



**OFFICE OF THE DEPUTY VICE-CHANCELLOR**  
*Administration and Finance*

**INTERNAL ADVERTISEMENT, MAY 2026**

Following Council approval, the University invites applications from suitably qualified, internal candidates to fill the following vacant positions:

**Summary of Positions**

| S/No                                     | Position                             | Grade | Reference           |
|--|--------------------------------------|-------|---------------------|
| <b>ACADEMIC POSITIONS</b>                |                                      |       |                     |
| 1  | Professor                            | AC 15 | UOE/AC/C/01/05/2026 |
| 2  | Associate Professor                  | AC 14 | UOE/AC/C/02/05/2026 |
| 3  | Senior Lecturer                      | AC 13 | UOE/AC/C/03/05/2026 |
| <b>ADMINISTRATIVE POSITIONS</b>          |                                      |       |                     |
| <b>DEAN OF STUDENTS</b>                  |                                      |       |                     |
| 4  | Senior Assistant Dean of Students    | AD 13 | UOE/AD/C/01/05/2026 |
| 5  | Assistant Dean of Students           | AD 12 | UOE/AD/C/02/05/2026 |
| <b>STUDENT COUNSELLING SERVICES</b>      |                                      |       |                     |
| 6  | Senior Students Counsellor I         | AD 12 | UOE/AD/C/03/05/2026 |
| 7  | Senior Students Counsellor II        | AD 11 | UOE/AD/C/04/05/2026 |
| 8  | Students Counsellor                  | AD 10 | UOE/AD/C/05/05/2026 |
| 9  | Senior Assistant Students Counsellor | AD 9  | UOE/AD/C/06/05/2026 |
| 10                                       | Assistant Students Counsellor        | AD 8  | UOE/AD/C/07/05/2026 |
| <b>GAMES AND SPORTS</b>                  |                                      |       |                     |
| 11                                       | Games Tutor                          | AD 12 | UOE/AD/C/08/05/2026 |
| 12                                       | Assistant Games Tutor                | AD 11 | UOE/AD/C/09/05/2026 |
| 13                                       | Senior Sports Assistant              | AD 10 | UOE/AD/C/10/05/2026 |
| 14                                       | Senior Coach                         | AD 9  | UOE/AD/C/11/05/2026 |
| 15                                       | Coach                                | AD 8  | UOE/AD/C/12/05/2026 |
| <b>CORPORATE AFFAIRS &amp; MARKETING</b> |                                      |       |                     |
| 16                                       | Assistant Registrar (Human Resource) | AD 12 | UOE/AD/C/13/05/2026 |



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



## 1. PROFESSOR – JOB GRADE AC 15 (REF: UOE/AC/C/01/05/2026)

### Job Description:

Duties and responsibilities at this level entail: Teach and assess courses in one's discipline at both undergraduate and postgraduate level; Supervise undergraduate projects and other experiential learning programs; Supervise dissertations/theses at the graduate level; Develop undergraduate and postgraduate courses; Initiate, promote and carry out research and publish; Give an inaugural lecture in one's discipline as scheduled by the committee of Professors; Provide academic leadership through programme development, Mentoring and research; Provide professional and community services including initiating linkages and fund-raising; Carry out administrative and other duties & responsibilities as may be assigned.

### For appointment to this grade, a Candidate: -

1. Must possess an earned Doctorate degree or its academic equivalent from the University of Eldoret or any recognized accredited institution. Alternatively, candidates with an M. Med, MDS, or specialized/specialist training may qualify.
2. Must have a minimum of three (3) years of teaching experience after appointment as an Associate Professor.
3. Must have published at least twelve (12) articles in refereed journals, or eight (8) refereed journal articles together with four (4) chapters in a scholarly book, amounting to a minimum of thirty-two (32) equivalent scholarly publication points since appointment as Associate Professor. A patented or peer-reviewed invention/innovation, including technological outputs in applied science disciplines, shall be considered equivalent to two refereed journal publications or three chapters in a university-level book.
4. Must provide evidence of sustained effective teaching and successful supervision of at least five (5) postgraduate students, comprising three (3) Master's students and two (2) PhD students, since the last promotion to Associate Professor.
5. Must have attended and actively contributed to learned conferences, seminars, or workshops.
6. Must be recognized and registered by the relevant professional bodies.
7. Membership or affiliation with at least one professional body will be considered an added advantage.
8. Must demonstrate contribution to community service as well as participation in national and international activities.
9. Must provide evidence of contribution to university life through involvement in departmental activities, staff mentoring, academic advising of students, participation in school and university meetings, committee membership, and related responsibilities.

