

Career Progression Guidelines

(Schemes of Service)

(2010)

NOTE

In the conversion tables of the Guidelines appearing hereinafter, the posts that are printed in **bold** have at least one of the following features:-

1. Posts that have been upgraded / downgraded.
2. New designations that have been proposed for creation.
3. Posts that have been re-named.

Career Progression Guidelines (Schemes of Service)

CADRES

1. University Lecturers.....	2
2. Public relations Officers.....	7
3. Legal Officers.....	12
4. Accountants.....	16
5. Internal Auditors.....	23
6. Security Staff.....	30
7. Clerks.....	38
8. Secretarial Staff.....	42
9. Administrative Officers.....	51
10.Students Counselors.....	56
11.Halls Staff.....	60
12.Catering Staff.....	67
13.Games / Sports Staff.....	76
14.Library Staff.....	83
15.Technical Staff.....	95
16.Artisans.....	102
17.Water / Sewerage Staff.....	121
18.Maintenance Officers & Clerks of Works.....	131

19.Transport Staff.....	136
20.Information Communication Technology (ICT) Officers.....	144
21.Procurement Staff.....	151
22.Support Staff.....	162
23.Medical Officers & Clinical Officers.....	165
24.Nursing Staff.....	171
25.Medical Laboratory Staff.....	177
26.Pharmacy Staff.....	182
27.Radiographers.....	186
28.Public Health Staff.....	190
29.Health Records & Information Staff.....	196
30.Community Oral Health Officers.....	201
31.Nutrition Officers.....	204
32.Dental Technologists.....	208

Notes for the Guidelines

1. Aims and Objectives

- a) To provide for clearly defined career progressions / structures / paths which will attract, motivate and facilitate retention of suitably qualified personnel of various cadres for Egerton University
- b) To provide for well-defined job descriptions and job specifications with clear delineation of duties and responsibilities at all levels of each respective cadre, which will ensure proper deployment and utilization of personnel.
- c) To establish standards for recruitment, training, and advancement within each particular cadre on the basis of job Academic / Professional Requirements, experience, merit and ability as reflected in work performance and results.
- d) To ensure appropriate career planning and succession management for each particular cadre.

2. Administration of the Guidelines

The Guidelines will be administered by the Vice-Chancellor of Egerton University in consultation with the University Council. In administering the Guidelines, the Vice-Chancellor will ensure that their provisions are strictly observed for fair and equitable treatment of officers.

3. Training Scope

In administering the Guidelines, the Vice-Chancellor will ensure that appropriate training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications / specialization and experience required for both efficient performance of their duties and advancement within the respective of the Guidelines.

4. Provision of Posts

The Guidelines, treated herein, do not constitute authority for creation of post(s). Any additional post(s) required under the new grading structures, provided in the Guidelines, must be included in the approved establishment of the respective Section / Department.

University Lecturers

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Teaching / Research Assistant	10	Teaching / Research Assistant	10
-----	-----	-----	-----
-----	-----	-----	-----
Assistant Lecturer / Junior Research Fellow	11	Assistant Lecturer / Junior Research Fellow	11
Lecturer / Research Fellow	12	Lecturer / Research Fellow	12
Senior Lecturer / Senior Research Fellow	13	Senior Lecturer / Senior Research Fellow	13
Associate Professor	14	Associate Professor	14
Professor	15	Professor	15

TEACHING / RESEARCH ASSISTANT

Reports to: Head of Department

Duties and Responsibilities

1. Assist in Carrying out research
2. Assist in development and preparation of faculty development plan
3. Attend and participate in seminars workshops conferences etc in relevant fields.
4. Participate in the department meetings and other activities for effective and efficient management of the department and faculty.
5. Ensure that laboratory is regularly cleaned.
6. Ensure disposal of materials after practical as may be assigned from time by chief Technician or head of department Review of laboratory manuals.
7. Any other duties that may be assigned by VC or his appointee.

Academic / Professional Requirements & Experience

- (i) Must have a relevant first degree of at least Upper Second Class level of or equivalent from a recognized institution.
- (ii) Should demonstrate potential for university teaching and/or research by registering for a master's degree and should assist in teaching for a maximum of 20 hours per week.
- (iii) Should be hired on one (1) year contract earning a stipend (without gratuity) and with medical cover and renewable twice only.
- (iv) Should enjoy fees waiver and may be supported for research on registration for a master's degree if funds are available.

ASSISTANT LECTURER / JUNIOR RESEARCH FELLOW

Reports to: Head of Department

Duties and Responsibilities

1. Teach undergraduate students
2. Articulate the mission of department in the University
3. Develop teaching materials.
4. Participate in development and preparation of faculty development plan
5. Organize and supervising educational activities for undergraduate students.
6. Attend and participate in seminars workshops conferences etc in relevant fields.
7. Participate in planning, development, implementation and evaluation of curricular in the department
8. Participate in the department meetings and other activities for effective and efficient management of the department and faculty.
9. May be assigned or delegated other duties and responsibilities by the Chief University Officers, Dean of faculty or Head of Department as deemed necessary by such officers.
10. Participate in academic trips in the department.
11. Departmental Academic Adviser to students
12. Set, moderate and mark examinations.
13. Any other duties that may be assigned by immediate supervisor.

Academic / Professional Requirements & Experience

- (i) Must be a holder of a masters degree of an average score of B+ or equivalent and above in the relevant field from a recognized institution.

- (ii) Should be appointed on a two (2) year contract renewable once, subject to a positive review report by supervisors. One should also demonstrate potential for university teaching and/or research by registering for Ph.D. studies.
- (iii) Should teach under supervision of a senior member of staff of at least the rank of a Senior Lecturer and should not teach postgraduate students.

LECTURER / RESEARCH FELLOW

Reports to: Head of Department

Duties and Responsibilities

1. Teach both undergraduate and post graduates students.
2. Articulate the mission of the department in the University.
3. Initiate planning and conducting research
4. Develop teaching materials.
5. Supervise postgraduate students in research activities.
6. Participate in development and preparation of Faculty Development Plan.
7. Attend and participate in seminars workshops conference etc in relevant fields.
8. Participate in planning, development, implementation and evaluation of curricula in the department.
9. Participate in the departmental and faculty meetings and other activities.
10. Set, Process and Mark examination.
11. May be assigned or delegated other duties and responsibilities by the Vice Chancellor, Dean of faculty or Chairman of department as deemed necessary by such officers.

Academic / Professional Requirements & Experience

- (i) Must have a Ph.D. degree in the relevant area or its equivalent from a recognized academic institution.

OR

- (ii) Must have a master's degree from a recognized academic institution plus at least three (3) years of teaching experience at university level after obtaining a masters degree and at least two (2) publications in referred journal(s).
- (iii) Those with a master's degree should be registered for Ph.D.

SENIOR LECTURER / SENIOR RESEARCH FELLOW

Reports to: Head of Department

Duties and Responsibilities

1. To carry out practical and theoretical teaching of both undergraduate and post graduates students.
2. Develop client driven quality programs
3. Articulate the mission of the department in the University.
4. Initiate planning and conducting research
5. Develop teaching materials.
6. Participate in development and preparation of Faculty Development Plan.
7. Set, moderate and process examinations
8. Supervision of students
9. Any other duties as may be assigned by the Vice Chancellor or his appointee.

Academic / Professional Requirements & Experience

- (i) Must have a Ph.D. degree or its academic equivalent in the relevant field
- (ii) Must have at least five (5) years of university teaching or research, three (3) of which must have been at Lecturer/Research Fellow level.

- (iii) Must have at least (4) articles in referred journals. Research Fellows will be required to publish six (6) Articles in Refereed Journal OR at least one referred book in candidate's professional area published by recognized publishers, plus two (2) articles OR at least three (3) exhibitions or three (3) Innovations, plus one article in a referred journal since the last Appointment / Promotion.

OR

- (iv) Should have a master's degree in the relevant area, five (5) years of university teaching experience after becoming Lecturer, six (6) publications or one (1) book plus three (3) articles in the relevant area since becoming a Lecturer.
- (v) Should have successfully supervised postgraduate degree students.
- (vi) Should have attended and contributed at learned conferences, seminars or workshops.
- (vii) Should have evidence of continued research and effective teaching.
- (viii) Should have evidence of contribution to university life through active participation in departmental matters, students academic advising, Faculty of University meetings, committee membership etc.
- (ix) Should be a member recognized by relevant professional bodies

ASSOCIATE PROFESSOR

Reports to: Head of Department

Duties and Responsibilities

1. This is supervisory grade and the appointee shall be expected to provide academic leadership to members of lower academic grades.
2. Training Undergraduate and Graduate Students
3. Developing and planning new programs e.g. diploma and degrees
4. Carrying out supervision of projects/research by students
5. Preparation, conducting and marking examinations for undergraduate and graduate students.
6. Participate in development and preparation to Faculty Development Plan.
7. Any other duties as may be assigned by the Vice Chancellor or his appointee.

Academic / Professional Requirements & Experience

- (i) Must have a Ph.D. degree or its academic equivalent in the relevant field.
- (ii) Must have at least three (3) years of teaching and research experience since becoming a Senior Lecturer at a university.
- (iii) Must have at least four (4) articles in refereed journals **OR** one (1) book plus two (2) articles **OR** at least three (3) distinguished and referred exhibitions or performances of original creation, plus two (2) articles since appointment as a Senior Lecturer.
- (iv) Should have supervised postgraduate degree students.
- (v) Should have attended and contributed at learned conferences, seminars and workshops.
- (vi) Should show evidence of academic leadership in his/her area of specialization through research publications and membership of professional societies.
- (vii) Should show evidence of continued research and effective teaching.
- (viii) Should be a member of a recognized relevant professional body
- (ix) Should show evidence of leadership and administrative experience, through active participation in departmental/Faculty/University activities as well as national and international engagements.

PROFESSOR

Reports to: Head of Department

Duties and Responsibilities

1. This is a supervisory grade and the appointee shall be expected to provide academic leadership to members of lower academic grades.
2. Train Undergraduate and Graduate Students
3. Develop and plan new programs e.g. diploma and degrees
4. Carry out supervision of projects/research by students
5. Prepare, conduct and mark examinations.
6. Participate in development and preparation to Faculty Development Plan.
7. Any other duties as may be assigned by the Vice Chancellor or his appointee.

Academic / Professional Requirements & Experience

- (i) Must have a Ph.D. degree or its academic equivalent in the relevant field.
- (ii) Must have at least four (4) years of teaching and research since being appointed Associate Professor.
- (iii) Must have at least five (5) articles in refereed journals **OR** one (1) book plus three (3) articles **OR** at least three (3) distinguished and refereed exhibitions or performances of original creation plus two (2) articles since appointment as Associate Professor.
- (iv) Should have supervised postgraduate degree students.
- (v) Should have attended and contributed at learned conferences, seminars or workshops.
- (vi) Should show evidence of continued research and effective teaching.
- (vii) Should be a member recognized by relevant professional bodies.
- (viii) Should show evidence of administrative experience, through active participation in Departmental/Faculty/University activities as well as national and international activities.

PROFESSOR EMERITUS

The university will appoint retired professors to the position of professor emeritus for those who can continue to offer academic advice in their respective faculties. Professors appointed to this status will be provided with an office and basic office requirements.

Public Relations Officers

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
-----	-----	Assistant Public Relations Officer	8
-----	-----	Senior Assistant Public Relations Officer II	9
-----	-----	Senior Assistant Public Relations Officer I	10
-----	-----	Public Relations Officer	11
Public Relations Officer	12	Senior Public Relations Officer	12
-----	-----	Chief Public Relations Officer	13

ASSISTANT PUBLIC RELATIONS OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Prepare and disseminate corporate publicity information materials like posters, banners, Calendars, Diaries, prospectus, monthly update newsletters
2. Contribute stories, photos and editing of the internal newsletter
3. Supervise Staff under his/her section.
4. Coverage of University activities (both video and photography)
5. Prepare advertisements for media houses.
6. Participate in organizing and coordinating University exhibitions and marketing activities.
7. Any other duty assigned by the supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree and Diploma in Mass Communication from recognized institution.
- OR**
- Bachelors' degree in Mass Communication or its equivalent from recognized institution.
 - Computer Literacy
 - Exemplary work performance.

Experience

3 years in Public Relations

SENIOR ASSISTANT PUBLIC RELATIONS OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Prepare and disseminate corporate publicity information materials like posters, banners, Calendars, Diaries, prospectus, monthly update newsletters
2. Contribute stories, photos and editing of the internal newsletter
3. Supervise Staff under his/her section.
4. Coverage of University activities (both video and photography)
5. Prepare advertisements for media houses.
6. Participate in organizing and coordinating University exhibitions and marketing activities.
7. Any other duty assigned by the supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree and Diploma in Mass Communication from recognized institution,
- OR**
- Bachelor's degree in Mass Communication or its equivalent from recognized institution.
 - Computer Literacy
 - Exemplary work performance.

Experience

At least 3 years experience as Assistant Public Relations Officer.

SENIOR ASSISTANT PUBLIC RELATIONS OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Coordinate the Preparation and dissemination of corporate publicity information materials like posters, banners, Calendars, Diaries, prospectus, monthly update newsletters
2. Contribute stories, photos and editing of the internal newsletter
3. Supervise Staff under his/her section.
4. Coordinate the Coverage of University activities (both video and photography)
5. Ensure posting of all advertising both internally and externally (media houses)
6. Coordinate and Participate in organizing University exhibitions and marketing activities.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree and Diploma in Mass Communication from recognized institution,
OR
- Bachelors' degree in Mass Communication or its equivalent from recognized institution.
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as a Senior Assistant Public Relations Officer II

PUBLIC RELATIONS OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Coordinate the Preparation and dissemination of corporate publicity information materials like posters, banners, Calendars, Diaries, prospectus, monthly update newsletters
2. Contribute stories, photos and editing of the internal newsletter
3. Supervise Staff under his/her section.
4. Coordinate the Coverage of University activities (both video and photography)
5. Ensure posting of all advertising both internally and externally (media houses)
6. Coordinate and Participate in organizing University exhibitions and marketing activities.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters in relevant field
- Bachelors degree and Diploma in Mass Communication from recognized institution,
OR
- Bachelor's degree in Mass Communication or equivalent from recognized institution.
- .
- Computer Literacy.
- Exemplary work performance.

Experience

3 years experience as Senior Assistant Public Relations Officer I

SENIOR PUBLIC RELATIONS OFFICER

Reports to: Chief Public Relations Officer

Duties and Responsibilities

1. Supervise all staff in under him/her.
2. Liaise with media (coverage of all University functions)
3. Ensure proper dissemination of corporate publicity information materials like posters, banners, Calendars, Diaries, prospectus, monthly update newsletters
4. Oversee, prepare and contribute stories, photos and editing of the internal newsletter
5. Coverage of University activities (both video and photography)
6. Ensure posting of all advertising both internally and externally (media houses)
7. Ensure Media monitoring and evaluation and advice management accordingly.
8. Organize and coordinate University exhibitions and marketing activities.
9. Responsible for development and implementation of the strategic plan for all departments (for all Hod's)
10. Any other duties assigned by the immediate supervisor.
11. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Mass Communication or its equivalent from recognized institution.
- Computer Literacy
- Exemplary work performance.

Experience

At least 3 experience as Public Relations Officer

CHIEF PUBLIC RELATIONS OFFICER

Reports to: Vice-Chancellor

Duties and Responsibilities

1. In-Charge of the Department
2. In liaison with University Management, ensure the corporate image is maintained.
3. Liaise with media (coverage of all University functions)
4. Ensure proper dissemination of corporate publicity information materials like posters, banners, Calendars, Diaries, prospectus, monthly update newsletters
5. Oversee the preparation and dissemination of the internal newsletter for publication.
6. Coverage of University activities (both video and photography)
7. Ensure posting of all advertising both internally and externally (media houses)
8. Ensure Media monitoring and evaluation and advice management accordingly.
9. Organize and coordinate University exhibitions and marketing activities.
10. Responsible for all staff matters in the department.
11. Responsible for development and implementation of the strategic plan for all departments (for all Hod's)
12. Responsible for the formulation, planning and control of the departmental budget.
13. Responsible for the implementation of University policies and procedures relevant to the department.

14. Any other duties assigned by the Vice Chancellor.

15. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Mass Communication or its equivalent from recognized institution.
- Computer Literacy
- Exemplary work performance.

Experience

At least 3 years experience as Senior Public Relation Officer.

Legal Officers

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Legal Officer	12	Legal Officer	12
-----	-----	Senior Legal Officer	13
-----	-----	Chief Legal Officer	14

LEGAL OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Supervises staff under his/her section
2. Handle and advise on all legal matters for the University
3. Assist contracted university lawyers in all court proceedings involving the University which include:
 - a. Preparation of documents to be used as evidence in court
 - b. Holding of pre-trial briefings of witnesses and or University representatives,
 - c. Gathering of evidence, facts and exchange of the same with University lawyers,
 - d. Attending of court and briefing the university authorities on the development of cases,
 - e. Ensuring that witnesses attend court sessions when called upon to do so.
 - f. Preparation of agreements and/or contracts for approval by relevant parties.
 - g. Perusal and advising the University on fees payable to contracted university lawyers as per the advocates' remuneration order.
 - h. Ensuring that the university adheres to the laid down procedures and regulations in employee matters, disciplinary measures and any other matter which has legal implications.
4. Attend and counsel on staff and students disciplinary cases.
5. Guide and assist in the review and interpretation of University Statutes.
6. Any other duties assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Law from recognized institution.
- Bachelors degree in Law from recognized institution
- Advocate of the High Court of Kenya
- Current Law Practicing Certificate
- Computer Literacy
- Exemplary work performance.

Experience

3 years in legal practice

SENIOR LEGAL OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under the section.
2. Handle and advise on all legal matters for the University
3. Assist contracted university lawyers in all court proceedings involving the University which include:

- a. Preparation of documents to be used as evidence in court
 - b. Holding of pre-trial briefings of witnesses and or University representatives,
 - c. Gathering of evidence, facts and exchange of the same with University lawyers,
 - d. Attending of court and briefing the university authorities on the development of cases,
 - e. Ensuring that witnesses attend court when called to do so.
 - f. Preparation of agreements and/or contracts for approval by relevant parties.
 - g. Perusal and advising the University on fees payable to contracted university lawyers as per the advocates' remuneration order.
 - h. Ensuring that the university adheres to the laid down procedures and regulations in employee matters, disciplinary measures and any other matter which has legal implications.
4. Attend and counsel on staff and students disciplinary cases.
 5. Guide and assist in the review and interpretation of University Statutes.
 6. Any other duties assigned by the immediate supervisor.
 7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Law from recognized institution
- Bachelors degree in Law from recognized institution
- Advocate of the High Court of Kenya
- Current Law Practicing Certificate
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as a Legal Officer.

CHIEF LEGAL OFFICER

Reports to: Deputy Vice-Chancellor (Finance & Administration)

Duties and Responsibilities

1. In-charge of all legal matters for the University
2. Responsible for all staff matters in the department.
3. Ensure contract documents / agreements are adequately prepared.
4. Liaise with university lawyers in all court matters.
5. Guide and assist in the interpretation of all applicable laws.
6. Responsible for development and implementation of the strategic plan for the department.
7. Responsible for the formulation, planning and control of the departmental budget.
8. Responsible for the implementation of University policies and procedures relevant to the department.
9. Responsible for effective coordination and implementation of university policies in the division.
10. Any other duties assigned by the immediate supervisor.
11. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Law from recognized institution
- Masters degree in Law from recognized institution
- Advocate of the High Court of Kenya
- Current Law Practicing Certificate

- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Senior Legal officer.

Accountants

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Accounts Assistant	5	Accounts Assistant II	5
Accounts Assistant	6	Accounts Assistant I	6
Senior Accounts Assistant	7	Senior Accounts Assistant II	7
Senior Accounts Assistant	8	Senior Accounts Assistant I	8
Assistant Accountant	9	Assistant Accountant II	9
Assistant Accountant	10	Assistant Accountant I	10
-----	-----	Accountant II	11
Accountant	12	Accountant I	12
Senior Accountant	13	Senior Accountant	13
Deputy Finance Officer	14	Deputy Finance Officer	14
Finance Officer	15	Finance Officer	15

ACCOUNTS ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Receive and bank revenue.
2. Petty cash and cheque payments
3. Maintain ledger books and cash books
4. Any other duties assigned by immediate supervisor
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- CPA I
- Computer Literacy
- Exemplary work performance.

Experience

1 year Experience.

ACCOUNTS ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Supervises staff under them.
2. Receive and bank revenue.
3. Petty cash and cheque payments
4. Maintain ledger books and preparation of cash flow statements and
5. Any other duties assigned by immediate supervisor
6. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- CPA I
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Accounts Assistant II

SENIOR ACCOUNTS ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Supervises staff under them.
2. Prepare and balance cash books.
3. Prepare bank reconciliation statements.
4. Maintain assets Registers.
5. Prepare sales and purchase day book.

6. Summarize statutory deductions.
7. Any other duties as may be assigned by immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- CPA II
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Accounts Assistant I

SENIOR ACCOUNTS ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Supervises / Oversees staff under them.
2. Prepare and balance cash books.
3. Prepare bank reconciliation statements.
4. Maintain assets Registers.
5. Prepare sales and purchase day book.
6. Summarize statutory deductions.
7. Preparation and maintenance of General Ledger accounts.
8. Preparation of monthly financial reports.
9. Any other duties as may be assigned by immediate supervisor.
10. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- CPA II with 3 years experience as Senior Accounts Assistant II.

OR

- Bachelor's degree in Commerce (Accounting Option) or its equivalent. (For direct appointment).
- Computer Literacy
- Exemplary work performance.

ASSISTANT ACCOUNTANT II

Reports to: Section Head

Duties and Responsibilities

1. Supervises staff under them.
2. Prepare financial report.
3. Maintain accountable documents (Register).
4. Maintain and update assets register.
5. Supervise the preparation of cash books and bank reconciliation statements.
6. Ensure the remittance of all statutory deductions as per the law.
7. Any other duties that may be assigned by immediate supervisor.

8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Commerce (Accounting Option) or its equivalent and CPA II.

OR

- CPA Final
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Senior Account Assistant I

ASSISTANT ACCOUNTANT I

Reports to: Section Head

Duties and Responsibilities

1. Supervises staff under them.
2. Prepare financial report.
3. Maintain accountable documents (Register).
4. Maintain and update assets register.
5. Supervise the preparation of cash books and bank reconciliation statements.
6. Ensure the remittance of all statutory deductions as per the law.
7. Any other duties that may be assigned by immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Commerce (Accounting Option) or its equivalent and CPA II.

OR

- CPA Final.
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Assistant Accountant II

ACCOUNTANT II

Reports to: Section Head

Duties and Responsibilities

1. In charge of a section.
2. Preparation of ledger accounts.
3. Supervise staff under him/her
4. Custodian of accountable documents.
5. Prepare final accounts.
6. Verify accountable documents under his/her section.

7. Any other duties that may be assigned by immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree in Commerce (Accounting) or its equivalent with 3 years experience and CPA Final
- OR**
- Computer Literacy
- Exemplary work performance.

ACCOUNTANT I

Reports to: Section Head

Duties and Responsibilities

1. In charge of a section.
2. Responsible for the preparation of ledger accounts.
3. Supervise staff under him/her
4. Custodian of accountable documents.
5. Prepare final accounts.
6. Verify accountable documents under his/her section.
7. Any other that may be assigned by immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree in Commerce (Accounting) or equivalent and CPA Final.
- MBA is an added advantage.
- Registered member of ICPAK
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Accountant II

SENIOR ACCOUNTANT

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff in the section
2. Prepare financial statements and accounts
3. Compilation of the university budget.
4. Participate in budgetary control and administration
5. Responsible for the timely preparation and submission of periodic financial reports.
6. Responsible for the preparation of income and expenditure statements.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor of Commerce (Accounting) with 3 years experience and CPA Final.

- MBA will be an added advantage.
- Registered member of ICPAK
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Accountant I

DEPUTY FINANCE OFFICER

Reports to: Finance Officer

Duties and Responsibilities

1. Deputize the Finance Officer
2. Prepare financial statements and accounts
3. Participate in budgetary control and administration
4. Responsible for the timely preparation and submission of periodic financial reports.
5. Responsible for the preparation of income and expenditure statements.
6. Responsible for the preparation and submission of financial statements and accounts.
7. Responsible for the compilation of university budget.
8. Any other duties that may be assigned by Finance Officer.
9. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in relevant field and CPA Final.
- Bachelor of Commerce (Accounting Option).
- Registered member of ICPAK
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience Senior Accountant.

FINANCE OFFICER

Reports to: Deputy-Vice Chancellor (Finance & Admin)

Duties and Responsibilities

1. In-Charge of the department.
2. Responsible for effective co-ordination and implementation of all financial policies.
3. Responsible for adherence to the International Financial Reporting Standards (IFRS).
4. Liaise with government and other agencies on all University financial matters.
5. In-Charge of financial and personnel matters in the department
6. Responsible for the coordination and generation of financial reports
7. Responsible for compliance with all relevant laws on financial matters.

