



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

ISO 9001:2015 Certified

**RECRUITMENT
AND
PROMOTION CRITERIA
FOR ACADEMIC AND NON-ACADEMIC STAFF**

MKSU/CNL/HR/SRPC/003

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Second Edition

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EXECUTIVE SUMMARY

Machakos University being a Public Institution is governed by various Parliamentary Laws and Acts and various Ministerial directives. Being a teaching institution it relies heavily on specialized Human Resources to achieve its core mandate, therefore, a balance struck such that it attracts relevant qualified personnel and keep up to date with the best Human Resource practices. This Policy aims to give attractive, affordable and sustainable grades/cadres for both existing and new staff members.

The general policy of this policy is derived from the existing trends in the Universities and various Public Institutions. The progression of these grades/cadres is structured such that except for a few highly specialized positions all Certificate holders enter at grade 3/4, Diploma holders at grade 5/6, bachelor degree holders at grade 7/8, Masters' degree holders at grade 9/10 and Ph.D. holders at grade 12. Relevant work experience has been incorporated and especially for internal members who are seeking promotion.

The Commission for University Education in June 2013 released the standards for appointment of all teaching staff in all universities. This policy has used the standards as the minimum requirement for all teaching members of staff. To introduce equity between teaching and nonteaching positions, qualifications of the same cadre have been harmonized. Staff retention is a major concern in all Institutions as such this policy has incorporated the principle that after three years in a given grade one is eligible for promotion provided they satisfy the other conditions for the next grade.

It should, however, be noted that the University does not intend to recruit at grades 1/2. The provision for this grade in this policy is to cater for the already existing staff in the grades. This shall be removed from the policy as the staff in these grades exit or get promoted. The document gives the minimum requirement qualification for appointment and/or promotion for the respective grades.



SECTION 1

1. INTRODUCTION

- 1) Machakos University was established as a Constituent University of Kenyatta University by upgrading the then Machakos Technical Training Institute to University status by His Excellency President Mwai Kibaki through Legal Notice No. 130 of 5th September 2011.
- 2) The academic programs are offered at the certificate, diploma, undergraduate and postgraduate levels.

2. RECRUITMENT AND SELECTION

(1) Advertisement of Positions

- a) Advertisement for permanent and permanent and pensionable positions shall be through external advertisements, open to either internal and external applicants or internal advertisements open to only Machakos University staff on temporary, contract, permanent and, permanent and pensionable terms.
- b) The following steps shall be taken in the recruitment process:
 - i. Requests to advertise are sent from departments to the Deputy Vice-Chancellor, Administration, Planning and Finance (DVC, APF)
 - ii. The Head of Human Resource and Recruitment Section verifies the existence of vacancies and staffing levels based on the approved establishments and availability of funds and advises the DVC, APF accordingly;
 - iii. The DVC, APF then tables the same in the University Management Board for consideration;
 - iv. Once authority is given to advertise, the number of posts to be filled shall be spelt out and
 - v. Online applications shall also be considered
- c) Special cadres that may not appear on the schemes of service shall be dealt with on individual merit.

(2) Processing of Applications

- a) After the closing date, the applications shall be processed as follows:
 - i. The Central Registry shall compile all the applications for further processing;
 - ii. The folder(s) containing all applications shall be sent to the relevant Chairman/Head of Department by Central Registry for verification of applicants;
 - iii. The Chairman/Head of Department shall thereafter send the folder(s) containing verified applicants to the appropriate Promotions and Appraisal Committee for teaching/non-teaching staff, as stipulated in the statutes;
 - iv. The Promotions and Appraisal Committee constituted as per Schedule II of the University Statutes shall send the folder(s) containing shortlisted applicants and minutes to the Vice-Chancellor for verification and approval for action to be taken and
 - v. Upon approval the short-listed applicants shall be informed by the Human Resource and Recruitment Section of their selection and date of the interviews within 14 days.



