



MACHAKOS UNIVERSITY
INTERNAL ADVERTISEMENT 19TH MARCH, 2025

DECLARATION OF A VACANCY

Institution Profile

Machakos University was awarded a Charter on 7th 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: “Excellence in transformative scholarship and community service;” whereas the Mission of the University is: “To Provide scholarship through teaching, training, research and innovation; and community service for sustainable industrial and socioeconomic transformation.”

Machakos University invites applications from applicants who are suitably qualified and experienced with excellent credentials to fill the one non-teaching vacant position.

Terms of Engagement

The terms for the advertised position is as indicated below.

NON-TEACHING POSITION

1. ADMINISTRATION DIVISION

i) SENIOR ASSISTANT OFFICE ADMINISTRATOR, GRADE 9/10- REF.

MksU/SOA/01/24 (1 Post) PERMANENT

Applicants should meet the following requirements:

- i) Bachelor's Degree/ Higher National Diploma in a relevant field.
- ii) 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.
- iii) Six (6) years relevant working experience, three (3) of which as Assistant Office Administrator I Grade 7/8 or equivalent.
- iv) Computer Literate.

Duties & Responsibilities

- i) Receive telephone calls from clients within and without the University and perform public relation duties in the office.

- ii) Maintain the office cleanliness and orderliness in order to provide conducive working environment in the various offices deployed in the university.
- iii) Operate office machines such as computers, typewriters, printers, and telephones so as to perform their daily duties
- iv) Handle documents and files and provide storage and custody for the same in a systematic manner in the various offices deployed in the university
- v) Coordinate and run daily operations of the office in the various offices deployed in the University for quality and timely service delivery in the university
- vi) Draft official correspondence for the officers in the various offices deployed and handle confidential documents and information.
- vii) Any other duties as may be assigned by the supervisor from time to time.

Mode of Application

Applicants must:

- i) Submit two (2) hard copies of a letter of application, certificates, national Identity Card/ Passport, testimonials and updated curriculum vitae to include full details of education, professional qualifications, experience, names and addresses of three referees one of whom should be present or previous employer.
- ii) Type the required information in the Job Application Form available on the University website, print, sign and attach to the application.
- iii) Contact three (3) referees and request them to send their recommendations, under sealed envelopes to the provided address, before the advert deadline.
- iv) Send a soft copy (one running pdf file) of the application to recruitmentAPF@mksu.ac.ke, hr@mksu.ac.ke and a copy to careers@mksu.ac.ke.
- v) Submit the two (2) applications in a sealed envelope indicating the position applied for to:

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

So as to be received not later than **Wednesday, 2nd April, 2025**.

N/B: Only short-listed candidates will be contacted. Machakos University is an Equal Employment Opportunity employer and therefore, staff of either gender, ethnicity or persons with disability are encouraged to apply.