8. Ensure the maintenance of effective accounting systems in the university in line with the Generally Accepted Accounting Principles (GAAP).
9. Responsible for formulation and implementation of the departmental strategic plan.
10. Responsible for the submission of the university budget to university council and the government.
11. Responsible for the submission of the university end of year financial statements and accounts to university council and Kenya National Audit.
12. Advise university management and council on all financial matters.
13. Any duties may be assigned by the Immediate Supervisor.
14. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in the relevant field and CPA Final.
- Bachelor of Commerce (Accounting option).
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Deputy Finance Officer.

Internal Auditors

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
-----	-----	Internal Audit Assistant II	5
-----	-----	Internal Audit Assistant I	6
-----	-----	Senior Internal Audit Assistant II	7
Senior Audit Assistant	8	Senior Internal Audit Assistant I	8
-----	-----	Assistant Internal Auditor II	9
Assistant Internal Auditor	10	Assistant Internal Auditor I	10
-----	-----	Internal Auditor II	11
Internal Auditor	12	Internal Auditor I	12
-----	-----	Senior Internal Auditor	13
-----	-----	Deputy Chief Internal Auditor	14
Chief Internal Auditor	14	Chief Internal Auditor	15

INTERNAL AUDIT ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Examine and vouch accounting and stores documents.
2. Make a physical check of stores.
3. Update audit reference records.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- CIA I or CPA I (Certified Internal Auditor)
- Computer Literacy
- Exemplary work performance.

Experience

1 year

INTERNAL AUDIT ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Examine and vouch accounting and stores documents.
2. Make a physical check of stores.
3. Update audit reference records.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- CIA I or CPA I (Certified Internal Auditor)
- Computer Literacy
- Exemplary work performance.

Experience

3 years as Internal Audit Assistant II

SENIOR INTERNAL AUDIT ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Vouch payroll and verify accuracy of creditor's documents.
2. Collect and compile data for Audit report.
3. Perform audit checks.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- CIA II or CPA II (Certified Internal Auditor)
- Computer Literacy
- Exemplary work performance.

Experience

3 years as Internal Audit Assistant I

SENIOR INTERNAL AUDIT ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Vouch payroll and verify accuracy of creditor's documents.
2. Collect and compile data for Audit report.
3. Perform audit checks.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- CIA II or CPA II (Certified Internal Auditor) with 3 years as Senior Internal Audit Assistant II
OR
- Bachelor's degree in Commerce (Accounting) or its equivalent
- Computer Literacy
- Exemplary work performance.

ASSISTANT INTERNAL AUDITOR II

Reports to: Section Head

Duties and Responsibilities

1. Implement audit plans and programmes
2. Verify the value of assets and liability.
3. Implement a norm audit policies.
4. Supervise and guide assigned staff.
5. Any other duties that may be assigned by immediate supervisor.

6. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Commerce (Accounting Option) or its equivalent and CIA II or CPA II
- OR**
- CIA or CPA Final
- Computer Literacy
- Exemplary work performance.

Experience

3 years as Senior Internal Audit Assistant I

ASSISTANT INTERNAL AUDITOR I

Reports to: Section Head

Duties and Responsibilities

1. Implement audit programmes and plans.
2. Verify the value of assets and liability
3. Evaluate Audit systems and procedures.
4. Implement audit policies.
5. Supervise and guide assigned staff.
6. Any other duties that may be assigned by immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Commerce (Accounting Option) or its equivalent and CIA II or CPA II
- OR**
- CIA or CPA Final
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Assistant Internal Auditor II

INTERNAL AUDITOR II

Reports to: Section Head

Duties and Responsibilities

1. Prepare audit reports
2. Carry out review of audit systems and procedures.
3. Supervise assigned staff.
4. Ensure implementation of Audit policies.
5. Ensure the implementation of the audit plan and programmes.
6. Any other duties that may be assigned by immediate supervisor.

7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree in Commerce (Accounting) with 3 years experience and CIA or CPA Final
- Computer Literacy
- Exemplary work performance.

INTERNAL AUDITOR I

Reports to: Section Head

Duties and Responsibilities

1. Prepare audit reports
2. Carry out review of audit systems and procedures.
3. Supervise assigned staff.
4. Ensure implementation of Audit policies.
5. Ensure the implementation of the audit plan and programmes.
6. Any other duties that may be assigned by immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree in Commerce (Accounting) with 3 years experience and CIA or CPA Final
- MBA is an added advantage.
- Computer Literacy
- Exemplary work performance.

Experience

3 years as an Internal Auditor II

SENIOR INTERNAL AUDITOR

Reports to: Section Head

Duties and Responsibilities

1. Prepare audit reports for presentation to the University Management Board.
2. Review and revise existing internal audit control systems.
3. Develop audit techniques.
4. Carry out audit of transactions.
5. Supervise assigned staff.
6. Any other duties that may be assigned by immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in relevant field.
- Bachelors Degree in Commerce (Accounting) with 3 years experience and CIA or CPA Final
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as an Internal Auditor I.

DEPUTY CHIEF INTERNAL AUDITOR

Reports to: Chief Internal Auditor

Duties and Responsibilities

1. Deputize the Chief Internal Auditor.
2. Responsible for appraisal, summarization and discussion of Audit findings with relevant departments or sections.
3. Responsible for the preparation of audit reports for presentation to the University Management Board.
4. Review and revise existing internal audit control systems.
5. Develop audit techniques.
6. Responsible for all staff matters in the department.
7. Carry out audit of transactions.
8. Supervise assigned staff.
9. Any other duties that may be assigned by immediate supervisor.
10. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in relevant field.
- Bachelors Degree in Commerce (Accounting option) and CIA or CPA Final or CISA (Certified Information Systems Auditor) Final.
- Computer Literacy
- Exemplary work performance.

Experience

3 years experience as Senior Internal Auditor.

CHIEF INTERNAL AUDITOR

Reports to: Vice-Chancellor

Duties and Responsibilities

1. In-charge of the department.
2. Responsible for formulation, coordination and implementation of all audit policies.
3. Initiating and conducting investigations when need arises.
4. Design, Implement, co-ordinate and review internal control systems
5. Review and present audit reports to the audit governance and risk management committee of council.
6. Discuss audit issues with the relevant departments.
7. Develop and implement audit work plans.
8. Serve as secretary to audit, governance and risk management committee.
9. Ensure compliance with national and international audit and accounting standards.
10. Responsible for formulation and implementation of the departmental strategic plan.
11. Responsible for the submission of the university budget to university council and the government.
12. Any other duties assigned by assigned by immediate supervisor.
13. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree and CIA or CPA Final or CISA (Certified Information Systems Auditor) Final.
- Computer Literacy
- Exemplary work performance.

Experience

3 years as Deputy Chief Internal Auditor

Security Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) SECURITY GUARDS			
Security Guard	2	Security Guard III	2
Security Guard	3	Security Guard II	3
Security Guard	4	Security Guard I	4
b) SECURITY SUPERVISORS			
-----	-----	Security Supervisor III	5
-----	-----	Security Supervisor II	6
-----	-----	Security Supervisor I	7
c) SECURITY OFFICERS			
-----	-----	Security Officer III	8
-----	-----	Security Officer II	9
Security Officer	9	Security Officer I	10
-----	-----	Senior Security Officer	11
-----	-----	Deputy Chief Security Officer	12
Chief Security Officer	12	Chief Security Officer	13

SECURITY GUARDS

SECURITY GUARD III

Reports to: Section Head

Duties and Responsibilities

1. Undertake day and night patrols
2. To carry out perimeter checks
3. Protect university/student property by physical guarding
4. Escort student/staff offenders
5. Assist in fire fighting
6. Dispatch security items
7. Traffic control
8. Undertake surveillance duties.
9. Any other duties assigned by immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- On-the-job training or service in the disciplined forces

Experience

1 years of security service

SECURITY GUARD II

Reports to: Section Head

Duties and Responsibilities

1. Undertake day and night patrols
2. To carry out perimeter checks
3. Protect university/student property by physical guarding
4. Escort student/staff offenders
5. Assist in fire fighting
6. Dispatch security items
7. Traffic control
8. Undertake surveillance duties.
9. Any other duties assigned by immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- On-the-job training or service in the disciplined forces

Experience

3 years experience as Security Guard III

SECURITY GUARD I

Reports to: Section Head

Duties and Responsibilities

1. Undertake day and night patrols
2. To carry out perimeter checks
3. Protect university/student property by physical guarding
4. Escort student/staff offenders
5. Assist in fire fighting
6. Dispatch security items
7. Traffic control
8. Undertake surveillance duties.
9. Any other duties assigned by immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- On-the-job training or service in the disciplined forces
- Exemplary work performance.

Experience

3 years experience as Security Guard II

SECURITY SUPERVISORS

SECURITY SUPERVISOR III

Reports to: Section Head

Duties and Responsibilities

1. To supervise the guards in performance of their duties
2. To be in charge of the shift and solve a security problem at his/her level and inform the chief security officer.
3. Carry out basic crime/ incident investigation
4. Responsible for safeguarding of life and property in the university
5. Apprehension of offenders
6. Gather intelligence.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Attained rank of Sergeant of Police or experience at the rank of Corporal in the police Forces.
- OR**
- Diploma in Security Studies or its equivalent from recognized institution.
 - Certificate in First Aid
 - Exemplary work performance.

Experience

3 years of security service

SECURITY SUPERVISOR II

Reports to: Section Head

Duties and Responsibilities

1. To supervise the guards in performance of their duties
2. To be in charge of the shift and solve a security problem at his/her level and inform the chief security officer.
3. Carry out basic crime/ incident investigation
4. Responsible for safeguarding of life and property in the university
5. Apprehension of offenders
6. Gather intelligence.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Attained rank of Sergeant of Police or experience at the rank of Corporal in the police Forces.

OR

- Diploma in Security Studies or its equivalent from recognized institution.
- Certificate in First Aid
- Exemplary work performance.

Experience

3 years experience as a Security Supervisor III

SECURITY SUPERVISOR I

Reports to: Section Head

Duties and Responsibilities

1. To supervise the guards in performance of their duties
2. To be in charge of the shift and solve a security problem at his/her level and inform the chief security officer.
3. Carry out basic crime/ incident investigation
4. Responsible for safeguarding of life and property in the university
5. Apprehension of offenders
6. Gather intelligence.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Attained rank of Sergeant of Police or experience at the rank of Corporal in the police Forces.

OR

- Diploma in Security Studies or its equivalent from recognized institution.
- Certificate in First Aid
- Exemplary work performance.

Experience

3 years experience as a Security Supervisor II

SECURITY OFFICERS

SECURITY OFFICER III

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Keep records of all occurrences
3. Assist in compiling security reports.
4. Assist in general investigation work
5. In-charge of fire equipment and organizing fire drills
6. Assist in security of students, i.e. monitoring students complaints and deal with their issues
7. Ensure the security of visitors to the University.
8. Collect intelligence reports and general surveillance.
9. Compile security reports.
10. Any other duties that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Attained rank of Inspector of Police.
- OR**
- Bachelors Degree in the relevant field from recognized institution.
 - Exemplary work performance.

Experience

3 years of security service

SECURITY OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Keep records of all occurrences
3. Assist in compiling security reports.
4. Assist in general investigation work
5. In-charge of fire equipment and organizing fire drills
6. Assist in security of students, i.e. monitoring students complaints and deal with their issues
7. Ensure the security of visitors to the University.
8. Collect intelligence reports and general surveillance.
9. Compile security reports.
10. Any other duties that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the

establishment.

Academic / Professional Requirements

- Attained rank of Inspector of Police.
- OR**
- Bachelors Degree in the relevant field from recognized institution.
- Exemplary work performance.

Experience

3 Years experience as Security Officer III

SECURITY OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Ensure security of all visitors of the University and making reports thereof
3. Enforcement of traffic discipline.
4. Make regular security surveys/reports summaries on campus security.
5. Prevent and report any theft or loss of Egerton University properties
6. Handle welfare matters of security staff e.g. uniforms, leave roster, off-duty, duty roster, etc.
7. Carry out investigation of all security cases in the University
8. Compile data from suggestion boxes
9. Compile security reports.
10. Collect and Gather Intelligence report.
11. Any other duties that may be assigned by the immediate supervisor.
12. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Attained rank of Inspector of Police.
- OR**
- Bachelors Degree in the relevant field from recognized institution.
- Exemplary work performance.

Experience

3 Years experience as Security Officer II

SENIOR SECURITY OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Ensure security of all visitors of the University and making reports thereof
3. Enforcement of traffic discipline.

4. Make regular security surveys/reports summaries on campus security.
5. Prevent and report any theft or loss of Egerton University properties
6. Handle welfare matters of security staff e.g. uniforms, leave roster, off-duty, duty roster, etc.
7. Monitor vehicles movement and assist the Transport Officer on security of the vehicles, e.g. parking places, accidents, inspections etc.
8. Assist Chief Security Officer carry out investigation of all security cases in the University
9. Compile data from suggestion boxes
10. Collect and Gather Intelligence report.
11. Compile security reports.
12. Any other duties that may be assigned by the immediate supervisor.
13. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Attained rank of Inspector of Police.

OR

- Bachelors Degree in the relevant field from recognized institution.
- Exemplary work performance.

Experience

3 Years experience as Security Officer I

DEPUTY CHIEF SECURITY OFFICER

Reports to: Chief Security Officer

Duties and Responsibilities

1. Deputize the Chief Security Officer in performing duties.
2. Coordinates all the outsourced security services and internal security operations.
3. Handle staff security cases and administrative issues.
4. Handle general correspondences for security in Liaison with Chief Security Officer
5. Compile monthly security surveys and crime analysis for the chief Security Officer.
6. Facilitate court summons, bonds and other penal issues.
7. Compile case evidence and files.
8. Collect and Gather Intelligence report.
9. Handle student special/ pre-counseling needs.
10. Any other duties that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Attained rank of Chief Inspector of Police.

OR

- Masters in Security Studies or its equivalent from a recognized institution.
- Bachelors Degree in the relevant field from recognized institution.
- Exemplary work performance.

Experience

3 Years experience as Senior Security Officer

CHIEF SECURITY OFFICER

Reports to: Vice-Chancellor

Duties and Responsibilities

Responsible to the Vice-Chancellor in administering and coordinating all the security activities in the University and affiliate campuses. He/She specifically handles the following duties and responsibilities:

1. In-Charge of the department.
2. Responsible for security matters related to students and staff.
3. Manage security intelligence systems within the University
4. Carry out any investigation requested by Vice-Chancellor
5. Assist in the investigation of staff & students disciplinary matters as referred by University Management Board.
6. Attend to all security meetings in all Campuses
7. Plan and organize training for security staff
8. Execute periodic security surveys for all campuses.
9. Liaise with the external security agent.
10. Advisor to the University Management Board on security Issues.
11. Responsible for formulation, planning and control of the departmental budget.
12. Responsible for effective coordination and implementation of university policies in the department.
13. Responsible for formulation and implementation of departmental strategic plan.
14. Responsible for the procurement of stores for the department.
15. Any other duties that may be assigned by the Immediate Supervisor.
16. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Attained rank of Chief Inspector of Police.

OR

- Masters in Security Studies or its equivalent from a recognized institution.
- Bachelors Degree in the relevant field from recognized institution.
- Exemplary work performance.

Experience

3 Years experience as Deputy Chief Security Officer

Clerks

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Clerk	3	Clerk III	3
Clerk	4	Clerk II	4
Clerk	5	Clerk I	5
Clerk	6	Senior Clerk II	6
Clerk	7	Senior Clerk I	7

CLERK III

Reports to:

Section Head

Duties and Responsibilities

1. Receive correspondences / mail from various sources – internal and external
2. Dispatch mail and other documents internally and externally
3. Control and trace the movement of files and documents within the organization
4. Open / close files as required
5. Update and maintain files by filing documents
6. Promptly retrieve and avail the required records and information
7. Prepare and administer documents and records as required
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate with a minimum grade of C- (minus)
- Exemplary work performance.

Experience

1 year experience.

CLERK II

Reports to:

Section Head

Duties and Responsibilities

1. Receive correspondences / mail from various sources – internal and external
2. Dispatch mail and other documents internally and externally
3. Control and trace the movement of files and documents within the organization
4. Open / close files as required
5. Update and maintain files by filing documents
6. Promptly retrieve and avail the required records and information
7. Prepare and administer documents and records as required.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate with a minimum grade of C- (minus)
- Basic professional Certificate.
- Exemplary work performance.

Experience

3 years as a Clerk III

CLERK I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Receive correspondences / mail from various sources – internal and external
3. Dispatch mail and other documents internally and externally
4. Control and trace the movement of files and documents within the organization
5. Open / close files as required
6. Update and maintain files by filing documents
7. Promptly retrieve and avail the required records and information
8. Process documents by performing computations and making the appropriate entries
9. Prepare and administer documents and records as required
10. Any other duties that may be assigned by the Vice-Chancellor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in either business studies, human resource management, ICT, record management or their equivalents from recognized institution.
- Exemplary work performance.

Experience

3 years as a Clerk II

SENIOR CLERK II

Reports to: Section Head

Duties and Responsibilities

1. Receive correspondences / mail from various sources – internal and external
2. Dispatch mail and other documents internally and externally
3. Control and trace the movement of files and documents within the organization
4. Open / close files as required
5. Update and maintain files by filing documents
6. Promptly retrieve and avail the required records and information
7. Process documents by performing computations and making the appropriate entries
8. Prepare and administer documents and records as required
9. Supervise junior clerks
10. Any other duties that may be assigned by the Vice-Chancellor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in either business studies, human resource management, ICT, record management or their equivalents from recognized institution.
- Exemplary work performance.

Experience

3 years as a Clerk I

SENIOR CLERK I

Reports to:

Section Head

Duties and Responsibilities

1. In-charge of the registry.
2. Receive correspondences / mail from various sources – internal and external
3. Dispatch mail and other documents internally and externally
4. Control and trace the movement of files and documents within the organization
5. Open / close files as required
6. Update and maintain files by filing documents
7. Promptly retrieve and avail the required records and information
8. Process documents by performing computations and making the appropriate entries
9. Prepare and administer documents and records as required
10. Supervise and allocate duties to the clerical officers, clerks and messengers in the section.
11. Any other duties that may be assigned by the Vice-Chancellor.
12. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in either business studies, human resource management, ICT, record management or their equivalents from recognized institution.
- Exemplary work performance.

Experience

3 years as a Senior Clerk II

Secretarial Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) COPY TYPISTS			
Copy Typist	3	Copy Typist II	3
Copy Typist	4	Copy Typist I	4
b) SECRETARIES			
Secretary	5	Secretary III	5
Secretary	6	Secretary II	6
Secretary	7	Secretary I	7
Secretary	8	Senior Secretary III	8
Secretary	9	Senior Secretary II	9
Secretary	10	Senior Secretary I	10
-----	-----	Executive Secretary II	11
-----	-----	Executive Secretary I	12

COPY TYPISTS

COPY TYPIST II

Reports to:

Section Head

Duties and Responsibilities

1. Receive telephone calls and perform Public Relation duties.
2. Type from manuscripts
3. Operate reprographic (photocopying/scanners/duplicating etc.) machines.
4. Undertake routine office duties.
5. Operate the office petty cash.
6. Maintain the office diary.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English
- Typewriting I (30 w.p.m)
- Office Practice I
- Business English I
- The above qualification should be from KNEC.
- Proficiency in Microsoft Office programs.
- Exemplary work performance.

Experience

1 years experience as a Copy Typist

COPY TYPIST I

Reports to:

Section Head

Duties and Responsibilities

1. Receive telephone calls and Public Relation duties.
2. Typing from manuscripts
3. Operate reprographic (photocopying/scanners/duplicating e.t.c.) machines.
4. Undertaking routine office duties.
5. Operating the office petty cash.
6. Maintain office diary.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English
- Typewriting II (40 w.p.m)
- Office Practice I
- Business English II
- Commerce I

- The above qualification should be from KNEC.
- Proficiency in Microsoft Office programs.
- Exemplary work performance.

Experience

3 years experience a Copy Typist II

SECRETARIES

SECRETARY III

Reports to: Section Head

Duties and Responsibilities

1. Supervise Cleaners / Messengers
2. Receive telephone calls and Public Relation duties.
3. Type from manuscripts
4. Take dictation in shorthand and transcribe.
5. Operate reprographic (photocopying/scanners/duplicating etc.) machines.
6. Undertake routine office duties.
7. Access and utilize online information.
8. Operate the office petty cash.
9. Maintain office diary.
10. Supervise Cleaner / Messengers.
11. Any other duties that may be assigned by the immediate supervisor.
12. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English
- Typewriting III (50 w.p.m)
- Office practice / Secretarial Duties II
- Business English II
- Commerce II
- Shorthand II (80 w.p.m)
- The above qualification should be from KNEC.
- Proficiency in Microsoft Office programs.
- Diploma in Secretarial studies from a recognized institution will be an added advantage.
- Exemplary work performance.

Experience

3 Years experience in secretarial duties

SECRETARY II

Reports to: Section Head

Duties and Responsibilities

1. Supervise cleaner /messengers.
2. Receive telephone calls and Public Relation duties.
3. Type from manuscripts
4. Supervises Cleaners / Messengers
5. Take dictation in shorthand and transcribe.
6. Operate reprographic (photocopying/scanners/duplicating) machines.
7. Undertake routine office duties.
8. Access and utilize online information.
9. Operate the office petty cash.
10. Maintain office diary.
11. Any other duties that may be assigned by the immediate supervisor.
12. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English
- Typewriting III (50 w.p.m)
- Office practice II
- Business English II
- Secretarial Studies II
- Commerce II
- Shorthand II (80 w.p.m)
- The above qualification should be from KNEC.
- Proficiency in Microsoft Office programs.
- Diploma in Secretarial studies from a recognized institution will be an added advantage.
- Exemplary work performance.

Experience

3 years experience as Secretary III

SECRETARY I

Reports to: Officer to whom assigned

Duties and Responsibilities.

1. Receive telephone calls and perform Public Relation function.
2. Type from manuscripts.
3. Take dictation in shorthand and transcribe.
4. Supervise Cleaners / Messengers
5. Operate reprographic (photocopying/scanners/duplicating) machines.
6. Operate the office petty cash.
7. Undertake routine office duties with little or no supervision.
8. Access and utilize online information.
9. Draft routine correspondence.
10. Supervise staff under him/her
11. Any other duties that may be assigned by the immediate supervisor.

12. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English
- Typewriting III (50 w.p.m)
- Office Management III
- Business English II
- Secretarial Studies II
- Commerce II
- Shorthand II (100 w.p.m)
- The above qualification should be from KNEC.
- Proficiency in Microsoft Office programs.
- Diploma in Secretarial studies from a recognized institution will be an added advantage.
- Exemplary work performance.

Experience

3 years experience as Secretary II

SENIOR SECRETARY III

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under him/her
2. Receive telephone calls and perform Public Relation function.
3. Type from manuscripts.
4. Take dictation in shorthand and transcribe.
5. Operate reprographic (photocopying/scanners/duplicating) machines.
6. Operate the office petty cash.
7. Undertake routine office duties with little or no supervision.
8. Access and utilize online information.
9. Draft official correspondence and handle confidential documents.
10. Take charge of documents and files including classified materials
11. Ensure security of the office documents and equipment
12. Any other duties that may be assigned by the immediate supervisor.
13. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English.
 - Typewriting III (50 w.p.m)
 - Office Management III
 - Business English III
 - Secretarial Studies II
 - Commerce II
 - Shorthand III (100 w.p.m)
 - Office Practice II
 - The above qualification should be from KNEC.
 - Proficiency in Microsoft Office programs.
 - Exemplary work performance.
- Diploma in Secretarial studies will be an added advantage.

OR

Bachelors Degree in Secretarial Studies from a recognized institution for direct appointment.

SENIOR SECRETARY II

Reports to: Section Head

Duties and Responsibilities

1. Receive telephone calls and perform public relations duties.
2. Type from manuscripts
3. Take dictation in shorthand and transcribe
4. Operate the office petty cash.
5. Undertake routine office duties with little or no supervision.
6. Access and utilize online information.
7. Supervise staff under him/her
8. Draft official correspondence and handle confidential documents.
9. Take charge of documents and files including classified materials
10. Ensure security of the office documents and equipment
11. Guide and supervise junior staff and where necessary give counsel
12. Any other duties that may be assigned/directed by the immediate supervisor.
13. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English.
- Typewriting III (50 w.p.m)
- Office Management III
- Business English III
- Secretarial Studies II
- Commerce II
- Shorthand III (100 w.p.m)
- Office Practice II
- The above qualification should be from KNEC.
- Proficiency in Microsoft Office programs.
- Exemplary work performance.
- Diploma in Secretarial studies will be an added advantage

OR

- Bachelors Degree in Secretarial Studies from a recognized institution

Experience

- 3 years Experience as Secretary III

SENIOR SECRETARY I

Reports to: Section Head

Duties and Responsibilities

1. Receive telephone calls and perform public relations duties.
2. Type from manuscripts
3. Take dictation in shorthand and transcribe
4. Operate the office petty cash.