(3) Staff Appointment Committees

All the Staff Appointment Committees shall be constituted in accordance with Schedule I of the Statutes of the University.

3. PROMOTIONS

- 1) Promotion is the advancement of an employee to a higher position within the organization. Promotion may be tied to a position and, by implication, status, or it can be through a reward system such as bonuses and salary increments among others.
- 2) Every employee joining an organization expects upward mobility in their career path or scheme of service and improved terms and conditions of service.
- 3) The benefits of promoting employees include staff motivation, commitment, retention and loyalty.
- 4) For promotion, the normal practice is to base promotion on:
 - a. Additional qualifications;
 - b. Skills and competence acquired through training;
 - c. Quality of performance and output;
 - d. Human resource plan for the financial year and, availability of vacancies and funds;
 - e. Work maturity and experience and
 - f. Meeting the requirements stipulated in this policy document.
- 5) The set criteria for promotion of staff to the next grade as set out per the category of staff in each cadre, job requirements and job specifications as provided in this document, the following shall apply:
 - a. That decisions as to whether advertisements should be internal or external will be centrally determined by the University Management Board rather than bisections/ departments;
 - b. That criteria set for either internal or external posts should have standard qualifications in accordance with the approved qualification requirements;
 - c. That all advertisements be drafted centrally after receiving the job specifications from the sections/departments to ensure standardization, harmony, transparency and compliance with policy;
 - d. That all staff are expected to respond to both internal and external advertisements;
 - e. That short listing is strictly based on job requirement criteria without exception and
 - f. That after the close of advertisements interviews be finalized as follows:
 - i. Within a maximum of three months, where it is mandatory to obtain external references on the candidates;
 - ii. Within two months, where it is not a requirement to obtain external references;
 - iii. That whereas promotion of staff is pegged on availability of vacant positions, the University considers the reward system (salary increments) based on staff performance and
 - iv. That Staff Performance Appraisal ranking should also be used.



4. EXPECTATION

It is hoped that prudent implementation of these criteria will enhance staff motivation, commitment, retention, loyalty and performance. This will only be realized if objective rationalization, grading and placement of the current staff is undertaken.

5. MANAGEMENT EXPECTATION

While Machakos University Management appreciates that employees expect upward mobility in their career paths, staff shall be expected to develop themselves in order to meet the criteria expected for promotion. Hence, acquisition of requisite academic qualifications for staff promotion cannot be over-emphasized. This shall be a collective responsibility whereby the Management shall continuously inform staff of their career options and the staff shall in turn undertake the sole responsibility themselves accordingly.



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SECTION 2

TEACHING STAFF

1. GRADUATE ASSISTANT/RESEARCH ASSISTANT

This grade is contractual to facilitate identification of outstanding Bachelor's degree graduates to be trained for academic positions.

A Graduate Assistant/Research Assistant shall:

- i. Have at least an Upper Second Class Honours Bachelors degree from an accredited and recognized University in the relevant field.
- ii. Be expected to register for a relevant Master's degree; and
- iii. Be registered or registerable with the relevant professional body (*where applicable*)

2. TUTORIAL FELLOW/ASSISTANT LECTURER/JUNIOR RESEARCH FELLOW

Must have:

- i. Have a Bachelor's degree and a Master's degree qualification from an accredited and recognized University in the relevant field;
- ii. Be registerable for a Doctor of Philosophy Ph.D. or equivalent Doctoral degree qualifications; and
- iii. Be registered or registerable with the relevant professional body (*where applicable*).

3. LECTURER/ RESEARCH FELLOW

Must have:

- a) An earned Ph.D. or equivalent degree qualification in the relevant field from an accredited and recognized university; and be registered or registerable with the relevant professional body (*where applicable*).

