying information and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Advanced Certificate in a relevant field from a recognized institution;
- (ii) A clean record of discharge from the uniformed forces

- (iii) Physical and mental fitness;
- (iv) Shown merit and ability as reflected in work performance and results and appraisal process;
- (v) At least three (3) years' work experience as Security Assistant III – Job Grade5;
- (vi) Current Certificate of good conduct;
- (vii) Proficiency in Information & Communication Technology
- (viii) Evidence of continuous professional development
- (ix) Valid and clean driving license for heavy commercial vehicles.

43. SECURITY ASSISTANT III – JOB GRADE 5 - REF: UOE/AD/C/43/04/2026

Job Description:

Duties and responsibilities at this level entails: General Security duties Beat/ Patrol; prevention and detection of crime; and crime offenders; Mastering dogs; Preserving the scenes of crime, initial investigation in area of supervision; Investigating crimes supervision of security assistants Issue the attendants/checkers with instructions/ briefs during parade; Ensuring that handing and taking over duties are carried out and signed by both incoming and outgoing assistants/checkers; and Conveying information and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Certificate in security or related field from a recognized institution Physical and mental fitness;
- (ii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iii) At least three (3) years' work experience as Security Assistant – Job Grade 4;
- (iv) Current Certificate of good conduct;
- (v) Valid and clean driving license for heavy commercial vehicles;
- (vi) Evidence of professional development;
- (vii) Proficiency in computer applications

44. SECURITY ASSISTANT IV – JOB GRADE 4 - REF: UOE/AD/C/44/04/2026

Job Description:

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: guarding, patrolling, gate keeping, sentry duties, escort duties, crowd control, emergency response (firefighting), rescue/evacuation activities, administering first aid 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 security or related field from a recognized institution;
- (ii) A clean record of discharge from the uniformed forces at list the rank of corporal /private, or previous employer;
- (iii) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (Plus);

- (iv) At least three (3) years' work experience in the relevant field;
- (v) Physical and mental fitness;
- (vi) Current Certificate of good conduct.

45. FIREMAN - JOB GRADE 6 - REF: UOE/AD/C/45/04/2026

Job Description:

Duties and responsibilities at this level entails: operational and administrative control of activities for Fire Fighting or fire prevention services; sensitization of the university community on fire related issues, accounting and co-ordination of firefighting equipment; operation, maintenance and accounting for equipment and rescue appliances; servicing tools, cartridges and refills; ensure right mixtures; inspection of buildings. In addition, proper location of equipment; preparation of fire evacuations orders; performing fire investigations; writing fire reports; firefighting drills and demonstrations; work planning, assist in procurement, policy development and implementation; staff development and capacity building and any other duty as may be assigned by immediate supervisor from time to time

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

- (i) Advanced Certificate in Firefighting or its equivalent from a recognized
- (ii) institution;
- (iii) At least three (3) years' work experience as Assistant Fireman – Job Grade5;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Passed medical and physical fitness test;
- (vi) Valid and clean driving license for heavy commercial vehicles;
- (vii) Proficiency in computer applications
- (viii) Evidence of continuous professional development;
- (ix) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

46. ASSISTANT FIREMAN - JOB GRADE AD, 5 - REF: UOE/AD/C/46/04/2026

Job Description:

This is the entry level for this cadre of staff. Duties and responsibilities at this level entails: Fire prevention, protection and Fire-fighting; sensitization of the university community on fire related issues, operation and maintenance of fire pumps and water rescue appliances, servicing tools, cartridges and refills; ensure right mixtures, proper location of equipment; firefighting drills and demonstrations 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) Fireman Certificate II from a recognized Institution;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade at least D+ (plus) or its equivalent;

- (iii) At least five (5) years relevant work experience;
- (iv) Passed medical exam and Physical fitness;
- (v) Valid and clean driving license for heavy commercial vehicles.

PUBLIC HEALTH OFFICERS

47. PUBLIC HEALTH OFFICER - JOB GRADE 11- REF: UOE/AD/C/47/04/2026

Job Description:

Duties and responsibilities at this level entails: advising in solid waste collection, storage and disposal of University refuse; Collection and storage of Public Health data and Formulation of Public Health policies. In addition, involves implementation and coordination of Public Health programs, staff development and capacity building and any other duties that may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor degree in Environmental equivalent /Public Health Science or it's from a recognized institution;
- (ii) At least three (3) years' work experience as Senior Assistant Public Health Officer;
- (iii) shown merit and ability as reflected in work performance and results;
- (iv) Membership registration to the relevant professional body;
- (viii) Continuous Management training lasting not less than four (4) weeks'
- (v) Knowledge of Information and Communication Technology;
- (vi) Current practicing Certificate;
- (vii) Evidence of continuous professional development.

48. SENIOR ASSISTANT PUBLIC HEALTH OFFICER - JOB GRADE 10 - REF: UOE/AD/C/48/04/2026

Job Description:

Duties and responsibilities at this level entails: planning, administration and implementation of Public Health programmes at the University; interpretation and enforcement of public health and environmental laws and regulations. In addition, vetting and approval of building plans, preventive maintenance of buildings; supervision of the University water supply and food quality and safety; control of communicable diseases and suppression of epidemics and outbreaks at the University and its environs and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor's degree in Environmental/Public Health Science from a recognized institution
- (ii) At least three (3) years' work experience as Assistant Public Health Officer I Job Grade9
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;

- (iv) Membership registration to the relevant professional body;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) Current practicing Certificate;
- (vii) Proficiency in computer applications;
- (viii) Evidence of continuous professional development.

**49. ASSISTANT PUBLIC HEALTH OFFICER I - JOB GRADE 9 - REF:
UOE/AD/C/49/04/2026**

Job Description:

Duties and responsibilities at this level entails: maintaining general cleanliness and sanitary requirements, medical examination and health education for food handlers, solid waste collection and disposal; execution and implementation of public health services in the University; enforcement of Public Health Act, the Food, Drugs and Chemical Substances Act and other relevant legislations. In addition, investigate and take action in the control of communicable diseases and maintenance of health standards; monitor water quality and safety standards; and control quality of food through systematic inspection and sampling; ensure control and prevention of insects, vectors diseases and conduct immunization programmes and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor's degree in Environmental/Public Health Science or its equivalent from a recognized institution;
- (ii) At least three (3) years' work experience as Assistant Public Health Officer II – Job Grade 8;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Valid registration with the relevant professional body;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) Current practicing Certificate;
- (vii) Proficiency in computer applications;
- (viii) Evidence of continuous professional development.

**50. ASSISTANT PUBLIC HEALTH OFFICER II - JOB GRADE 8 - REF:
UOE/AD/C/50/04/2026**

Job Description:

This is the entry grade for Public Health Officer. Duties and responsibilities at this level entails: maintaining general cleanliness and sanitary requirements, medical examination and health education for food handlers, solid waste collection and disposal; execution

and implementation of public health services in the University; enforcement of Public Health Act, the Food, Drugs and Chemical Substances Act and other relevant legislations. In addition, investigate and take action in the control of communicable diseases and maintenance of health standards; monitor water quality and safety standards; and control quality of food through systematic inspection and sampling; ensure control and prevention of insects, vectors diseases and conduct immunization programmes and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Environmental/Public Health Science from a recognized institution;
- (ii) At least three (3) years' work experience as Public Health Assistant I Job Grade7;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Valid registration with the relevant professional body;
- (v) Current practicing Certificate;
- (vi) Proficiency in computer applications
- (vii) Evidence of Continuous professional development.
- (viii) Continuous Management training lasting not less than (two) 2 weeks.

51. PUBLIC HEALTH ASSISTANT I - JOB GRADE 7 - REF: UOE/AD/C/51/04/2026

Job Description:

Duties and responsibilities at this level entails: maintaining general cleanliness and sanitary requirements, medical examination and health education for food handlers, solid waste collection and disposal; meat and other food inspection; control and prevention of insects, vectors diseases and immunization programmes and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Certificate in Environmental/Public Health Science from a recognized institution;
- (ii) At least three (3) years' work experience as Public Health Assistant II Job Grade6;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Current practicing Certificate;
- (v) Computer literacy;
- (vi) Evidence of continuous professional development.

52. PUBLIC HEALTH ASSISTANT II - JOB GRADE 6 - REF: UOE/AD/C/52/04/2026
Job Description:

This will be the entry and on-the-job training grade for this cadre of staff. An officer at this level will provide Environmental Health services where specific duties and responsibilities will include: mobilizing, sensitizing and advising the university community on matters related to environmental health; referring health cases to relevant health facilities; identifying environmental health issues at households level; organizing community health days to advise communities on common public health issues; and collecting and maintaining up to date records of services rendered

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

- (i) Certificate in Environmental/Public Health Science from a recognized institution;
- (ii) At least five (5) years relevant work experience;
- (iii) Current practicing Certificate;
- (iv) Proficiency in computer applications

53. VECTOR ASSISTANT 1 - JOB GRADE 5 REF: UOE/AD/C/53/04/2026
Job Description

Duties and responsibilities at this level entails: spraying and fogging insects and vermin in their breeding and resting sites; trapping and baiting rodents and destruction of their habitat; maintaining of equipment used in vector control and keeping records of pest control management and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Certificate in Pest Management and Control 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 as Vector Assistant II, Job Grade 4.
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process.
- (v) Computer literacy
- (vi) Evidence of Continuous Professional Development

54. VECTOR ASSISTANT II- JOB GRADE 4 - REF: UOE/AD/C/54/04/2026
Job Description

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: spraying and fogging the insects and vermin in their breeding and resting sites; trapping and baiting rodents and destruction of their habitat; maintaining of equipment used in vector control and keeping records of pest control management 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 Pest Management and Control 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.

CLERICAL STAFF

55. CHIEF CLERICAL OFFICER - JOB GRADE AD, 8 - REF: UOE/AD/C/55/04/2026

Job Description:

Duties and responsibilities at this level entails: compiling statistical record based on routine or special sources of information, maintaining records of assets and inventory, maintaining efficient filing system, retrieving and availing files to action officers, supervising and allocating duties to clerical assistants, clerks and messengers in the section, assisting in safe custody of official documents and any other duties as may be assigned by immediate supervisor from time to time.