5. Supervise staff under him/her
6. Undertake routine office duties with little or no supervision.
7. Access and utilize online information.
8. Draft official correspondence and handle confidential documents.
9. Assist in coordinating training, workshops and conferences.
10. Take charge of documents and files including classified materials
11. Ensure security of the office documents and equipment
12. Guide and supervise junior staff and where necessary give counsel
13. Any other duties that may be assigned/directed by the immediate supervisor.
14. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English.
- Typewriting III (50 w.p.m)
- Office Management III
- Business English III
- Secretarial Studies II
- Commerce II
- Shorthand III (100 w.p.m)
- Office Practice II
- The above qualification should be from KNEC.
- Proficiency in Microsoft Office programs.
- Exemplary work performance.
- Diploma in Secretarial studies will be an added advantage

OR

Bachelors Degree in Secretarial Studies from a recognized institution

Experience

- 3 years experience a Senior Secretary II.

EXECUTIVE SECRETARY II

Reports to: Section Head

Duties and Responsibilities

1. Prepares and books all meetings for the officer to whom assigned
2. Operates and manages Office Float for the office to whom assigned
3. Orders and controls office stationery for the office.
4. Manages, administers and coordinates all in-coming and out-going mails/correspondence.
5. Books appointments/up dates and maintains the Diary for the officer to whom assigned
6. Public relations/Front desk operation for the officer to whom assigned
7. Filling/Retrieval and maintaining of records for the office.
8. Act as Secretariat to some meetings
9. Supervise staff under him/her
10. Access and utilize online information.
11. Any other duties that may be assigned/directed by the immediate supervisor.
12. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English.
- Typewriting III (50 w.p.m)
- Office Management III
- Business English III
- Secretarial Studies II
- Commerce II
- Shorthand III (120 w.p.m)
- Office Practice II
- The above qualification should be from KNEC.
- Proficiency in Microsoft Office programs.
- Exemplary work performance.
- Bachelors Degree/ Higher Diploma in relevant field from a recognized institution.

OR

Bachelors Degree in Secretarial Studies from a recognized institution

Masters degree in relevant field

Experience

- 3 years experience as a Senior Secretary I

EXECUTIVE SECRETARY I

Reports to: Section Head

Duties and Responsibilities

1. Prepares and books all meetings for the officer to whom assigned
2. Operates and manages Office Float for the office to whom assigned
3. Orders and controls office stationery for the office.
4. Manages, administers and coordinates all in-coming and out-going mails/correspondence.
5. Books appointments/up dates and maintains the Diary for the officer to whom assigned
6. Public relations/Front desk operation for the officer to whom assigned
7. Filling/Retrieval and maintaining of records for the office.
8. Act as Secretariat to some meetings
9. Supervise staff under him/her.
10. Any other duties that may be assigned/directed by the immediate supervisor.
11. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate (C-) with at least (C-) in English.
- Typewriting III (50 w.p.m)
- Office Management III
- Business English III
- Secretarial Studies II
- Commerce II
- Shorthand III (120 w.p.m)
- Office Practice II
- The above qualification should be from KNEC.
- Proficiency in Microsoft Office programs.
- Masters Degree in the relevant field
- Exemplary work performance.

Experience

- 3 years experience as Executive Secretary II.

Administrative Officers

Note

This is a common Cadre in all the departments of the University, and its principal duties generically involve the broad administrative aspects of:--

- ◆ Administrative Planning & Control
- ◆ Deployment & Supervision of Staff
- ◆ Information Processing & Dissemination
- ◆ Administrative Communication
- ◆ Administrative Records Management
- ◆ Staff Performance Management

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Administrative Assistant	8	Administrative Assistant II	8
-----	-----	Administrative Assistant I	9
Senior Administrative Assistant	10	Senior Administrative Assistant II	10
-----	-----	Senior Administrative Assistant I	11
Assistant Registrar	12	Assistant Registrar	12
Senior Assistant Registrar	13	Senior Assistant Registrar	13
Deputy Registrar	14	Deputy Registrar	14
Registrar	15	Registrar	15

ADMINISTRATIVE ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

This is the entry and training point for the officers of this Cadre. The entrants are exposed to various University departments to familiarize with procedures, policies and regulations on administration and management. An officer at this level is required to:--

1. Supervise staff under them.
2. Assist in the implementation of administrative functions of the department.
3. Take minutes in various university committees.
4. Any other duties assigned by immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree from a recognized institution.
- Computer Literacy.
- Exemplary work performance.

Experience

1 year experience in Administrative duties

ADMINISTRATIVE ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

The entrants are exposed to various University departments to familiarize with procedures, policies and regulations on administration and management. An officer at this level is required to:--

1. Supervise staff under them.
2. Assist in the implementation of administrative functions of the department where he / she is deployed.
3. Take minutes in various university committees
4. Any other duties assigned by immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree from a recognized institution.
- Computer Literacy
- Exemplary work performance.

Experience

3 years as an Administrative Assistant II

SENIOR ADMINISTRATIVE ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Process data for administrative planning
3. Assist in information processing and dissemination.
4. Assist in communication with staff / students and other stakeholders.
5. Assist in administrative records management
6. Take minutes in various university committees.
7. Coordinate general office services
8. Any other duties assigned by immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree from a recognized institution.
- Computer literacy
- Exemplary work performance.

Experience

3 years as an Administrative Assistant I.

SENIOR ADMINISTRATIVE ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Process data for administrative planning
3. Assist in information processing and dissemination.
4. Assist in communication with staff / students and other stakeholders.
5. Assist in administrative records management
6. Take minutes in various university committees.
7. Coordinate general office services
8. Any other duties assigned by immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters Degree in either public administration, Masters in Business Administration (MBA), Masters in Human Resource Management or other equivalent qualifications from a recognized institution.
- Bachelors Degree from a recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Senior Administrative Assistant II

ASSISTANT REGISTRAR

Reports to: Section Head

Duties and Responsibilities

1. In-Charge of a section.
2. Supervise data processing for administrative planning
3. Supervise staff in their section.
4. Supervise administrative information processing and dissemination.
5. Supervise administrative communication with staff / students
6. Supervise administrative records management
7. Supervise general office services
8. Ensure implementation of departmental policies and procedures.
9. Taking minutes in departmental meetings and ensure timely implementation of decisions.
10. Ensure proper maintenance of records.
11. Any other duties assigned by immediate supervisor.
12. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters Degree in either public administration, Masters in Business Administration (MBA), Masters in Human Resource Management or other equivalent qualifications from a recognized institution.
- Bachelors Degree from a recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Senior Administrative Assistant I.

SENIOR ASSISTANT REGISTRAR

Reports to: Section Head

Duties and Responsibilities

1. In-charge of section
2. Responsible for implementation of departmental policies and procedures.
3. Responsible for maintenance of records.
4. Responsible for preparation of reports.
5. Responsible for timely production of minutes and follow-up for implementation.
6. Responsible for management of staff in the section.
7. Any other duties assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters Degree in either public administration, Masters in Business Administration (MBA), Masters in Human Resource Management or other equivalent qualifications from a recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience at the level of the Assistant Registrar.

DEPUTY REGISTRAR

Reports to: Registrar of the Division

Duties and responsibilities

1. Deputize the Registrar.
2. Responsible for staff matters in the department.
3. Responsible for budget plan for the department.
4. Responsible for implementation of university policies and procedures in the division.
5. Ensure effective and efficient management of various functions of the department.
6. Any other duties assigned by immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters Degree in either public administration, Masters in Business Administration (MBA), Masters in Human Resource Management or other equivalent qualifications from a recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Senior Assistant Registrar.

REGISTRAR

Reports to: Deputy Vice-Chancellor of the Division

Duties and responsibilities

Take overall charge of the following administrative functions:-

1. In-charge of the department
2. Responsible for effective coordination and implementation of university policies in the division.
3. Responsible for formulation and implementation of departmental strategic plan.
4. Responsible for effective administrative systems in line with university policies and procedures inline with the best practices.
5. Responsible for formulation, planning and control of the departmental budget.
6. Advisor to University Management Board and university council.
7. Custodian of department records.
8. Any other duties assigned by immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- PhD in relevant field with 3 years experience.
OR
- Masters degree in relevant field with 5 years experience.
- Computer literacy.
- Exemplary work performance.

Students Counselors'

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Students Counselor	8	Students Counselor III	8
-----	-----	Students Counselor II	9
-----	-----	Students Counselor I	10
-----	-----	Senior Students Counselor II	11
Students Counselor	12	Senior Students Counselor I	12

STUDENTS COUNSELOR III

Reports to: Section Head

Duties and responsibilities

1. Assist the Senior Students' Counselor in carrying out counseling services at the University.
2. Assist University Students Peer Counselors' in their activities
3. Participate in student orientation exercise to familiarize them with counseling services at the University.
4. Keep accurate records of students counseling activities
5. Any other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Guidance and Counseling or its equivalent
- Computer literacy.

Experience

1 year in student counseling

STUDENTS COUNSELOR II

Reports to: Section Head

Duties and responsibilities

1. Assist the Senior Students' Counselor in carrying out counseling services at the University.
2. Assist University Students Peer Counselors in their activities
3. Participate in student orientation exercise to familiarize them with counseling services at the University.
4. Keep accurate records of students counseling activities
5. Supervise staff under them.
6. Any other duties assigned by immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Guidance and Counseling or its equivalent
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a student counselor III

STUDENTS COUNSELOR I

Reports to: Dean of Students

Duties and responsibilities

1. Provide counseling services at the University.
2. Coordinate activities of the Peer Counselors in the university
3. Organize the student's orientation exercise to familiarize them with counseling services at the University.
4. Keep an accurate record of counseling sessions with the students.
5. Supervise staff under them.
6. Any other duties assigned by immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Guidance and Counseling or its equivalent
- Computer literacy.
- Exemplary work performance.

Experience

3 years as a student counselor II

SENIOR STUDENTS COUNSELOR II

Reports to: Section Head

Duties and responsibilities

1. Prepare and develop comprehensive counseling plan
2. Prepare and administer questionnaires for new students for use in counseling.
3. Liaise with academic advisors in identifying the students who need counseling and make the necessary arrangements to help them.
4. Prepare and keep accurate records of counseling services at the University
5. Recommend to the University Management those students who may need further assistance.
6. Recommend students for work study programme.
7. Supervise staff under them.
8. Any other duties assigned by immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters in psychology or any other relevant field.
- Computer literacy.
- Exemplary work performance.

Experience

3 years as a Student Counselor I

SENIOR STUDENTS COUNSELLOR I

Reports to:

Dean of Students

Duties and responsibilities

1. Responsible for the preparation, development, reviewing and monitoring comprehensive counseling plan.
2. Analyzing and taking appropriate action on the reports from the questionnaire from students.
3. Responsible for the maintenance of accurate records of counseling services.
4. Responsible for recommending to the University Management those students who may need assistance.
5. Responsible for work study programmes.
6. Supervise staff under them.
7. Any other duties assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Counseling or relevant field
- Computer literacy.
- Exemplary work performance.

Experience

3 years as a senior students' counselor II

Halls Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) CUSTODIANS			
Custodian	3	Custodian II	3
Custodian	4	Custodian I	4
-----	-----	Assistant Halls Officer III	5
b) HOUSEKEEPERS			
Housekeeper	6	Assistant Halls Officer II	6
c) HALLS OFFICERS			
Assistant Halls Officer	7	Assistant Halls Officer I	7
Assistant Halls Officer	8	Halls Officer II	8
Halls Officer	9	Halls Officer I	9
Halls Officer	10	Senior Halls Officer II	10
-----	-----	Senior Halls Officer I	11
-----	-----	Deputy Chief Halls Officer	12
Senior Halls Officer	13	Chief Halls Officer	13

CUSTODIANS

CUSTODIAN II

Reports to: Section Head

Duties and Responsibilities

1. Assist in maintenance of security in the students hostels.
2. Ensure cleanliness in the hostels.
3. Coordinate and supervise activities of students in hostels and their visitors.
4. Verify room occupancy.
5. Conduct checks of facilities and properties.
6. Ensure no unauthorized individuals have access to hostels.
7. Report on repair works in their respective hostels.
8. Issue and manage stores in their respective hostels.
9. Any other duties assigned by immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate with a minimum grade of C- (minus)
- Exemplary work performance.

Experience

1 year in custodian duties

CUSTODIAN I

Reports to: Section Head

Duties and Responsibilities

1. Assist in maintenance of security in the students hostels.
2. Ensure cleanliness in the hostels.
3. Coordinate and supervise activities of students in hostels and their visitors.
4. Verify room occupancy.
5. Conduct checks of facilities and properties.
6. Ensure no unauthorized individuals have access to hostels.
7. Report on repair works in their respective hostels.
8. Issue and manage stores in their respective hostels.
9. Any other duties assigned by immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate with a minimum grade of C- (minus)
- Certificate in relevant field.

- On the job training
- Exemplary work performance

Experience

3 years experience as custodian II

HALLS OFFICERS

ASSISTANT HALLS OFFICER III

Reports to: Section Head

Duties and Responsibilities

1. Allocate duties and Supervise staff under them.
2. Raise requisition for suppliers when necessary.
3. Report student grievances to the immediate supervisor.
4. Any other duties assigned by immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Institutional Management or its equivalent
- KCSE Certificate with a minimum grade of C- (minus)
- Computer literacy.
- Exemplary work performance.

Experience

3 years as a custodian II

ASSISTANT HALLS OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Allocate duties to halls cleaning staff.
2. Prepare budget for cleaning materials.
3. Supervise staff to ensure cleanliness in and around the halls.
4. Prepare cleaning schedules to be followed by cleaners
5. Any other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Institutional Management or its equivalent
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Assistant Halls Officer III

ASSISTANT HALLS OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Deals with students' issues as reported.
3. Compile relevant reports for action by Senior Halls Officer
4. Attend to student issues/ housing problems.
5. Maintain and make monthly returns on student accommodation for management use.
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Institutional Management or its equivalent
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Assistant Halls Officer II

HALLS OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. In-Charge of students' hostels attached to them.
2. Supervise staff under them.
3. Arrange for staff leave/offers in their sections
4. Allocate rooms to eligible students
5. Oversee maintenance of halls as assigned
6. Co-ordinate security in the halls of residence.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Institutional Management or its equivalent.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as an Assistant Halls Officer I

HALLS OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff attached to various Halls
2. Arrange for staff leave/offers in their sections
3. Appraise staff.
4. Allocate rooms to eligible students
5. Oversee maintenance of halls as assigned
6. Co-ordinate security in the halls of residence.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Institutional Management or its equivalent.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Halls Officer II

SENIOR HALLS OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Assist Chief Halls officer in management of all students accommodation facilities
2. Co-ordinate allocation of rooms.
3. Ensure that halls are well maintained.
4. Address student disciplinary matters in halls of residence.
5. Prepare and coordinate periodic reports on student accommodation
6. Supervise staff under them.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Institutional Management or its equivalent.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Halls Officer I

SENIOR HALLS OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Assist Chief Halls officer in management of all students accommodation facilities
2. Co-ordinate allocation of rooms.
3. Ensure that halls are well maintained.
4. Address student disciplinary matters in halls of residence.
5. Prepare and coordinate periodic reports on student accommodation
6. Supervise staff under them.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Institutional Management or its equivalent.
- Bachelor's degree in Institutional Management or its equivalent.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Senior Halls Officer II

DEPUTY CHIEF HALLS OFFICER

Reports to: Chief Halls Officer

Duties and Responsibilities

1. Deputize Chief Halls Officer.
2. Supervise staff under them.
3. Assist Chief Halls officer in management of all students accommodation facilities
4. Co-ordinate allocation of rooms.
5. Ensure that halls are well maintained.
6. Address student disciplinary matters in halls of residence.
7. Prepare and coordinate periodic reports on student accommodation
8. Assist in implementation of students' rules and regulations pertaining to residence within the University premises.
9. Any other duties that may be assigned by the immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Institutional Management or its equivalent.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Senior Halls Officer

CHIEF HALLS OFFICER

Reports to: Deputy Vice-Chancellor

Duties and Responsibilities

Overall in charge of all students' accommodation facilities and in this regard:

1. In-Charge of Halls Department.
2. Harmonize room allocation.
3. Responsible for students' welfare.
4. Draft policies on room rentals
5. Advise University management on emerging issues on students' accommodation.
6. Implementation of students' rules and regulations pertaining to residence within the University premises.
7. Custodian of University students records on occupancy.
8. Responsible for formulation and implementation of departmental strategic plan.
9. Responsible for formulation, planning and control of the departmental budget.
10. Responsible for maintenance of halls of residence and its environment.
11. Responsible for effective coordination and implementation of university policies in the division.
12. Responsible for procurement of stores for the department.
13. Ensure student safety.
14. Any other duties that may be assigned by the immediate supervisor.
15. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Institutional Management or its equivalent.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Deputy Chief Halls Officer

Catering Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) WAITERS			
Waiter	3	Waiter / Waitress II	3
Waiter	4	Waiter / Waitress I	4
-----	-----	Dining Hall Supervisor	5
b) COOKS			
Cook	2	Cook III	2
Cook	3	Cook II	3
Cook	4	Cook I	4
-----	-----	Senior Cook	5
Head Cook	6	Head Cook	6
c) CATERERS / CATERESSES			
Assistant Caterer / Cateress	5	Assistant Caterer / Cateress II	5
Assistant Caterer / Cateress	6	Assistant Caterer / Cateress I	6
Caterer / Cateress	7	Caterer / Cateress II	7
Caterer / Cateress	8	Caterer / Cateress I	8
Senior Caterer / Cateress	9	Senior Caterer / Cateress III	9
Senior Caterer / Cateress	10	Senior Caterer / Cateress II	10
-----	-----	Senior Caterer / Cateress I	11
-----	-----	Deputy Chief Catering Officer	12
Chief Catering Officer	13	Chief Catering Officer	13

WAITERS

WAITER II

Reports to: Section Head

Duties and Responsibilities

1. Take and forward orders from customers
2. Serve food and drinks to customers.
3. Maintain cleanliness and order in the dining hall.
4. Any other duty assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Certificate in Food and Beverage Production.
- Exemplary work performance.

Experience

1 year experience in catering

WAITER I

Reports to: Section Head

Duties and Responsibilities

1. Take and forward orders from customers
2. Serve food and drinks to customers.
3. Maintain cleanliness and order in the dining hall.
4. Any other duty assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Certificate in Food & Beverages Production
- Exemplary work performance.

Experience

3 years experience as Waiter II

DINING HALL SUPERVISOR

Reports to: Section Head

Duties and Responsibilities

1. Ensure that customer needs are met by the waiters.
2. Ensure that waiters perform their duties as expected.
3. Ensure order and cleanliness of the dining area.
4. Any other duties assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Diploma in relevant area.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Waiter I

COOKS

COOK II

Reports to: Section Head

Duties and Responsibilities

1. To prepare all types of foods as required by the customers
2. To ensure cleanliness in the cooking area and cleaning of utensils in the kitchen
3. Perform any other duties assigned by the immediate supervisor.
4. Any other duties assigned by the immediate supervisor
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Certificate in Food & Beverages Production
- Exemplary work performance.

Experience

1 year in catering

COOK I

Reports to: Section Head

Duties and Responsibilities

1. To prepare all types of foods as required by the customers
2. To ensure cleanliness in the cooking area and cleaning of utensils in the kitchen
3. Perform any other duties assigned by the immediate supervisor.
4. Any other duties assigned by the immediate supervisor
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Certificate in Food & Beverages Production
- Exemplary work performance.

Experience

3 years experience as Cook II

SENIOR COOK

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Prepare meals as per customer order
3. Ensure cleanliness in the kitchen.
4. Co-ordinate kitchen operations in liaison with the catering officer.
5. Ensure all meals are prepared as required.
6. Any other duties assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Diploma in Food & Beverages Production from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years in catering as a Cook I

HEAD COOK

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them

2. Prepare meals as per customer order
3. Ensure cleanliness in the kitchen.
4. Co-ordinate kitchen operations in liaison with the catering officer.
5. Ensure all meals are prepared as required.
6. Any other duties assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Diploma in Food & Beverages Production from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Senior Cook

CATERER / CATERESSES

ASSISTANT CATERING OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Ensure cleanliness in the kitchen.
2. Prepare and cost menus.
3. Co-ordinate kitchen operations.
4. Any other duties assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Institutional Management from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years in catering services.

ASSISTANT CATERING OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Ensure cleanliness in the kitchen.

2. Prepare and cost menus.
3. Co-ordinate kitchen operations.
4. Any other duties assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Institutional Management from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as an Assistant Catering Officer II

CATERER / CATERESS II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Supervise and co-ordinate the University Catering outlet units.
3. In-charge of staff administration, on-the-job training.
4. In-charge of repair and maintenance of the Catering equipment
5. Prepare and cost menus
6. Any other duties assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Institutional Management from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as an Assistant Catering Officer I

CATERER / CATERESS I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Supervise and co-ordinate the University Catering outlet units.
3. In-charge of staff administration, on-the-job training.
4. In-charge of repair and maintenance of the Catering equipment
5. Any other duties assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Institutional Management from recognized institution.

OR

- Bachelors Degree in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years as a Caterer / Cateress II

SENIOR CATERER / CATERESSES III

Reports to: Section Head

Duties and Responsibilities

1. Supervise and appraise staff under him/her.
2. Allocate duties to staff under them.
3. Co-ordinate purchases for the department in liaison with purchasing department.
4. In charge of quality assurance of perishable foodstuffs and food provisions
5. Any other duties as assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Institutional Management from recognized institution.

OR

- Bachelors Degree in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Caterer / Cateress I

SENIOR CATERER / CATERESSES II

Reports to: Section Head

Duties and Responsibilities

1. Supervise and appraise staff under him/her.
2. Allocate duties to staff under them.
3. Co-ordinate purchases for the department in liaison with purchasing department.
4. In charge of quality assurance of perishable foodstuffs and food provisions
5. Any other duties as assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Institutional Management from recognized institution.

OR

- Bachelors Degree in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Caterer / Cateress III

SENIOR CATERER / CATERESSES I

Reports to: Deputy Catering Officer

Duties and Responsibilities

1. In-charge of staff training and development.
2. Ensure high standards of staff discipline
3. Responsible for staff working schedules and roasters
4. Assigning of duties to other staff in catering.
5. Authorize purchases for the department
6. Any other duties as assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters Degree in a relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years as a Senior Caterer / Cateress II

DEPUTY CHIEF CATERING OFFICER

Reports to: Chief Catering Officer

Duties and Responsibilities

1. In-charge of staff training and development.
2. Ensure high standards of staff discipline
3. Responsible for staff working schedules and roasters
4. Assigning of duties to other staff in catering.
5. Authorize purchases for the department
6. Any other duties as assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters Degree in a relevant field
- Computer literacy.
- Exemplary work performance.

Experience

3 years as a Senior Caterer / Cateress I

CHIEF CATERING OFFICER**Reports to:**

Deputy Vice-Chancellor (Finance & Admin)

Duties and Responsibilities

1. In charge of functions of the department
2. Responsible for the smooth operation of the Department
3. Maintain discipline and high standard of courtesy in all the staff responsible to him/her, particularly where relations to the students are concerned.
4. Maintain consistently high standards of service and the expected quality of food.
5. Overall management of the department in planning, policy formulation and implementation.
6. Responsible for staff matters within the department.
7. Responsible for procurement of stores for the department.
8. Responsible for formulation and implementation of departmental strategic plan.
9. Responsible for formulation, planning and control of the departmental budget.
10. Advise the University Management on Catering and related issues
11. Any other duties as may be assigned by the immediate supervisor.
12. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in relevant field.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Catering Officer

Games & Sports Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) LIFE SAVERS			
Life Guard	4	Life Saver III	4
Life Guard	5	Life Saver II	5
Life Guard	6	Life Saver I	6
-----	-----	Senior Life Saver II	7
-----	-----	Senior Life Saver I	8
b) GAMES / SPORTS OFFICERS			
-----	-----	Games / Sports Officer III	8
-----	-----	Games / Sports Officer II	9
-----	-----	Games / Sports Officer I	10
Games Tutor	11	Senior Games / Sports Officer	11
Games Tutor	12	Deputy Chief Games / Sports Officer	12
-----	-----	Chief Games / Sports Officer	13

LIFE SAVERS

LIFE SAVER III

Reports to: Section Head

Duties and Responsibilities

1. Ensure sanitization of the pool area and all the associated facilities.
2. Maintain operational and reticulation efficiency of the filter systems, and repair of other equipment.
3. Check ganisses flow meters and monitoring equipment.
4. Ensure pool equipment is in good working condition
5. Keep records of the daily chemical dosages and pH readings
6. Life guard and coach in the swimming pool.
7. Ensure security of the pool area.
8. Any other duties that may be assigned by immediate supervisor.

Academic / Professional Requirements

- Life Saver Certificate
- Exemplary work performance.