OR

- i. A Master's degree in the relevant field from an accredited and recognized University (in special cases) with at least three (3) years teaching experience at University level or in research or in industry; and
- ii. A minimum of 24 publication points, of which at least sixteen (16) should be from refereed journal papers; and
- iii. Registered with the relevant professional body (*where applicable*)

4. SENIOR LECTURER/RESEARCH FELLOW

Must have:

- i. An earned Ph.D. or equivalent degree qualification (*or Master's degree qualification in special cases*) in the relevant field from an accredited and recognized University.
- ii. At least three (3) years of teaching experience at the University level as a Lecturer or six (6) years research/industry experience.



- iii. A minimum of thirty two (32) publication points as a Lecturer or equivalent, of which at least 24 should be from refereed scholarly journals.
- iv. Supervised at least three (3) postgraduate students to completion as a Lecturer or equivalent;
- v. Registered with the relevant Professional Body (*where applicable*)
- vi. For persons from Research Institutions, Practice/Industry, the provisions in Table 4 (in CUE regulations) shall apply.
- vii. All applicants must meet the minimum points requirements for each subcategory to qualify for appointment.

5. ASSOCIATE PROFESSOR/ASSOCIATE RESEARCH PROFESSOR

Must have

- i. An earned Ph.D. or equivalent degree qualification in the relevant field from an accredited and recognized University.
- ii. At least three(3) years teaching experience at the university as a Senior Lecturer; or Senior Research Fellow/industry experience or equivalent;
- iii. A minimum of forty eight (48) publication points as a Senior Lecturer or equivalent, of which at least 32 should be from refereed scholarly journals.
- iv. Supervised a minimum of four (4) post graduate students to completion including at least one doctoral student;
- v. Attracted research or development funds as a Senior Lecturer/Senior Research Fellow
- vi. Registered with the relevant Professional Body (*where applicable*)
- vii. For persons from Research Institutions, Practice/Industry, the provisions in Table 3.5 (in CUE regulations) shall apply.

6. PROFESSOR/RESEARCH PROFESSOR

Must have

- i. An earned Ph.D. or equivalent degree qualification in the relevant field from an accredited and recognized University.
- ii. At least three(3) years teaching experience at the University as Associate Professor; or equivalent; and research experience
- iii. A minimum of sixty (60) equivalent publication points since attaining Associate Professorship or equivalent, of which at least 40 should be from refereed scholarly journals.
- iv. Supervised a minimum of five (5) post graduate students to completion at least two doctoral students;
- v. Attracted research or development funds as an Associate Professor or equivalent
- vi. Registered with the relevant Professional Body (*where applicable*)

7. ADJUNCT ACADEMIC STAFF

The University Senate and Council shall institutionalize the positions of Adjunct Academic Staff to support teaching, research, collaborations, practical training, linkages and promote relevance; and visiting Academic Staff to cover for short term vacancies.

The Adjunct Academic Staff shall be:



- i. Drawn from industry, Public sector or Private sector, locally and internationally
- ii. A holder of an earned doctorate or equivalent degree qualifications in the relevant field from an accredited and recognized University;
OR
A Master's degree in the relevant field from an accredited and recognized University; with at least two (2) years industry or work experience; and
- iii. A holder of qualifications as prescribed for the respective ranks

Visiting Academic Staff

The visiting Academic Staff:

- i. Shall be sourced from local and foreign Universities to support teaching, research and collaborations at the equivalent grade.
- ii. Must have an earned Ph.D. degree or equivalent degree qualifications in the relevant field from an accredited and recognized University.
- iii. Shall be appointed or reappointed for periods not exceeding twelve (12) months, and a period of consecutive service not exceeding two (2) years.
- iv. May be considered for a corresponding appointment which shall be treated as a new appointment subject to the University Appointments Criteria.
- v. Shall join the University with the titles they hold from their parent institutions.



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SECTION 3

ADMINISTRATIVE STAFF

1. REGISTRAR - GRADE 15

Should have earned a Ph.D. degree or its equivalent from a recognized institution.