10. Must demonstrate evidence of developing fundable research proposals and attracting research or project funding.



## 2. ASSOCIATE PROFESSOR - JOB GRADE AC 14 (REF: UOE/AC/C/02/05/2026)

### Job Description:

Duties and responsibilities at this level entail: Teach and assess courses in one's discipline at both undergraduate and postgraduate level; Supervise undergraduate projects and other experiential learning programs; Supervise dissertations/theses at the graduate level; Develop undergraduate and postgraduate courses; Initiate, promote and participate in research projects and publish; Provide academic leadership through programme development, mentoring and research; Provide professional and community services and initiate linkages and Fundraising; Carry out administrative and other duties & responsibilities as may be assigned.

### For appointment to this grade, a candidate must meet the following requirements:

1. Must possess an earned Doctorate Degree from the University of Eldoret or any recognized accredited institution. Alternatively, candidates with M. Med, MDS, or specialized/specialist training may qualify.
2. Must have at least three (3) years of teaching and research experience after appointment as a Senior Lecturer.
3. Must have published at least ten (10) articles in refereed journals, or six (6) refereed journal publications together with four (4) chapters in scholarly books since the last promotion. This should amount to a minimum of twenty-seven (27) equivalent publication points since appointment as Senior Lecturer. A patented or peer-reviewed invention/innovation, including technological outputs in applied science disciplines, shall be considered equivalent to two refereed journal publications or three chapters in a university-level book.
4. Not more than two (2) articles should appear in a single issue of a journal, except in special journal editions and edited books.
5. Must provide evidence of continued effective teaching and successful supervision of postgraduate students, including at least three (3) Master's students and one (1) PhD student since the last promotion as Senior Lecturer.
6. Must have attended and actively contributed to learned conferences, seminars, or workshops.
7. Must be recognized and registered by the relevant professional bodies.
8. Membership or affiliation with at least one professional body will be an added advantage.
9. Must demonstrate evidence of contribution to community service as well as participation in national and international activities.
10. Must provide evidence of contribution to university life through participation in departmental activities, students' academic advising, school and university meetings, committee membership, and related responsibilities.
11. Must demonstrate evidence of developing fundable proposals and attracting funding.



### 3. SENIOR LECTURER - JOB GRADE AC 13 (REF: UOE/AC/C/03/05/2026)

#### Job Description:

Duties and responsibilities at this level entail: Teach and assess courses in one's discipline at both undergraduate and postgraduate level; Supervise undergraduate projects and other experiential learning programs, Supervise dissertations/theses at the graduate level; Develop undergraduate and postgraduate courses; Initiate, promote and participate in research projects and publish; Participate in academic leadership programmes; Provide professional and community services and initiate linkages and fundraising; Carry out administrative and other duties & responsibilities as may be assigned.

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

1. Must have earned a Doctorate Degree or its academic equivalent from University of Eldoret or a recognized accredited institution.
2. Must have at least three (3) years of teaching and/or research experience at the University level since becoming Lecturer/ Research Fellow.
3. **Must have a minimum of forty-eight (48) articles** in refereed journals or six (6) refereed journal publications and two (2) chapters in scholarly books (22 equivalent scholarly publication points since appointment as Lecturer/Research Fellow). A patented or peer-reviewed invention (including technological outputs by staff in the applied science disciplines) will be equivalent to two (2) refereed journal publications or three (3) chapters in a University-level book.