Experience

1 year in life saving duties

LIFE SAVER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise pool attendants
2. Ensure sanitization of the pool area and all the associated facilities.
3. Maintain operational and recalculation efficiency of the filter systems, and repair of other equipment.
4. Check ganisses flow meters and monitoring equipment.
5. Ensure pool equipment is in good working condition
6. Keep records of the daily chemical dosages and pH readings
7. Life guard and coach in the swimming pool.
8. Ensure security of the pool area.
9. Any other duties that may be assigned by immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Physical Education or its equivalent.
- Exemplary work performance.

Experience

3 years experience as Life Saver III

LIFE SAVER I

Reports to: Section Head

Duties and Responsibilities

1. Supervising staff under them.
2. Ensure sanitization of the pool area and all the associated facilities.
3. Maintain operational and recalculation efficiency of the filter systems, and repair of other equipment.
4. Check ganisses flow meters and monitoring equipment.
5. Ensure pool equipment is in good working condition
6. Keep records of the daily chemical dosages and pH readings
7. Life guard and coach in the swimming pool.
8. Ensure security of the pool area.
9. Any other duties that may be assigned by immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Physical Education or its equivalent.
- Exemplary work performance.

Experience

3 years as a Life Saver II

SENIOR LIFE SAVER II

Reports to: Section Head

Duties and Responsibilities

1. Supervising staff under them.
2. Assist the overall In-Charge of the swimming pool.
3. Coordinate and supervise swimming events.
4. Life guarding and coaching.
5. Assist in developing and executing physical education program in swimming.
6. Any other duties assigned that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Physical Education or its equivalent from recognized institution.
- Exemplary work performance.

Experience

3 years experience as Life Saver I

SENIOR LIFE SAVER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Overall in-charge of the swimming pool
3. Coordinate and supervise sports and games.
4. Life guarding and coaching.
5. Assist in developing and executing physical education program in swimming.
6. Any other duties assigned that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree in Physical Education or its equivalent from recognized institution.
- Exemplary work performance.

Experience

3 years experience as Senior Life Saver II

GAMES / SPORTS OFFICERS

GAMES / SPORTS OFFICER III

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Plan, organize and develop games and sports activities.
3. Oversee general care and maintenance of games facilities.
4. Coach and officiate various games and sports activities.
5. Responsible for students going for external fixtures.
6. Popularize sports and games activities among students
7. Any other duties that may be assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Physical Education or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

1 year in sports administration.

GAMES / SPORTS OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Plan, organize and develop games and sports activities.
3. Oversee general care and maintenance of games facilities.
4. Coach and officiate various games and sports activities.
5. Responsible for students going for external fixtures.
6. Popularize sports and games activities among students
7. Any other duties that may be assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Physical Education or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Games / Sports Officer III

GAMES / SPORTS OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Plan, organize and develop games and sports activities.
3. Oversee general care and maintenance of games facilities.
4. Coach and officiate various games and sports activities.
5. Responsible for students going for external fixtures.
6. Popularize sports and games activities among students
7. Any other duties that may be assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Physical Education or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Games / Sports Officer II

SENIOR GAMES / SPORTS OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Plan, organize and develop games and sports activities.
3. Oversee general care and maintenance of games facilities.
4. Coach and officiate various games and sports activities.
5. Responsible for students going for external fixtures.
6. Popularize sports and games activities among students
7. Any other duties that may be assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Physical Education or its equivalent from recognized institution.
- Bachelor's degree in Physical Education or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Games / Sports Officer I

DEPUTY CHIEF GAMES / SPORTS OFFICER

Reports to: Chief Games/Sports Officer.

Duties and Responsibilities

1. Deputize Chief Games/Sports officer in day to day activities
2. Coach various Sports activities
3. Officiate sports activities.
4. Ensure the development and organization of inter-institutional sports activities.
5. Organize for the provision and maintenance of sports equipment.
6. Any other duties that may be assigned by immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Physical Education or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Senior Games / Sports Officer I

CHIEF GAMES / SPORTS OFFICER

Reports to: Deputy Vice-Chancellor (Academic Affairs)

Duties and Responsibilities

1. Overall in-charge of sports and games activities in the university.
2. Responsible for administrative and management matters of the Department.
3. Responsible for budgetary preparation and control for the department.
4. Responsible for all sports equipment.
5. Promote inter-institutional sporting activities.
6. Responsible for staff matters under them.
7. Responsible for procurement of all sports equipment.
8. Overall management of the department in planning, budgeting, policy formulation and implementation.
9. Advisor to the University Management Board on all sports/games issues.
10. Any other duties that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- PhD in Physical Education or Masters with 5 years experience as Deputy Chief Games/Sports Officer.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Games / Sports Officer I

Library Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) LIBRARY ATTENDANTS			
-----	-----	Library Attendant III	2
Library Attendant	3	Library Attendant II	3
Library Attendant	4	Library Attendant I	4
b) ARCHIVISTS			
Archives Assistant	5	Archives Assistant III	5
Archives Assistant	6	Archives Assistant II	6
Archives Assistant	7	Archives Assistant I	7
Senior Archives Assistant	8	Assistant Archivist III	8
Senior Archives Assistant	9	Assistant Archivist II	9
Senior Archives Assistant	10	Assistant Archivist I	10
c) LIBRARIANS			
Library Assistant	5	Library Assistant III	5
Library Assistant	6	Library Assistant II	6
Library Assistant	7	Library Assistant I	7
Senior Library Assistant	8	Senior Library Assistant III	8
Senior Library Assistant	9	Senior Library Assistant II	9
Senior Library Assistant	10	Senior Library Assistant I	10
-----	-----	Assistant Librarian II	11
Assistant Librarian	12	Assistant Librarian I	12
Senior Assistant Librarian	13	Senior Assistant Librarian	13
Deputy University Librarian	14	Deputy University Librarian	14
University Librarian	15	University Librarian	15

LIBRARY ATTENDANTS

LIBRARY ATTENDANT II

Reports to: Section Head

Duties and Responsibilities

1. Shelving
2. Filing of library catalogues cards
3. Issuing/receiving library materials
4. Weeding torn books and forwarding them to bindery.
5. Any other duties assigned by the immediate supervisor.
6. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate with a minimum grade of C-(minus)
- Certificate in Library studies.
- Exemplary work performance.

Experience

1 year experience in Library service

LIBRARY ATTENDANT I

Reports to: Section Head

Duties and Responsibilities

1. Shelving
2. Filing of library catalogues cards
3. Issuing/receiving library materials
4. Weeding torn books and forwarding them to bindery.
5. Any other duties assigned by the immediate supervisor.
6. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate with a minimum grade of C-(minus)
- Certificate in Library studies.
- Exemplary work performance.

Experience

3 years experience a Library Attendant II

ARCHIVISTS

ARCHIVES ASSISTANT III

Reports to: Section Head

Duties and Responsibilities

1. Sort and shelf documents.
2. Ensure proper storage of records
3. Arrange and describe by date archival materials
4. Selection of records and photographs for permanent preservation
5. Maintenance of archival register
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.
8. Any other duties assigned by the immediate supervisor.

Academic / Professional Requirements

- Diploma in Archives & Records Management from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

1 year experience in the archival service.

ARCHIVES ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Sort and shelf documents.
2. Identify and analyze personnel records for storage
3. Arrange and describe/date archival materials
4. Selection of records and photographs for permanent preservation
5. Maintenance of archival register
6. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.
7. Any other duties that may be assigned by the immediate supervisor.

Academic / Professional Requirements

- Diploma in Archives & Records Management from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as an Archival Assistant III

ARCHIVES ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Supervises Staff under them.
2. Undertake record survey and appraisal in University departments
3. Initiate, sort and appraise records for archival preservation and disposal
4. Maintain archival records
5. Retrieve archival materials for users
6. Ensure security of archival materials when in use.
7. Any other duties assigned by the immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Archives & Records Management from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience at the level of Archives Assistant II

ASSISTANT ARCHIVIST III

Reports to: Section Head

Duties and Responsibilities

1. Supervises staff under them.
2. Undertake record survey and appraisal in University departments
3. Initiate, sort and appraise records for archival preservation and disposal
4. Maintain archival records
5. Retrieve archival materials for users
6. Ensure security of archival materials when in use
7. Any other duties assigned by the immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Archives and Records Management / Higher Diploma in Archives & Records Management from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as an Archives Assistant I

ASSISTANT ARCHIVIST II

Reports to: Section Head

Duties and Responsibilities

1. Responsible for records survey and appraisal in University departments
2. Responsible for the sorting of appraised records for archival preservation or disposal
3. Co-ordinate the security and proper maintenance of archival records
4. Co-ordinate, retrieve and use archival materials.
5. Any other duties assigned by the immediate supervisor.
6. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Archives and Records Management / Higher Diploma in Archives & Records Management from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience at the level of Archives Assistant III

ASSISTANT ARCHIVIST I

Reports to: University Librarian

Duties and Responsibilities

1. In-charge of the Archivist section.
2. Responsible for records survey and appraisal in University departments
3. Responsible for the sorting of appraised records for archival preservation or disposal
4. Co-ordinate the security and proper maintenance of archival records
5. Co-ordinate, retrieve and use archival materials.
6. Any other duties assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Archives and Records Management / Higher Diploma in Archives & Records Management
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as an Assistant Archives II

LIBRARIANS

LIBRARY ASSISTANT III

Reports to: Section Head

Duties and Responsibilities

1. Issue and receive library materials
2. File all the various Library catalogue cards
3. Compile lists of over dues materials
4. Record and analyze work statistics
5. Prepare book pockets/cards and affix them on relevant books and Spine mark.
6. Dispatch books to respective destinations for further action
7. Produce catalogue cards
8. Compile accession lists
9. Photocopy materials for users
10. Any other duties assigned by the immediate supervisor.
11. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Library and Information Studies or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

1 year experience in the Library services.

LIBRARY ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Issue and receive library materials
2. File all the various Library catalogue cards
3. Compile lists of over dues materials
4. Record and analyze work statistics
5. Prepare book pockets/cards and affix them on relevant books and Spine mark.
6. Dispatch books to respective destinations for further action
7. Produce catalogue cards
8. Compile accession lists
9. Photocopy materials for users
10. Any other duties assigned by the immediate supervisor
11. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Library and Information Studies or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Library Assistant III

LIBRARY ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Verify bibliographical details of Library materials
2. Shelf read and weed Library materials
3. Classify Library materials
4. Undertake acquisition of Library Materials
5. Verify pro-forma invoices against order cards
6. Circulate published catalogues to departments
7. Supervise filling and updating of Library records
8. Educate library users.
9. Undertake short loan reservations
10. Receive and record journals in card indices
11. Key in new acquisitions and users data into the computer
12. Analyse library statistics.
13. Co-ordinate issuance and receiving.
14. Any other duties that may be assigned by the immediate supervisor.
15. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Library and Information Studies or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Library Assistant II

SENIOR LIBRARY ASSISTANT III

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Verify bibliographical details of Library materials
3. Shelf read and weed Library materials
4. Classify Library materials
5. Undertake acquisition of Library Materials
6. Verify pro-forma invoices against order cards
7. Circulate published catalogues to departments
8. Supervise filling and updating of Library records
9. Educate library users.
10. Undertake short loan reservations
11. Receive and record journals in card indices
12. Key in new acquisitions and users data into the computer
13. Analyze library statistics.
14. Co-ordinate issuance and receiving.
15. Any other duties that may be assigned by the immediate supervisor.
16. Appointment/Promotion to this post will be subject to availability of a vacancy in the

establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher Diploma in Library and Information Studies or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Library Assistant I

SENIOR LIBRARY ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Verify pro-forma invoices against order cards
3. Circulate published catalogues to departments
4. Supervise filling and updating of Library records
5. Undertake short loan reservations
6. Receive and record journals in card indexes
7. Assist in keying in of data into the computer
8. Clear library users
9. Undertake registrations of new Library users
10. Analyze library statistics.
11. Educate Library users.
12. Prepare draft report on library use statistics.
13. Any other duties that may be assigned by the immediate supervisor
14. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher Diploma in Library and Information Studies or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Senior Library Assistant III

SENIOR LIBRARY ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Verify pro-forma invoices against order cards
3. Circulate published catalogues to departments
4. Supervise filling and updating of Library records
5. Undertake short loan reservations
6. Receive and record journals in card indexes
7. Assist in keying in of data into the computer
8. Clear library users
9. Undertake registrations of new Library users
10. Analyze library statistics.
11. Educate Library users.
12. Prepare draft report on library use statistics.
13. Any other duties that may be assigned by the immediate supervisor.
14. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher Diploma in Library and Information Studies or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Senior Library Assistant II

ASSISTANT LIBRARIAN II

Reports to: Section Head

Duties and Responsibilities

1. Supervises staff under the section.
2. Identify and acquire publishers and manufacturers catalogues selection
3. Solicit for inspection copies from publishers.
4. Maintain and coordinate book selection with teaching departments.
5. Provide feedback on selection made by teaching departments.
6. Source and procure selected materials, stores and equipment.
7. Catalogue and classify library materials.
8. Maintain and distribute accession lists.
9. Register and compile user profiles.
10. Charge and implement fines on over-dues, losses and damages.
11. Facilitate inter-library loan services, information and reference services.
12. Loan operations and establishing and maintaining national collections.
13. Compile journal holdings.
14. Compile user statistics.
15. Any other duties that may be assigned by the immediate supervisors.
16. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Library and Information Studies or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Senior Library Assistant I

ASSISTANT LIBRARIAN I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under the section.
2. Identify and acquire publishers and manufacturers catalogues selection
3. Solicit for inspection copies from publishers.
4. Maintain and coordinate book selection with teaching departments.
5. Provide feedback on selection made by teaching departments.
6. Source and procure selected materials, stores and equipment.
7. Catalogue and classify library materials.
8. Maintain and distribute accession lists.
9. Register and compile user profiles.
10. Charge and implement fines on over-dues, losses and damages.
11. Facilitate inter-library loan services, information and reference services.
12. Loan operations and establishing and maintaining national collections.
13. Compile journal holdings.
14. Compile user statistics.
15. Any other duties that may be assigned by the immediate supervisors.
16. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Library and Information Studies or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as Assistant Librarian II

SENIOR ASSISTANT LIBRARIAN

Reports to: Section Head

Duties and Responsibilities

1. In charge of the section as assigned.
2. Liaise with academic and professional staff on library services.
3. Organize and implement user education and promotion of library use.
4. Any other duties assigned by the immediate supervisor.

5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- PhD in the relevant field with three years experience as Assistant Librarian I.
OR
- Masters degree in the relevant field with three Publications in refereed journal and 5 years experience as Assistant Librarian I
- Computer literacy.
- Exemplary work performance.

DEPUTY UNIVERSITY LIBRARIAN

Reports to: Section Head

Duties and Responsibilities

1. Deputize the University Librarian.
2. Liaise with University Librarian in planning and co-ordination of library services.
3. Market the library services.
4. Draft budget and implement expenditure of the University libraries
5. Attend to official correspondence and make reports to the University regarding the operation of the Library.
6. Prepare periodic reports in the user library.
7. Responsible for staff training and development.
8. Assist the University Librarian in personnel issues.
9. Any other duties that may be assigned by the immediate supervisor.
10. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- PhD in the relevant field with three years experience as Senior Librarian.
OR
- Masters degree in the relevant field with three Publications since the last promotion plus 5 years experience as Senior Librarian.
- Computer literacy.
- Exemplary work performance.

UNIVERSITY LIBRARIAN

Reports to: Deputy Vice-Chancellor (Academic Affairs)

Duties and Responsibilities

1. Overall in-charge of the Department.
2. Advise the University Management Board and other users on matters pertaining to the Library.
3. Guiding the selection and acquisition of informational materials for teaching and research.
4. Present university library utilization report to management.
5. Responsible for proper deployment of professional senior library staff.
6. Responsible for all staff matters in department.
7. Responsible for the implementation of university policies and procedures relevant to the department.
8. Responsible for the formulation, planning and control of the departmental budget.

9. Responsible for formulation and implementation of departmental strategic plan.
10. Any other duties that may be assigned by the Deputy Vice-Chancellor (AA).
11. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- PhD in the relevant field with four publications in refereed journals and 3 years experience as Deputy University Librarian.

OR

- Masters degree in the relevant field with four Publications since the last promotion plus 5 years experience as Deputy University Librarian.
- Computer literacy.
- Exemplary work performance.

Technical Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) TECHNICAL ASSISTANTS			
Technical Assistant III	3	Technical Assistant III	3
Technical Assistant II	4	Technical Assistant II	4
Technical Assistant I	5	Technical Assistant I	5
Technical Assistant I	6	Senior Technical Assistant	6
b) TECHNOLOGISTS			
Technologist	7	Technologist II	7
Technologist	8	Technologist I	8
Senior Technologist	9	Senior Technologist III	9
Senior Technologist	10	Senior Technologist II	10
-----	-----	Senior Technologist I	11
Chief Technologist	12	Principal Technologist II	12
Principal Technologist	13	Principal Technologist I	13
Senior Principal Technologist	14	Chief Technologist	14

TECHNICAL ASSISTANTS

TECHNICAL ASSISTANT III

Reports to: Section Head

Duties and Responsibilities

Responsible to the Senior Principal Technologist in carrying out the following duties and responsibilities:

1. Clean laboratory, workshop and field equipment.
2. Clean laboratory and workshop bench tops.
3. Any other duty as may be assigned by immediate supervisor.
4. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate with minimum grade of D+ (plus).
- Computer literacy.

Experience

1 year experience as a Technician.

TECHNICAL ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Clean laboratory, workshop and field equipment
2. Arrange equipment in their rightful place before and after practical classes.
3. Assist in equipment specifications.
4. Any other duty as may be assigned by the immediate supervisor
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Certificate in the relevant field.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Technical Assistant III

TECHNICAL ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Ensure that all equipments are clean and kept in their rightful places before and after practical classes.
2. Assist in arranging practical classes.
3. Ensure that all equipment, instruction manuals, laboratory manuals, catalogues and their records are properly stored.
4. Any other duty as may be assigned by the immediate supervisor.
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Technical Assistant II

SENIOR TECHNICAL ASSISTANT

Reports to: Section Head

Duties and Responsibilities

1. Ensure that all equipments are clean and kept in their rightful places before and after practical classes.
2. Assist in arranging practical classes.
3. Ensure that all equipment, instruction manuals, laboratory manuals, catalogues and their records are properly stored.
4. Any other duty as may be assigned by the immediate supervisor
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Technical Assistant I

TECHNOLOGISTS

TECHNOLOGIST II

Reports to: Section Head

Duties and Responsibilities

1. Preparation of practical classes/courses and keeping of student records e.g. attendance, practical allocations and loss/breakage records.
2. Ensure that all the equipment, supplies, and bench solutions are available.
3. Assist in student projects and research activities.
4. Any other duty as may be assigned by the Immediate Supervisor
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Senior Technical Assistant

TECHNOLOGIST I

Reports to: Section Head

Duties and Responsibilities

1. Preparation of practical classes/courses and keeping of student records e.g. attendance, practical allocations and loss/breakage records.
2. Ensure that all the equipment, supplies, and bench solutions are available.
3. Assist in student projects and research activities.
4. Any other duty as may be assigned by the immediate supervisor.
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher diploma in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Technologist II

SENIOR TECHNOLOGIST III

Reports to: Section Head

Duties and Responsibilities

1. Prepare, conducting and supervising practical classes or courses.
2. Participate in research and student projects.
3. Service and maintain scientific equipment as per the operational instruction manuals.
4. Ensure that equipment spare parts and supplies are available.
5. Assess, determine and evaluate Requirements for assigned practical work.
6. Any other duty as may be assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher diploma in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Technologist I

SENIOR TECHNOLOGIST II

Reports to: Section Head

Duties and Responsibilities

1. Prepare, conducting and supervising practical classes or courses.
2. Participate in research and student projects.
3. Service and maintain scientific equipment as per the operational instruction manuals.
4. Ensure that equipment spare parts and supplies are available.
5. Assess, determine and evaluate Requirements for assigned practical work.
6. Any other duty as may be assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher diploma in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Senior Technologist III

SENIOR TECHNOLOGIST I

Reports to: Section Head

Duties and Responsibilities

1. Ensure the preparation, conducting and supervision of practical classes or courses.
2. Participate in research and student projects.
3. Ensure that all scientific equipments are calibrated as per National and/or International Standards.
4. Supervises Staff under their section.

5. Ensure that Health and Safety standards are maintained in laboratories, workshops and fields.
6. Service and maintain scientific equipment as per the operational instruction manuals.
7. Ensure that equipment spare parts and supplies are available.
8. Assess, determine and evaluate Requirements for assigned practical work.
9. Any other duty as may be assigned by immediate supervisor.
10. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher diploma in the relevant field from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Senior Technologist II

PRINCIPAL TECHNOLOGIST II

Reports to: Chief Technologist

Duties and Responsibilities

1. Responsible for all scientific equipments to ensure that they are calibrated as per National and /or International standards.
2. Responsible for the maintenance of Health and Safety standards in laboratories, workshops and fields.
3. Involvement in research, teaching, student projects and assessment of practicals.
4. Keep an up-to-date inventory of equipments, accessories and supplies.
5. Supervises / Oversees Staff under their section.
6. Any other duty as may be assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher diploma in the relevant field from recognized institution with at least two publications or an innovation.
- Computer literacy.
- Exemplary work performance.

Experience

5 years experience as Senior Technologist I

PRINCIPAL TECHNOLOGIST I

Reports to: Chief Technologist

Duties and Responsibilities

1. Deputize the Chief Technologist where necessary in all technical matters of the department.
2. Organize procurement Requirements, installation, usage, maintenance, depreciation valuation and disposal.
3. Initiate and execute research activities in the department in collaboration with the academic staff.
4. Participate in curriculum development in the department.
5. Supervises Staff under their section.

6. Any other duties as may be assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Master degree in the relevant field with at least four publications in refereed journal or two innovations since last promotion.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Principal Technologist II

CHIEF TECHNOLOGIST

Reports to: Chairman of Department (where assigned)

Duties and Responsibilities

1. Overall in-charge of the laboratory services.
2. Coordinate staff development and training programmes and other staff matters for technical staff.
3. Responsible for the design and structure of training sessions in the Laboratory/ workshop safety to ensure good laboratory practices.
4. Participate in designing, formulating and developing strategies for technical staff development.
5. Participate in recruitment and training of Technical staff.
6. Recommend the procurement of relevant equipment.
7. Responsible for safe custody of the laboratory equipments.
8. Initiate and execute research activities in the department in collaboration with the academic staff.
9. Participate in curriculum development in the department.
10. Any other duties as may be specified by an authorized officer.
11. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- PhD in the relevant field with at least four publications or three innovations since last promotion.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience a Principal Technologist I.

Artisans

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) MASONS			
-----	-----	Mason III	2
Mason	3	Mason II	3
Mason	4	Mason I	4
	5	Senior Mason	5
b) CARPENTERS			
Carpenter	2	Carpenter III	2
Carpenter	3	Carpenter II	3
Carpenter	4	Carpenter I	4
-----	-----	Senior Carpenter	5
c) ELECTRICIANS			
-----	-----	Electrician III	2
Electrician	3	Electrician II	3
Electrician	4	Electrician I	4
Senior Electrician	5	Senior Electrician II	5
-----	6	Senior Electrician I	6
d) WELDERS			
Welder	2	Welder III	2
Welder	3	Welder II	3
Welder	4	Welder I	4
-----	-----	Senior Welder II	5
Welder	6	Senior Welder I	6
e) BOILER OPERATORS			
-----	-----	Boiler Operator III	2
-----	-----	Boiler Operator II	3
Boiler Attendant	4	Boiler Operator I	4
-----	-----	Senior Boiler Operator II	5
-----	-----	Senior Boiler Operator I	6

f) PAINTERS / SIGNWRITERS			
Painter	2	Painter / Songwriter III	2
Painter	3	Painter II / Songwriter II	3
Painter	4	Painter I / Songwriter I	4
g) AUTO-ELECTRICIANS			
-----	-----	Auto-Electrician III	2
-----	-----	Auto-Electrician II	3
-----	-----	Auto-Electrician I	4
-----	-----	Senior Auto-Electrician II	5
Motor-Vehicle Electrician	6	Senior Auto-Electrician I	6
h) PANEL BEATERS / SPRAY PAINTERS			
-----	-----	Panel Beater / Spray Painter III	2
-----	-----	Panel Beater / Spray Painter II	3
-----	-----	Panel Beater / Spray Painter I	4
i) LOCKSMITHS / KEY-CUTTERS			
Locksmith / Key-cutter	2	Locksmith / Key-cutter III	2
Locksmith / Key-cutter	3	Locksmith / Key-cutter II	3
Locksmith / Key-cutter	4	Locksmith / Key-cutter I	4
-----	-----	Senior Locksmith / Key-cutter II	5
Locksmith / Key-cutter	6	Senior Locksmith / Key-cutter I	6
j) TAILORS			
-----	-----	Tailor / Dressmaker III	2
-----	-----	Tailor / Dressmaker II	3
-----	-----	Tailor / Dressmaker I	4
-----	-----	Senior Tailor / Dressmaker II	5
-----	-----	Senior Tailor / Dressmaker I	5

MASON

MASON III

Reports to: Section Head

Duties and Responsibilities

1. Masonry repair work in all buildings in the University
2. Fixing grills on windows & doors
3. Laying slabs on pathways
4. Constructing new walls for new Buildings
5. Repairing leaking roofs
6. Putting ceramic tiles on walls e.g. bathrooms, toilets etc.
7. Repairing the perimeter fence
8. Repairing of manholes.
9. Any other duties as may be assigned by the immediate supervisor.