Relevant professional qualification of five (5) years. Served at the level of senior lecturer or above if from an academic background.

Membership to a relevant professional body.

OR

Must have a Master's degree in relevant field or equivalent professional qualification with fifteen (15) years administrative experience.

Must have Served for three (3) years as Deputy Registrar Grade 14 or equivalent position.

Must be Computer literate.

Member of a recognized professional administration or management body.

2. DEPUTY REGISTRAR/DIRECTOR - GRADE 14

An earned a Ph.D. from a recognized university with five (5) years' experience, three (3) of which in a Senior Administrative position.

Must have Served at the level of lecturer or above if from an academic background.

Membership to a relevant professional body.

CPS (K) or any other relevant professional qualification.

OR

Must have an earned Master's degree with ten (10) years Administrative experience, three (3) of which should be at the level of Senior Assistant Registrar Grade 13 or its equivalent.

A member of a recognized professional administration or management body.

Must be Computer literate.

3. SENIOR ASSISTANT REGISTRAR /DEPUTY DIRECTOR - GRADE 13

A Master's Degree in a relevant field plus three (3) years Administrative experience.

Member of a recognized professional administration or management body.

Must have served satisfactorily for three (3) years as an Assistant Registrar Grade 13 or equivalent.

Must be computer literate.



Ph.D degree will be an added advantage.

4. ASSISTANT REGISTRAR /HUMAN RESOURCE MANAGER /INDUSTRIAL RELATIONS OFFICER - GRADE 12

Master's degree in a relevant field and must have served as a Senior Administrative Assistant I Grade 11 or equivalent for at least three (3) years.

Member of a recognized professional administration or management body.

OR

A Bachelor's degree with twelve (12) years' experience three (3) of which must be at the level of a Senior Administrative Assistant I Grade 11 or its equivalent,

Must be computer literate.

Ph.D degree will be an added advantage.

5. SENIOR ADMINISTRATIVE ASSISTANT I - GRADE 11

A Master's degree in a related field with six (6) years working experience three (3) of which as Senior Administrative II Grade 9/10 or equivalent.

Membership to a relevant professional body.

CPS II or any other relevant professional qualification.

OR

Must have a Bachelor's degree in a related field with nine (9) years' work experience three (3) of which at the level of a Senior Administrative Assistant II Grade 9/10 or equivalent.

Computer literate.

6. SENIOR ADMINISTRATIVE ASSISTANT II- GRADE 9/10

Must have an earned Master's degree in a related field.

Must be Computer Literate.

OR

Must have earned a Bachelor's degree in related field with six (6) Years' work experience three (3) of which as Administrative Assistant Grade 7/8 or equivalent.

Must be Computer literate.

7. ADMINISTRATIVE ASSISTANT- GRADE 7/8

Must have a Bachelor's degree from a recognized university.

OR



A Diploma in a related field with nine (9) years' work experience three (3) of which as General Clerk I Grade 5/6 or equivalent.

Must be Computer literate.

8. GENERAL CLERK I - GRADE 5/6

Must have a Diploma certificate in a related field.

OR

A Certificate in related field with nine (9) years' work experience six (6) of which as General Clerk II Grade 3/4 or equivalent.

Must be Computer Literate.

9. GENERAL CLERK II - GRADE 3/4

Relevant certificate.

Computer Literate.



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SECTION 4

LIBRARY STAFF

1. UNIVERSITY LIBRARIAN - GRADE 15

An earned Master's degree in Information Science/Library Science and served as a Deputy Head of University Library for three (3) years as Deputy University Librarian Grade 14 or equivalent.

Membership to a relevant professional body.

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

2. DEPUTY UNIVERSITY LIBRARIAN - GRADE 14

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

3. SENIOR LIBRARIAN - GRADE 13

Master's degree in Library/Information Science or related field.

Must have three (3) years' experience as Librarian Grade 12 or equivalent.

