



## OFFICE OF THE VICE-CHANCELLOR

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### EXTERNAL ADVERTISEMENT **5<sup>th</sup> MAY, 2026**

The University of Eldoret is a Public University chartered in 2013, with eight (8) schools namely; Agriculture and Biotechnology; Science; Environmental Sciences & Natural Resource Management; Engineering; Education; Business, Economics and Management Sciences; Arts and Social Sciences and Health Sciences. It has over 17,000 students, 1000 employees and land measuring 1,057 acres.

The University has a Vision of being a "premier University that nurtures global Leaders and Innovators" and a Mission of "providing quality education, training, research and consultancy in Science, Agriculture and Technology to meet the needs and aspirations of a dynamic society".

Under Part V Section 35 of the Universities Act 2012, University of Eldoret invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following positions: -

#### Summary of Positions

SR.NO	POSITION	GRADE	REFERENCE	NO
1	Senior Assistant Registrar (HR)	13	UoE/AD/C/01/04/02/2026	1
2	Farm Manager	12	UoE/AD/C/02/04/02/2026	1
3	Lecturer	12	UoE/AC/C/01/04/02/2026	3
4	Tutorial Fellow	11	UoE/AC/C/02/04/02/2026	3
5	Technologists	6	UoE/AC/C/03/04/02/2026	8

The details of the duties, responsibilities and requirements for appointment for the positions are as provided hereunder and are in line with the relevant laws, University of Eldoret Statutes and Career Guidelines.



**1. SENIOR ASSISTANT REGISTRAR (HR) - JOB GRADE AD 13 REF: UOE/AD/C/01/04/02/2026**

**Duties and Responsibilities:**

Duties and responsibilities at this level entail: 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 by the immediate supervisor from time to time.

**Requirements/Qualifications**

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

- i) Master's degree in Human Resource Management, Social Sciences, or related field from a recognized institution;
- ii) Higher National Diploma in a relevant field;
- iii) At least six (6) years relevant work experience;
- iv) Proficiency in Information and Communication Technology;
- v) Membership to relevant professional body;
- vi) Relevant Professional Qualification and practicing license (CHRP);
- vii) Senior Management and Leadership training lasting not less than six (6) weeks

**2. FARM MANAGER - JOB GRADE 12 -REF: UOE/AD/C/02/04/02/2026**

**(a) Job Description:**

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

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

- (i) Bachelor's degree in Agriculture or its equivalent from a recognized institution;
- (ii) At least nine (9) years' work experience in a relevant field;
- (iii) Proficiency in computer applications;
- (iv) Membership registration with relevant professional body;
- (v) Continuous Management training lasting not less than four (4) weeks;
- (vi) Evidence of continuous professional development.

**SCHOOL OF EDUCATION/SCHOOL OF BUSINESS, ECONOMICS & MANAGEMENT SCIENCE/SCHOOL OF ART & SOCIAL SCIENCE**

**3. LECTURER -JOB GRADE AC 12. REF: UOE/AC/C/01/04/02/2026**

**3 POSITIONS**

**FIELDS: KISWAHILI LANGUAGE (1), BUILDING & CONSTRUCTION (1),  
TOURISM MANAGEMENT (1)**

**Duties and Responsibilities:**

- i) Teach and assess courses in one's discipline at both undergraduate and postgraduate level;
- ii) Supervise undergraduate projects and other experiential learning programs.;
- iii) Supervise dissertations/theses at the graduate level for those with PhD;
- iv) Participate in the development of undergraduate and postgraduate courses;
- v) Initiate, promote and participate in research projects;
- vi) Provide professional and community services and initiate linkages and fundraising;
- vii) Carry out administrative and other duties & responsibilities as may be assigned;

**Requirements/Qualifications**

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

**OR**

- i) Must have a Master's degree from a recognized academic institution plus at least three (3) years of full-time teaching experience at University level after obtaining Master's Degree and at least 2 articles in refereed journals and a minimum of 24 scholarly publication points 16 of which should be from refereed journals;
- ii) Not more than 2 articles should be in a single issue/volume of a journal/other scholarly publications;
- iii) Those with a Master's degree should register for a Doctorate degree;
- iv) Must show evidence of evaluated effective teaching.;
- v) Must be recognized and registered by relevant professional bodies; and
- vi) Evidence of affiliation to a professional body will be an added advantage.

**SCHOOL OF EDUCATION/ SCHOOL OF BUSINESS, ECONOMICS &  
MANAGEMENT SCIENCE**

**4. TUTORIAL FELLOW -JOB GRADE AC 11 REF: UoE/AC/C/02/04/02/2026 (3  
POSITIONS)**

**FIELDS: KISWAHILI EDUCATION (1), PROCUREMENT/PURCHASING (1),  
PROJECT MANAGEMENT (1)**

**Duties and Responsibilities:**

- i) Shall serve on contractual terms.

- ii) Assist senior academic members of staff in assignments allocated by the Head of Department.
- iii) Must undertake Doctoral degree programme.
- iv) Provide professional and community services and initiate linkages.
- v) Carry out other duties & responsibilities as may be assigned from time to time.

### **Requirements/Qualifications**

- i) Master's degree from recognized and accredited University in the relevant field;
- ii) Be registered for a Doctor of Philosophy;
- iii) Be registered with the relevant professional body;
- iv) Proficiency in Computer application and
- v) Demonstrated potential for teaching and Research.

### **5. TECHNOLOGIST III- JOB GRADE AC, 6. REF: UOE/AC/C/03/04/02/2026 (8 POSITIONS)**

**FIELDS: CHEMISTRY (1), BIOLOGY (1), PHYSICS (1), COMPUTER SCIENCE (1), TECHNOLOGY EDUCATION (1), ENGINEERING (1), FOOD SCIENCE AND CONSUMER SCIENCES (1), AND HEALTH SCIENCES (1).**

### **Duties and Responsibilities:**

Duties and responsibilities at this level entail;

- i) Collection and preparation of teaching and research materials to facilitate students practical.
- ii) Initiate procurement processes for laboratory/ workshop tools, materials, machines and equipment
- iii) Design laboratory /workshop arrangements and assist in carrying out various laboratory/workshop field activities.
- iv) Ensure students follow laboratory/workshop safety procedures to minimize accidents and breakages in laboratory/workshop.
- v) Perform regular maintenance and repair of laboratory facilities and equipment to ensure facilities are in good condition for use.
- vi) Participate in the development of the laboratory manual in collaboration with lecturers to guide students in carrying out practical
- vii) Assign duties to laboratory/workshop assistants/attendants for a clean and safe work environment.
- viii) Participate in developing annual procurement plans for the department to ensure supplies are made available for learning and teaching.
- ix) Keep, manage and be responsible for laboratory/workshop inventory

### **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) Proficiency in computer applications
- iv) Continuous management training lasting not less than four (4) weeks from a recognized institution
- v) First Aid and Occupational Health and safety training
- vi) Membership registration with a relevant professional body

**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](mailto: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 and other relevant supporting documents. Three referees should send reference letters directly to the email, quoting the job reference number and name of applicant on the email heading.

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**

The positions of Farm Manager and Tutorial Fellow are on a three (3) year contract, renewable. All other positions are on permanent and pensionable terms. **Remuneration will be as per the current University policies and regulations.**

Applications must be received on or before **Midnight 27<sup>th</sup> May 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.*