Academic / Professional Requirements

- Government Trade Test III
- Exemplary work performance.

Experience

1 year experience in masonry

MASON II

Reports to: Section Head

Duties and Responsibilities

1. Masonry repair work in all buildings in the University
2. Fixing grills on windows & doors
3. Laying slabs on pathways
4. Constructing new walls for new Buildings
5. Repairing leaking roofs
6. Putting ceramic tiles on walls e.g. bathrooms, toilets etc.
7. Repairing the perimeter fence
8. Repairing of manholes.
9. Any other duties as may be assigned by the immediate supervisor.

Academic / Professional Requirements

- Government Trade Test II
- Exemplary work performance.

Experience

3 years experience as Mason III

MASON I

Reports to: Section Head

Duties and Responsibilities

1. Masonry repair work in all buildings in the University
2. Fixing grills on windows & doors
3. Laying slabs on pathways
4. Constructing new walls for new Buildings
5. Repairing leaking roofs
6. Putting ceramic tiles on walls e.g. bathrooms, toilets etc.
7. Repairing the perimeter fence
8. Repairing of manholes
9. Any other duties as may be assigned by the immediate supervisor.

Academic / Professional Requirements

- Government Trade Test I
- Exemplary work performance.

Experience

3 years experience as Mason II

SENIOR MASON

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Raise requisitions
3. Masonry repair work in all buildings in the University
4. Fixing grills on windows & doors
5. Laying slabs on pathways
6. Constructing new walls for new Buildings
7. Repairing leaking roofs
8. Putting ceramic tiles on walls e.g. bathrooms, toilets etc.
9. Repairing the perimeter fence
10. Repairing of manholes
11. Any other duties as may be assigned by the immediate supervisor.
12. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test I
- Craft Certificate.
- Exemplary work performance.

Experience

3 years experience as mason I

CARPENTERS

CARPENTER III

Reports to: Section Head

Duties and Responsibilities

1. All carpentry works and repairs
2. Fixing floor tiles in university houses
3. Put up partitions, new wooden structures and fences
4. Operating woodworking machines for planning and splitting(preparing material for a particular job in the workshop)
5. Requisition of materials from central stores.
6. Any other duties as may be assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test III
- Exemplary work performance.

Experience

1 year experience in carpentry.

CARPENTER II

Reports to: Section Head

Duties and Responsibilities

8. All carpentry works and repairs
9. Fixing floor tiles in university houses
10. Put up partitions, new wooden structures and fences
11. Operating woodworking machines for planning and splitting(preparing material for a particular job in the workshop)
12. Requisition of materials from central stores.
13. Any other duties as may be assigned by the immediate supervisor.
14. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test II
- Exemplary work performance.

Experience

3 years experience as Carpenter III

CARPENTER I

Reports to: Section Head

Duties and Responsibilities

1. All carpentry works and repairs
2. Fixing floor tiles in university houses
3. Put up partitions, new wooden structures and fences
4. Operating woodworking machines for planning and splitting (preparing material for a particular job in the workshop)
5. Requisition of materials from central stores
6. Any other duties as may be assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test II

Experience

3 years experience a Carpenter II

SENIOR CARPENTER

Reports to: Section Head

Duties and Responsibilities

1. Supervision of staff under them.
2. All carpentry works and repairs
3. All joinery works and repairs in the University
4. Making and repair of University furniture e.g. office, lockers, desks, shelf chairs e.t.c
5. Make and repair all doors, door frames, Roof Toussers, Roofing leakages
6. Fixing floor tiles(wooden)P.VC, fixing new carpets
7. Put up partitions, new wooden structures and fences
8. Operating woodworking machines for planning and splitting(preparing material for a particular job in the workshop)
9. Requisition of materials from central stores
10. Doing of estimates for projects in the section
11. Assist in the distribution of duties to Artisans when senior supervisor is on other assignments
12. Any other duties as may be assigned by the immediate supervisor.
13. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Craft Certificate
- Exemplary work performance.

Experience

3 years experience a Carpenter I

ELECTRICIANS

ELECTRICIAN III

Reports to: Section Head

Duties and Responsibilities

1. Installation of wiring in new buildings.
2. Repair and service of all types of electrical machines
3. Inspecting all Distribution Boxes for safety purposes
4. Maintenance of University buildings electricity supply.
5. Any other duties as may be assigned by the immediate supervisor.
6. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test III
- Exemplary work performance.

Experience

1 year experience in electrical work

ELECTRICIAN II

Reports to: Section Head

Duties and Responsibilities

1. Installation of wiring in new buildings.
2. Repair and service of all types of electrical machines
3. Inspecting all Distribution Boxes for safety purposes
4. Maintenance of University buildings electricity supply.
5. Any other duties as may be assigned by the immediate supervisor.
6. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test II
- Exemplary work performance.

Experience

3 years experience as Electrician III

ELECTRICIAN I

Reports to: Section Head

Duties and Responsibilities

1. Installation of wiring in new buildings.
2. Repair and service of all types of electrical machines
3. Inspect all Distribution Boxes for safety purposes
4. Maintenance of University Building electricity supply.
5. Any other duties as may be assigned by the immediate supervisor.
6. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test I
- Exemplary work performance.

Experience

3 years experience an Electrician II

SENIOR ELECTRICIAN II

Reports to: Section Head

Duties and Responsibilities

1. Supervision of staff.
2. Installation of wiring in new buildings.
3. Repair of all types of electrical machines.
4. Inspect all Distribution Boxes for safety purposes
5. Maintenance of University Buildings electricity supply i.e. Sockets, lighting.
6. Co-ordinate other works in other Sections of Estate Department.
7. Ensure sound Electrical Installations of buildings, Extensions & equipments.
8. Requisition of tools and equipments.
9. Any other duties as may be assigned by the immediate supervisor.
10. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Craft Certificate / Diploma in electrical installation from a recognized institution.
- Exemplary work performance.

Experience

3 years experience an Electrician I

SENIOR ELECTRICIAN I

Reports to: Section Head

Duties and Responsibilities

1. Supervision of staff.
2. Installation of wiring in new buildings.
3. Repair of all types of electrical machines.
4. Inspect all Distribution Boxes for safety purposes
5. Maintenance of University Buildings electricity supply i.e. Sockets, lighting.
6. Co-ordinate other works in other Sections of Estate Department.
7. Ensure sound Electrical Installations of buildings, Extensions & equipments.
8. Requisition of tools and equipments.
9. Any other duties as may be assigned by the immediate supervisor.
10. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Craft Certificate / Diploma in electrical installation from a recognized institution.
- Exemplary work performance.

Experience

3 years experience a Senior Electrician II

WELDERS

WELDER III

Reports to: Section Head

Duties and Responsibilities

1. Fabrication of metal grill
2. Fabrication and repair of all metal works
3. Any other duties as may be assigned by the immediate supervisor.
4. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test III
- Exemplary work performance.

Experience

1 year experience in welding

WELDER II

Reports to: Section Head

Duties and Responsibilities

5. Fabrication of metal grill
6. Fabrication and repair of all metal works
7. Any other duties as may be assigned by the immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test II
- Exemplary work performance.

Experience

3 years experience a Welder III

WELDER I

Reports to: Section Head

Duties and Responsibilities

1. Fabrication of metal grill
2. Fabrication and repair of all metal works
3. Any other duties as may be assigned by the immediate supervisor.

4. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test I

Experience

3 years experience a Welder II

SENIOR WELDER II

Reports to: Section Head

Duties and Responsibilities

1. Supervision of staff under them.
2. Requisition of tools and equipments
3. Estimate cost of equipments.
4. Fabrication of metal grill
5. Fabrication and repair of all metal works
6. Any other duties as may be assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Craft Certificate
- Exemplary work performance.

Experience

3 years experience a Welder I

SENIOR WELDER I

Reports to: Section Head

Duties and Responsibilities

1. Supervision of staff under them.
2. Requisition of tools and equipments
3. Estimate cost of equipments.
4. Fabrication of metal grill
5. Fabrication and repair of all metal works
6. Any other duties as may be assigned by the immediate supervisor.
7. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Craft Certificate / Diploma in relevant field.
- Exemplary work performance.

Experience

3 years experience a Senior Welder II

BOILER OPERATORS

BOILER OPERATOR III

Reports to: Section Head

Duties and Responsibilities

1. Operates the boiler as per standing instructions.
2. Carries out minor boiler maintenance/service.
3. Maintains a record of water and fuel usage.
4. Any other duties as may be assigned by the immediate supervisor.
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test III
- Exemplary work performance.

Experience

3 years in boiler operation

BOILER OPERATOR II

Reports to: Section Head

Duties and Responsibilities

1. Operates the boiler as per standing instructions.
2. Carries out minor boiler maintenance/service.
3. Maintains a record of water and fuel usage.
4. Any other duties as may be assigned by the immediate supervisor.
5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test II
- Exemplary work performance.

Experience

3 Years experience a Boiler Operator III

BOILER OPERATOR I

Reports to: Section Head

Duties and Responsibilities

1. Operates the boiler as per standing instructions.
2. Carries out minor boiler maintenance/service.
3. Maintains a record of water and fuel usage.
4. Any other duties as may be assigned by the immediate supervisor.

5. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Government Trade Test I
- Exemplary work performance.

Experience

3 Years experience a Boiler Operator II

SENIOR BOILER OPERATOR II

Reports to: Section Head

Duties and Responsibilities

1. Prepares the boiler room, ready for work.
2. Operates the boiler as per standing instructions.
3. Carries out minor boiler maintenance/service.
4. Maintains a record of water and fuel usage.
5. Supervision of staff under them.
6. Requisition of equipments
7. Any other duties as may be assigned by the immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Craft Certificate
- Exemplary work performance.

Experience

3 years experience a Boiler operator I

SENIOR BOILER OPERATOR I

Reports to: Section Head

Duties and Responsibilities

1. Prepares the boiler room, ready for work.
2. Operates the boiler as per standing instructions.
3. Carries out minor boiler maintenance/service.
4. Maintains a record of water and fuel usage.
5. Supervision of staff under them.
6. Requisition of equipments
7. Any other duties as may be assigned by the immediate supervisor.
8. Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Craft Certificate / Diploma in relevant field.
- Exemplary work performance.

Experience

3 years experience a Senior Boiler operator II

PAINTERS / SIGNWRITERS

PAINTER /SIGNWRITER III

Reports to: Maintenance Supervisor

Duties and Responsibilities

1. Paint all university buildings
2. Make estimates of work materials required for use.
3. Any Other duties assigned by immediate supervisor.
4. Appointment to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test III
- Exemplary work performance.

Experience

1 year experience in painting

PAINTER /SIGNWRITER II

Reports to: Maintenance Supervisor

Duties and Responsibilities

1. Paint all university buildings
2. Make estimates of work materials required for use.
3. Any Other duties assigned by immediate supervisor.
4. Appointment to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test II
- Exemplary work performance.

Experience

3 years experience as a Painter III

PAINTER / SIGNWRITER I

Reports to: Maintenance Supervisor

Duties and Responsibilities

1. Paint all university buildings
2. Make estimates of work materials required for use.
3. Any Other duties assigned by immediate supervisor.

4. Appointment to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test I
- Exemplary work performance.

Experience

3 years experience as a Painter II

SENIOR PAINTER / SIGNWRITER II

Reports to: Maintenance Supervisor

Duties and Responsibilities

1. Supervise staff under them
2. Paint all university buildings
3. Raise requisition for painting material
4. Make estimates of work materials required for use.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Craft Certificate
- Exemplary work performance.

Experience

3 years experience as a Painter I

SENIOR PAINTER / SIGNWRITER I

Reports to: Maintenance Supervisor

Duties and Responsibilities

1. Supervise staff under them
2. Paint all university buildings
3. Make estimates of work materials required for use.
4. Raise requisition for painting material
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Craft Certificate
- Exemplary work performance.

Experience

3 years experience as a Senior Painter II

PANEL BEATERS / SPRAY PAINTERS

PANEL BEATER / SPRAY PAINTER III

Reports to: Section Head

Duties and Responsibilities

1. Assesses vehicles and equipment for panel beating
2. Estimate panel beating materials and equipment
3. Carry out panel beating on motor vehicles and equipment.
4. Ensure safe custody of panel beating materials and equipment.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test III
- Exemplary work performance.

Experience

1 years experience as a Panel Beater / Spray Painter

PANEL BEATER / SPRAY PAINTER II

Reports to: Section Head

Duties and Responsibilities

1. Assesses vehicles and equipment for panel beating
2. Estimate panel beating materials and equipment
3. Carry out panel beating on motor vehicles and equipment.
4. Ensure safe custody of panel beating materials and equipment.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test II
- Exemplary work performance.

Experience

3 years experience as a Panel Beater / Spray Painter III

PANEL BEATER / SPRAY PAINTER I

Reports to: Section Head

Duties and Responsibilities

1. Assesses vehicles and equipment for panel beating
2. Estimate panel beating materials and equipment
3. Carry out panel beating on motor vehicles and equipment.
4. Ensure safe custody of panel beating materials and equipment.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test I
- Exemplary work performance.

Experience

3 years experience as a Panel Beater / Spray Painter II

SENIOR PANEL BEATER / SPRAY PAINTER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Raise requisition of equipment for panel beating.
3. Assesses vehicles and equipment for panel beating
4. Estimate panel beating materials and equipment
5. Carry out panel beating on motor vehicles and equipment.
6. Ensure safe custody of panel beating materials and equipment.
7. Any Other duties assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Craft Certificate / Diploma in relevant field.
- Exemplary work performance.

Experience

3 years experience as a Panel Beater / Spray Painter I

SENIOR PANEL BEATER / SPRAY PAINTER I

Reports to:

Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Requisition of equipment for panel beating.
3. Assesses vehicles and equipment for panel beating
4. Estimate panel beating materials and equipment
5. Carry out panel beating on motor vehicles and equipment.
6. Ensure safe custody of panel beating materials and equipment.
7. Any Other duties assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Craft Certificate / Diploma in relevant field.
- Exemplary work performance.

Experience

3 years experience as Senior Panel Beater / Spray Painter II

LOCKSMITH

LOCKSMITH III

Reports to: Section Head

Duties and Responsibilities

1. Repair faulty locks as necessary
2. Fabricate spare-parts of locks
3. Assemble locks from spare-parts
4. Cut keys for locks
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test Certificate III
- Exemplary work performance.

Experience

1 year experience as Locksmith

LOCKSMITH II

Reports to: Section Head

Duties and Responsibilities

1. Repair faulty locks as necessary
2. Fabricate spare-parts of locks
3. Assemble locks from spare-parts
4. Cut keys for locks
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test Certificate II
- Exemplary work performance.

Experience

3 years experience as Locksmith III

LOCKSMITH I

Reports to: Section Head

Duties and Responsibilities

1. Repair faulty locks as necessary
2. Fabricate spare parts of locks
3. Assemble locks from spare parts

4. Cut keys for locks
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test Certificate I
- Exemplary work performance.

Experience

3 years experience as a Locksmith II

SENIOR LOCKSMITH II

Reports to: Section Head

Duties and Responsibilities

1. Repair faulty locks as necessary
2. Fabricate spare parts of locks
3. Assemble locks from spare parts
4. Cut keys for locks
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Craft Certificate
- Exemplary work performance.

Experience

3 years experience as a Locksmith I

SENIOR LOCKSMITH I

Reports to: Section Head

Duties and Responsibilities.

1. Supervision of staff under him.
2. Raise requisition for locksmith materials.
3. Repair faulty locks as necessary
4. Fabricate spare parts of locks
5. Assemble locks from spare parts
6. Cut keys for locks
7. Any Other duties assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Craft Certificate / Diploma in relevant field.
- Exemplary work performance.

Experience

3 years experience as a Senior Locksmith II

Tailor/Dressmaker III

Report to: In-charge Tailoring

Duties and Responsibilities.

1. Repairing and mending cloths
2. Taking measurements of clients and recording
3. Any Other duties assigned by immediate supervisor.
4. Appointment to this post will be subject to the availability of a vacancy.

Qualifications

- GTT III in Dressmaking/ Tailoring

Experience

Minimum experience

Tailor/Dressmaker II

Report to: In-charge Tailoring

Duties and Responsibilities.

1. Repairing and mending cloths
2. Taking measurements of clients and recording
3. Pressing cloths using an iron box
4. Any other duties as may assigned by the immediate supervisor
5. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Qualifications

- GTT II in Dressmaking/ Tailoring

Experience

3 years experience as Tailor/Dressmaker III

Tailor/Dressmaker I

Report to: In-charge Tailoring

Duties and Responsibilities.

1. Repairing and mending cloths
2. Taking measurements of clients and recording
3. Pressing cloths using an iron box
4. Draw and cut out patterns for cloths
5. Report any faults in machines and equipment
6. Any Other duties assigned by immediate supervisor.
7. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Qualifications

- GTT I in Dressmaking/ Tailoring

Experience

3 years experience as Tailor/Dressmaker II

Senior Tailor/Dressmaker II

Report to: In-charge Tailoring

Duties and Responsibilities.

1. Design and make Cloths for clients
2. Draw and cut out patterns for cloths
3. Ensure procurement of materials required for tailoring/ dressmaking
4. Confer with clients to determine type of material and garment style desired
5. Ensure machines and equipment are repaired and maintained
6. Supervise Tailors/ Dressmakers under them
8. Any Other duties assigned by immediate supervisor.
9. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Qualifications

- GTT I in Dressmaking/ Tailoring

Experience

3 years experience as Tailor/Dressmaker I

Senior Tailor/Dressmaker I

Report to:

Duties and responsibilities

1. In-charge of tailoring section
2. Design and make Cloths for clients
3. Draw and cut out patterns for cloths
4. Ensure procurement of materials required for tailoring/ dressmaking
5. Maintain budget for the section
6. Confer with clients to determine type of material and garment style desired
7. Ensure machines and equipment are repaired and maintained
8. Collect, maintain and report revenue for the section
9. Any Other duties assigned by immediate supervisor.
10. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Qualifications

- GTT I in Dressmaking/ Tailoring

Experience

3 years experience as Tailor/Dressmaker I

Water / Sewerage Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) PLUMBERS			
Plumber	2	Plumber III	2
Plumber	3	Plumber II	3
Plumber	4	Plumber I	4
-----	-----	Senior Plumber II	5
Senior Plumber	6	Senior Plumber I	6
b) WATER TREATMENT ATTENDANTS			
Water Treatment Attendant	2	Water Treatment Attendant III	2
Water Treatment Attendant	3	Water Treatment Attendant II	3
-----	-----	Water Treatment Attendant I	4
c) WATER OPERATORS			
Water Operator	2	Water Operator III	2
Water Operator	3	Water Operator II	3
Water Operator	-----	Water Operator I	4
d) PUMP ATTENDANTS			
Pump Attendant	2	Pump Attendant III	2
Pump Attendant	3	Pump Attendant II	3
Pump Attendant	-----	Pump Attendant I	4
e) WATER & SEWERAGE TECHNICIANS			
-----	-----	W / S Technician III	5
Maintenance Officer	6	W / S Technician II	6
-----	-----	W / S Technician I	7
-----	-----	Senior W / S Technician	8
f) WATER & SEWERAGE ENGINEERS			
-----	-----	W / S Engineer II	9
-----	-----	W / S Engineer I	10
Water Engineer	11	Senior W / S Engineer	11
-----	-----	Deputy Chief W / S Engineer	12
-----	-----	Chief W / S Engineer	13

PLUMBERS

PLUMBER III

Reports to: Section Head

Duties and Responsibilities

1. Doing minor & major repair of plumbing in the University.
2. Attending to new and old building for plumbing installation of pipe fitting in the University.
3. Attending to Minor & major repairs of sewer pipes in the university.
4. Attending to major and minor repair of the sewer line, waste drainage and waste water pipes.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test III
- Exemplary work performance.

Experience

1 year experience in Plumbing.

PLUMBER II

Reports to: Section Head

Duties and Responsibilities

1. Doing minor & major repair of plumbing in the University.
2. Attending to new and old building for plumbing installation of pipe fitting in the University.
3. Attending to Minor & major repairs of sewer pipes in the university.
4. Attending to major and minor repair of the sewer line, waste drainage and waste water pipes.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test II
- Exemplary work performance.

Experience

3 years experience as Plumber III

PLUMBER I

Reports to: Section Head

Duties and Responsibilities

1. Doing minor & major repair of plumbing in the University.

2. Attending to new and old building for plumbing installation of pipe fitting in the University.
3. Attending to Minor & major repairs of sewer pipes in the university.
4. Attending to major and minor repair of the sewer line, waste drainage and waste water pipes.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test I
- Exemplary work performance.

Experience

3 years experience as Plumber II

SENIOR PLUMBER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Doing minor & major repair of plumbing in the University.
3. Attending to new and old building for plumbing installation of pipe fitting in the University.
4. Attending to Minor & major repairs of sewer pipes in the university.
5. Attending to major and minor repair of the sewer line, waste drainage and waste water pipes.
6. Any Other duties assigned by immediate supervisor.
7. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test I
- Craft Certificate from recognized institution.
- Exemplary work performance.

Experience

3 years experience as Plumber I

SENIOR PLUMBER I

Reports to: Maintenance Supervisor

Duties and Responsibilities

1. Supervise staff under them.
2. Doing minor & major repair of plumbing in the University.
3. Attending to new and old building for plumbing installation of pipe fitting in the University.
4. Attending to Minor & major repairs of sewer pipes in the university.
5. Attending to major and minor sewer line, waste drainage blockages and waste water pipes.
6. Raise requisition for the supply of equipments
7. Any other duties as by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test I
- Craft Certificate / Diploma in relevant field from recognized institution.
- Exemplary work performance.

Experience

3 years experience as Senior Plumber II

WATER OPERATORS

WATER OPERATOR III

Reports to: Section Head

Duties and Responsibilities

Water used in the Campus is currently from 11 boreholes and a river located in different parts. The Water Operators therefore makes sure that: -

1. Ensure water is distributed fairly in the university
2. Ensure that all borehole pumps are operational
3. Repair defective pumps
4. Operate the existing booster pumps when required
5. Ensure that the gravity intake is fully operational , by unblocking when necessary
6. Carry out actual full treatment at the treatment works
7. Any other duties as may be specified by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Water Supply Operator Certificate (Intermediate)
- Exemplary work performance.

Experience

1 year experience in water operation.

WATER OPERATOR II

Reports to: Section Head

Duties and Responsibilities

Water used in the Campus is currently from 11 boreholes and a river located in different parts. The Water Operators therefore makes sure that: -

1. Ensure water is distributed fairly in the university
2. Ensure that all borehole pumps are operational
3. Repair defective pumps
4. Operate the existing booster pumps when required

5. Ensure that the gravity intake is fully operational , by unblocking when necessary
6. Carry out actual full treatment at the treatment works
7. Any other duties as may be specified by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Water Supply Operator Certificate (Intermediate)
- Exemplary work performance.

Experience

3 years experience as Water Operator III

WATER OPERATOR I

Reports to: Section Head

Duties and Responsibilities

Water used in the Campus is currently from 11 boreholes and a river located in different parts. The Water Operators therefore makes sure that:-

1. Ensure water is distributed fairly in the university
2. Ensure that all borehole pumps are operational
3. Repair defective pumps
4. Operate the existing booster pumps when required
5. Ensure that the gravity intake is fully operational , by unblocking when necessary
6. Carry out actual full treatment at the treatment works
7. Any other duties as may be specified by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Water Supply Operator Certificate (Advanced)
- Exemplary work performance.

Experience

3 years experience as a Water Operator II

WATER & SEWERAGE TECHNICIANS

WATER & SEWERAGE TECHNICIAN III

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Coordinate and supervise pumping and distribution of water
3. Supervise treatment of water and ensure it reaches the university consumers
4. Supervise the repair of pumps for proper operation
5. Ensure that all pumps are functional
6. Any other duties as may be specified by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Water / Waste water Technology from a recognized institution.
- Exemplary work performance.

Experience

3 years experience as Water Operator I

WATER & SEWERAGE TECHNICIAN II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Coordinate and supervise pumping and distribution of water
3. Supervise treatment of water and ensure it reaches the university consumers
4. Supervise the repair of pumps for proper operation
5. Ensure that all pumps are functional
5. Any other duties as may be specified by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Water / Waste water Technology from a recognized institution.
- Exemplary work performance.

Experience

3 years experience as Water and Sewerage Technician III

WATER & SEWERAGE TECHNICIAN I

Reports to: Section Head

Duties and Responsibilities

1. Coordinate and supervise pumping and distribution of water
2. Supervise treatment of water and ensure it reaches the university consumers
3. Supervise the repair of pumps for proper operation
4. Ensure that all pumps are functional
5. Any other duties as may be specified by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Water / Waste water Technology from a recognized institution.
- Exemplary work performance.