Membership to a relevant professional body.

4. LIBRARIAN - GRADE 12

Master's degree in Library/Information Science or related field with six (6) years' work experience three (3) of which as an Assistant Librarian Grade 11.

Membership to a relevant professional body.

5. ASSISTANT LIBRARIAN - GRADE 11

Masters' Degree in Library and Information Science or related field.

Must have at least three (3) years working experience as Senior Library Assistant Grade 9/10 or equivalent.

OR

Must have earned a Bachelor's Degree in Library Information Science or related field.

Six (6) years' work experience three (3) of which as Senior Library Assistant Grade 9/10 or equivalent.

6. SENIOR LIBRARY ASSISTANT - GRADE 9/10

Master's degree in Library and Information Science or Related field.



OR

Must have earned a Bachelor's Degree in Library and Information Science or related field or Higher National Diploma in Library and Information Science.

Six (6) years' work experience three (3) of which as Library Assistant I Grade 7 /8 or equivalent.

7. LIBRARY ASSISTANT I - GRADE 7 /8

Bachelor's degree / Higher National Diploma in Library and Information Science or related field.

Must be Computer literate.

OR

Must have earned a Diploma in Library and Information Science or related field from a recognized institution.

Six (6) years' work experience three (3) of which as Library Assistant II Grade 5/6.

Computer Literate.

8. LIBRARY ASSISTANT II - GRADE 5/6

Diploma in Library and Information Science or related field.

OR

Must have earned a certificate in Library and Information Science or related field with six (6) years' work experience three (3) of which as Library Attendant I Grade 3/4 or equivalent.

Must be Computer literate.

9. LIBRARY ATTENDANT I – GRADE 3/4

Certificate in Library and Information Science.

Must be Computer literate.

OR

Six (6) years' work experience in Grade 1/2 or equivalent.

PRINTING AND BINDING STAFF

1. PRINTING OFFICER – GRADE 11

Must have an earned Bachelor's Degree in the relevant field from a recognized institution.

Six (6) years' work experience three (3) of which as Senior binder/ Senior print originator/senior a machine operator Grade 9/10 or equivalent.



Computer Literate.

Master's degree will be an added advantage.

2. SENIOR BINDER/ SENIOR PRINT ORIGINATOR/SENIOR MACHINE OPERATOR – GRADE 9/10

Must have an earned Bachelor's degree/ Higher National Diploma in the relevant field.

Six (6) years' work experience three (3) of which as Binder/ Print Originator/ Machine Operator Assistant I Grade 7/8 or equivalent.

Computer Literate.

Shown merit and ability as reflected in work performance and results.

Master's degree will be an added advantage.

3. BINDER/ PRINT ORIGINATOR/ MACHINE OPERATOR ASSISTANT I – GRADE 7/8

Must have an earned a Diploma in the relevant field.

Six (6) years' work experience three (3) of which as a Binder/ Print Originator/ Machine Operator Assistant II Grade 5/6.

Computer Literate.

Bachelor's Degree/ Higher National Diploma will be an added advantage.

4. BINDER/ PRINT ORIGINATOR/ MACHINE OPERATOR ASSISTANT II– GRADE 5/6

Must have an earned Diploma in the relevant field or its equivalent from a recognized Institution.

Computer Literate.

OR

Must have an earned a Certificate in the relevant field.

Kenya Certificate of Secondary Education (KCSE) mean grade of D (plain).

Six (6) years' work experience three (3) of which as a Binder/ Print Originator/ Machine Operator Assistant III Grade 3/4 or equivalent.

Computer Literate.



5. .BINDER/ PRINT ORIGINATOR/ MACHINE OPERATOR ASSISTANT III– GRADE 3/4

Must have an earned a Certificate in the relevant field.

Three (3) year's related work experience.

KCSE Certificate with mean grade D (Plain).

Computer literate.