For promotion to this grade, an employee must have:

- (i) At least three (3) years' work experience as Senior Clerical Officer Job Grade 7;
- (ii) Diploma in Records management or its equivalent from a recognized Institution;
- (iii) Proficiency Examination for Clerical Officers;
- (iv) Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (v) Evidence of continuous professional development;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results through appraisal process.

56. SENIOR CLERICAL OFFICER - JOB GRADE AD, 7 - REF: UOE/AD/C/56/04/2026

Job Description:

Duties and responsibilities at this level entails: compiling statistical record based on routine or special sources of information, maintaining records of assets and inventory, maintaining efficient filing system, retrieving and availing files to action officers, assisting in safe custody of official documents and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as Clerical Officer I Grade 6;
- (ii) Diploma in Records Management or relevant field from a recognized institution;
- (iii) Proficiency Examination for Clerical Officers;
- (iv) Supervisory skills course lasting not less than four (2) weeks from a recognized institution;

- (v) Proficiency in computer applications;
- (vi) Evidence of Continuous Professional Development; and
- (vii) Shown merit and ability as reflected in work performance and results.

57. CLERICAL OFFICER I - JOB GRADE AD 6, - REF: UOE/AD/C/57/04/2026

Job Description:

Duties and responsibilities at this level entails: performing general and routine work in areas of deployment such as keeping record of stationery, office equipment and machines, compiling statistical record based on routine or special sources of information, filing and any other duties as may be assigned by supervisor from time to time.

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

- (i) At least three (3) years' work experience as Clerical Officer II Grade 5;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade at least D+ (Plus) or its approved equivalent;
- (iii) Advanced Certificate in Records management or relevant field from a recognized institution;
- (iv) Proficiency Examination for Clerical Officers;
- (v) Proficiency in computer applications; and
- (vi) Evidence of continuous professional development.
- (vii) Shown merit and ability as reflected in work performance and results;

58. CLERICAL OFFICER II - JOB GRADE AD, 5 - REF: UOE/AD/C/58/04/2026

Job Description:

Duties and responsibilities at this level entails: performing general and routine work in areas of deployment such as keeping record of stationery, office equipment and machines, compiling statistical record based on routine or special sources of information, filing and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as Clerical Officer III Grade 4;
- (ii) Certificate in Records Management or its equivalent from a recognized institution.
- (iii) Kenya Certificate of Secondary Education (KCSE) mean grade at least D+ (Plus) or its approved equivalent;
- (iv) Proficiency Examination for Clerical Officers;
- (v) Shown merit and ability as reflected in work performance and results;
- (vi) Proficiency in computer applications; and
- (vii) Evidence of Continuous Professional Development.

59. CLERICAL OFFICER III - JOB GRADE, AD 4 - REF: UOE/AD/C/59/04/2026

Job Description:

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: performing general and routine work in areas of deployment such as keeping records of stationery, office equipment and machines, compiling statistical records based on routine or special sources of information, filing, receiving and dispatch of mail and any other duties as may be assigned by supervisor from time to time;

Serving officers:

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

- (i) At least three (3) years relevant work experience as support staff grade 3;
- (ii) Certificate in Records management or relevant field from a recognized Institution;
- (iii) Kenya Certificate of Secondary Education (KCSE) with a mean grade of at least D+ (Plus) or its approved equivalent; and
- (iv) Proficiency in computer applications.

OFFICE ADMINISTRATIVE SERVICES PERSONNEL(Secretaries)

60. SENIOR OFFICE ADMINISTRATOR - JOB GRADE AD, 11- REF: UOE/AD/C/60/04/2026

Job Description:

Duties and responsibilities at this level entails: offering professional advice to relevant staff, policy formulation, and implementation, taking shorthand dictation and transcribing; typing from drafts or recordings from dictating machines, telephone communication; handling confidential mails, classified documents; coordinating schedules of meetings, word and data processing, managing e-office: ensuring security of office records, equipment, documents and files including confidential materials and maintaining an up to date filing system in the office, public relations, integrity and confidentiality of data; managing office protocol and etiquette, taking charge of documents and files, handling Office petty cash; minute writing, report writing, staff supervision, development and capacity building and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as an Office Administrator Job Grade10;
- (ii) Bachelor of Business and Office Management, Bachelor of Business Administration/ Business Management or its equivalent from a recognized institution;

- (iii) Master's Degree in Business related field from a recognized institution;
- (iv) Diploma in Secretarial Studies or Advanced Secretarial Certificates (Stage III) from Kenya National Examination Council (KNEC) in the following subjects;
 - a) Typewriting III (50 w.p.m)
 - b) Shorthand III (120 w.p.m)
 - c) Business English III
 - d) Commerce II
 - e) Office Practice II
 - f) Secretarial Studies II
 - g) Office Management III/Personnel Management
- (v) Proficiency in computer applications
- (vi) Membership registration with relevant professional body;
- (vii) Evidence in professional development;
- (viii) Continuous Management training of a cumulative period lasting not less than four (4) weeks from a recognized institution; and
- (ix) Certified Secretary III.
- (x) Shown merit and ability as reflected in work performance and results through appraisal process;

61. OFFICE ADMINISTRATOR - JOB GRADE AD, 10 - REF: UOE/AD/C/61/04/2026

Job Description:

Duties and responsibilities at this level entails: managing the Office affairs taking shorthand and transcribing; typing from drafts or recordings from dictating machines and operating other related machines; telephone communication; handling confidential mails, classified documents and coordinating schedules of meetings, word and data processing, managing e-office: ensuring security of office records, equipment, documents and files including confidential materials and maintaining an up to date filing system in the office, public relations, ensuring security, integrity and confidentiality of data; managing office protocol and etiquette, taking charge of documents and files, supervision and guidance of staff, supervision of office cleanliness, handling inventory and petty cash; undertake limited administrative work, organize meetings, minute writing, report writing, assist in coordinating workshops and conferences, Staff development and capacity building and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as a Senior Assistant Office Administrator Job Grade 9;
- (ii) Bachelor of Business and Office Management, Bachelor of Business Administration/Business Management or its equivalent from a recognized institution;

(iii) Diploma in Secretarial Studies or Business Education Single and Group Certificates (BES & GC) from Kenya National Examination Council (KNEC) (Stage III) in the following subjects;

- a) Typewriting III (50w.p.m)
- b) Shorthand III (120 w.p.m)
- c) Business English III
- d) Commerce II
- e) Office Practice II
- f) Secretarial Studies II
- g) Office Management III

(iv) Proficiency in computer applications

(v) Membership registration with relevant professional body;

(vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

(vii) Evidence in continuous professional development

(viii) Certified Secretary III; and

(ix) Shown merit and ability as reflected in work performance and results through appraisal process.

62. SENIOR ASSISTANT OFFICE ADMINISTRATOR - JOB GRADE, AD 9 - REF: UOE/AD/C/62/04/2026

Job Description:

Duties and responsibilities at this level entails: taking shorthand and transcribing; typing from drafts or recordings from dictating machines and operating other related machines; telephone communication; handling confidential mails, classified documents and writing simple routine correspondences; coordinating schedules of meetings, word and data processing, managing e-office: ensuring security of office records, documents and files including confidential materials and maintaining an up to date filing system in the office, public relations, ensuring security, taking charge of documents and files, reception duties, supervision of office cleanliness, handling inventory and petty cash; organize meetings, minute writing, report writing, and any other duties as may be assigned by immediate supervisor from time to time.

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

(i) At least three (3) years' work experience as an Assistant Office, Administrator I in Job Grade8;

(ii) Bachelor of Business and Office Management, Bachelor of Business Administration/Business Management or its equivalent from a recognized institution;

(iii) Diploma in Secretarial Studies or Secretarial Certificate (Stage III) from Kenya National Examination Council (KNEC) in the following subjects;

- a) Typewriting III (50/60 w.p.m)

- b) Shorthand III (120 w.p.m)
- c) Business English III
- d) Commerce II
- e) Office Practice II
- f) Secretarial Studies II
- g) Office Management III/Personnel Management
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Proficiency in computer applications;
- (vi) Membership registration with relevant professional body;
- (vii) Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (viii) Evidence of Continuous Professional Development;
- (ix) Certified Secretary Part II.

**63. ASSISTANT OFFICE ADMINISTRATOR I - JOB GRADE AD, 8 - REF:
UOE/AD/C/63/04/2026**

Job Description:

Duties and responsibilities at this level entails: taking shorthand and transcribing; typing from drafts or recordings from dictating machines and operating other related machines; telephone communication and making appointments, handling mails and writing simple routine correspondences, word and data processing, managing e-office: ensuring security of office records, equipment, documents and files including confidential materials and maintaining an up to date filing system in the office, public relations, ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; supervision and guidance of staff, handling inventory and petty cash; undertake limited administrative work, organize meetings, minute writing, report writing, assist in staff supervision, development and capacity building and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as Assistant Office Administrator II - Job Grade7;
- (ii) Higher National Diploma in Secretarial Studies from KNEC or its equivalent;
- (vi) Membership registration in a relevant professional body;
- (iii) Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (iv) Evidence of continuous professional development;
- (v) Certified Secretary part II;
- (vi) Proficiency in computer applications and

(vii) Shown merit and ability as reflected in work performance and results through appraisal process.

**64. ASSISTANT OFFICE ADMINISTRATOR II - JOB GRADE AD, 7 - REF:
UOE/AD/C/64/04/2026**

Job Description:

Duties and responsibilities at this level entails: taking shorthand and transcribing; typing from drafts or recordings from dictating machines, word and data processing, managing e-office, handling telephone communication and appointments; handling mails and writing simple routine correspondences; public relations, taking charge of documents and files, maintaining an up to date filing system including confidential materials; reception duties, supervision and guidance of staff, handling inventory and petty cash; undertake limited administrative work, organize meetings, minute writing, report writing, assist in staff supervision, supervising of office cleanliness, development and capacity building and any other duties as may be assigned by immediate supervisor from time to time .