Experience

3 years experience as Water and Sewerage Technician II

SENIOR WATER & SEWERAGE TECHNICIAN

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Coordinate and supervise pumping and distribution of water
3. Supervise treatment of water and ensure it reaches the university consumers
4. Supervise the repair of pumps for proper operation
5. Ensure that all pumps are functional
6. Any other duties assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree in a relevant field from a recognized institution.
- Exemplary work performance.

Experience

3 years experience as a Water and Sewerage Technician I

WATER & SEWERAGE ENGINEERS

WATER & SEWERAGE ENGINEER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise the operations, maintenance and extension of the water distribution network; ensuring right number of staff is deployed, economic use of available resources and tools; and deal with logistics of the operations.
2. Ensure the availability and efficient utilization of resources.
3. Ensure timely and economic repair of leakages or breakdowns in the supply system; deploy staff and equipment, and supervise the work done.
4. Periodically check on the working tools stock and advice for procurement of any tools needed for any particular task.
5. Any other duties as may be specified by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors' degree in a relevant field / Higher Diploma in water technology from a recognized institution.
- Registered Engineer
- Exemplary work performance.

Experience

3 years experience as a Senior Sewerage Technician

WATER & SEWERAGE ENGINEER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise the operations, maintenance and extension of the water distribution network; ensuring right number of staff are deployed, economic use of available resources and tools; and deal with logistics of the operations.
2. Ensure the availability and efficient utilization of resources.
3. Ensure timely and economic repair of leakages or breakdowns in the supply system; deploy staff and equipment, and supervise the work done.
4. Periodically check on the working tools stock and advice for procurement of any tools needed for any particular task.
5. Any other duties as may be specified by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors' degree in a relevant field / Higher Diploma in water technology from a recognized institution.
- Registered Engineer
- Exemplary work performance.

Experience

3 years experience as a Water and Sewerage Engineer II

SENIOR WATER & SEWERAGE ENGINEER**Reports to:**

Chief Water / Sewerage Engineer

Duties and Responsibilities

1. Supervise staff under them
2. Supervise the operations, maintenance and extension of the water distribution network; ensuring right number of staffs are deployed, economic use of available resources and tools; and deal with logistics of the operations.
3. Ensure the availability and efficient utilization of resources.
4. Ensure timely and economic repair of leakages or breakdowns in the supply system; deploy staff and equipment, and supervise the work done.
5. Periodically check on the working tools stock and advise for procurement of any tools needed for any particular task.
6. Any other duties as may be specified by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters Degree in a relevant field from a recognized institution.
- Registered Engineer
- Exemplary work performance.

Experience

3 years experience as a Water and Sewerage Engineer I

DEPUTY CHIEF WATER & SEWERAGE ENGINEER**Reports to:**

Chief Water / Sewerage Engineer

Duties and Responsibilities

1. Deputize Chief Water and Sewerage Engineer.
2. Coordinate staff matters.
3. Supervise the operations, maintenance and extension of the water distribution network; ensuring right number of staff members are deployed, economic use of available resources and tools; and deal with logistics of the operations.
4. Ensure the availability and efficient utilization of resources.

5. Ensure timely and economic repair of leakages or breakdowns in the supply system; deploy staff and equipment, and supervise the work done.
6. Periodically check on the working tools stock and advice for procurement of any tools needed for any particular task.
7. Any other duties as may be specified by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters Degree in a relevant field from a recognized institution.
- Registered Engineer
- Exemplary work performance.

Experience

3 years experience as a Senior Water and Sewerage Engineer I

CHIEF WATER & SEWERAGE ENGINEER

Reports to:

Deputy Vice-Chancellor (Finance & Admin)

Duties and Responsibilities

1. In-Charge of the department
2. Responsible for efficient distribution of water within the university
3. Responsible for effective maintenance and extension of water distribution networks.
4. Responsible for staff matters.
5. Responsible for procurement of stores
6. Responsible for budgetary preparation and control
7. Responsible for water and sewerage related matters.
8. Responsible for formulation and implementation of departmental strategic plan.
9. Responsible for formulation, coordination and implementation of departmental policies
10. Any other duties assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters Degree in a relevant field from a recognized institution.
- Registered Engineer
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Water and Sewerage Engineer I

Maintenance Officers & Clerks of Works

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) MAINTENANCE OFFICERS			
-----	-----	Maintenance Officer III	7
Maintenance Officer	8	Maintenance Officer II	8
-----	-----	Maintenance Officer I	9
-----	-----	Senior Maintenance Officer II	10
-----	-----	Senior Maintenance Officer I	11
Assistant Estates Manager	-----	Assistant Estates Manager	12
Estates Manager	13	Estates Manager	13

MAINTENANCE OFFICERS

MAINTENANCE OFFICER III

Reports to: Section Head

Duties and Responsibilities

1. Read and interpret drawings for works.
2. Carry out costing and quantity of works and equipment.
3. Supervise maintain works and equipment.
4. Co-ordinate artisans work as assigned.
5. Co-ordinate work schedules.
6. Carry out supervision of construction work on capital projects within the university
7. Advise the University on technical matters in relation to construction projects.
8. Ensure delivery of quality services and workmanship by contractors and consultants.
9. Verify and Certify the work done by contractors and consultants
10. Any other duty that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in the relevant field or its equivalent from a recognized institution.
- Exemplary work performance.

Experience

3 years experience in building / construction duties

MAINTENANCE OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Read and interpret drawings for works.
2. Carry out costing and quantity of works and equipment.
3. Supervise maintain works and equipment.
4. Co-ordinate artisans work as assigned.
5. Co-ordinate work schedules.
6. Carry out supervision of construction work on capital projects within the university
7. Advise the University on technical matters in relation to construction projects.
8. Ensure delivery of quality services and workmanship by contractors and consultants.
9. Verify and Certify the work done by contractors and consultants
10. Any other duty that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher Diploma in the relevant field or its equivalent from a recognized institution.
- Exemplary work performance.

Experience

3 years experience as a Maintenance Officer III

MAINTENANCE OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Read and interpret drawings for works.
2. Carry out costing and quantity of works and equipment.
3. Supervise maintain works and equipment.
4. Co-ordinate artisans work as assigned.
5. Co-ordinate work schedules.
6. Carry out supervision of construction work on capital projects within the university
7. Advise the University on technical matters in relation to construction projects.
8. Ensure delivery of quality services and workmanship by contractors and consultants.
9. Verify and Certify the work done by contractors and consultants
10. Any other duty that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher Diploma in the relevant field or its equivalent from a recognized institution.
- Exemplary work performance.

Experience

3 years experience as a Maintenance Officer II

SENIOR MAINTENANCE OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Coordinate preparation of design and estimate cost of works.
2. Coordinate Supervision of building works.
3. Coordinate preparation of progress reports on building works.
4. Liaise with contractors and consultants on building works.
5. Responsible for quality assurance of building works
6. Co-ordinate staff training and development and other personnel matters.
7. Any other duties that may be assigned by the immediate Supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher Diploma in the relevant field or its equivalent from a recognized institution.
- Exemplary work performance.

Experience

3 years experience as a Maintenance Officer I

SENIOR MAINTENANCE OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Coordinate preparation of design and estimate cost of works.
2. Coordinate Supervision of building works.
3. Coordinate preparation of progress reports on building works.
4. Liaise with contractors and consultants on building works.
5. Responsible for quality assurance of building works
6. Co-ordinate staff training and development and other personnel matters.
7. Any other duties that may be assigned by the immediate Supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree / Higher Diploma in the relevant field or its equivalent from a recognized institution.
- Exemplary work performance.

Experience

3 years experience as a Senior Maintenance Officer II

ASSISTANT ESTATES MANAGER

Reports to: Estates Manager

Duties and Responsibilities

1. Deputize Estates Manager
2. Assist in organizing, managing and performing all function of the department
3. Assist in maintenance of University plants, properties and equipment.
4. Assist in the preparation and implementation of budget provision.
5. Assist in Submission of plant, property and equipment reports to the University.
6. Formulation and submission of policy proposal on physical infrastructure and development of the University.
7. Any other duties that may be assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in the relevant field or its equivalent from a recognized institution.
- Exemplary work performance.

Experience

3 years experience as Senior Maintenance Officer I

ESTATES MANAGER

Reports to: Deputy Vice-Chancellor (Finance & Admin)

Duties and Responsibilities

1. In charge of Estates Department
2. Responsible for maintenance of University plants, properties and equipment.
3. Submission of plant, property and equipment reports to the University.
4. Advise management on the physical development of the University.
5. Formulate and submit policy proposal on physical infrastructure and development of the University.
6. Responsible for preparation and control of budget.
7. In-Charge of staff matters within the department.
8. Responsible for formulation of strategic plan of the department.
9. Responsible for the organization, management and performance of all functions of the department.
10. Any other duties that may be assigned by immediate supervisor
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in the relevant field or its equivalent from a recognized institution.

Experience

3 years experience as Assistant Estates Manager

Transport Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) MOTOR-VEHICLE DRIVERS			
Driver	2	Driver III	2
Driver	3	Driver II	3
Driver	4	Driver I	4
Driver	5	Senior Driver II	5
Driver	6	Senior Driver I	6
b) MOTOR-VEHICLE MECHANICS			
-----	-----	Mechanic / Auto Electrician III	2
Mechanic	3	Mechanic / Auto Electrician II	3
Mechanic	4	Mechanic / Auto Electrician I	4
-----	-----	Senior Mechanic / Auto Electrician II	5
Senior Mechanic	6	Senior Mechanic / Auto Electrician I	6
c) TRANSPORT SUPERVISORS / OFFICERS			
-----	-----	Assistant Transport Officer	11
Transport Officer	12	Transport Officer	12

MOTOR-VEHICLE DRIVERS

DRIVER III

Reports to: Immediate Supervisor

Duties and Responsibilities

1. Responsible for driving University vehicles.
2. Maintain vehicle cleanliness.
3. Report any vehicle defects to immediate supervisor.
4. Ensure Work-Tickets are duly authorized.
5. Observe vehicle preventive maintenance.
6. Any other duties that may be assigned by immediate supervisor
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Driving Licence Class B / C / E with PSV endorsement
- Passed Occupational Trade Test III for Drivers
- Exemplary work performance

Experience

3 years experience as a Driver

DRIVER II

Reports to: Immediate Supervisor

Duties and Responsibilities

1. Responsible for driving University vehicles.
2. Maintain vehicle cleanliness.
3. Report any vehicle defects to immediate supervisor.
4. Ensure Work-Tickets are duly authorized.
5. Observe vehicle preventive maintenance.
6. Any other duties that may be assigned by immediate supervisor
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Driving Licence Class B / C / E with PSV endorsement
- Passed Occupational Trade Test II for Drivers
- Exemplary work performance

Experience

3 years experience as a Driver III

DRIVER I

Reports to: Immediate Supervisor

Duties and Responsibilities

1. Responsible for driving University vehicles.
2. Maintain vehicle cleanliness.
3. Report any vehicle defects to transport Officer.
4. Ensure Work-Tickets are duly authorized.
5. Observe vehicle preventive maintenance.
6. Any other duties that may be assigned by immediate supervisor
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Driving Licence Class B / C / E with PSV endorsement
- Passed Occupational Trade Test I for Drivers
- Exemplary work performance

Experience

3 years experience as Driver II

SENIOR DRIVER II

Reports to: Immediate Supervisor

Duties and Responsibilities

1. Responsible for driving University vehicles.
2. Adhere closely to the High Way code.
3. Be courteous and professional in dealing with passengers.
4. Ensure all trips are properly authorized.
5. Provide advice and coach other drivers.
6. Observe daily preventive maintenance of vehicles.
7. Any other duties that may be assigned by immediate supervisor
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Driving Licence Class B / C / E with PSV endorsement

- Passed Occupational Trade Test I for Drivers
- Exemplary work performance

Experience

3 years experience as a Driver I

SENIOR DRIVER I

Reports to: Immediate Supervisor

Duties and Responsibilities

1. Responsible for driving University vehicles.
2. Adhere closely to the High Way code.
3. Be courteous and professional in dealing with passengers.
4. Ensure all trips are properly authorized.
5. Provide advice and coach other drivers.
6. Observe daily preventive maintenance of vehicles.
7. Any other duties that may be assigned by immediate supervisor
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- KCSE Certificate
- Driving Licence Class B / C / E with PSV endorsement
- Passed Occupational Trade Test I for Drivers
- Exemplary work performance.

Experience

3 years experience as Senior Driver II

MOTOR VEHICLE MECHANICS

MECHANIC / AUTO ELECTRICIAN III

Reports to: Section Head

Duties and Responsibilities

1. Routine maintenance of vehicles.
2. Diagnose and repair of Motor Vehicles
3. Identify spare parts required for repair.
4. Ensures proper care in the use and maintenance of equipment and supplies.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test III
- Exemplary work performance.

Experience

3 years in motor mechanics / Auto Electrician

MECHANIC / AUTO ELECTRICIAN II

Reports to: Section Head

Duties and Responsibilities

1. Routine maintenance of vehicles.
2. Diagnose and repair of Motor Vehicles
3. Identify spare parts required for repair.
4. Ensures proper care in the use and maintenance of equipment and supplies.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test II
- Exemplary work performance.

Experience

3 years in motor mechanics / Auto Electrician

MECHANIC / AUTO ELECTRICIAN I

Reports to: Section Head

Duties and Responsibilities

1. Routine maintenance of vehicles.
2. Diagnose and repair of Motor Vehicles
3. Identify spare parts required for repair.
4. Ensures proper care in the use and maintenance of equipment and supplies.
5. Any Other duties assigned by immediate supervisor.
6. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Government Trade Test I
- Exemplary work performance.

Experience

3 years experience as a Mechanic / Auto Electrician II

SENIOR MECHANIC / AUTO ELECTRICIAN II

Reports to: Section Head

Duties and Responsibilities

1. Raise requisitions and order of required spare parts.
2. Supervise staff under them.
3. Routine maintenance of vehicles.
4. Diagnose and repair of Motor Vehicles
5. Identify spare parts required for repair.
6. Ensures proper care in the use and maintenance of equipment and supplies.
7. Any Other duties assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Craft Certificate.
- Exemplary work performance.

Experience

3 years experience as a Mechanic / Auto Electrician I

SENIOR MECHANIC / AUTO ELECTRICIAN I

Reports to: Section Head

Duties and Responsibilities

1. Raise requisitions and order of required spare parts.
2. Supervise staff under them.
3. Routine maintenance of vehicles.
4. Diagnose and repair of Motor Vehicles
5. Identify spare parts required for repair.
6. Ensures proper care in the use and maintenance of equipment and supplies.
7. Any Other duties assigned by immediate supervisor.
8. Appointment / Promotion to this post will be subject to the availability of a vacancy.

Academic / Professional Requirements

- Craft Certificate.
- Exemplary work performance.

Experience

3 years experience as a Senior Mechanic / Auto Electrician II

ASSISTANT TRANSPORT OFFICER

Reports to: Transport Officer

Duties and Responsibilities

1. Deputize Transport Officer
2. Receiving and compiling motor vehicle statistics for management use.
3. Assist in the Management of motor vehicle files registry and maintenance of motor vehicle fleet register.
4. Develop and implement Transport Vehicle maintenance schedule.
5. Assist in the implementation of policy guidelines and regulations on use and management of the vehicle fleet.
6. Co-ordinate the usage and servicing vehicles with a view to ensuring efficient and economic utilization.
7. Co-ordinate the ordering of new vehicles, vehicles insurance and licensing, keeping logbooks and recording of written-off vehicles.
8. Supervision and monitoring staff performance in the Department.
9. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors Degree / Higher Diploma in the relevant field from recognized institution.
- Masters degree is an added advantage.
- Exemplary work performance.

Experience

3 years in vehicle maintenance

TRANSPORT OFFICER

Reports to: Deputy Vice-Chancellor (Finance & Admin)

Duties and Responsibilities

1. Overall management of Transport Department.
2. In-Charge of transport staff matters
3. To interpret and implement policy guidelines and regulations on use and management of the vehicle fleet.
4. Responsible for the Management of formulation of Transport Policy.
5. Ensure efficient function of Transport Department.
6. Responsible for the procurement of suitable vehicles.
7. Responsible for the formulation of strategic plan for the department.
8. Responsible for the preparation and control of departmental budget.
9. Facilitate staff Development.
10. Any other duties that may be assigned by the immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the

establishment.

Academic / Professional Requirements

- Bachelors Degree / Higher Diploma in the relevant field from recognized institution.
- Masters degree in the relevant field.
- Exemplary work performance.

Experience

3 years experience as an Assistant Transport Officer

Information Communication Technology (ICT) Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) COMPUTER OPERATORS			
Computer Operator	5	Computer Operator II	5
-----	-----	Computer Operator I	6
Senior Computer Operator	7	Senior Computer Operator	7
b) ICT OFFICERS			
-----		ICT Officer III	8
-----	-----	ICT Officer II	9
-----	-----	ICT Officer I	10
-----	-----	Senior ICT Officer	11
Deputy ICT Manager	12	Deputy ICT Manager	12
IT Manager	13	ICT Manager	13

COMPUTER OPERATOR II

Reports to: Section Head

Duties and Responsibilities

1. Carry out data entry and update records into computer
2. Generate reports from computer
3. Ensure that the computer in use and its peripherals is in working condition, and report defects if any.
4. Coordinate training of other staff in computer usage.
5. Any other duties that may be assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in ICT or its equivalent from recognized institution.
- Exemplary work performance.

Experience

Minimal

COMPUTER OPERATOR I

Reports to: Section Head

Duties and Responsibilities

1. Carry out data entry and update records into computer
2. Generate reports from computer
3. Ensure that the computer in use and its peripherals is in working condition, and report defects if any.
- 5.
6. Coordinate training of other staff in computer usage.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Diploma in ICT or its equivalent from recognized institution.
- Exemplary work performance.

Experience

3 years experience as a Computer Operator II

SENIOR COMPUTER OPERATOR

Reports to: Section Head

Duties and Responsibilities

1. Carries out data entry into computer
2. Generates reports from computer
3. Ensures that the computer in use is in working condition and reports defects if any
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in ICT or its equivalent from recognized institution.
- Exemplary work performance.

Experience

3 years experience as a Computer Operator I

ICT OFFICER III

Reports to: ICT Manager

Duties and Responsibilities

1. To manage the Helpdesk system
2. Follow-up on reported faults
3. To quantify the faults reported
4. Ensuring staff mailing system is running effectively
5. Assign intranet and e-mail accounts to staff members
6. Carrying out staff needs assessment
7. Coordination of staff training on ICT
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in ICT or its equivalent from recognized institution.
- OR**
- Bachelor's degree and Diploma in ICT from recognized institution.
 - Exemplary work performance.

Experience

3 years in ICT practice

ICT OFFICER II

Reports to: ICT Manager

Duties and Responsibilities

1. To manage the Helpdesk system

2. Follow-up on reported faults
3. To quantify the faults reported
4. Ensuring staff mailing system is running effectively
5. Assign intranet and e-mail accounts to staff members
6. Carrying out staff needs assessment
7. Coordination of staff training on ICT
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in ICT or its equivalent from recognized institution.

OR

- Bachelor's degree and Diploma in ICT from recognized institution.
- Exemplary work performance.

Experience

3 years experience as an ICT Officer III

ICT OFFICER I

Reports to: ICT Manager

Duties and Responsibilities

1. Assess the ICT data Requirements of Departments in liaison with the other ICT staff to meet the data needs of these Departments;
2. Conduct user training and support for all staff on the necessary skills needed for effective service delivery in the end-user environment;
3. Develop and maintain suitable tools for the preparation of statistics and reports as may be required from time to time by the University;
4. Work closely with the applications team, network team, technical team and the University administration to coordinate their efforts towards effective data user support in the Departments
5. Develop, maintain and regularly carry out appropriate data and application backup and security procedures.
6. Design, develop, test and maintain core applications and databases in the University towards meeting the expanding needs of the University;
7. Work closely with the network team, ICT support team and the University Management towards achieving an effective fully integrated information system to meet the changing needs of the University.
8. Design and implement disaster recovery and continuity systems for University software applications and databases; and
9. Train and develop the requisite leadership, managerial and technical skills towards meeting the needs of the Applications Management Team.
10. Any other duties that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in ICT or its equivalent from recognized institution.

OR

- Bachelor's degree and Diploma in ICT from recognized institution.
- Exemplary work performance.

Experience

3 years experience as an ICT Officer II

SENIOR ICT OFFICER

Reports to: ICT Manager

Duties and Responsibilities

1. Assess the network Requirements in liaison with the other ICT staff to meet the needs of the University;
2. Design and implementation of the corporate network of the University; the Internet backbone and the Local Area Network;
3. Bandwidth management; planning and advising the University on acquisition and distribution, and adherence to service level agreements;
4. Design and implement measures to ensure network security including all the network hardware and software protection; and
5. Train and develop the requisite leadership, managerial and technical skills towards meeting the needs of the Network Administration & Security.
6. Coordinate the functions of database administration, network administration, applications development, ICT support and training, security and disaster management to provide coherent operations in towards effectively meeting the ICT service needs of the University;
7. Assess training in professional and technical skills for the continued effective delivery ICT services in the University;
8. Explore, inform and train the ICT team on new technologies and their possible impact towards attaining the University's vision and. mission; and
9. Train and develop the requisite leadership, managerial and technical skills towards meeting the needs of the ICT Department Team.
10. Any other duties that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in ICT or its equivalent from recognized institution.
- Exemplary work performance.

Experience

3 years experience as an ICT Officer I

DEPUTY ICT MANAGER

Reports to: ICT Manager

Duties and Responsibilities

1. Assembly and refurbishment of computers and related accessories
2. Receiving and testing of computers and related accessories from suppliers prior to their deployment in the University
3. Enforcement of warranties and service contracts for all computers and related accessories received in the University
4. Liaise with the ICT Manager on the distribution of computers in the University
5. Cleaning and wiping of computer software (data and applications) for all computer material going offsite for repairs and maintenance to protect the privacy and confidentiality of University.
6. Securing all ICT systems, Implement and monitor system controls
7. Server administration (Central server, Mail server, Back up Domain Controller)
8. User administration/ Management & Monitoring ICT Systems for breaches
9. Configure and monitor the performance of specific applications
10. Test and implement relevant technical system upgrades
11. Liaising with application system vendors and consultants
12. Evaluating existing and new applications, operating systems, technologies and networks and assessing the adequacy, effectiveness and reliability of internal controls
13. Performing reviews of Information Systems installations and services to determine the adequacy of logical and physical security controls, operational, change control, back up and disaster recovery procedures and business continuity management.
14. Any other duties that may be assigned by the immediate supervisor.
15. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in ICT or its equivalent from recognized institution.
- Exemplary work performance.

Experience

3 years experience as a Senior ICT Officer

ICT MANAGER

Reports to:

Deputy Vice-Chancellor (Academic Affairs)

Duties and Responsibilities

1. Formulation, implementation and coordination of ICT policies, strategies and programmes in the organization
2. Monitors and evaluates ICT programmes and policies
3. Ensures timely implementation of ICT standards in line with the needs of the organization
4. Keeps abreast with emerging ICT issues
5. Ensures timely implementation and effective maintenance of ICT systems
6. Preparer ICT status reports and ensure professional standards are observed
7. Guides and develops staff working in the Department
8. Any other duties that may be assigned by the immediate supervisor.
16. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in ICT or its equivalent from recognized institution.
- Exemplary work performance.

Experience

3 years experience as Deputy ICT Manager

Procurement Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Procurement Assistant	5	Procurement Assistant II	5
Procurement Assistant	6	Procurement Assistant I	6
Senior Procurement Assistant	7	Assistant Procurement Officer II	7
Senior Procurement Assistant	8	Assistant Procurement Officer I	8
Procurement Officer	9	Procurement Officer III	9
Procurement Officer	10	Procurement Officer II	10
-----	-----	Procurement Officer I	11
Senior Procurement Officer	12	Senior Procurement Officer II	12
-----	-----	Senior Procurement Officer I	13
-----	-----	Deputy Chief Procurement Officer	14
-----	-----	Chief Procurement Officer	15

PROCUREMENT ASSISTANT II

Reports to: Section Head

Duties and Responsibilities

1. Receive and issue stores supplies
2. Post ledgers/bin cards
3. Stock verification
4. Supervise store attendants/clerks
5. Any other duties that may be assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Procurement and Supplies Management or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience in Procurement and Supplies.