**OR**

4. Must have a Master's degree plus a minimum of five (5) years of University teaching experience after becoming a Lecturer and five (5) articles in refereed journals or a minimum of twenty-five (25) equivalent publication points since becoming a Lecturer/Research Fellow.
5. Not more than two (2) articles should be in a single issue/ volume of a journal.
6. Must have successfully supervised three (3) postgraduate degree candidates to completion.
7. Must have attended and contributed to learned conferences, seminars or workshops.
8. Must show evidence of continued research and evaluated effective teaching & success in student supervision.
9. Must show evidence of contribution to university life through active participation in departmental matters, students' academic advising, School and University Meetings Committee membership and others.
10. Must be recognized and registered by relevant professional bodies.

11. Evidence of affiliation to at least one (1) professional body will be an added advantage.
12. Must show evidence of developing fundable proposals and attracting funding.



#### **4. SENIOR ASSISTANT DEAN OF STUDENTS - JOB GRADE AD13 (REF: UOE/AD/C/01/02/05/2026)**

##### **Job Description:**

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

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

- (i) Master's degree in Social Sciences or education from a recognized institution;
- (ii) At least three (3) years work experience as Assistant Dean of Students;
- (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) Evidence for Continuous professional development;
- (vii) Membership registration with a relevant professional body;

#### **5. ASSISTANT DEAN OF STUDENTS - JOB GRADE AD12 (REF: UOE/AD/C/02/02/05/2026)**

##### **Job Description:**

This is the entry grade for this cadre of staff. Work at this level entail registering students clubs and societies; providing parental supervision and direction to students; raising the level of students educational and cultural awareness; coordinating of students financial matters, coordinating work study programs, supervising annual elections, supervising and coordinating co-curricular activities programmes obtaining to social clubs and special programmes; and maintaining student's records providing career guidance and counselling to students; organizing workshops and seminars on counselling and career development; prepare budget and facilitate procurement; planning orientation of new students; provide students with prerequisite job search skills; promote links between academic departments, prospective employers and students for professional employment, vocational jobs and industrial attachment; explore possibilities of graduates

getting jobs within the East African region and international markets; Coordinating employment bureau, surveying manpower needs, self-employment opportunities, compile and keep statistics of Alumni Association and liaising with other departments to provide specialized skills to students and any other duty as may be assigned by senior officer.

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

- (i) Master's degree in Social Sciences, Education from a recognized institution;
- (ii) At least five (5) years relevant work experience;
- (iii) Proficiency in Information and Communication Technology;
- (iv) Membership registration with a relevant professional body;
- (v) Continuous Management training lasting not less than four (4) weeks;

**6. SENIOR STUDENTS COUNSELLOR I - JOB GRADE AD12 (REF: UOE/AD/C/03/02/05/2026)**

**Job Description:**

Duties and responsibilities at this level entail:, reporting to the Dean of Students, overall coordinating individual and group counselling of students services for various concerns, assisting with orientation of new students; reviewing and preparing general information booklet for students; liaising with the Wardens on matters concerning students counselling and advising; dealing with the handicapped students, mature entry students and foreign students in collaboration with relevant service departments; budgeting, staff development and capacity building; coordinating Family life counselling and education in conjunction with the Health unit and other doctors; referrals 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) Master's degree in Educational Psychology, Psychology, Guidance and Counselling or its equivalent from a recognized Institution.
- (ii) At least three (3) years' work experience as Senior Students Counsellor II;
- (iii) Shown merit and ability as reflected in work performance and results;
- (iv) Membership registration with a relevant professional body;
- (v) Continuous Management training lasting not less than four (4) weeks;
- (vi) Proficiency in computer applications
- (vii) Evidence of continuous professional development;

**7. SENIOR STUDENTS COUNSELLOR II - JOB GRADE AD11 (REF: UOE/AD/C/04/02/05/2026)**

**Job Description:**

Duties and responsibilities at this level entail: coordinating individual and group counselling of students services for various concerns, assisting with orientation of new students; reviewing and preparing general information booklet for students; liaising with

the Wardens on matters concerning students counselling and advising; dealing with the handicapped staff and students, mature entry students and foreign students in collaboration with relevant service departments; budgeting, staff development and capacity building; coordinating Family life counselling and education in conjunction with the Health Unit and other doctors; referrals 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) Master degree in Educational Psychology, Psychology, Guidance and Counselling or its equivalent from a recognized Institution;
- (ii) At least three (3) years' work experience as Students Counsellor Job Grade10;
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) Membership registration with a relevant professional body;
- (v) Proficiency in computer applications
- (vi) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vii) Evidence of continued professional development.