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

- (i) At least three (3) years' work experience as Office Administrative Assistant I Job Grade6;
- (ii) Diploma in Secretarial Studies from (KNEC) or its equivalent from a recognized institution;
- (iii) Membership registration with relevant professional body;
- (iv) Evidence of continuous professional development;
- (v) Proficiency in computer applications;
- (vi) Certified Secretary Part I; and
- (vii) Shown merit

**65. OFFICE ADMINISTRATIVE ASSISTANT I - JOB GRADE, AD 6 - REF:
UOE/AD/C/65/04/2026**

Job Description:

Duties and responsibilities at this level entails: taking shorthand and transcribing; typing from drafts or recordings from dictating machines and operating other related machines; telephone communication; handling mails and writing simple routine correspondences; appointments, public relations, ensuring security of office documents and files, including confidential materials; reception duties, supervision and guidance of staff, handling inventory and petty cash, and any other office administrative duties as may be assigned by immediate supervisor from time to time.

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

- (i) At least three (3) years' work experience as Office Administrative Assistant 1I - Job Grade5;

(ii) Business Education single and Group Certificates (BES & GC) from Kenya National Examination Council (KNEC) (Stage III) in the following subjects;

- a) Typewriting III (50 wpm)
- b) Shorthand III (100 wpm)
- c) Business English III
- d) Commerce II
- e) Office Practice II
- f) Secretarial Studies II
- g) Office Management III/Personnel Management II

(iii) Evidence of continuous professional development;

(iv) Proficiency in computer applications; and

(v) Shown merit and ability as reflected in work performance and results.

66. OFFICE ADMINISTRATIVE ASSISTANT II - JOB GRADE AD, 5 - JOB GRADE, AD 6 - REF: UOE/AD/C/66/04/2026

Job Description:

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: typing letters, memos, minutes and performing general office tasks of clerical nature; reception duties, making appointments and dealing with inquiries; filing documents, handling office correspondence, office inventory, petty cash 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) At least three (3) years' work experience;

(ii) Business Education Single and Group Certificates (BES & GC) Stage II from Kenya National Examination Council (KNEC) in the following subjects;

- a) Typewriting II (40 w.p.m)
- b) Shorthand II (80 w.p.m)
- c) Business English II
- d) Commerce II
- e) Office Practice II
- f) Secretarial Studies II

(iii) Kenya Certificate of Secondary Education (KCSE) with a mean grade of at least C- (minus) or its equivalent; and

(iv) Proficiency in computer applications.

ADMINISTRATIVE OFFICERS

67. SENIOR ASSISTANT REGISTRAR - JOB GRADE, AD 13 - REF: UOE/AD/C/67/04/2026

Job Description:

Duties and responsibilities at this level entails: planning, coordination, implementation, monitoring and controlling of administrative functions of the various administrative units in the University. In addition, budgeting, procurement, identification of training needs of staff and promotion of staff development and capacity building in the

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

- (i) At least three (3) years' work experience as Assistant Registrar;
- (ii) Bachelor Degree in social sciences, education, management or its equivalent from a recognized institution;
- (iii) Master's Degree in Social Sciences, Education, Management or its equivalent from a recognized institution;
- (iv) Relevant postgraduate qualification in Management or Administration
- (v) Proficiency in computer applications;
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Membership to relevant professional body;
- (viii) Evidence of continuous professional development;
- (ix) Certified Secretary III or its equivalent; and
- (x) Shown merit

**68. ASSISTANT REGISTRAR – JOB GRADE, AD 12 - REF: UOE/AD/C/68/04/2026
Job Description:**

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.

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

- (i) At least three (3) years' work experience as Senior Administrative Assistant I;
- (ii) Bachelor's Degree in social sciences, education, management or its equivalent qualification from a recognized institution;
- (iii) Master's Degree in Social Sciences, Education, Management from or its equivalent qualification a recognized institution;
- (iv) Relevant postgraduate qualification in Management or Administration;
- (v) Proficiency in computer applications
- (vi) Membership registration in a relevant professional body;
- (vii) Evidence of continuous professional development;

- (viii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (ix) Certified Secretary II or its equivalent; and
- (x) Shown merit and ability as reflected in work performance and results through appraisal process.

69. SENIOR ADMINISTRATIVE ASSISTANT I - JOB GRADE AD, 11 - REF: UOE/AD/C/69/04/2026

Job Description:

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.

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

- (i) At least three (3) years' work experience at the level of Senior Administrative Assistant II;
- (ii) Bachelor Degree in social sciences, education, management or its equivalent from a recognized institution
- (iii) Certified Secretary Part II or its equivalent.
- (iv) Proficiency in computer applications;
- (v) Continuous Management training of a cumulative period lasting not less than four (4) weeks from a recognized institution;
- (vi) Evidence of continuous professional development; and
- (vii) Shown merit

70. SENIOR ADMINISTRATIVE ASSISTANT II - JOB GRADE AD, 10 - REF: UOE/AD/C/70/04/2026

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

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

- (i) At least three (3) years' work experience at the level of Administrative Assistant;
- (ii) Bachelor Degree in social sciences, education, management or its equivalent from a recognized institution;
- (iii)
- (iv) Proficiency in computer applications;
- (v) Evidence of continuous professional development;
- (vi) Continuous Management training of a cumulative period lasting not less than four (4) weeks from a recognized institution;
- (vii) Certified Secretary Part II or its equivalent; and
- (viii) Shown merit

**71. ADMINISTRATIVE ASSISTANT - JOB GRADE, AD 9 - REF:
UOE/AD/C/71/04/2026**

Job Description:

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 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.

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

- (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;
- (v) Certified Secretary Part II or its equivalent; and
- (vi) Shown merit and ability as reflected in work performance and results through appraisal process.

AUXILLIARY STAFF

72. GROUNDS SUPERVISOR/CLEANING SUPERVISOR/SENIOR OFFICE ASSISTANT - JOB GRADE, AD 4 - REF: UOE/AD/C/72/04/2026

Job Description:

Grounds Supervisor

Duties and responsibilities at this level entails: supervising Ground staff cutting grass, clearing blocked drainage, clearing roads and footpaths, collecting garbage and unwanted materials within the University, planting trees and flowers, weeding and cutting of hedges and any other duty assigned by immediate supervisor from time to time;

Cleaning Supervisor

Duties and responsibilities at this level entails: supervising Cleaning staff in lecture halls, offices, cutting grass, clearing blocked drainage, clearing roads and footpaths, collecting garbage and unwanted materials within the University, planting trees and flowers, weeding and cutting of hedges and any other duty assigned by supervisor from time to time;

Senior Office Assistant

Duties and responsibilities at this level entails: Opening and closing the Office, Office cleaning and dusting office furniture, arranging files, collecting and delivering mails, making office tea, photocopying and any other duties assigned by supervisor from time to time;

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

- (i) At least three (3) years' work experience in relevant field or a comparable position;
- (ii) Certificate in basic training in relevant field from a recognized institution.
- (iii) Kenya Certificate of Secondary Education (KCSE) mean grade at least D+(Plus) or its equivalent;
- (iv) Proficiency in computer applications;
- (v) Evidence of professional development; and
- (vi) Shown merit and ability as reflected in work performance and results through appraisal process.

73. KITCHEN ATTENDANT I/ DINING HALL ATTENDANT I- JOB GRADE, AD 3 - REF: UOE/AD/C/73/04/2026

Job Description:

This is the entry grade of this cadre of staff. Duties and responsibilities at this level entails: tidying the kitchen/Restaurant/Dining Hall and arranging of cutleries, equipment and entails polishing and sorting of cutlery and crockery; taking care of dining hall operating equipment and furniture; ensuring the dining area is cleaned and used plates and cutlery

are cleared from the dining hall; ensuring that operation at the service counter is running smoothly; and high standard of hygiene is maintained at all times and any other duties as may be assigned by immediate supervisor from time to time.

For promotion to this grade, an employee must have:

- (i) At least three (3) years' work experience in a relevant field or a comparable position;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade at least D+ (Plus) or its equivalent from a recognized institution;
- (iii) Clearance certificate for medical fitness;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results through appraisal process.

ESTATES STAFF

**74. QUANTITY SURVEYOR/ARCHITECT - JOB GRADE, 12 - REF:
UOE/AD/C/74/04/2026**

Job Description:

Quantity Surveyor

Work at this level for Quantity Surveyor entails preparing Bills of Quantities and estimates of proposed works and valuation for interim certificates of payments, assessing financial implications of project proposals and advising on cost decisions and assist in annual capital estimates preparation, review of rolling plans and updating of fixed assets register and any other duty as may be assigned by immediate supervisor from time to time.

Architect

Work at this level for Architect entails preparation, checking and collation of brief of architectural drawings, plans and specification for all building projects in the University, supervision of building works and collation of progress reports of buildings under construction, participating in the preparation of departmental budgets for projects to be constructed. Provide full technical report for tenders and contracts. Training of architectural technicians on the jobs and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor's Degree in Quantity Survey/ Architecture from a recognized institution;
- (ii) At least three (3) years' work experience as a Senior Maintenance Officer;
- (iii) Membership registration from the relevant professional body;
- (iv) Practicing license from the relevant government agency;
- (v) Shown merit and ability as reflected in work performance and results through appraisal process;

- (vi) Proficiency in computer applications
- (vii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (viii) Evidence of continuous professional development;

75. SENIOR MAINTENANCE OFFICER (BUILDING/ELECTRICAL) - JOB GRADE, 11 - REF: UOE/AD/C/75/04/2026

Job Description:

Building

Work at this level of Maintenance Officer I building entails preparation of specifications and contract documents for major works, designing building and maintenance works, inspection and valuation of buildings; staff supervision, development and capacity building and any other duties as may be assigned by immediate supervisor from time to time.

Electrical

Work at this level for Maintenance Officer I electrical entails Designing, Organizing and administration of routine electrical maintenance works; preparation of estimates and costing of electrical works; and preparation of electrical drawings; staff supervision, development and capacity building and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Higher National Diploma in a relevant field (Electrical / Building Works) from a recognized institution;
- (ii) At least three (3) years' work experience as a maintenance officer I
- (iii) Membership registration with the relevant professional body;
- (iv) Practicing license from the relevant government agency;
- (v) Shown merit and ability as reflected in work performance and results through appraisal process;
- (vi) Proficiency in computer applications
- (vii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (viii) Evidence of continuous professional development

76. MAINTENANCE OFFICER I (BUILDING/ELECTRICAL) - JOB GRADE, 10 - REF: UOE/AD/C/76/04/2026

Job Description:

Maintenance Officer I (Building)

Work at this level for maintenance officer I (Building) entails Designing building and maintenance works, preparation of specifications and contract documents for works, inspection and valuation of buildings, staff Supervision and any other duties as may be assigned by immediate supervisor from time to time.