BOOKSHOP STAFF

1. BOOKSHOP MANAGER – GRADE 12

Master's degree in related field with five (5) years' work experience three (3) of which as a Deputy Bookshop Manager – Grade 11 or equivalent.

Three (3) years' experience in publishing and Book Trade.

Computer Literate.

2. DEPUTY BOOKSHOP MANAGER – GRADE 11

Must have an earned a Bachelor's Degree in the relevant field.

Six (6) years' work experience three (3) of which as a Senior Bookshop Assistant Grade 9/10 or equivalent.

Computer Literate.

Membership to a relevant professional body.

Master's degree will be an added advantage.

3. SENIOR BOOKSHOP ASSISTANT – GRADE 9/10

Bachelor's Degree in the relevant field.

Six (6) years' work experience three (3) of which as a Bookshop Assistant I at Grade 7/8 or equivalent.

Computer Literate.

Master's degree in the related field.



4. BOOKSHOP ASSISTANT I – GRADE 7/8

Bachelor's Degree/ Higher National Diploma in the relevant field from a recognized Institution.
Computer Literate.

OR

Diploma in the relevant field.

Six (6) years' work experience three (3) of which as a Bookshop Attendant II at Grade 5/6 or equivalent.

5. BOOKSHOP ATTENDANT II – GRADE 5/6

Must have an earned Diploma in the relevant field from a recognized Institution.

Computer Literate.

OR

Must have an earned Certificate in the relevant field from a recognized Institution.

Kenya Certificate of Secondary Education (KCSE) mean grade of D (Plain).

Six (6) years' work experience three (3) of which as Bookshop Attendant III at grade 3/4 or equivalent.

Computer Literate.

6. BOOKSHOP ATTENDANT III– GRADE 3/4

Must have an earned Certificate in the relevant field from a recognized Institution.

Kenya Certificate of Secondary Education (KCSE) mean grade of D (Plain).

Computer Literate.



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SECTION 5

SECRETARIAL STAFF

1. PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR I GRADE 12

Must have an earned Bachelor's Degree in Business Management or equivalent.

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 (120 wpm)/ Audio-Typewriting III, Typewriting III (50 Wpm)/ Document Processing III.

Six (6) years' work experience three (3) of which as Principal Assistant Office Assistant II Grade 11 or equivalent.

CPS II is an added advantage.

Master's degree will be an added advantage.

2. PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR II GRADE 11

Must have an earned Bachelor's Degree in a relevant field from a recognized institution.

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' work three (3) of which as Senior Assistant Office Administrator Grade 9/10 or equivalent.

Master's degree will be an added advantage.

3. SENIOR ASSISTANT OFFICE ADMINISTRATOR - GRADE 9/10

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.

4. ASSISTANT OFFICE ADMINISTRATOR I GRADE 7/8

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.

5. ASSISTANT OFFICE ADMINISTRATOR II GRADE 5/6

Must have the following professional qualifications from KNEC; Craft Certificate in Secretarial Studies OR Business English III, Commerce II, Secretarial Duties II, Office Management III, Shorthand II (80 wpm)/ Audio-Typewriting II, Typewriting II (40 Wpm)/ Document Processing II.

Six (6) years relevant work experience three (3) as Assistant Office Administrator III Grade 3/4.

6. CLERK TYPIST GRADE 3/4

At least KCSE D+ or KCE Div. III or an equivalent qualification.

Business English II, Commerce II, Secretarial Duties II, Office Management III, or Audio-Typewriting II and Typewriting 40 wpm (all from KNEC) OR A Craft Certificate in Secretarial studies (KNEC).Must be Computer literate.



SECTION 6

ACCOUNTS AND FINANCE STAFF

1. CHIEF FINANCE OFFICER/ CHIEF INTERNAL AUDITOR - GRADE 15

Must have an earned Masters degree in Business, Finance, Accounting or its equivalent and CPA (K) with fifteen (15) years' experience in accounting or auditing, three (3) at the level of Deputy Chief Finance Officer/ Deputy Chief Internal Auditor Grade 14 or equivalent.