**8. STUDENTS COUNSELLOR - JOB GRADE AD10 (REF: UOE/AD/C/05/02/05/2026)**

**Job Description:**

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

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

- (i) Bachelor's degree in Educational Psychology, Psychology, or Guidance; and Counselling or its equivalent from a recognized Institution;
- (ii) At least three (3) years' work experience as Senior Assistant Students Counsellor Job Grade9;
- (iii) Shown merit and ability as reflected in work performance and Results through appraisal process;
- (iv) Membership registration with a relevant professional body;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications
- (vii) Evidence of continued professional development.

**9. SENIOR ASSISTANT STUDENTS' COUNSELLOR - JOB GRADE AD9 (REF: UOE/AD/C/06/02/05/2026)**

**Job Description:**

Duties and responsibilities at this level entail: providing individual and group counselling services; Assisting with orientation of new students; Providing family life education in conjunction with the Health Unit; assisting disadvantaged groups in collaboration with relevant service department; Liaising with the Wardens in counselling and advising students on personal and social matters within the halls of

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

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

- (i) Bachelor's degree in Educational Psychology, Psychology, or Guidance and Counselling or its equivalent from a recognized Institution;
- (ii) At least three (3) years' work experience as Assistant Students Counsellor Job Grade8;
- (iii) Shown merit and ability as reflected in work performance and Results through appraisal process;
- (iv) Membership registration with a relevant professional body;
- (v) Continuous Management training lasting not less than two (2) weeks
- (vi) Proficiency in computer applications;
- (vii) Evidence of continued professional development

**10. ASSISTANT STUDENTS' COUNSELLOR - JOB GRADE AD8 (REF: UOE/AD/C/07/02/05/2026)**

**Job Description:**

This is entry grade for this cadre of staff. Duties and responsibilities at this level entail: providing individual and group counselling services; assisting with orientation of new students; providing family life education in conjunction with the Health Unit; assisting disadvantaged groups in collaboration with relevant service department 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 Educational Psychology, Psychology or Guidance and Counselling from a recognized Institution;
- (ii) At least seven (7) 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) Membership registration with a relevant professional body;

**11. GAMES TUTOR - JOB GRADE AD12 (REF: UOE/AD/C/08/02/05/2026)**

**Job Description:**

Duties and responsibilities at this level entail:, reporting to the Dean of Students, supervising and coordinating the University's extracurricular activity programs in sports and games; supervising and coordinating intramural sport and carrying the University intramural athletics program; Planning, formulating and implementing games and sports policies, ensuring quality assurance standards, budget and procurement, being in charge of all sports equipment, participating in formulating games and sports policies, assist in planning and budgeting, designing and implementing income generating units, procurement process, staff supervision, staff development and capacity building, liaising with other universities/institutions in encouraging inter-university interaction, handling

the office administrative roles and all other management duties, coaching and training a wide range of games and sports disciplines; management and organization of sporting programs 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) Master's degree in Physical Education or its equivalent from a recognized institution;
- (ii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iii) At least three (3) years' work experience as Assistant Games Tutor;
- (iv) Continuous Management training of not less than four (4) weeks;
- (v) Proficiency in computer applications;
- (vi) Membership registration in a relevant professional body.
- (vii) Evidence of continuous professional development.