Maintenance Officer I (Electrical)

Work at this level for maintenance officer I (Electrical) entails designing, Organizing and administration of routine electrical maintenance works, preparation of estimates and costing of electrical works, and preparation of electrical drawings, staff supervision and any other duties as may be assigned by immediate supervisor from time to time.

For promotion to this grade, an employee must have:

- (i) Higher National Diploma in a relevant field (Electrical / Building Works) from a recognized institution;
- (ii) At least three (3) years' work experience as a maintenance officer II;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Membership registration from the relevant professional body;
- (v) Practicing license from the relevant government agency;
- (vi) Proficiency in Information and Communication Technology;
- (vii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (viii) Evidence of continuous professional development;

77. MAINTENANCE OFFICER II (BUILDING/ELECTRICAL) - JOB GRADE 9 - REF: UOE/AD/C/77/04/2026

Job Description:

Maintenance Officer II (Building)

Work at this level for Maintenance Officer (Building) entails designing buildings and maintenance works, preparation of specifications and contract documents for works, inspection and valuation of buildings and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in a Building from a recognized institution;
- (ii) At least three (3) years' work experience as an Assistant Maintenance Officer (Building) Job Grade 8;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Practicing licence from the relevant government agency;
- (v) Proficiency in computer applications
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of continuous professional development;

Maintenance Officer II (Electrical)

Work at this level for Maintenance Officer (Electrical) entails Designing, Organizing and administration of routine electrical maintenance works, preparation of estimates and

costing of electrical works, preparation of electrical drawings and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Electrical from a recognized institution;
- (ii) At least three (3) years' work experience as an Assistant Maintenance Officer (Electrical) Job Grade8;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Practicing license from the relevant government agency;
- (v) Proficiency in computer applications
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of continuous professional development;

78. ASSISTANT MAINTENANCE OFFICER (BUILDING /ELECTRICAL)/ CLERK OF WORKS - JOB GRADE AD, 8 - REF: UOE/AD/C/78/04/2026

Job Description:

Assistant Maintenance Officer (Building)

This is the entry grade for this cadre of staff. Work at this level for Assistant Maintenance Officer(Building) entails interpreting of architectural and engineering drawings related to building works, building and civil engineering specifications and Bills of Quantities; working out estimates of costs of building works; and supervising building contracts and maintenance works; staff supervision and coordination and any other duties as may be assigned by immediate supervisor from time to time.

Assistant Maintenance Officer (Electrical)

This is the entry grade for this cadre of staff. Work at this level for Assistant Maintenance Officer (Electrical) entails Interpreting electrical drawings, specifications and bill of quantities for electrical works and working out estimates for electrical works; supervising electrical contracts and maintenance works and any other duties as may be assigned by immediate supervisor from time to time.

Clerk of Works

This is the entry grade for this cadre of staff. Work at this level for Clerk of Works entails reading and interpreting of architectural and engineering drawing comparing their details with work on sites, compiling weekly site reports ensuring that the construction work in progress is in accordance with specifications and taking details of provisional items, ensure specifications and standards are adhered to during construction and arrange for testing of materials use on site and any other duties that may be assigned by senior officer.

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

- (i) Diploma in a relevant field (such as Diploma in Electrical, Building,

- Architecture etc. from a recognized institution
- (ii) At least five (5) years' work experience in a relevant field;
 - (iii) Practicing license from the relevant government agency;
 - (iv) Proficiency in computer applications

ARTISANS

79. FOREMAN - JOB GRADE 7 - REF: UOE/AD/C/79/04/2026

Job Description:

Duties and responsibilities at this level entails: designing and supervising works, costing of repairs, monitoring and inspection of services in masonry, carpentry, electrical, plumbing, tailoring, and welding. Also supervise Plant Operators and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in a relevant field from a recognized institution;
- (ii) Government Trade Test I (GTT I) from a relevant trade;
- (iii) At least three (3) years' work experience as Senior Artisan Job Grade6;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Proficiency in computer applications
- (vi) Continuous Management training for at least two (2) weeks;
- (vii) Evidence of continuous professional development.

80. SENIOR ARTISAN - JOB GRADE 6 - REF: UOE/AD/C/80/04/2026

Job Description:

Duties and responsibilities at this level entails: supervising construction works, costing of repairs; monitoring and inspecting buildings, masonry, carpentry, electrical, plumbing, tailoring, welding, Plant Operators and any other duty as may be assigned by immediate supervisor from time to time.

For promotion to this grade, an employee must have:

- (i) Advanced Craft Certificate from a recognized institution;
- (ii) Government Trade Test I (GTT I) from a relevant field;
- (iii) At least three (3) years' work experience as Artisan I Job Grade5;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Proficiency in Information & Communication Technology;
- (vi) Evidence of continuous professional development

81. ARTISAN I - JOB GRADE 5 - REF: UOE/AD/C/81/04/2026

Job Description:

Duties and responsibilities at this level entails: inspection and repair works, preparing estimates; setting out ordinary plans according to the drawings; preparing materials for

construction, masonry, carpentry, electrical, plumbing, welding, Plant Operators and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Craft Certificate in the Relevant Field
- (ii) Government Trade Test (GTT I) in the relevant trade;
- (iii) Kenya Certificate of Secondary Examination (KCSE) Mean Grade of at Least D+ (plus) or its equivalent from a recognized institution;
- (iv) At least three (3) years' work experience as artisan II Job Grade4;
- (v) Shown merit and ability as reflected in work performance and results through appraisal process;
- (vi) Proficiency in Information & Communication Technology;
- (vii) Evidence of continuous professional development.

82. ARTISAN II - JOB GRADE 4- REF: UOE/AD/C/82/04/2026

Job Description:

Duties and responsibilities at this level entails: construction and costing of minor repair works, setting out ordinary plans according to the drawings; preparing materials for construction masonry, carpentry, electrical, plumbing, welding, and any other duties as may be assigned by immediate supervisor from time to time

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

- (i) Government Trade Test (GTT II) in relevant Trade;
- (ii) Kenya Certificate of Secondary Examination (KCSE) Mean Grade At least D+ (plus) or its equivalent from a recognized institution;
- (iii) At least three (3) years' work experience as Artisan III Job Grade3;
- (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

83. ARTISAN III - JOB GRADE AD, 3 - REF: UOE/AD/C/83/04/2026

Job Description:

This is the entry grade of this cadre of staff. Duties and responsibilities at this level entails: doing masonry, carpentry, electrical, plumbing, tailoring, welding, Plant Operators 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) Government Trade Test (GTT III) in relevant field;
- (ii) Kenya Certificate of Secondary Examination (KCSE) Mean Grade at least D+(plus) or its equivalent from a recognized institutions;
- (iii) Proficiency in computer applications

(iv) Three (3) years' work experience in a relevant field.

WATER AND SEWERAGE STAFF

84. WATER/SEWERAGE TECHNICIAN - JOB GRADE 7 - REF: UOE/AD/C/84/04/2026

Job Description:

Water Technician

Duties and responsibilities at this level entails: Supervision of the water treatment operations at the treatment works; keeping Records of water treatment chemicals and making monthly returns; ensuring Control and equitable distribution of water at the University; overseeing the general cleanliness at the treatment works and any other duty as may be assigned by immediate supervisor from time to time.

Sewerage Technician

Duties and responsibilities at this level entails: supervision of daily sewerage treatment works operations; allocation of duties to the junior staff; daily monitoring of sewerage effluents; supervision of blockage clearance; organizing daily sewerage patrol and any other duty as may be assigned by immediate supervisor from time to time

For promotion to this grade, an employee must have:

- (i) Diploma in Water Engineering from recognized institution;
- (ii) At least three (3) years' work experience as Water/Sewerage Operator I Job Grade6;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in Information Communication Technician;
- (v) Evidence of Continuous Professional Development;
- (vi) Senior Continuous Management training lasting not less than four (4) weeks from a recognized institution;

85. WATER /SEWERAGE OPERATOR I - JOB GRADE 6 - REF: UOE/AD/C/85/04/2026

Job Description:

Water Operator I

Duties and responsibilities at this level entails: cleaning sedimentation tanks, ensuring availability of water at every point, assisting in storage of chemicals and general cleanliness of water treatment tanks; keeping records of all activities e.g. flow measurements, assisting in sampling of water and repair of water lines and any other duty as may be assigned by immediate supervisor from time to time.

Sewerage Operator I

Duties and responsibilities at this level entails: sewerage treatment works, supervision of sewerage attendants, keeping records of all activities e.g. flow measurements, assisting in sampling of sewage and repair of sewer lines and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Advanced Certificate in Water/sewerage operation certificate or its equivalent 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 Water/Sewerage Operator II Job Grade5;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Computer literacy;
- (vii) Evidence of Continuous Professional development;

**86. WATER/SEWERAGE OPERATOR II- JOB GRADE 5 - REF:
UOE/AD/C/86/04/2026**

Job Description:

Water operator II

Duties and responsibilities at this level entails: cleaning sedimentation tanks, ensuring availability of water at every point, and general cleanliness of water treatment tanks assisting in storage of chemicals and any other duty as may be assigned by immediate supervisor from time to time.

Sewerage Operator II

Duties and responsibilities at this level entails: clearing of blockage to all sewer lines; flushing and wincing of sewers; patrolling and inspecting sewer networks, identification of illicit waste water entries, removal of solids in man holes, assisting in repair of sewer burst and maintenance of septic tanks and any other duty as may be assigned by immediate supervisor from time to time.

For promotion to this grade, an employee must have:

- (i) Water / Sewerage Operators certificate in a relevant field from a recognized institution.
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade at least D+ (Plus) or its equivalent from a recognized institution;
- (iii) At least three (3) years' work experience as Assistant water/sewerage operator Job Grade4 in the relevant field;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Computer literacy;

(vi) Evidence of Continuous Professional Development.

87. ASSISTANT WATER/SEWERAGE OPERATOR - JOB GRADE AD, 4 - REF: UOE/AD/C/87/04/2026

Job Description:

Assistant Water Operator

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: cleaning sedimentation tanks, ensuring availability of water at every point, assisting in storage of chemicals and general cleanliness of water treatment tanks and any other duty as may be assigned by immediate supervisor from time to time.

