



MACHAKOS UNIVERSITY
OFFICE OF THE DEPUTY VICE CHANCELLOR
(ADMINISTRATION, PLANNING AND FINANCE)

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P O BOX 136 - 90100
Machakos, Kenya

INTERNAL MEMO

FROM: DEPUTY VICE-CHANCELOR (APF)

TO: ALL STAFF

DATE: 28th June, 2017

RE: ADVERTISEMENT FOR INTERNAL PROMOTIONS – MACHAKOS UNIVERSITY

This is to invite Machakos University staff ONLY who qualify for promotion within their respective scheme of service (**NOT CONVERSION**) as per the Staff Recruitment and Promotion Criteria

This is open to staff serving on permanent, and permanent and pensionable terms.

NB: APPLICANTS MUST MEET ALL THE REQUIREMENTS FOR THE POSITION APPLIED FOR AS PER THE STAFF RECRUITMENT AND PROMOTIONS CRITERIA ESPECIALLY ADDITIONAL QUALIFICATIONS FOR THE POSITION AND YEARS OF SERVICE IN THE CURRENT GRADE OR SINCE LAST PROMOTION (*AVAILABLE IN HUMAN RESOURCE OFFICE*). THOSE WHO DO NOT MEET THE MINIMUM REQUIREMENTS WILL NOT BE CONSIDERED AND SHALL WAIT FOR THE NEXT ADVERTISEMENT.

The positions are as follows:

1. ACADEMIC POSITIONS (ALL SCHOOLS)

- | | | |
|----------------------|---|----------|
| (a) Tutorial Fellows | - | Grade 11 |
| (b) Lecturers | - | Grade 12 |
| (c) Senior Lecturers | - | Grade 13 |

2. NON-TEACHING POSITIONS

- | | | |
|-------------------------------|---|------------|
| (a) <u>Finance Department</u> | | |
| (i) Senior Accountant | - | Grade 12 |
| (ii) Accountant I | - | Grade 11 |
| (iii) Accountant II | - | Grade 9/10 |



- (iv) Assistant Accountant I - Grade 7/8
 (v) Accounts Assistant - Grade 5/6
- (b) Procurement Department
 (i) Procurement Officer II - Grade 9/10
 (ii) Assistant Procurement Officer - Grade 7/8
 (iii) Procurement Assistant - Grade 5/6
- (c) Secretarial Staff
 (i) Secretary - Grade 7/8
 (ii) Assistant Secretary - Grade 5/6
- (d) Library
 (i) Senior Library Assistant - Grade 9/10
 (ii) Library Assistant I - Grade 7/8
 (iii) Library Assistant II - Grade 5/6
- (e) Administration
 (i) Assistant Registrar - Grade 12
 (ii) Senior Administrative Assistant I - Grade 11
 (iii) Senior Administrative Assistant II - Grade 9/10
 (iv) Administrative assistant - Grade 7/8
 (v) General Clerk - Grade 5/6
- (f) Technical Staff
 (i) Technologist - Grade 7/8
 (ii) Assistant Technologist - Grade 5/6
 (iii) Technician - Grade 3/4
- (g) Catering
 (i) Cateress - Grade 7/8
 (ii) Senior Chef - Grade 7/8
 (iii) Chef - Grade 5/6
 (iv) Dining Hall Supervisor - Grade 3/4
 (v) Waiter/Waitress - Grade 3/4
- (h) Maintenance
 (i) Maintenance Foreman - Grade 5/6
- (j) Security
 (i) Assistant Security Officer - Grade 5/6
 (ii) Security Supervisor - Grade 5/6



(k) Messengerial Staff

(i) Office Assistant - Grade 3/4

(h) Drivers

- (i) Driver - Grade 5/6 (Be able to drive a 67 seater bus)
(ii) Driver - Grade 3/4 (Be able to drive a 67 seater bus)

Applicants **MUST** submit the following: -

- a) Duly filled job application form; available on the University Website;
- b) An application letter clearly outlining the position and the grade being applied for consideration for promotion forwarded through the immediate supervisor;
- c) A detailed and updated Curriculum Vitae
- d) Copies of KCSE/KCE/EACE/KACE/EAACE Certificate
- e) Copies of Academic Certificates and corresponding transcripts
- f) Copies of Professional Membership, Certificates and transcripts (if applicable)
- g) Copy of Current pay slip
- h) A copy of the letter of appointment to the current grade
- i) Any other relevant supporting documents.

Applications should be addressed and sent to:

Deputy Vice-Chancellor (Administration, Planning and Finance)
Machakos University
P.O. Box 136 – 90100
MACHAKOS

The applications should reach the office of the Deputy Vice-Chancellor (Administration, Planning & Finance) on or before Monday 17th July, 2017



PROF. (ENG.) DOUGLAS SHITANDA
DEPUTY VICE-CHANCELLOR (APF)