Be a member of a recognized Professional Accounting body.

ICPAK membership/ Institute of Internal Auditors of Kenya (IIAK).

Computer Literate.

Ph.D. degree will be an added advantage.

3. DEPUTY CHIEF FINANCE OFFICER/DEPUTY CHIEF INTERNAL AUDITOR- GRADE 14

Must have an earned Masters degree in Business, Finance, Accounting or its equivalent plus CPA (K) or its equivalent with 12 years' experience in accounting or auditing , three (3) of which at Senior Accountant I/ Senior Internal Auditor I Grade 13 or equivalent.

Be a member of a recognized Professional Accounting body.

Must be Computer literate (Accounting packages).

Ph.D. degree will be an added advantage.

SENIOR ACCOUNTANT I/SENIOR INTERNAL AUDITOR I - GRADE 13

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

Membership of a recognized professional body e.g. ICPAK

Must be Computer literate (Accounting packages).

Nine (9) years relevant working experience three (3) of which as Senior Accountant II/ Senior Internal Auditor II Grade 12 or equivalent

4. SENIOR ACCOUNTANT II/SENIOR INTERNAL AUDITOR II- GRADE 12

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.

Must be Computer Literate (Accounting packages).



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.

5. ACCOUNTANT I/ INTERNAL AUDITOR I - GRADE 11

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.

Must be Computer Literate (Accounting packages).

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

Membership to Professional Body.

6. ACCOUNTANT II / INTERNAL AUDITOR II-GRADE 9/10

Must have an earned M.Sc. in Accounting/ Auditing, MBA (Accounting or Finance) and CPA (K).

OR

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

Must be Computer Literate (Accounting packages).

Six (6) years' work experience three (3) years of which as Assistant Accountant/ Assistant Internal Auditor Grade 7/8 or equivalent.

7. ASSISTANT ACCOUNTANT/ ASSISTANT INTERNAL AUDITOR - GRADE 7/8

Must have an earned Bachelor of Commerce Degree (Accounting/ Finance option) or equivalent.

Computer literate (Accounting packages).

CPA part III/ Certified Internal Auditor (CIA).

OR

CPA part II/ Certified Internal Auditor II (CIA) or any other relevant equivalent qualification (e.g. Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accounting (CIMA))

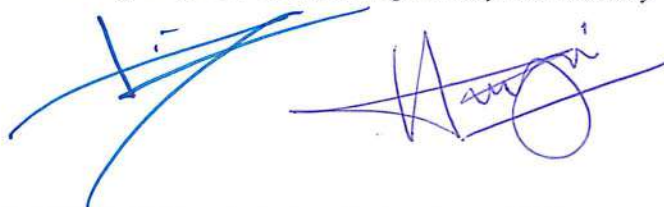
Six (6) years' work experience three (3) of which as Accounts Assistant/ Audit Assistant Grade 5/6 or equivalent

8. ACCOUNTS ASSISTANT/ AUDIT ASSISTANT - GRADE 5/6

Must have an earned Diploma in Accountancy/ Auditing.

Computer Literate (Accounting packages).

OR



CPA Part 1/ KATC Final with Six (6) years' work experience three (3) of which as Accounts Clerk Grade 3/ 4 or equivalent.

Computer Literate (Accounting packages).

9. ACCOUNTS CLERK - GRADE 3/4

KCSE Grade D+ and KATC Final or its equivalent.

Must be Computer literate (Accounting packages).



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SECTION 7

PROCUREMENT AND STORES STAFF

1. CHIEF PROCUREMENT OFFICER - GRADE 14

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).

Twelve (12) years' work experience, three (3) of which as Deputy Procurement Manager Grade 13 or equivalent.

Membership to professional body.