Assistant Sewerage Operator

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: clearing of blockages in all sewer lines, flushing and wincing of sewers, patrolling and removal of solids in man holes, assisting in repair of sewer burst and maintenance of septic tanks and any other duty as may be assigned by immediate supervisor from time to time.

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

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

TRANSPORT & GARAGE

88. TRANSPORT SUPERVISOR - JOB GRADE 9 - REF: UOE/AD/C/88/04/2026

Job Description:

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

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

- (i) Higher National Diploma in Mechanical/Automotive Engineering/Fleet Management or its equivalent from a recognized institution;
- (ii) Government Trade Test I
- (iii) Valid and clean driving license class BCE and D free from any endorsement;
- (iv) At least three (3) years relevant work experience as Senior Mechanic

- (v) Shown merit and ability as reflected in work performance and results
- (vi) Basic certificate in first Aid and occupational health and safety;
- (vii) Proficiency in computer applications
- (viii) Clearance certificate from AA
- (ix) Vision testing certificate
- (x) Certificate of good conduct
- (xi) Evidence of good public relations
- (xii) Evidence of Continuous Professional Development
- (xiii) Continuous Management training lasting not less than four (4) weeks

89. SENIOR DRIVER / SENIOR MECHANIC/PLANT OPERATOR I - JOB GRADE 8 - REF: UOE/AD/C/89/04/2026

Job Description:

Senior Driver

Duties and responsibilities at this level entails: operation of vehicles, detection and reporting common faults, keeping the vehicles clean, maintenance of work ticket for vehicles as assigned, should be ready to drive VVIP when called upon, ensuring safety of the vehicle and any other duties as may be assigned by immediate supervisor from time to time.

Senior Mechanic

Duties and responsibilities at this level entails: supervising the motor vehicle mechanics and reports to the Garage Foreman for assignment of work; ensure that the workshop tools and equipment are clean, safe and returned for custody after work; performing any other duty as may be assigned by immediate supervisor from time to time

Plant Operator I

Work at this level for Plant Operator I entails added responsibilities of monitoring and overseeing tractor and plant operations, detection and reporting common faults, keeping the tractors and other plant equipment's clean, carrying out minor repairs including oiling and greasing, maintenance of work ticket and maintenance schedules for tractors and other plant equipment as assigned, ensuring safety and environmental rules are adhered to and any other duty as may be assigned by immediate supervisor from time to time.

Senior Driver

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

- (i) Diploma in relevant field;
- (ii) Occupational /Motor Vehicle Trade test I;
- (iii) Kenya Certificate of Secondary Education C-(minus) or its equivalent from recognized institutions;
- (iv) Valid and clean Driving license for vehicle class BCE & D free from any endorsement;

- (v) At least three (3) years work experience as Driver I;
- (vi) Certificate of good conduct;
- (vii) P.S.V license (for bus and minibus drivers);
- (viii) Evidence of good public relations and communication skills;
- (ix) Shown merit and ability as reflected in work performance and results through appraisal process;
- (x) Basic certificate in first Aid and occupational health and safety;
- (xi) Clearance certificate from AA;
- (xii) Vision testing certificate;
- (xiii) Evidence Continuous Professional Development.
- (xiv) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

Senior Mechanic

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

- (i) Diploma in automotive engineering or its equivalent from a recognized institution;
- (ii) Government Trade Test I;
- (iii) Valid and clean driving license at least class BCE & D free from any endorsement;
- (iv) At least three (3) years work experience as Mechanic I;
- (v) Shown merit and ability as reflected in work performance and results through appraisal process;
- (vi) Proficiency in Information and Communication Technology
- (vii) Basic certificate in first Aid and occupational health and safety;
- (viii) Clearance certificate from AA;
- (ix) Vision testing certificate;
- (x) Evidence of Continuous Professional Development;
- (xi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

Plant Operator I

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

- (i) Diploma in relevant field from a recognized institution;
- (ii) Government Trade Test 1
- (iii) Kenya Certificate of Secondary Education (KCSE) mean grade of at least C- (minus) or its equivalent;
- (iv) Valid and clean driving license at least class BCE & D free from any endorsement;
- (v) At least three (3) years work experience as Plant Operator II grade 7;
- (vi) Basic certificate in first Aid and occupational health and safety;
- (vii) Shown merit and ability as reflected in work performance and results through appraisal process;

- (viii) Clearance certificate from AA;
- (ix) Vision testing certificate;
- (x) Certificate of good conduct
- (xi) Evidence Continuous Professional Development.

**90. DRIVER 1 /MECHANIC I /PLANT OPERATOR 11- JOB GRADE 7 - REF:
UOE/AD/C/90/04/2026**

Job Description:

Driver I

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.

Mechanic I

Work at this level for Mechanic I entails supervising the motor vehicle mechanics and reports to the Garage Foreman for assignment of work; ensure that the workshop tools and equipment are clean, safe and returned for custody after work; performing any other duty as may be assigned by immediate supervisor from time to time.

Plant Operator II

Duties and responsibilities at this level entails: added responsibilities in operation of tractors and plant equipment, detection and reporting common faults, keeping the tractors and other plant equipment clean, carrying out minor repairs including oiling and greasing, maintenance of work ticket and maintenance schedules for tractors and other plant equipment as assigned, ensuring safety and environmental rules are adhered to and any other duty as may be assigned by immediate supervisor from time to time.

Driver 1

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

- (i) Occupational/Motor Vehicle Trade Test I
- (ii) Kenya Certificate of Secondary Education C- (minus) and above;
- (iii) Valid and clean driving license at least class BCE or D free from any endorsement;
- (iv) Certificate of good conduct;
- (v) P.S.V license (for bus and minibus drivers);
- (vi) Evidence of good public relations;
- (vii) Basic certificate in first Aid and occupational health and safety;
- (viii) At least three (3) years' work experience as Driver II;
- (ix) Shown merit and ability as reflected in work performance and results through appraisal process;
- (xi) Clearance certificate from AA
- (xii) Vision testing certificate
- (xiii) Evidence of Continuous Professional Development

Mechanic I

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

- i) Government Trade Test 1
- ii) Diploma in automotive engineering or its equivalent from a recognized institution;
- iii) Proficiency in computer applications
- iv) Basic certificate in first Aid and occupational health and safety;
- v) Valid and clean driving license at least class BCE
- vii) Shown merit and ability as reflected in work performance and results through appraisal process;
- viii) Clearance certificate from AA;
- ix) Vision testing certificate;
- x) Evidence of Continuous Professional Development.

Plant Operator II

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

- (i) Government Trade Test I (Plant)
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade of at least C (minus) or its equivalent from recognized institutions;
- (iii) Valid and clean driving license at least class BCE & D free from any endorsement;
- (iv) At least three (3) years work experience as Plant Operator III grade 6;
- (v) Basic certificate in first Aid and occupational health and safety
- (vi) Shown merit and ability as reflected in work performance and results through appraisal process;
- (vii) Clearance certificate from AA;
- (viii) Vision testing certificate;
- (ix) Certificate of good conduct
- (x) Evidence of Continuous Professional Development

91. **DRIVER II/MECHANIC II/PLANT OPERATOR III- JOB GRADE, AD6 - REF: UOE/AD/C/91/04/2026**

Job Description:

Driver II

Duties and responsibilities at this level entails: operation of vehicles, detection and reporting common faults, keeping the vehicles clean, carrying out vehicle repairs, 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.

Mechanic II

Work at this level for Mechanic II entails added responsibilities, reporting to the Unit head or the Mechanic in-Charge directly for assignment of work; carry out routine cleanliness of vehicles; equipment and tools at the workshop floor; ensure that the workshop tools and equipment are clean, safe and returned for custody after repairs and maintenance; performing any other duty as may be assigned by immediate supervisor from time to time.

Plant Operator III

Work at this level for Plant Operator III entails operation of tractors, detection and reporting common faults, keeping the tractors and other plants clean, carrying out minor repairs including oiling and greasing, maintenance of work ticket and maintenance schedules for tractors and other plant equipment as assigned, ensuring safety and environmental rules are adhered to and any other duties as may be assigned by immediate supervisor from time to time.

Driver II

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

- (i) Occupational/Motor Vehicle Trade Test II
- (ii) Kenya Certificate of Secondary Education C-(minus) and or its equivalent from a recognized institution;
- (iii) Valid and Clean driving license at least class BCE or D free from any endorsement;
- (iv) Certificate of good conduct;
- (v) P.S.V license for (bus and minibus drivers);
- (vi) Evidence of good public relations.
- (vii) Basic certificate on first Aid and occupational health and Safety;
- (viii) At least three (3) years' work experience as Driver III;
- (ix) Shown merit and ability as reflected in work performance and results through appraisal process;
- (x) Clearance certificate from AA;
- (xi) Vision testing certificate;
- (xii) Evidence of Continuous Professional Development.

Mechanic II

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

- (i) Government Trade Test II
- (ii) Kenya Certificate of Secondary Education C-(minus) and above or its equivalent from a recognized institution;
- (iii) Valid and Clean driving license at least class BCE or D free from any endorsement;
- (iv) Final proficiency certificate or craft I certificate in automotive Engineering;
- (v) At least three (3) years' work experience as Mechanic Grade III;
- (vi) Shown merit and ability as reflected in work performance and results through appraisal process;

- (ix) Clearance certificate from AA;
- (x) Vision testing certificate;
- (xi) Basic Certificate in First Aid and occupational health and safety;
- (xii) Evidence of good public relations
- (xiii) Evidence of Continuous Professional Development.

Plant Operator III - Grade 6

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

- (i) Government Trade Test I (Plant)
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade of at least C- (minus) or its equivalent;
- (iii) Valid and clean driving license at least class BCE & D free from any endorsement;
- (iv) At least three (3) years' work experience as Plant Operator IV Job Grade5;
- (v) Clearance certificate from AA;
- (vi) Vision testing certificate;
- (vii) Evidence of Continuous Professional Development;
- (viii) Basic certificate in first Aid and occupational health and safety;
- (ix) Shown merit and ability as reflected in work performance and results through appraisal process.

92. **DRIVER III/MECHANIC III/PLANT OPERATOR IV - JOB GRADE 5 - REF: UOE/AD/C/92/04/2026**

Job Description:

Driver III

Work at this level for Driver III entails operation of vehicles, detection and reporting common faults, keeping the vehicles clean, carrying out minor repairs including oiling and greasing, 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.