## **12. ASSISTANT GAMES TUTOR - JOB GRADE AD11 (REF: UOE/AD/C/09/02/05/2026)**

### **Job Description:**

Duties and responsibilities at this level entail: Planning, organizing and developing games and sports activities, overseeing general care and maintenance of games facilities, coaching and officiate various games and sports activities, responsible for students going for external fixtures, popularizing sports and games activities among students, and any other duties as may be assigned by Senior Games Tutor. organizing practice and build up matches for specified teams; Undertaking the umpiring and refereeing duties, taking charge of games and trips, motivating students to participate in sports and games, designing and implementing income generating units organizing non-competitive games and sports, supervision of staff, 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) Master's degree in Physical Education or its equivalent from a recognized institution;
- (ii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iii) At least three (3) years' work experience as Senior Sports Assistant;
- (iv) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer applications
- (vi) Evidence of continuous professional development;
- (vii) Membership registration in a relevant professional body.

## **13. SENIOR SPORTS ASSISTANT- JOB GRADE AD10 (REF: UOE/AD/C/10/02/05/2026)**

**Job Description:**

Duties and responsibilities at this level entail: coordinating and supervising sports and games activities, life guarding and coaching and refereeing, sports trips, arranging accommodation and meals for students while traveling outside the University, assisting in developing and executing sports

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

- (i) Bachelor's degree in Physical Education or its equivalent from a recognized institution;
- (ii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iii) At least three (3) years' work experience as Senior Coach Job Grade9;
- (iv) Continuous Management training lasting not less than four (4) weeks;
- (v) Proficiency in Information and Communication Technology
- (vi) Evidence of continuous professional development.

#### **14. SENIOR COACH - JOB GRADE AD9 (REF: UOE/AD/C/11/02/05/2026)**

##### **Job Description:**

Duties and responsibilities at this level entail: coordinating and supervising sports and games repairs and facilities, life guarding and coaching, assisting in developing and executing sports programs and any other duties as may be assigned by immediate supervisor from time to time. and refereeing, sports trips, arranging accommodation and meals for students, assisting in developing and executing sports programs and any other duties as may be assigned by a Senior Games Tutor.

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

- (i) Bachelors in Physical Education, or its equivalent from a recognized institution;
- (ii) Relevant coaching or Refereeing certificates from a recognized institution
- (iii) Shown merit and ability as reflected in work performance and results through appraisal process;
- (iv) At least three (3) years' work experience as Coach Job Grade8;
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications
- (vii) Evidence of continuous professional development.

#### **15. COACH - JOB GRADE AD 8 (REF: UOE/AD/C/12/02/05/2026)**

##### **Job Description:**

This is the entry grade for this cadre of staff. Duties and responsibilities at this level entail: coordinating and supervising sports and games repairs of facilities, life guarding and coaching, assisting in developing and executing sports programs. games activities, life guarding and coaching and refereeing, sports trips, arranging accommodation and meals for students, 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 Physical Education, or its equivalent from a recognized institution;
- (ii) Relevant coaching or refereeing certificates
- (iii) At least five (5) years' work experience in the relevant field;
- (iv) Proficiency in computer applications
- (v) Continuous Management training lasting not less than four (4) weeks from a recognized institution;

#### **16. ASSISTANT REGISTRAR (HUMAN RESOURCE) - GRADE AD 12 (REF: UOE/AD/C/13/02/05/2026)**

##### **Job Description:**

Work 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 immediate supervisor from time to time.

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

- (i) Master's Degree in Human Resource Management, Social Sciences, Educational Management or its equivalent from a recognized institution;
- (ii) Relevant postgraduate qualification in Management or Administration
- (iii) At least three (3) years' work experience as Human Resource Management
- (iv) Shown merit and ability as reflected in work performance and results through appraisal process;
- (v) Proficiency in Information and Communication Technology;
- (vi) Leadership training lasting not less than six (6) weeks;
- (vii) Membership to relevant professional body;
- (viii) Relevant Professional Qualification (CHRP II)
- (ix) Evidence of continuous professional development;

## 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 (3) reference letters are to be send directly to the above email address in support of the application.

**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 of 12<sup>th</sup> June 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.*