PROCUREMENT ASSISTANT I

Reports to: Section Head

Duties and Responsibilities

1. Receive and issue stores supplies
2. Post ledgers/bin cards
3. Stock verification
4. Supervise store attendants/clerks
5. Any other duties that may be assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Procurement and Supplies Management or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Procurement Assistant II

ASSISTANT PROCUREMENT OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Analyze quotations
2. Preparation of tender documents
3. Maintain suppliers and supplies register
4. Inventory control
5. Ensuring security and safety of stores
6. Any other duties that may be assigned by the immediate supervisor
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Procurement and Supplies Management or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Procurement Assistant I

ASSISTANT PROCUREMENT OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Analyze quotations
3. Preparation of tender documents
4. Maintain suppliers and supplies register
5. Inventory control
6. Ensuring security and safety of stores
7. Membership to a professional body.
8. Any other duties that may be assigned by the immediate supervisor
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Procurement and Supplies Management from recognized institution.
- OR**
- Bachelors Degree and a Diploma in Procurement and Supplies Management from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as an Assistant Procurement Officer II

PROCUREMENT OFFICER III

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Preparation of LPO's and following up payments for suppliers.
3. Efficient management and distribution of stores
4. Supervise of stores staff and training
5. Procurement of stores, goods, services, works and carrying out stock-taking
6. Membership to a professional body.
7. Any other duties that may be assigned by immediate supervisor
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelor's degree in Procurement and Supplies Management from recognized institution.
- OR**
- Bachelors Degree and a Diploma in Procurement and Supplies Management from recognized institution.
 - Computer literacy.
 - Exemplary work performance.

Experience

3 years experience as an Assistant Procurement Officer I

PROCUREMENT OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Preparation of LPO's and following up payments for suppliers.
3. Efficient management and distribution of stores
4. Supervise of stores staff and training
5. Membership to a professional body
6. Procurement of stores, goods, services, works and carrying out stock-taking
7. Any other duties that may be assigned by immediate supervisor
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Bachelor's degree in Procurement and Supplies Management from recognized institution.
- OR**
- Bachelors Degree and a Diploma in Procurement and Supplies Management from recognized institution.

- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Procurement Officer III

PROCUREMENT OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Preparation of LPO's and following up payments for suppliers.
3. Efficient management and distribution of stores
4. Supervise of stores staff and training
5. Membership to a professional body
6. Procurement of stores, goods, services, works and carrying out stock-taking
7. Any other duties that may be assigned by immediate supervisor
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Masters degree in relevant field or its equivalent from recognized institution.
- OR**
- Bachelor's degree in Procurement and Supplies Management or its equivalent from recognized institution.
- OR**
- Bachelor's degree and Diploma in Procurement and Supplies Management
- Computer literacy.
 - Exemplary work performance.

Experience

3 years experience as a Procurement Officer II

SENIOR PROCUREMENT OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Responsible for planning and coordination of procurement.
3. Implementation and enforcement of University procurement regulations and procedures.
4. Preparation of supplies estimates and expenditure
5. Membership to a professional body
6. Control of supplies vote, verification and disposal of unserviceable stores
7. Responsible for staff development and training in the department.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Masters degree in Procurement and Supplies Management or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Procurement Officer I

SENIOR PROCUREMENT OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Responsible for planning and coordination of procurement.
3. Implementation and enforcement of University procurement regulations and procedures.
4. Preparation of supplies estimates and expenditure
5. Membership to a professional body
6. Control of supplies vote, verification and disposal of unserviceable stores
7. Responsible for staff development and training in the department.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Masters degree in Procurement and Supplies Management or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Senior Procurement Officer II

DEPUTY CHIEF PROCUREMENT OFFICER

Reports to: Chief Procurement Officer

Duties and Responsibilities

1. Deputize Chief Procurement Officer
2. Assist in Implementation and enforcement of Public procurement ACT regulations and procedures and preparation of supplies estimates and expenditure.
3. Responsible for planning and coordination of procurement.
4. Membership to a professional body
5. Supervise of staff in the department, verification and disposal of unserviceable stores
6. Assist in preparation of procurement plan.
7. Responsible for the formulation of strategic plan of the department.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Masters degree in Procurement and Supplies Management or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Senior Procurement Officer

CHIEF PROCUREMENT OFFICER

Reports to: Deputy Vice-Chancellor (Finance & Admin)

Duties and Responsibilities

1. In-Charge of the department.
2. Responsible for planning and coordination of purchasing and supplies.
3. Responsible for Implementation and enforcement of Public procurement ACT regulations and procedures.
4. Responsible for verification and disposal of unserviceable stores
5. Co-ordinate staff development and training in the department.
6. Responsible for departmental budgetary preparation and control.
7. Responsible for the preparation of the University's procurement plan.
8. Secretary to the Tender Committee
9. Advisor to the University Management on procurement and supplies matters.
10. Any other duties that may be assigned by the Vice-Chancellor through the Deputy Vice-Chancellor (Administration & Finance).
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Masters degree in Procurement or its equivalent from recognized institution.
- Computer literacy.
- Exemplary work performance.

Experience

3 years experience as a Deputy Chief Procurement Officer

Telephone Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Telephone Operator	3	Telephone Operator II	3
-----	-----	Telephone Operator I	4
-----	-----	Telephone Supervisor III	5
Telephone Supervisor	6	Telephone Supervisor II	6
-----	-----	Telephone Supervisor I	7

TELEPHONE OPERATOR II

Reports to: Section Head

Duties and Responsibilities

1. Handles incoming and outgoing calls.
2. Handles extension users.
3. Reports faulty extensions and lines.
4. Keeps records of faulty extensions and lines.
5. Any other duties that may be assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Certificate in Telephone Operation
- Exemplary work performance.

Experience

3 years in telephone operation

TELEPHONE OPERATOR I

Reports to: Section Head

Duties and Responsibilities

1. Handles incoming and outgoing calls.
2. Handles extension users.
3. Reports faulty extensions and lines.
4. Keeps records of faulty extensions and lines.
5. Any other duties that may be assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Certificate in Telephone Operation
- Certificate in Customer Care
- Exemplary work performance.

Experience

3 years in as a telephone operator II

SENIOR TELEPHONE OPERATOR II

Reports to: Section Head

Duties and Responsibilities

1. Supervise and direct work at the switchboard, telephone exchange.
2. Clerical work and records management.
3. Assessment and distribution of workload and preparation of duty/annual leave roster.
4. Liaise with the maintenance engineers on the maintenance of telephone exchange.
5. Perform duties of the first-line supervisor of operations at the switchboard, telephone exchange clerical work or any other specialized duties.
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- KCSE Certificate
- Certificate in Telephone Operation
- Certificate in Customer Care
- Diploma in a relevant field
- Exemplary work performance.

Experience

3 years experience as a Telephone Operator I

SENIOR TELEPHONE OPERATOR I

Reports to: Section Head

Duties and Responsibilities

1. Supervise and direct work at the switchboard, telephone exchange.
2. Clerical work and records management.
3. Assessment and distribution of workload and preparation of duty/annual leave roster.
4. Liaise with the maintenance engineers on the maintenance of telephone exchange.
5. Perform duties of the first-line supervisor of operations at the switchboard, telephone exchange clerical work or any other specialized duties.
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- KCSE Certificate
- Certificate in Telephone Operation
- Certificate in Customer Care
- Diploma in relevant field
- Exemplary work performance.

Experience

3 years experience as a Senior Telephone Operator II

TELEPHONE SUPERVISOR I

Reports to:

Section Head

Duties and Responsibilities

1. In charge of telephone exchange.
2. Liaise with the engineers on matters related to maintenance of telephone exchange.
3. Co-ordinate with relevant offices for payment of external telephone facilities (direct lines) to the service providers.
4. Study and collect traffic data for determining adequacy of telephone and staffing levels.
5. Ensure the existing and new offices are properly connected with the telephone facilities.
6. Work planning, organization and staff management/control.
7. Liaise and co-ordinate with the relevant officers in matters concerning quality of service, staff and equipment.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- KCSE Certificate
- Certificate in Telephone Operation
- Certificate in Customer Care
- Diploma in a relevant field
- Exemplary work performance.

Experience

3 years experience as a Senior Telephone Operator I

Support Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Cleaner / Messenger	1	Cleaner / Messenger III	1
Cleaner / Messenger	2	Cleaner / Messenger II	2
Cleaner / Messenger	3	Cleaner / Messenger I	3
Cleaner / Messenger	4	Senior Cleaner / Messenger	4

CLEANER / MESSENGER III

Reports to: Secretary (of Section / Department where assigned)

Duties and Responsibilities

1. Ensure cleanliness of offices and all workstations
2. Dispatch letters and other official documents to there various destinations
3. Any other duties assigned by the immediate supervisor.
4. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Basic literacy
- On-the-job training
- Exemplary work performance.

Experience

1 year experience in Cleaning / Messengerial duties

CLEANER / MESSENGER II

Reports to: Secretary (of Section / Department where assigned)

Duties and Responsibilities

1. Ensure cleanliness of offices and all workstations
2. Dispatch letters and other official documents to there various destinations
3. Any other duties assigned by the immediate supervisor.
4. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- KCSE D+ (plus).
- On-the-job training
- Exemplary work performance.

Experience

3 years experience as Cleaner / Messenger III

CLEANER / MESSENGER I

Reports to: Secretary (of Section / Department where assigned)

Duties and Responsibilities

1. Ensure cleanliness of offices and all workstations
2. Dispatch letters and other official documents to there various destinations
3. Make record entries on official documents.
4. Any other duties assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- KCSE D+ (plus).
- On-the-job training

- Exemplary work performance.

Experience

3 years experience as Cleaner / Messenger II

SENIOR CLEANER / MESSENGER

Reports to: Secretary (of Section / Department where assigned)

Duties and Responsibilities

1. Ensure cleanliness of offices and all workstations
2. Dispatch letters and other official documents to there various destinations
3. Make record entries for official documents.
4. Perform clerical duties.
5. Any other duties assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- KCSE D+ (plus).
- On-the-job training
- Exemplary work performance.

Experience

3 years experience as a Cleaner / Messenger I

Medical & Clinical Officers

Note

Medical officers include mainstream Medical Doctors, Dentists and Radiologists.

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) CLINICAL OFFICERS			
Clinical Officer	8	Clinical Officer II	8
Clinical Officer	9	Clinical Officer I	9
Clinical Officer	10	Senior Clinical Officer	10
-----	-----	Deputy Chief Clinical Officer	11
Chief Clinical Officer	12	Chief Clinical Officer	12
b) MEDICAL OFFICERS			
Medical Officer	12	Medical Officer	12
Senior Medical Officer	13	Senior Medical Officer	13
Deputy Chief Medical Officer	14	Deputy Chief Medical Officer	14
Chief Medical Officer	15	Chief Medical Officer	15

CLINICAL OFFICERS

CLINICAL OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise Junior health workers
2. Examine, diagnose and treat patients in the University clinics
3. Filter and refer patients appropriately.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Diploma in Clinical Medicine & Surgery
- Registered by Clinical Officers Board
- Exemplary work performance.

Experience

1 year experience in clinical practice

CLINICAL OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise Junior health workers
2. Examine, diagnose and treat patients in the University clinics
3. Filter and refer patients appropriately.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Diploma in Clinical Medicine & Surgery
- Registered by Clinical Officers Board
- Exemplary work performance.

Experience

3 years experience as Clinical Officer II

SENIOR CLINICAL OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Supervises / Oversees Junior health workers
2. Examine, diagnose and treat patients in the University clinics
3. Filter and refer patients appropriately.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Higher Diploma in Clinical Medicine & Surgery
- Registered by Clinical Officers Board
- Exemplary work performance.

Experience

3 years experience as a Clinical Officer I

DEPUTY CHIEF CLINICAL OFFICER

Reports to: Chief Clinical Officer

Duties and Responsibilities

1. Supervise Junior health workers
2. Examine, diagnose and treat patients in the University clinics
3. Filter and refer patients appropriately.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Higher Diploma in a Clinical Medicine & Surgery
- Registered by Clinical Officers Board
- Exemplary work performance.

Experience

3 years experience as a Senior Clinical Officer.

CHIEF CLINICAL OFFICER

Reports to: Chief Medical Officer

Duties and Responsibilities

1. Supervise Clinical Officers.
2. Responsible to chief medical officer for the day-to-day duties of clinical officers.
3. In charge of other clinical officers.
4. Examine, diagnose and treat patients in the University clinics.

5. Filter and refer patients appropriately.
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Bachelors Degree / Higher Diploma in Clinical Medicine & Surgery
- Registered by Clinical Officers Board
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Clinical Officer.

MEDICAL OFFICERS

MEDICAL OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Admit and manage patients within the dispensary and outside the university.
2. Provide medical services to patients and clients.
3. Refer patients to specialists where necessary.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Bachelor of Medicine & Bachelor of Surgery / Bachelors degree in Dentistry
- Registration in Kenya as a medical practitioner
- Exemplary work performance.

Experience

3 years experience in medical practice

SENIOR MEDICAL OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Treat patients in the area of specialization.
2. Admit and manage patients within the dispensary and outside the university.
3. Manage the University Health Centre.
4. Ensure proper operation of University Health Centre.
5. Organizing, planning and controlling resources available.
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Masters degree in the relevant specialization
- Registration in Kenya as a medical practitioner
- Exemplary work performance.

Experience

3 years experience as a Medical Officer.

DEPUTY CHIEF MEDICAL OFFICER

Reports to: Chief Medical Officer

Duties and Responsibilities

1. Supervise staff under them
2. Deputize the Chief Medical Officer
3. Admit and manage patients within the dispensary and outside the university.
4. Refer patients for specialized investigations e.g. Scan, x-rays
5. Assist the Chief Medical Officer in planning and management of health care
6. Plan and implement specific projects and programmes related to health care
7. Provide professional guidance and training to staff under him/her.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Masters degree in Medicine from recognized institution.
- Bachelor of Medicine & Bachelor of Surgery / Bachelors degree in Dentistry from recognized institution.
- Registration in Kenya as a medical practitioner
- Exemplary work performance.

Experience

3 years experience as a Senior Medical Officer.

CHIEF MEDICAL OFFICER

Reports to: Deputy Vice-Chancellor (Finance & Admin)

Duties and Responsibilities

1. In charge of health services in the University.
2. Formulate and implement health service policies of the University.
3. Responsible for management of resources for the operation of medical services.
4. Responsible for formulation and implementation of departmental strategic plan.
5. Admit and manage patients within the dispensary and outside the university.
6. Responsible for the preparation and control of the departmental budget.
7. Responsible for procurement of departmental goods and services.
8. Responsible for formulation, coordination and implementation of departmental policies.
9. Any other duties assigned by the Deputy Vice-Chancellor (A&F).
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Masters degree in Medicine from recognized institution.
- Bachelor's degree in Dentistry from recognized institution.

OR

- Bachelor of Medicine & Bachelor of Surgery
- Registration in Kenya as a medical practitioner
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Medical Officer

Nursing Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) PATIENT ATTENDANTS			
Patient Attendant	2	Patient Attendant III	2
Patient Attendant	3	Patient Attendant II	3
-----	-----	Patient Attendant I	4
b) ENROLLED COMMUNITY NURSES			
Enrolled Community Nurse	5	Enrolled Community Nurse III	5
Enrolled Community Nurse	6	Enrolled Community Nurse II	6
Enrolled Community Nurse	7	Enrolled Community Nurse I	7
c) NURSING OFFICERS			
Nursing Officer	8	Nursing Officer II	8
Nursing Officer	9	Nursing Officer I	9
Nursing Officer	10	Senior Nursing Officer	10
-----	-----	Deputy Chief Nursing Officer	11
Chief Nursing Officer	12	Chief Nursing Officer	12

PATIENT ATTENDANTS

PATIENT ATTENDANT II

Reports to: Section Head

Duties and Responsibilities

1. Work under the instruction and supervision of nurses
2. Maintain cleanliness of patient and the environment.
3. Assist in bathing and feeding patients who are bed ridden.
4. Observe patients vital signs and report to the nurse accordingly.
5. Assist in movement of patients within the health centre.
6. Assist nurses and doctors while carrying out procedures e.g. taking blood samples, fixing drips, giving medication, etc
7. Carry out simple procedures like bed bathing, dressing simple wounds while referring difficult procedures to the nurse.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Nurse-Aid Certificate (awarded by individual hospitals), training lasts six months
- KCSE with a minimum grade of D+ (plus).
- Exemplary work performance.

Experience

3 years experience as a Patient Attendant

PATIENT ATTENDANT I

Reports to: Section Head

Duties and Responsibilities

1. Work under the instruction and supervision of nurses.
2. Maintain cleanliness of patient and the environment.
3. Assist in bathing and feeding patients who are bed ridden.
4. Observe patients vital signs and report to the nurse accordingly.
5. Assist in movement of patients within the health centre.
6. Assist nurses and doctors while carrying out procedures e.g. taking blood samples, fixing Drips, giving medication
7. Carry out simple procedures like bed bathing, dressing simple wounds while referring difficult procedures to the nurse.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Nurse-Aid Certificate (awarded by individual hospitals), training lasts six months
- KCSE with a minimum grade of D+ (plus).

- Exemplary work performance.

Experience

3 years experience as a Patient Attendant II

ENROLLED COMMUNITY NURSES

ENROLLED COMMUNITY NURSE III

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Provision of community nursing care and counseling.
3. Proper maintenance of patients records
4. Any other duties that may be assigned by the immediate supervisor
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Enrolled Nurse Certificate
- Exemplary work performance.

Experience

3 years experience in nursing

ENROLLED COMMUNITY NURSE II

Reports to: Section Head

Duties and Responsibilities

1. Provision of community nursing care and counseling.
2. Proper maintenance of patients records
3. Any other duties that may be assigned by the immediate supervisor
4. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Enrolled Nurse Certificate
- Exemplary work performance.

Experience

3 years experience as an Enrolled Community Nurse III

ENROLLED COMMUNITY NURSE I

Reports to: Chief Nursing Officer

Duties and Responsibilities

1. Provision of community nursing care and counseling.
2. Proper maintenance of patients records
3. Any other duties that may be assigned by the immediate supervisor
4. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Enrolled Nurse Certificate
- Exemplary work performance.

Experience

3 years experience as Enrolled Community Nurse II

NURSING OFFICERS

NURSING OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Plan, supervise and co-ordinate nursing care
2. Ensure availability of medical supplies
3. Counseling clients, patients and staff under him/her
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Diploma in Nursing with 3 years experience in previous position.
- Registered as Kenya Registered Nurse
- Exemplary work performance.

NURSING OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Plan, supervise and co-ordinate nursing care
2. Ensure availability of medical supplies
3. Counseling clients, patients and staff under him/her
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Bachelor's degree in Nursing from a recognized institution.

OR

- Diploma in Nursing with 3 years experience as nursing officer II.
- Kenya Registered Community Health Nurse
- Exemplary work performance.

SENIOR NURSING OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Plan, supervise and co-ordinate nursing care
2. Ensure availability of medical supplies
3. Counseling clients, patients and staff under him/her
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Bachelor's degree in Nursing / Higher Diploma in Nursing from recognized institution.
- Kenya Registered Community Health Nurse
- Exemplary work performance.

Experience

3 years experience as a Nursing Officer I

DEPUTY CHIEF NURSING OFFICER

Reports to: Chief Nursing Officer

Duties and Responsibilities

1. Deputize the Chief Nursing Officer
2. Coordinate planning and supervision of nursing care.
3. Ensure availability of medical supplies

4. Supervise staff under them
5. Counseling clients, patients and staff under him/her
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Bachelor's degree in Nursing / Higher Diploma in Nursing from recognized institution.
- Kenya Registered Community Health Nurse
- Exemplary work performance.

Experience

3 years experience as a Senior Nursing Officer

CHIEF NURSING OFFICER

Reports to: Chief Medical Officer

Duties and Responsibilities

1. In-Charge of nursing department
2. Plan, supervise, evaluate and coordinate activities and care of patients.
3. Organize Health education seminars
4. Maintain discipline within the nursing cadre
5. Ensure the availability and inventory of supplies.
6. Writing appraisal reports for nurses
7. Any other duties assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment

Academic / Professional Requirements

- Higher Diploma in Nursing / Bachelors degree in Nursing
- Kenya Registered Community Health Nurse
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Nursing Officer

Medical Laboratory Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) MEDICAL LABORATORY TECHNICIANS			
-----	-----	Medical Lab Technician III	5
-----	-----	Medical Lab Technician II	6
-----	-----	Medical Lab Technician I	7
b) MEDICAL LABORATORY TECHNOLOGISTS			
Medical Lab Technologist II	8	Medical Lab Technologist II	8
Medical Lab Technologist I	9	Medical Lab Technologist I	9
Senior Medical Lab Technologist	10	Senior Medical Lab Technologist	10
-----	-----	Deputy Chief Medical Lab Technologist	11
-----	-----	Chief Medical Lab Technologist	12

MEDICAL LABORATORY TECHNICIAN III

Reports to: Section Head

Duties and Responsibilities

1. Perform general laboratory procedures for pathological investigation
2. Maintain laboratory records
3. Collection and postage of results of laboratory tests
4. Any other duties assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Medical Laboratory Technician Certificate
- Exemplary work performance.

Experience

3 years in medical Laboratory work

MEDICAL LABORATORY TECHNICIAN II

Reports to: Section Head

Duties and Responsibilities

1. Performing general laboratory procedures for pathological investigation
2. Maintain laboratory records
3. Collection and postage of results of laboratory tests
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Medical Laboratory Technician Certificate
- Exemplary work performance.

Experience

3 years experience as a Medical Laboratory Technician III

MEDICAL LABORATORY TECHNICIAN I

Reports to: Section Head

Duties and Responsibilities

1. Performing general laboratory procedures for pathological investigation
2. Maintain laboratory records
3. Collection and postage of results of laboratory tests
4. Any other duties assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Medical Laboratory Technician Certificate
- Exemplary work performance.

Experience

3 years experience as a Medical Laboratory Technician II

MEDICAL LABORATORY TECHNOLOGISTS

MEDICAL LABORATORY TECHNOLOGIST II

Reports to: Section Head

Duties and Responsibilities

1. Supervises Medical Laboratory Technicians
2. Ensure quality techniques and efficiency of reporting, recording and postage of laboratory results.
3. Perform general laboratory procedures for pathological investigation
4. Guide and assist medical laboratory technologists and Technicians
5. Any other duties that may be assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Medical Laboratory Science
- Exemplary work performance.

Experience

3 years experience as a Medical Laboratory Technician I

MEDICAL LABORATORY TECHNOLOGIST I

Reports to: Section Head

Duties and Responsibilities

1. Supervise Medical Laboratory Technicians.
2. Ensure quality techniques and efficiency of reporting, recording and postage of laboratory results.
3. Perform general laboratory procedures for pathological investigation
4. Guide and assist medical laboratory technologists and Technicians
5. Any other duties that may be assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Medical Laboratory Science
- Exemplary work performance.

Experience

3 years experience as a Medical Laboratory Technologist II

SENIOR MEDICAL LABORATORY TECHNOLOGIST

Reports to: Chief Medical Laboratory Technologist

Duties and Responsibilities

1. Supervises Medical Laboratory Technicians.
2. Ensure quality techniques and efficiency of reporting, recording and postage of laboratory results.
3. Perform general laboratory procedures for pathological investigation
4. Guide and assist medical laboratory technologists and Technicians
5. Any other duties that may be assigned by the immediate supervisor.
6. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Medical Laboratory Science
- Exemplary work performance.

Experience

3 years experience as a Medical Laboratory Technologist I

DEPUTY CHIEF MEDICAL LABORATORY TECHNOLOGIST

Reports to: Chief Medical Laboratory Technologist

Duties and Responsibilities

1. Supervise staff under them..
2. Ensure quality techniques and efficiency of reporting, recording and postage of laboratory results.
3. Perform general laboratory procedures for pathological investigation
4. Guide and assist medical laboratory technologists and Technicians
5. Participate in the procurement and acquisition of laboratory equipments, reagents, chemicals and other apparatus necessary for service in the section.
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Medical Laboratory Science

Experience

3 years experience as a Senior Medical Laboratory Technologist

CHIEF MEDICAL LABORATORY TECHNOLOGIST

Reports to: Chief Medical Officer

Duties and Responsibilities

1. In-charge of all Laboratory Personnel
2. Supervise all laboratory practice and coordinate work at all, times including odd hours when necessary
3. To liaise with other sections of hospital to facilitate smooth flow of Health Care to patients.
4. To carry out and facilitate Quality Assurance and Quality Control within the Hospital and other institutions.
5. Member of the hospital's management team and other committees as directed by the Chief Medical Officer.
6. Responsible for the procurement and acquisition of Laboratory Equipment, Reagents, Chemicals and other apparatus necessary for service in the section.
7. Responsible for coordinating all practice among all units in the laboratory and to set, guide and maintain the highest quality of Laboratory Services comparable to the existing National Standards and the World Health Organization standards.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree / Higher Diploma in Medical Laboratory Science
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Medical Laboratory Technologist.

Pharmacy Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) PHARMACEUTICAL TECHNOLOGISTS			
Pharmaceutical Technologist	8	Pharmaceutical Technologist II	8
Pharmaceutical Technologist	9	Pharmaceutical Technologist I	9
Pharmaceutical Technologist	10	Senior Pharmaceutical Technologist	10
-----	-----	Deputy Chief Pharmaceutical Technologist	11
-----	-----	Chief Pharmaceutical Technologist	12

PHARMACEUTICAL TECHNOLOGISTS

PHARMACEUTICAL TECHNOLOGIST II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Dispensing drugs.
3. Drugs management and purchasing of drugs and related substances
4. Preparation of drugs.
5. Supervise staff under them
6. Any other duties that may be assigned by the supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Pharmaceutical Technology
- Exemplary work performance.