Mechanic III

Work at this level for Mechanic III entails reporting to the Unit head or the Mechanic in-Charge directly for assignment of work; carry out routine cleanliness of vehicles; equipment and tools at the workshop floor; ensure that the workshop tools and equipment are clean, safe and returned for custody after work; performing any other duty as may be assigned by immediate supervisor from time to time

Plant Operator IV

This is the entry grade for this cadre of staff. Work at this level for Plant Operator IV entails operation of tractors, detection and reporting common faults, keeping the tractors and other plants clean, carrying out minor repairs including oiling and greasing, maintenance of work ticket and maintenance schedules for tractors and other plant

equipment as assigned, ensuring safety and environmental rules are adhered to and any other duty as may be assigned by immediate supervisor from time to time.

Driver III

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

- iii) Kenya Certificate of Secondary Education (KCSE) mean grade of at least C- (minus) or its equivalent from a recognized institution;
- iv) Valid and clean driving license at least class BCE & D free from any endorsement;
- (iii) P.S.V license (for bus and minibus drivers);
- (iv) At least three (3) years' work experience as Driver Grade IV;
- (v) Certificate of Good conduct;
- (vi) Occupational Trade Test III;
- (vii) Basic certificate on first Aid and occupational health and safety;
- (viii) Clearance certificate from AA;
- (ix) Vision testing certificate;
- (x) Evidence of good public relations;
- (xi) Evidence of continuous professional development.

Mechanic III

For promotion to this grade an employee must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least C- (minus) or its equivalent;
- (ii) Government Trade Test II (MVM or MVE) or its equivalent;
- (iii) Valid and clean driving license at least class BCE & D free from any endorsement;
- (iv) At least five (3) years' work experience as Mechanic IV;
- (v) Clearance certificate from AA;
- (vi) Vision testing certificate;
- (vii) Basic certificate on first Aid and occupational health and garage safety rules;
- (viii) Evidence of continuous professional development.

Plant Operator IV

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least C-(minus) or its equivalent from a recognized institution;
- (ii) Government Trade Test II; (Plant)
- (iii) Valid and clean driving license at lease class BCE & D, free from any endorsement;
- (iv) At least five (5) years' work experience in an organization with Plant Equipment;
- (v) Clearance certificate from AA;
- (vi) Vision testing certificate;

- (vii) Basic certificate in first Aid and occupational health and safety;
- (ix) Shown merit and ability as reflected in work performance and results through appraisal process;
- (x) Clearance certificate from AA;
- (xi) Vision testing certificate;
- (xii) Evidence of Continuous Professional Development.

Mechanic II

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

- (i) Government Trade Test II
- (ii) Kenya Certificate of Secondary Education C-(minus) and above or its equivalent from a recognized institution;
- (iii) Valid and Clean driving license at least class BCE or D free from any endorsement;
- (iv) Final proficiency certificate or craft I certificate in automotive Engineering;
- (v) At least three (3) years' work experience as Mechanic Grade III;
- (vi) Shown merit and ability as reflected in work performance and results through appraisal process;
- (ix) Clearance certificate from AA;
- (x) Vision testing certificate;
- (xi) Basic Certificate in First Aid and occupational health and safety;
- (xii) Evidence of good public relations
- (xiii) Evidence of Continuous Professional Development.

93. DRIVER I/MECHANIC IV - JOB GRADE 4 - REF: UOE/AD/C/93/04/2026

Job Description:

Driver IV

This is the entry grade for this cadre of staff. Work at this level for Driver IV entails operation of vehicles, detection and reporting common faults, keeping the vehicles clean, carrying out minor repairs including oiling and greasing, maintenance of work ticket for vehicles as assigned, ensuring safety of the vehicle and any other duties as may be assigned by immediate supervisor from time to time.

Mechanic IV

This is the entry grade for this cadre of staff. Work at this level for Mechanic IV entails reporting to the unit head or the Mechanic-in-Charge directly for assignment of work, carry out routine cleanliness of vehicles, equipment and tools at the workshop floor, clean and return all tools and equipment used during repairs and maintenance to the garage store, perform any duty as may be assigned by immediate supervisor from time to time.

Driver IV

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least C (minus) or its equivalent from a recognized institution;

- (ii) Valid and clean driving license at least class BCE & D free from any endorsement;
- (iii) P.S.V. license for bus and mini/bus drivers;
- (iv) At least five (5) years' work experience in heavy commercial transport;
- (v) Certificate of Good conduct;
- (vi) Basic certificate in first Aid and Occupational Health and Safety;
- (vii) Clearance certificate from AA;
- (viii) Vision testing certificate;

Mechanic IV

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least C- (minus) or its equivalent;
- (ii) Government Trade Test III (MVM or MVE) or its equivalent;
- (iii) Valid and clean driving license at least class BCE & D free from any endorsement;
- (iv) At least five (5) years' work experience in a busy Garage;
- (v) Clearance certificate from AA;
- (vi) Vision testing certificate;
- (vii) Basic certificate in first Aid and occupational Health and Safety;

HOSTELS STAFF

94. ASSISTANT HOSTELS OFFICER - GRADE 9 - REF: UOE/AD/C/94/04/2026

Job Description:

Assistant Hostels Officer

Duties and responsibilities at this level entails: carrying out frequent checks and inspections of hostels, grounds and the environs; ensuring high standard of cleanliness; undertaking follow-up on cases of repairs and maintenance. In addition, assist in staff development and capacity building; ensure cordial staff/student relationship and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor's in Institutional Management or Hotel Management or its equivalent from a recognized institution;
- (ii) At least three (3) years work experience as Housekeeper 1 - Job Grade8
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in Information and Communication Technology;
- (vi) Certificate in Disaster Preparedness and Management;
- (vii) Evidence of Continuous Professional Development;

(viii) First Aid and Occupational Health and Safety Training

95. HOUSEKEEPER I - GRADE 8 - REF: UOE/AD/C/95/04/2026

Job Description:

Duties and responsibilities at this level entails: promoting good working relations with students and staff; ensuring room allocation as approved by the Hall Wardens Committee is implemented, assisting in carrying out investigations on wanton destruction of university property. In addition, supervise staff and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Housekeeping or its equivalent from a recognized institution;
- (ii) At least three (3) years work experience as Housekeeper II Job Grade7
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) First Aid and Occupational Health and Safety Training
- (vii) Certificate in Disaster Preparedness and Management
- (viii) Evidence of Continuous Professional Development.
- (ix) Evidence of good public relations
- (x) Certificate of good conduct.

96. HOUSEKEEPER II - GRADE, 7 - REF: UOE/AD/C/96/04/2026

Job Description:

Work at this level for Housekeeper II entails ensuring that stores requisitions are issued in accordance to the laid down financial regulations; coordinating and supplying the necessary cleaning materials and detergents; supervise the staff and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Housekeeping or its equivalent from a recognized institution;
- (ii) At least three (3) years of work experience as Assistant Housekeeper I -Job Grade6
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in Information and Communication Technology
- (v) Evidence of continuous professional development.
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

- (vii) First Aid and Occupational Health and Safety Training
- (viii) Certificate in Disaster Preparedness and Management
- (ix) Evidence of good public relations
- (x) certificate of good conduct.

**97. ASSISTANT HOUSEKEEPER I/ SENIOR JANITOR - JOB GRADE 6 - REF:
UOE/AD/C/97/04/2026**

Job Description:

Assistant housekeeper I

Duties and responsibilities at this level entails: coordinating with senior officers to ensure that smooth flow of supplies and necessary repair works are carried out in the institution's hostels; maintaining high standard of cleanliness in the hostels; and enforcing policy regulations on visiting hours in the students' hostels and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Advanced Certificate in Housekeeping or its equivalent from a recognized institution
- (ii) At least three (3) years work experience as Assistant Housekeeper II - Job Grade5
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications
- (v) Evidence of Continuous Professional Development
- (vi) First Aid and Occupational Health and Safety Training
- (vii) Evidence of good public relations
- (viii) Certificate of good conduct.

Senior Janitor

Job Description:

Duties and responsibilities at this level entails: being in-charge of staff, whose duties are those that include safety, security of students and University equipment. To report any potential risks and occurrences. preparing work schedules (duty roaster). Liaising with Security and House Keeper, attend security meetings. In addition, enforce rules and regulations as pertains to students conduct in the hostels; attending to emergencies, make daily routine reports to the head of Department and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Advanced Certificate in relevant field or its equivalent from a recognized institution;
- (ii) Kenyan certificate of secondary education (KCSE) mean grade at least D+ (plus) or its equivalent from a recognized institution;
- (iii) At least three (3) years relevant work experience
- (iv) Computer literacy
- (v) Evidence of good public relations
- (vi) Certificate of good conduct.

- (vii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (viii) Evidence of Continuous Professional Development
- (ix) First Aid and Occupational Health and Safety Training
- (x) Certificate in Disaster Preparedness and Management

98. ASSISTANT HOUSEKEEPER II/ JANITOR - JOB GRADE 5 - REF: UOE/AD/C/98/04/2026

Job Description:

Assistant House Keeper II

Duties and responsibilities at this level entails: maintaining high standards of cleanliness in the hostels; balancing staff work schedules to meet peak and slack periods; making frequent daily inspections of all areas to maintain high housekeeping standards; and taking care of the general welfare of the students in the Hostel and any other duty as may be assigned by immediate supervisor from time to time.

Serving officers

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

- (i) Certificate in housekeeping or its equivalent from a recognized institution
- (ii) Kenya certificate of secondary education (KCSE) mean grade D+ (plus) or its equivalent from a recognized institution;
- (iii) At least three (3) years work experience as Assistant House Keeper III - Job Grade4
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Computer literacy;
- (vi) Evidence of Continuous Professional Development.
- (vii) Evidence of good public relations
- (viii) Certificate of good conduct.

Janitor Grade 5

Duties and responsibilities at this level entails: being in-charge of staff whose duties are those that include safety, security of students and University equipment. To report any potential risks and occurrences. In addition, enforce rules and regulations as pertains to students conduct in the hostels; make daily routine reports to the head of Department and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Certificate in relevant field or its equivalent from a recognized institution
- (ii) Kenya certificate of secondary education (KCSE) mean grade D+ (plus) or its equivalent from a recognized institution;

- (iii) At least three (3) years work experience as Assistant Janitor - Job Grade4
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Computer literacy;
- (vi) Evidence of Continuous Professional Development.
- (vii) Evidence of good public relations
- (viii) Certificate of good conduct.

