



**MACHAKOS UNIVERSITY**  
**INTERNAL ADVERTISEMENT FOR NON-TEACHING POSITIONS**

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**DECLARATION OF VACANCIES**

**Institution Profile**

Machakos University was awarded a Charter on 7<sup>th</sup> October 2016 and is a successor of Machakos University College. It is located one (1) Km from Machakos Town along the main Machakos – Wote road.

The Vision of the University is: "A preferred University of Excellence in Scholarship and Service Delivery;" whereas the Mission of the University is: "To Provide Scholarly Education through Training, Research and Innovation for Industrial and Socio-economic Transformation of our Communities."

Machakos University invites applications from Members of Staff who are suitably qualified and experienced with excellent credentials to fill the following vacant positions in the University:

**Terms of Service**

The terms for the internally advertised positions will be on permanent and pensionable terms except for the Hotel Accountant which is contractual.

**Application Mode**

Ten (10) copies of applications should be submitted together with an updated Curriculum Vitae giving details of the applicant; age, marital status, academic and professional qualification, working experience, present post and salary, telephone contact, email address, names and referees plus copies of the certificates and testimonials. The reference number of the position applied should be clearly indicated. All applications be addressed to;

**The Deputy Vice-Chancellor**  
**Administration, Planning and Finance**  
**Machakos University**  
**P. O. BOX 136 - 90100**  
**MACHAKOS**

So as to reach not later than Tuesday **12<sup>th</sup> October, 2021**. Any canvassing will lead to automatic disqualification.

Applicants are advised to contact their referees and request them to send their letters of reference to the above address. The referees should write and send their recommendations, under sealed envelopes before the advert deadline. A soft copy (**one running pdf file**) of the applicant must also be sent by e-mail to [recruitment.hr@mksu.ac.ke](mailto:recruitment.hr@mksu.ac.ke)

**KINDLY NOTE THAT IT IS A MUST FOR STAFF TO TYPE IN THE REQUIRED INFORMATION IN THE JOB APPLICATION FORM AVAILABLE ON THE UNIVERSITY WEBSITE, PRINT, SIGN AND ATTACH TO THE APPLICATION.**

**N/B:** Only short-listed members of staff will be contacted. Machakos University is an equal opportunity employer and therefore applicants of either gender or persons living with disability or from marginalized areas are encouraged to apply.

## **NON-TEACHING POSITIONS**

### **A. LIBRARY DEPARTMENT**

#### **1. Deputy University Librarian -Grade 14 (1 Position) -MKsU/L/ 01/21**

**Applicants should meet the following requirements:**

An earned Master's degree in Information Science/ Library Science and served as a Deputy Head of University Library for three (3) years as Senior Librarian Grade 13 or equivalent.

Membership to a relevant professional body.

An earned Ph.D. degree will be an added advantage

#### **2. Systems Librarian – Grade 12 (1 Position) – MKsU/L/02/21**

##### **Requirements for Appointment**

- i. Masters' Degree in Library Studies/Library Science/Information Science/Computer Science or its equivalent qualification from a recognized institution.
- ii. Bachelor's Degree in Library Science, or its equivalent.
- iii. Served in the position of Assistant Librarian Grade 11 or comparable position for a minimum period of three (3) years.
- iv. Competency in use of UNIX Language
- v. Have ability to maintain the Library's Integrated online system
- vi. Have ability to develop and maintain Library Softwares
- vii. Proven experience on contemporary virtual platforms such as Dspace, or other repository tools.
- viii. Have the ability to administer the Library Management System (KOHA)
- ix. Registered with a relevant professional body.
- x. Possession of any other certification or qualification will be an added advantage.

### **B. PROCUREMENT DEPARTMENT**

#### **1. Senior Procurement Officer – Grade 12 (1Position) - MKsU/P/ 01/21**

##### **Requirements for Appointment**

Must have an earned Master's Degree in Supplies or equivalent qualification.

Must have an earned Diploma in Purchasing and Supplies Management from the Chartered Institute of Purchasing & Supplies or equivalent.

Practicing License from Kenya Institute of Purchasing and Supplies (KISM).

Six (6) years' experience, three (3) of which as Procurement Officer Grade 11 or equivalent.

Membership to professional body.

### **C. ICT (INFORMATION, COMMUNICATION AND TECHNOLOGY) DIRECTORATE.**

#### **1. Deputy Director ICT- Grade 14 (1 Position) – MksU/ICT/01/21**

##### **Requirements for Appointment**

Must have an earned Ph.D. in Computer Science/ Information Technology or related field from a recognized institution with nine (9) years' experience in a relevant field three (3) of which at Grade 13 or equivalent.

OR

Must have an earned Master's degree in Computer Studies/ Sciences/ Information Technology or related field from a recognized institution with twelve (12) years' experience in a relevant field three (3) of which at Grade 13.

Registration with a professional body and relevant professional qualifications will be an added advantage.

### **D. OFFICE ADMINISTRATORS**

#### **1. Senior Assistant Office Administrator – Grade 9/10 – (1 Position) MksU/SEC/01/21**

##### **Requirements for Appointment**

Bachelor's Degree/ Higher National Diploma in a relevant field.

Must have the following professional qualifications from KNEC; Diploma in Secretarial Studies OR Business English III, Commerce II, Secretarial Duties II, Office Management III, Shorthand III (100 wpm)/ Audio-Typewriting III, Typewriting III (50 Wpm)/ Document Processing III.

Six (6) years relevant working experience, three (3) of which as Assistant Office Administrator I Grade 7/8 or equivalent.

Computer Literate.

#### **2. Assistant Office Administrator I – Grade 7/8 (3 positions) – MksU/SEC/02/21**

##### **Requirements for Appointment**

Bachelor's degree / Higher National Diploma in a related field

Diploma in Secretarial Studies OR Business English III, Commerce II, Secretarial Duties II, Office Management III, Shorthand III (100 wpm) or Audio-Typewriting III and Typewriting 50 wpm (all from KNEC).

Must be Computer literate with a certificate in Word Processing, Spreadsheets and Data Base Management packages.

Six (6) years relevant working experience at Grade 5/6 or equivalent.

**OR**

Diploma in Secretarial Studies OR Business English III, Commerce II, Secretarial Duties II, Office Management III, Shorthand II (80 wpm) or Audio-Typewriting III and Typewriting 50 wpm (all from KNEC).

Six (6) years relevant working experience at Grade 5/6.

Computer literate with a certificate in Word Processing, Spreadsheets and Data Base

Management packages.

KCSE Certificate.

**1. Senior Accountant (Hotel) – Grade 12 - MksU/F/02/21(Two years Contract) (1 Position)**

**Requirements for Appointment**

Must have an earned M.Sc. in Accounting/ Auditing, MBA (Accounting or Finance) plus CPA Part III.

Three (3) years relevant working experience.

Membership to Professional Body.

**OR**

Must have an earned Bachelor of Commerce Degree (Accounting/ Finance option)/ Audit or equivalent) and CPA Part III.

Six (6) years relevant work experience three (3) of which as Accountant II/ Internal Auditor II Grade 9/10 or equivalent.

Membership to Professional Body.

Must be Computer Literate (Accounting packages).