



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

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P O BOX 136 - 90100
Machakos, Kenya

5th February, 2019

INTERNAL ADVERTISEMENT

PROMOTION OF MACHAKOS UNIVERSITY STAFF IN GRADES 1-4

This is to invite Machakos University Staff in **Grades 1-4 only**, who qualify for promotion to apply for the same as per The Current Staff Recruitment & Promotions Criteria (*Available in Human Resource Office and the University website, www.mksu.ac.ke*)

Application Procedure:

Applicants should submit FIVE (5) COPIES each of their application letter, a detailed Curriculum Vitae, academic and professional certificates (including and not limited to KCSE/KCE/EACE/KACE/EAACE/KCPE).

All applicants should indicate their current Grade, salary, allowances and other benefits, Grade to be promoted to, addresses and mobile telephone numbers of two (2) referees

Your immediate Supervisor(s) are required to submit Confidential Report(s) directly to the DVC (APF) clearly indicating the name and PF/No of the applicant.

NB: KINDLY NOTE THAT IT IS A MUST THAT YOU TYPE IN THE REQUIRED INFORMATION IN THE JOB APPLICATION FORM AVAILABLE ON THE UNIVERSITY WEBSITE, PRINT, SIGN AND ATTACH TO YOUR APPLICATION.

Applications should be sent to the undersigned so as to reach the office on or before **28th February 2019**.

Deputy Vice Chancellor (APF)
Machakos University
P.O. Box 136 – 90100
MACHAKOS

Only shortlisted candidates will be contacted.