**99. ASSISTANT HOUSE KEEPER III/ASSISTANT JANITOR - JOB GRADE 4 -
REF: UOE/AD/C/100/04/2026**

Job Description:

This is an Entry grade for this cadre of staff. Work at this level for Assistant Janitor Job Grade4 entails duties such as safety, security of students and University equipment at night; enforce rules and regulations as pertains students conduct in the hostels; To report any potential risks and occurrences. make daily routine reports to the head of Department and other relevant Departments 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) Basic Certificate in relevant field or its equivalent from a recognized institution;
- (ii) Kenyan certificate of secondary education (KCSE) mean grade at least D+ (plus) or its equivalent from a recognized institution;
- (iii) At least three (3) years relevant work experience
- (iv) Computer literacy
- (v) Evidence of good public relations
- (vi) Certificate of good conduct.

Assistant Housekeeper III

This is the entry grade for this cadre of staff. Work at this level for an Assistant Housekeeper III entails assisting in the supervision of cleaners and sweepers; ensuring that housekeeping standards are constantly maintained; and assisting in taking charge of the general welfare of the students in the hostels; cleanliness and sanitation of hostel facilities; assisting in keeping records of hostel keys and maintenance of key racks; induct employees 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) Basic Certificate in House Keeping or its equivalent from a recognized institution;
- (ii) Kenyan certificate of secondary education (KCSE) mean grade at least D+ (plus);
- (iii) At least three (3) years relevant work experience
- (iv) Computer literacy
- (v) Evidence of good public relations
- (vi) Certificate of good conduct.

CATERING

100. ASSISTANT CATERING OFFICER – GRADE 10 - REF: UOE/AD/C/100/04/2026

Job Description:

Duties and responsibilities at this level entails: ensuring high standards of hygiene; staff shift planning; control of stock and inventory. In addition, co-ordinate various vital units involved in food and dining services, assist in staff development and capacity building and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor's degree in Institutional Management or Hotel Management or its equivalent from a recognized institution;
- (ii) At least three (3) years work experience as Caterer/Cateress 1 grade 9
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Continuous Management training lasting not less than two (2) weeks;
- (v) Health Certificate
- (vi) Proficiency in Information and Communication Technology;
- (vii) Certificate in Disaster Preparedness and Management;
- (viii) Evidence of Continuous Professional Development;
- (ix) First Aid and Occupational Health and Safety Training

101. CATERER I/CATERESS I - GRADE 9 - REF: UOE/AD/C/101/04/2026

Job Description:

Caterer I/ Cateress I

Duties and responsibilities at this level entails: organization and management of catering services, control of stock and inventory, supervision of catering services in the kitchens and dining halls; induct catering staff, ensuring high standards of hygiene; staff shift planning; control of stock and inventory, co-ordination of catering services and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor's in institutional Management or Hotel management or its equivalent from a recognized institution;
- (ii) At least three (3) years work experience as Caterer /Cateress II;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Current relevant health certificate.
- (v) Proficiency in Information and Communication Technology

- (vi) Certificate in Disaster Preparedness and Management;
- (vii) First Aid and Occupational Health and safety training
- (viii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (ix) Proficiency in computer applications;
- (x) Evidence of Continuous Professional Development.
- (xi) Evidence of good public relations

102. CATERER / CATERESS II - GRADE 8 - REF: UOE/AD/C/102/04/2026

Work at this level for Caterer II / Cateress II entails proper and efficient organization and management of meal planning, food production, preparation and delivery; supervise and induct staff and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Food Production / Institutional Management or its equivalent from a recognized institution;
- (ii) At least three (3) years of work experience as Assistant Caterer / Cateress grade 7
- (iii) Health certificate
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Proficiency in Information and Communication Technology
- (vi) Evidence of continuous professional development.
- (vii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (viii) First Aid and Occupational Health and Safety Training
- (ix) Certificate in Disaster Preparedness and Management
- (ix) Evidence of Public good public Relations.

103. ASSISTANT CATERER / CATERESS - GRADE 7 - REF: UOE/AD/C/103/04/2026

This is the Entry grade for this cadre of staff. Duties and responsibilities at this level entails: general organization and supervision of kitchen and services; ensuring the maintenance of high standards of personal hygiene; requisitioning of raw food and cleaning materials from the store; checking the quality and quantity of food supplies, equipment and safety of foodstuff; assign and supervise work schedules and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Food Production / Institutional Management or its equivalent from a recognized institution;
- (ii) At least five (5) years relevant work experience;
- (iii) Proficiency in computer applications

- (iv) First Aid and Occupational Health and Safety Certificate
- (v) Certificate in Disaster Preparedness and Management
- (vi) Evidence of Public Relations
- (vii) Health Certificate

104. SENIOR WAITER/WAITRESS /SENIOR COOK - JOB GRADE 6 - REF: UOE/AD/C/104/04/2026

Job Description:

Senior Cook

Duties and responsibilities at this level entails: being in-charge of food preparation production/service and assembly, placement and delivery, reviewing of menus, preparing requisition for food supplies, ensuring quality food production/service, maintaining appropriate kitchen records; Review days menu and special requirements, ensure cleanliness, hygiene and maintenance of kitchen machinery and equipment, staff supervision, and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Advanced Certificate in food production, or its equivalent from a recognized institution;
- (ii) At least three (3) years work experience as Cook - grade 5
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Clearance certificate for health medical fitness;
- (iv) Computer literacy;
- (v) Evidence of continuous professional development.
- (vi) First Aid and Occupational Health Training

Senior Waiter/Waitress

Duties and responsibilities at this level entails: ensuring quality service in dining hall/restaurant, ensure cleanliness, hygiene in restaurant / dining halls or any other serving venues, liaison between clients/customers and cateress, preparation of work schedules for waiters/waitresses. The Head waiter will also ensure proper supervision and training of all waiters/waitresses working under him or her and any other duties that may be assigned by immediate supervisor from time to time.

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

- (i) Advanced Certificate in relevant field, or its equivalent from a recognized institution;
- (ii) At least three (3) years work experience as Waiter or Waitress - grade 5
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Clearance certificate for health medical fitness;
- (iv) Computer literacy;

- (v) Evidence of Good communication skills
- (vi) Evidence of good public relations / customer care
- (vii) First Aid and Occupational Health training
- (viii) Evidence of continuous professional development.

105. WAITER/WAITRESS /COOK - JOB GRADE 5 - REF: UOE/AD/C/105/04/2026

Job Description:

Cook

Duties and responsibilities at this level entails: cooking /serving food; ensuring quality food production, prepare day's menu and special requirements; ensure cleanliness, hygiene and maintenance of kitchen machinery and equipment; staff supervision and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Certificate in food production or its equivalent, from a recognized institution;
- (ii) At least three (3) years relevant work experience as Assistant Cook Job Grade4;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Clearance certificate for health medical fitness;
- (v) Computer literacy;
- (vi) Evidence of continuous professional development.
- (vii) First Aid and occupational health training.

Waiter/Waitress

Duties and responsibilities at this level entails: cooking /serving food; ensuring quality food production, prepare day's menu and special requirements; ensure cleanliness, hygiene and maintenance of kitchen machinery and equipment; staff supervision and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Certificate in relevant field or its equivalent, from a recognized institution;
- (ii) At least three (3) years relevant work experience as Assistant Waiter Job Grade4;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Clearance certificate for health medical fitness;
- (v) Computer literacy;
- (vi) Evidence of good public relations / customer care
- (vii) Evidence of good communication skills
- (viii) Evidence of continuous professional development.
- (ix) First Aid and occupational health training

106. **ASSISTANT COOK / ASSISTANT WAITER/WAITRESS**
- JOB GRADE 4 - REF: UOE/AD/C/106/04/2026

Job Description:

This is the entry grade of this cadre of staff. Duties and responsibilities at this level entails: cooking and serving food; assist in preparation of day's menu and special requirements; ensuring cleanliness, hygiene and maintenance of kitchen/Dining Hall; machinery and equipment 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) Craft certificate in food production or its equivalent from a recognized institution;
- (ii) A Kenya Certificate of Secondary Education (KCSE) with at least mean grade D+ (plus) or its equivalent from a recognized institution;
- (iii) At least three (3) years relevant work experience
- (vii) Clearance certificate for health medical fitness
- (viii) Proficiency in computer applications
- (ix) First Aid and Occupational Health and Safety Training

Assistant Waiter/Waitress

Job Description:

This is the entry grade of this cadre of staff. Duties and responsibilities at this level entails: table service, ensuring cleanliness, hygiene of the cutlery and crockery and maintenance of Dining Hall/restaurant, any other food serving venues 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) Craft certificate in relevant field or its equivalent from a recognized institution;
- (ii) A Kenya Certificate of Secondary Education (KCSE) with at least mean grade D+ (plus) or its equivalent from a recognized institution;
- (iii) At least three (3) years relevant work experience
- (vii) Clearance certificate for health medical fitness
- (viii) Proficiency in computer applications
- (ix) Evidence of good public relations / customer care
- (x) Evidence of good communication skills
- (xi) First Aid and occupational health training

FARM

FARM TECHNICAL STAFF

107. FARM OFFICER II (LIVESTOCK/CROP PRODUCTION) - JOB GRADE,10 - REF: UOE/AD/C/107/04/2026

Job Description: Farm Officer II (Livestock Production)

Duties and responsibilities at this level entails: being in charge of livestock including livestock management, dairy production, treatment and insemination, livestock operations, maintenance of dairy inventory and equipment, developing and implementing livestock activities, budget preparations, financial reports and any other duty as assigned by immediate supervisor from time to time.

Farm Officer II (Crop Production)

Duties and responsibilities at this level entails: being in charge of crop activities in the farm, crops management, maintenance of farm inventory and equipment, developing and implementing farm activities, budget preparations, financial reports and any other duty as assigned by immediate supervisor from time to time.

Serving officers

For promotion 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 three (3) years work experience in as Assistant Farm Officer Job Grade9;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications
- (v) Membership registration with relevant professional body;
- (vi) Evidence of continuous professional development;
- (vii) Continuous Management training of not less than four (4) weeks.