Experience

3 years in pharmaceutical work

PHARMACEUTICAL TECHNOLOGIST I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Dispensing drugs.
3. Drugs management and purchasing of drugs and related substances
4. Preparation of drugs.
5. Supervise staff under them
6. Any other duties that may be assigned by the supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Pharmaceutical Technology
- Exemplary work performance.

Experience

3 years experience as a Pharmaceutical Technologist II

SENIOR PHARMACEUTICAL TECHNOLOGIST

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Dispensing drugs.
3. Drugs management and purchasing of drugs and related substances
4. Preparation of drugs.
5. Supervise staff under them
6. Any other duties that may be assigned by the supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Pharmaceutical Technology
- Exemplary work performance.

Experience

3 years experience as Pharmaceutical Technologist I

DEPUTY CHIEF PHARMACEUTICAL TECHNOLOGIST

Reports to: Chief Pharmaceutical Technologists

Duties and Responsibilities

1. Deputize the Chief Pharmaceutical Technologist
2. Supervise staff under them
3. Dispensing drugs.
4. Drugs management and purchasing of drugs and related substances
5. Preparation of drugs.
6. Supervise staff under them
7. Assist in distribution of drugs and medications to various authorized stations for use.
8. Assist in maintenance of records.
9. Provide guidance and training to pharmacy items and other pharmacy personnel on practical attachment during course work and monitor performance.
10. Any other duties that may be assigned by the supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Pharmaceutical Technology
- Exemplary work performance.

Experience

3 years in Senior Pharmaceutical Technologist

CHIEF PHARMACEUTICAL TECHNOLOGIST

Reports to: Chief Medical Officer

Duties and Responsibilities

1. In-Charge of the section.
2. Review prescriptions issued by physician or other authorized prescribers to ensure accuracy or determine formulas and ingredients needed in a case of a patient based preparation.
3. Oversee the preparation and dispensing of prescription medications to patients or medical practitioners.
4. Make decision regarding generic substitution of prescribed pharmaceuticals.
5. Oversee the distribution of drugs and medications to various authorized stations of use.
6. Evaluate and receive medical stores from university's suppliers as per the Department store's policy guidelines on acquisition of perishable stores.
7. Keep Clinician informed of stocks available.
8. Cooperate with all other members of health profession on matters related to rational use of drugs.
9. Provide guidance and training to pharmacy items and other pharmacy personnel on practical attachment during course of work and monitors performance.
10. Establish and maintain methods and manner of storage and record keeping systems to provide safekeeping of pharmaceuticals.
11. Keep daily records of suiphonamides, antibiotics and other controlled pharmaceutical preparations.
12. Advise the CMO on dormant drugs and those with short expiry dates for necessary action to be taken.
13. Ensure supply of drugs.
14. Responsible for the implementation and review of departmental policies, procedures and objectives.
15. Keep and maintains pharmacy section in good working order at all times
16. Any other duties that may be assigned by the supervisor.
17. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Pharmaceutical Technology
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Pharmaceutical Technologist

Radiographers

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
-----	-----	Radiographer II	8
-----	-----	Radiographer I	9
-----	-----	Senior Radiographer	10
-----	-----	Deputy Chief Radiographer	11
-----	-----	Chief Radiographer	12

RADIOGRAPHER II

Reports to: Section Head

Duties and Responsibilities

1. Maintain proper radiation protection for the staff and patients.
2. Carry out all imaging procedures unaided.
3. Assist the radiologist during special procedures.
4. Maintain high quality standards of the results.
5. Provide proper patient care during examinations.
6. Prepare processing chemicals and process of films.
7. Maintain proper and regular dusting and disinfections of equipment and other accessories.
8. Any other duties that may be assigned by the supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Diagnostic / Therapeutic Radiography
- Exemplary work performance.

Experience

3 years experience in radiography

RADIOGRAPHER I

Reports to: Chief Radiographer

Duties and Responsibilities

1. Maintain proper radiation protection for the staff and patients.
2. Carry out all imaging procedures unaided.
3. Assist the radiologist during special procedures.
4. Maintain high quality standards of the results.
5. Provide proper patient care during examinations.
6. Prepare processing chemicals and process of films.
7. Maintain proper and regular dusting and disinfections of equipment and other accessories.
8. Any other duties that may be assigned by the supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Diagnostic / Therapeutic Radiography
- Exemplary work performance.

Experience

3 years experience as a Radiographer II

SENIOR RADIOGRAPHER

Reports to: Section Head

Duties and Responsibilities

1. Maintain proper radiation protection for the staff and patients.
2. Carry out all imaging procedures unaided.
3. Assist the radiologist during special procedures.
4. Maintain high quality standards of the results.
5. Provide proper patient care during examinations.
6. Prepare processing chemicals and process of films.
7. Maintain proper and regular dusting and disinfections of equipment and other accessories.
8. Any other duties that may be assigned by the supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Diagnostic / Therapeutic Radiography
- Exemplary work performance.

Experience

3 years experience as a Radiographer I

DEPUTY CHIEF RADIOGRAPHER

Reports to: Section Head

Duties and Responsibilities

1. Deputize Chief Radiographer.
2. Act on behalf of principal and senior technologists in their absence.
3. Maintain proper radiation protection for the staff and patients.
4. Carry out all imaging procedures unaided.
5. Assist the radiologist during special procedures.
6. Maintain high quality standards of the results.
7. Provide proper patient care during examinations.
8. Assist in the preparation of processing chemicals and processing of films in the absence of a Technician.
9. Assist in the ordering of supplies for the section
10. Maintain proper and regular dusting and disinfections of equipment and other accessories.
11. Any other duties that may be assigned by the supervisor.
12. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Diagnostic / Therapeutic Radiography
- Exemplary work performance.

Experience

3 years experience as a Senior Radiographer

CHIEF RADIOGRAPHER

Reports to: Chief Medical Officer

Duties and Responsibilities

1. Overall management and administration of imaging section.
2. Supervision and duty allocation to all staff in the section.
3. Ordering of supplies for the section.
4. Overall in-charge of radiation protection in the hospital.
5. Member of the hospital management committee.
6. Carry out all imaging procedures unaided.
7. Assist the radiologist during special procedures.
8. Overall in-charge of quality control in the imaging section.
9. Provide proper patient care during procedures.
10. Any other duties that may be assigned by immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Diagnostic / Therapeutic Radiography
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Radiographer

Public Health Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) PUBLIC HEALTH TECHNICIANS			
-----	-----	Public health Technician III	5
Public health Technician	6	Public health Technician II	6
-----	-----	Public health Technician I	7
b) PUBLIC HEALTH OFFICERS			
-----	-----	Public health Officer II	8
-----	-----	Public health Officer I	9
Public health Officer	10	Senior Public health Officer	10
-----	-----	Deputy Chief Public health Officer	11
-----	-----	Chief Public health Officer	12

PUBLIC HEALTH TECHNICIANS

PUBLIC HEALTH TECHNICIAN III

Reports to: Section Head

Duties and Responsibilities

1. Inspection of food premises, hostels and staff houses to ensure public health standards are maintained.
2. Inspect meat and other foods
3. Participate in immunization programme within the University
4. Participate in provision of health education
5. Participate in medical examination for food handlers
6. Advise in the control and prevention of insects vectors of diseases
7. Collect water samples for bacterial examination and chemical analysis
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Public Health Technician Certificate
- Exemplary work performance.

Experience

3 years in public / environmental health duties

PUBLIC HEALTH TECHNICIAN II

Reports to: Section Head

Duties and Responsibilities

1. Inspection of food premises, hostels and staff houses to ensure public health standards are maintained.
2. Inspect meat and other foods
3. Participate in immunization programme within the University
4. Participate in provision of health education
5. Participate in medical examination for food handlers
6. Advise in the control and prevention of insects vectors of diseases
7. Collect water samples for bacterial examination and chemical analysis
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Public Health Technician Certificate
- Exemplary work performance.

Experience

3 years experience as Public Health Technician III

PUBLIC HEALTH TECHNICIAN I

Reports to: Section Head

Duties and Responsibilities

1. Inspection of food premises, hostels and staff houses to ensure public health standards are maintained.
2. Inspect meat and other foods
3. Participate in immunization programme within the University
4. Participate in provision of health education
5. Participate in medical examination for food handlers
6. Advise in the control and prevention of insects vectors of diseases
7. Collect water samples for bacterial examination and chemical analysis
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Public Health Technician Certificate
- Exemplary work performance.

Experience

3 years experience as Public Health Technician II

PUBLIC HEALTH OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Inspection of food premises, hostels and staff houses to ensure public health standards are maintained.
3. Inspection of meat and other foods
4. Participate in immunization programme within the University
5. Participate in provision of health education
6. Participate in medical examination for food handlers
7. Advise in the control and prevention of insects vectors of diseases
8. Collection of water samples for bacterial examination and chemical analysis
9. Any other duties that may be assigned by the immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the

establishment.

Academic / Professional Requirements

- Diploma in Environmental Health Science or Public Health
- Exemplary work performance.

Experience

3 years experience as Public Health Technician I

PUBLIC HEALTH OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Inspection of food premises, hostels and staff houses to ensure public health standards are maintained.
3. Inspection of meat and other foods
4. Participate in immunization programme within the University
5. Participate in provision of health education
6. Participate in medical examination for food handlers
7. Advise in the control and prevention of insects vectors of diseases
8. Collect water samples for bacterial examination and chemical analysis
9. Any other duties that may be assigned by the immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Environmental Health Science from recognized institution.

OR

- Higher Diploma in Public Health from recognized institution.
- Exemplary work performance.

Experience

3 years experience as a Public Health Officer II

SENIOR PUBLIC HEALTH OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them.
2. Inspect food premises, hostels and staff houses to ensure public health standards are maintained.
3. Inspect meat and other foods
4. Participate in immunization programme within the University
5. Participate in provision of health education

6. Participate in medical examination for food handlers
7. Advice in the control and prevention of insects vectors of diseases.
8. Collect water samples for bacterial examination and chemical analysis
9. Assist in interpretation and enforcement of Public Health ACT 242 laws of Kenya.
10. Any other duties that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Environmental Health Science from recognized institution
- OR**
- Higher Diploma in Public Health from recognized institution.
 - Exemplary work performance.

Experience

3 years experience as a Public Health Officer I

DEPUTY CHIEF PUBLIC HEALTH OFFICER

Reports to: Chief Public Health Officer

Duties and Responsibilities

1. Deputize the Chief Public Health Officer.
2. Inspect food premises, hostels and staff houses to ensure public health standards are maintained.
3. Inspect meat and other foods
4. Participate in immunization programme within the University
5. Participate in provision of health education
6. Participate in medical examination for food handlers
7. Advice in the control and prevention of insects vectors of diseases.
8. Collect water samples for bacterial examination and chemical analysis
9. Assist in interpretation and enforcement of Public Health ACT 242 laws of Kenya.
10. Any other duties that may be assigned by the immediate supervisor.
11. Assist in implementation and coordination of public health programmes.
12. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Environmental Health Science from recognized institution.
- OR**
- Higher Diploma in Public Health from recognized institution.
 - Exemplary work performance.

Experience

3 years experience as Senior Public Health Officer.

CHIEF PUBLIC HEALTH OFFICER

Reports to: Chief Medical Officer

Duties and Responsibilities

1. In charge of Public Health Department
2. Advise in solid waste collection, storage and disposal of the University refuse
3. Responsible for the collection and storage of Public Health data.
4. Formulate Public Health Policies
5. Implement and coordinate Public Health programmes.
6. Supervise and coordinate of the activities of public health personnel
7. Plan, direct and control public health activities
8. Assist in interpretation and enforcement of Public Health ACT 242 laws of Kenya.
9. Any other duties that may be assigned by the immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Environmental Health Science from recognized institution.
- OR**
- Higher Diploma in Public Health from recognized institution.
 - Exemplary work performance.

Experience

3 years experience as Deputy Chief Public Health Officer.

Health Records & Information Staff

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
a) HEALTH RECORDS & INFORMATION TECHNICIANS			
-----	-----	Health Records & Information Technician III	5
-----	-----	Health Records & Information Technician II	6
-----	-----	Health Records & Information Technician I	7
b) HEALTH RECORDS & INFORMATION OFFICERS			
-----	-----	Health Records & Information Officer II	8
health Records & Information Officer	9	Health Records & Information Officer I	9
health Records & Information Officer	10	Senior Health Records & Information Officer	10
-----	-----	Deputy Chief health Records & Information Officer	11
-----	-----	Chief Health Records & Information Officer	12

HEALTH RECORDS & INFORMATION TECHNICIANS

HEALTH RECORDS & INFORMATION TECHNICIAN III

Reports to: Section Head

Duties and Responsibilities

1. Reception, registration and re-scheduling of patients.
2. Maintenance of patients muster index
3. Preparing appointments for patients.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Certificate in Health Records and Information Technology
- Exemplary work performance.

Experience

3 years in health records and information

HEALTH RECORDS & INFORMATION TECHNICIAN II

Reports to: Section Head

Duties and Responsibilities

1. Reception, registration and re-scheduling of patients.
2. Maintenance of patients muster index
3. Preparing appointments for patients.
4. Any other duties that may be assigned by the immediate supervisor.
5. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Certificate in Health Records and Information Technology
- Exemplary work performance.

Experience

3 years experience as a Health Records and Information Technician III

HEALTH RECORDS & INFORMATION TECHNICIAN I

Reports to: Section Head

Duties and Responsibilities

1. Reception, registration and re-scheduling of patients.
2. Maintenance of patients muster index
3. Preparing appointments for patients

Academic / Professional Requirements

- Certificate in Health Records and Information Technology
- Exemplary work performance.

Experience

3 years experience as a Health Records and Information Technician II

HEALTH RECORDS & INFORMATION OFFICERS

HEALTH RECORDS & INFORMATION OFFICERS II

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Administer the health records services Health Department.
3. Compile and provide statistical data to the hospital management as may be required from time to time.
4. Initiate of patients medical records
5. Initiate patients admission, documentation and other related procedures
6. Coordinate Storage and retrieval of medical records, x-rays films
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Health Records and Information Technology
- Exemplary work performance.

Experience

3 years experience as a Health Records and Information Technician I

HEALTH RECORDS & INFORMATION OFFICERS I

Reports to: Section Head

Duties and Responsibilities

1. Supervise staff under them
2. Administer the health records services Health Department.
3. Compile and provide statistical data to the hospital management as may be required from time to time.
4. Initiate of patients medical records
5. Initiate patients admission, documentation and other related procedures
6. Coordinate Storage and retrieval of medical records, x-rays films
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Health Records and Information Technology
- Exemplary work performance.

Experience

3 years experience as Health Records and Information Officer II

SENIOR HEALTH RECORDS & INFORMATION OFFICERS

Reports to: Section Head

1. Liaise with Chief Medical Officer on the general administration of health records.
2. Participate in research of the Health records contents.
3. Adopt and implement medical and surgical classification system for retrieval of medical information
4. Enforce policies and legal rules concerning medical health records and information in the department
5. Supervise staff under them
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Health Records and Information Technology
- Exemplary work performance.

Experience

3 years experience as Health Records and Information Officer I

DEPUTY CHIEF HEALTH RECORDS & INFORMATION OFFICERS

Reports to: Chief Health Records & Information Officer

1. Deputize the Chief Health Records and Information Officer.

2. Liaise with the Chief Medical Officer on the general administration of health records.
3. Participate in research of the Health records contents on health information system.
4. Adopt and implement medical and surgical classification system for retrieval of medical information
5. Enforce policies concerning medical, legal rules as health records and information in the department
6. Supervise staff under him/her
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Health Records and Information Technology
- Exemplary work performance.

Experience

3 years experience as Senior Health Records and Information Officer

CHIEF HEALTH RECORDS & INFORMATION OFFICER

Reports to: Chief Medical Officer

Supervises / Oversees: Health Records & Information Officers and Technicians

1. Supervise Health Records & Information Officers and Technicians
2. Plan in liaison with the Chief Medical Officer in charge on general administration.
3. Participate in research of the Health records contents on health information system.
4. Responsible for adoption and implementation of medical and surgical classification system for retrieval of medical information
5. Responsible for enforcement of policies and legal rules concerning medical health records and information in the department
6. Supervise staff under him/her
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Health Records and Information Technology
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Health Records and Information Officer

Community Oral Health Officers

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
-----	-----	Community Oral Health Officer II	8
-----	-----	Community Oral Health Officer I	9
Community Oral Health Officer	10	Senior Community Oral Health Officer	10
-----	-----	Deputy Chief Community Oral Health Officer	11
-----	-----	Chief Community Oral Health Officer	12

COMMUNITY ORAL HEALTH OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Provide dental care
2. Management and administration of dental care
3. Any other duties that may be assigned by the immediate supervisor.
4. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Community Oral Health
- Exemplary work performance.

Experience

3 years of community oral health service

COMMUNITY ORAL HEALTH OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Provide dental care
2. Management and administration of dental care
3. Any other duties that may be assigned by the immediate supervisor.
4. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Community Oral Health
- Exemplary work performance.

Experience

3 years experience as Community Oral Health Officer II

SENIOR COMMUNITY ORAL HEALTH OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Provide dental care
2. Management and administration of dental care
3. Any other duties that may be assigned by the immediate supervisor.
4. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Community Oral Health
- Exemplary work performance.

Experience

3 years experience as a Community Oral Health Officer I

DEPUTY CHIEF COMMUNITY ORAL HEALTH OFFICER

Reports to: Chief Community Oral Health Officer

Duties and Responsibilities

1. Provide dental care
2. Management and administration of dental care
3. Any other duties that may be assigned by the immediate supervisor.
4. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Community Oral Health
- Exemplary work performance.

Experience

3 years experience as Senior Community Oral Health Officer I

CHIEF COMMUNITY ORAL HEALTH OFFICER

Reports to: Chief Medical Officer

Duties and Responsibilities

1. In-Charge of the section
2. Supervise Community Oral Health Officers
3. Provide dental care
4. Management and administration of dental care.
5. Responsible for procurement of supplies for the section.
6. Any other duties that may be assigned by the immediate supervisor.
7. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Community Oral Health
- Exemplary work performance.

Experience

3 years experience as Deputy Chief Community Oral Health Officer I

Nutrition Officers

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
Nutrition Officer	8	Nutrition Officer II	8
-----	-----	Nutrition Officer I	9
-----	-----	Senior Nutrition Officer	10
-----	-----	Deputy Chief Nutrition Officer	11
-----	-----	Chief Nutrition Officer	12

NUTRITION OFFICER II

Reports to: Section Head

Duties and Responsibilities

1. Perform nutrition health education to create awareness in the community
2. Collect and process community data on nutrition.
3. Plan, implement, monitor and evaluate nutritional projects
4. Plan, formulate and manage therapeutic diets.
5. Develop weaning food in the community
6. Initiate projects in the community to promote nutrition.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Food and Nutrition
- Exemplary work performance.

Experience

3 years in food and nutrition service

NUTRITION OFFICER I

Reports to: Section Head

Duties and Responsibilities

1. Perform nutrition health education to create awareness in the community
2. Collect and process community data on nutrition.
3. Plan, implement, monitor and evaluate nutritional projects
4. Plan, formulate and manage therapeutic diets.
5. Develop weaning food in the community
6. Initiate projects in the community to promote nutrition.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Food and Nutrition
- Exemplary work performance.

Experience

3 years experience as a Nutrition Officer II

SENIOR NUTRITION OFFICER

Reports to: Section Head

Duties and Responsibilities

1. Perform nutrition health education to create awareness in the community
2. Collect and process community data on nutrition.
3. Plan, implement, monitor and evaluate nutritional projects
4. Plan, formulate and manage therapeutic diets.
5. Develop weaning food in the community
6. Initiate projects in the community to promote nutrition.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Bachelors degree in Nutrition
- Exemplary work performance.

Experience

3 years experience as a Nutrition Officer I

DEPUTY CHIEF NUTRITION OFFICER

Reports to: Chief Nutrition Officer

Duties and Responsibilities

1. Deputize Chief Nutrition Officer.
2. Perform nutrition health education to create awareness in the community
3. Collect and process community data on nutrition.
4. Plan, implement, monitor and evaluate nutritional projects
5. Plan, formulate and manage therapeutic diets.
6. Develop weaning food in the community
7. Initiate projects in the community to promote nutrition.
8. Any other duties that may be assigned by the immediate supervisor.
9. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Food and Nutrition
- Exemplary work performance.

Experience

3 years experience as a Senior Nutrition Officer

CHIEF NUTRITION OFFICER

Reports to: Chief Medical Officer

Duties and Responsibilities

1. In-Charge of the section.
2. Supervises staff under them.
3. Responsible for nutrition health education to create awareness in the community
4. Responsible for Collecting and processing community data
5. Responsible for Planning, implementing, monitoring and evaluating nutritional projects
6. Responsible for Planning, formulating and managing therapeutic diets.
7. Develops weaning food in the community
8. Initiates projects in the community to promote nutrition.
9. Responsible for nutrition health awareness.
10. Any other duties that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Masters degree in Food and Nutrition
- Exemplary work performance.

Experience

3 years experience as a Deputy Chief Nutrition Officer

Dental Technologists

Conversion Table

Pre-Evaluation Career Path		Post-Evaluation Career Path	
<i>Designation</i>	<i>Grade</i>	<i>Designation</i>	<i>Grade</i>
-----	-----	Dental Technologist II	8
-----	-----	Dental Technologist I	9
-----	-----	Senior Dental Technologist	10
-----	-----	Deputy Chief Dental Technologist	11
-----	-----	Chief Dental Technologist	12

DENTAL TECHNOLOGIST II

Reports to: Section Head

Duties and Responsibilities

1. Prepare appliances required in dentistry
2. Assess patients' dental needs
3. Carry out dental operations – X-ray of teeth, extraction of teeth, drilling and filing of cavities, cleaning of teeth, fitting of artificial teeth, etc
4. Verify and maintain information relating to patients
5. Plan, supervise, evaluate and coordinates supportive services in the dentistry
6. Ensure availability of supplies and equipments for a dental unit.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Dental Technology
- Exemplary work performance.

Experience

3 years in dentistry

DENTAL TECHNOLOGIST I

Reports to: Section Head

Duties and Responsibilities

1. Prepare appliances required in dentistry
2. Assess patients' dental needs
3. Carry out dental operations – X-ray of teeth, extraction of teeth, drilling and filing of cavities, cleaning of teeth, fitting of artificial teeth, etc
4. Verify and maintain information relating to patients
5. Plan, supervise, evaluate and coordinates supportive services in the dentistry
6. Ensure availability of supplies and equipments for a dental unit.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Diploma in Dental Technology
- Exemplary work performance.

Experience

3 years experience as a Dental Technologist II

SENIOR DENTAL TECHNOLOGIST

Reports to: Section Head

Duties and Responsibilities

1. Prepare appliances required in dentistry
2. Assess patients' dental needs
3. Carry out dental operations – X-ray of teeth, extraction of teeth, drilling and filing of cavities, cleaning of teeth, fitting of artificial teeth, etc
4. Verify and maintain information relating to patients
5. Plan, supervise, evaluate and coordinates supportive services in the dentistry
6. Ensure availability of supplies and equipments for a dental unit.
7. Any other duties that may be assigned by the immediate supervisor.
8. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Dental Technology
- Exemplary work performance.

Experience

3 years experience as a Dental Technologist I

DEPUTY CHIEF DENTAL TECHNOLOGIST

Reports to: Chief Dental Technologist

Duties and Responsibilities

1. Deputize Chief Dental Technologist
2. Prepare appliances required in dentistry
3. Assess patients' dental needs
4. Supervise staff under them.
5. Carry out dental operations – X-ray of teeth, extraction of teeth, drilling and filing of cavities, cleaning of teeth, fitting of artificial teeth, etc
6. Verify and maintain information relating to patients
7. Plan, supervise, evaluate and coordinate supportive services in the dentistry
8. Ensure availability of supplies and equipments for a dental unit.
9. Any other duties that may be assigned by the immediate supervisor.
10. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Dental Technology
- Exemplary work performance.

Experience

3 years experience as a Senior Dental Technologist

CHIEF DENTAL TECHNOLOGIST

Reports to: Chief Medical Officer

Duties and Responsibilities

1. In-Charge of the section.
2. Supervise staff under them.
3. Prepare appliances required in dentistry
4. Assess patients' dental needs
5. Carry out dental operations – X-ray of teeth, extraction of teeth, drilling and filing of cavities, cleaning of teeth, fitting of artificial teeth, etc
6. Verify and maintain information relating to patients
7. Plan supervise, evaluate and coordinate supportive services in the dentistry
8. Ensure availability of supplies and equipments for a dental unit.
9. Responsible for the procurement of the appliances required in dentistry.
10. Any other duties that may be assigned by the immediate supervisor.
11. Appointment / Promotion to this post will be subject to availability of a vacancy in the establishment.

Academic / Professional Requirements

- Higher Diploma in Dental Technology
- Exemplary work performance.

Experience

3 years experience as a Deputy Chief Dental Technologist