108. ASSISTANT FARM OFFICER (LIVESTOCK/CROP PRODUCTION) - JOB GRADE, AD9 - REF: UOE/AD/C/108/04/2026

Job Description:

Assistant Farm Officer (Livestock Production)

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: supervision of treatment and insemination of animals, supervision of staff, livestock production and management, maintenance of farm implements and equipment, developing and implementing farm operations, budget preparations and any other duty as may be assigned by immediate supervisor from time to time.

Assistant Farm Officer (Crop Production)

Duties and responsibilities at this level entails: supervision of staff undertaking crops activities, management, maintenance of farm implements and equipment, developing and implementing farm operations, budget preparations and any other duty as assigned by immediate supervisor from time to time.

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;
- (i) Proficiency in computer applications
- (ii) Evidence of continuous professional development
- (iii) Continuous Management training of not less than four (4) weeks.
- (vi) Membership registration with relevant professional body.

109. SENIOR FARM TECHNICIAN - JOB GRADE 8 - REF: UOE/AD/C/109/04/2026

Job Description:

Duties and responsibilities at this level entails: supervision of treatment and insemination of animals, supervision of staff, crop production and management, maintenance of farm implements and equipment, developing and implementing farm operations, budget preparations and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Animal Production/Farm Management/General Agriculture or its equivalent from a recognized institution;
- (ii) At least three (3) years work experience in as a Farm Technician;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications
- (v) Evidence of continuous professional development;
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

110. FARM TECHNICIAN- JOB GRADE 7 - REF: UOE/AD/C/110/04/2026

Job Description:

Duties and responsibilities at this level entails: supervision of treatment and insemination of animals, supervision of staff, crop production and management, maintenance of farm implements and equipment, developing and implementing farm operations, budget preparations and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in Animal Production/Farm Management/General Agriculture from a recognized institution;
- (ii) At least three (3) years' work experience in as Senior Farm Assistant - Job Grade6;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;

- (iv) Proficiency in computer applications
- (v) Evidence of continuous professional development;
- (vi) Continuous

111. SENIOR FARM ASSISTANT - JOB GRADE 6 - REF: UOE/AD/C/111/04/2026

Job Description:

Duties and responsibilities at this level entails: treatment, insemination of animals, supervision of livestock and crop staff, developing and implementing Crop husbandry operations, budget preparations and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Advanced Certificate in Animal Production/Farm Management/General Agriculture or its equivalent from a recognized institution;
- (ii) At least three (3) years work experience as Farm Assistant I;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Computer literacy;
- (v) Evidence of Continuous professional development.
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

112. FARM ASSISTANT I - JOB GRADE 5 - REF: UOE/AD/C/112/04/2026

Job Description:

Duties and responsibilities at this level entails: treatment of animals, insemination of animals, assist in developing and implementing, crop husbandry operations and supervisory roles at a lower level and any other duty as assigned by immediate supervisor from time to time.

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

- (i) Certificate in Animal Production/Farm Management/General Agriculture 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 a Farm Assistant II grade 5;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Proficiency in computer applications

113. FARM ASSISTANT II - JOB GRADE 4 - REF: UOE/AD/C/113/04/2026

Job Description:

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: working under a supervisor assisting in feeding animals and taking care of animals ensuring cleanliness of animals and animals shades, crop husbandry and any other duty as assigned by immediate supervisor from time to time.

For appointment to this grade a candidate must have: -

- (i) Certificate in Animal Production/Farm Management/General Agriculture or its equivalent 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 in a relevant field.

TECHNICAL STAFF

114. CHIEF TECHNOLOGIST - JOB GRADE, AD 12 - REF: UOE/AD/C/115/04/2026

Job Description:

Duties and responsibilities at this level entails: Supervision of Technical staff, implementing of administrative policies in planning, designing and development of laboratory/workshop teaching and research activities; supervising collection and preparation of teaching and research material; carrying out analytical work in specialized field; organizing industrial visits/attachments, supervising and staff development and capacity building, assist in procurement, inventory management; implementing quality assurance standards and any other duties as may be assigned by immediate supervisor from time to time.

For promotion to this grade, an employee must have:

- (i) Master's degree in relevant field from a recognized institution;
- (ii) At least three (3) years work experience as Senior Technologist I - Job Grade11;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications;
- (v) First Aid and Occupational Health and Safety Training;
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Membership registration with a relevant professional body;
- (viii) Evidence of Continuous professional development.

**115. SENIOR TECHNOLOGIST I – JOB GRADE, AD 11 - REF:
UOE/AD/C/115/04/2026**

Job Description: Duties and responsibilities at this level entails: planning, designing and developing Laboratory/Workshop teaching and research activities; Staff supervision, collection and preparation of teaching and research materials; carrying out analytical work in specialized fields; keep and manage inventory, implement quality assurance standards; and staff development and capacity building and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor’s degree in relevant field in addition to relevant Diploma or its equivalent from a recognized Institution;
- (ii) At least three (3) years’ work experience as Senior Technologist II;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications;
- (v) First Aid and Occupational Health and Safety Training.
- (vi) Continuous Management training lasting not less than four (4) weeks.
- (vii) Membership registration with a relevant professional body.
- (viii) Evidence of continuous professional development

**116. SENIOR TECHNOLOGIST II – JOB GRADE, AD10 - REF:
UOE/AD/C/116/04/2026**

Job Description:

Duties and responsibilities at this level entails: supervising staff, collection and preparation of teaching and research materials, preparation of tools, equipment and machines; obtaining and setting of equipment for practical and demonstrations; ensuring safe keeping and disposal of waste. In addition, will assist teaching staff and students in various laboratory/workshop and field activities, basic routine analysis in any relevant discipline, basic maintenance of laboratory/workshop equipment and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Bachelor’s degree in relevant field from a recognized Institution;
- (ii) At least three (3) years’ work experience as Senior Technologist III;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications
- (v) First Aid and Occupational Health and Safety Training;
- (vi) Membership registration with a relevant professional body;
- (ix) Continuous Management training lasting not less than two (2) weeks;

(x) Evidence of continuous professional development.

**117. SENIOR TECHNOLOGIST III - JOB GRADE AD,9 - REF:
UOE/AD/C/117/04/2026**

Job Description:

Duties and responsibilities at this level entails: supervision of other staff, collection and preparation of teaching and research materials: initiating procurement processes for laboratory /workshop tools, materials, machines and equipment. In addition, design laboratory/workshop arrangements and assist in carrying out various laboratory/workshop field activities besides, carry out analytical work in specialized fields and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Higher National Diploma in relevant field or its equivalent from a recognized institution.
- (ii) At least three (3) years' experience as a Technologist I Job Grade8;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in Information Communication Technology;
- (v) First Aid and Occupational Health and Safety Training.
- (vi) Evidence of continuous professional development
- (vii) Membership registration with a relevant professional body;
- (viii) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

118. TECHNOLOGIST I - JOB GRADE, AD 8 - REF: UOE/AD/C/118/04/2026

Job Description:

Duties and responsibilities at this level entails: collection and preparation of teaching and research materials; initiating procurement processes for Laboratory/Workshop tools, materials, machines and equipment. In addition, design Laboratory/Workshop arrangements and assist in carrying out various laboratory/workshop field activities. Besides, carry out analytical work in specialized fields and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Higher National Diploma in a relevant field from a recognized institution in relevant field or its equivalent from a recognized institution;
- (ii) At least three (3) years' work experience as Technologist II;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications

- (v) First Aid and Occupational Health and Safety Training;
- (vi) Evidence of continuous professional development
- (vii) Continuous Management training for two (2) weeks

119. TECHNOLOGIST II - JOB GRADE AD, 7 - REF: UOE/AD/C/119/04/2026

Job Description:

Duties and responsibilities at this level entails: assisting in the collection and preparation of teaching and research materials, preparation of tools, equipment and machines and ensuring that glassware, tools, machines and equipment are available and clean; staff supervision and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in the relevant field or its equivalent from a recognized Institution;
- (ii) At least three (3) years' work experience as Technologist III;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Proficiency in computer applications
- (v) Evidence of continuous professional development;
- (vi) First Aid and Occupational Health and Safety Training.
- (vii) Continuous Management training for two (2) weeks

120. TECHNOLOGIST III - JOB GRADE, AD 6 - REF: UOE/AD/C/120/04/2026

Job Description:

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: cleaning of glassware and apparatus for teaching and research; dusting of all equipment, machines and tools used for teaching and research; ensuring the storage of chemicals and materials in clean, well labelled shelves and any other duty as may be assigned by immediate supervisor from time to time.

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

- (i) Diploma in the relevant field from a recognized institution;
- (ii) At least five (5) years relevant work experience;
- (iii) Computer literacy;
- (iv) First Aid and Occupational Health and Safety Training

121. LABORATORY ASSISTANT I/WORKSHOP ASSISTANT I - JOB GRADE, AD 5 - REF: UOE/AD/C/121/04/2026

Job Description:

Duties and responsibilities at this level entails: keeping the Laboratory/Workshop clean, arrangement of the laboratory/workshop, basic records management and any other duties as may be assigned by immediate supervisor from time to time.

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

- (i) Laboratory Technician Certificate from a recognized institution;
- (ii) Kenya Certificate of Secondary Education Grade D+ (plus) or its approved equivalent;
- (iii) At least three (3) years work experience as Laboratory Assistant II/Workshop Assistant II Job Grade 4;
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Computer literacy;
- (vi) Evidence of Continuous professional development;
- (vii) First Aid and Occupational Health and Safety Training.

122. LABORATORY ASSISTANT II/WORKSHOP ASSISTANT II - JOB GRADE, AD 4 - REF: UOE/AD/C/122/04/2026

Job Description:

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entails: keeping the Laboratory/Workshop clean, arrangement of the laboratory/workshop, 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) Junior Laboratory Technician Certificate/Craft Certificate from a recognized institution;
- (ii) Kenya Certificate of Secondary Education Grade D+ (plus) or its approved Equivalent;
- (iii) Computer literacy;
- (iv) At least three (3) years relevant work experience.
- (v) First Aid and Occupational Health and Safety Training

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. **Remuneration will be as per the current University policies and regulations.**

Applications must be received on or before midnight 30th 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.