2. DEPUTY CHIEF PROCUREMENT OFFICER - GRADE 13

Must have an earned Master's Degree in Supplies 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).

Nine (9) years' experience, three (3) of which as Senior Procurement Officer Grade 12 or equivalent.

Membership to professional body.

3. SENIOR PROCUREMENT OFFICER - GRADE 12

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 I or equivalent.

Membership to professional body.

4. PROCUREMENT OFFICER I - GRADE 11

Must have an earned Master's degree in Purchasing and Supplies Management from the Chartered Institute of Purchasing & Supplies or equivalent.

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

Three (3) years' work experience as Procurement Officer II Grade 9/10 or equivalent.

Membership to professional body.

OR



Must have an earned Bachelor's Degree in Business related field Plus Post Graduate Diploma in Supplies Management.

Six (6) years' work experience three (3) of which as Procurement Officer II Grade 9/10 or equivalent.

Membership to professional body.

5. PROCUREMENT OFFICER II- GRADE 9/10

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

Professional qualification in Supply Chain Management. Practicing License from Kenya Institute of Purchasing and Supplies (KISM).

Membership to professional body.

OR

Must have an earned Bachelor's Degree in Supplies Management/ Commerce (Supplies Management Option)/ Business Administration (Supplies Management Option) or Bachelor's Degree in Business related course Plus Post Graduate Diploma in Supplies Management.

Six (6) years' work experience three (3) of which as Assistant Procurement Officer Grade 7/8 or equivalent.

Registered with relevant body.

Must be Computer literate.

6. ASSISTANT PROCUREMENT OFFICER - GRADE 7/8

Must have an earned Bachelor's Degree in Supplies Management/ Commerce (Supplies Management Option)/ Business Administration (Supplies Management Option) or relevant field Plus Post Graduate Diploma in Supplies Management.

OR

Must have an earned Diploma in /supplies Management

Six (6) years' work experience three (3) of which as Procurement Assistant Grade- 5/6 or equivalent.

Must be Computer literate.

7. PROCUREMENT ASSISTANT-GRADE 5/6

Must have an earned Diploma in Supplies Management.

OR

KCSE Grade C- (Minus)

Must have an earned Certificate in Supplies Management or its equivalent.

Six (6) years' work experience three (3) of which as Stores Clerk Grade 3/4 or equivalent. Six (6) years' work experience three (3) of which as Stores Clerk Grade 3/4.



8. STORES CLERK - GRADE 3/4

Must have an earned Certificate in Supplies Management or its equivalent.

Computer Literate.

OR

Six (6) years' work experience in Grade 1/2 or equivalent.



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SECTION 8

TECHNICAL STAFF

1. PRINCIPAL TECHNOLOGIST - GRADE 13

Must have an earned Master's Degree in the relevant area.

Six (6) years' work experience three (3) as Deputy Principal Technologist - Grade 12 or equivalent.

Computer literate.

First Aid and Occupational Health and Safety Training.

2. DEPUTY PRINCIPAL TECHNOLOGIST - GRADE 12

Must have an earned Master's Degree in the relevant area.

Three (3) years' work experience as Senior Technologist I - Grade 11 or equivalent.

Computer literate.

First Aid and Occupational Health and Safety Training.

3. SENIOR TECHNOLOGIST I - GRADE 11

Must have an earned Master's Degree in the relevant area.

Three (3) years' work experience as Senior Technologist II Grade 9/10 or equivalent.

OR

Must have an earned Bachelor's Degree in the relevant area with Six (6) years' work experience three (3) of which as Senior Technologist II Grade 9/10 or equivalent.

4. SENIOR TECHNOLOGIST II - GRADE 9/10

Must have an earned Master's Degree in the relevant field.

Must be Computer literate.

OR

Must have an earned Bachelor's Degree in the relevant field with six (6) years' work experience three (3) of which as Technologist Grade 7/8 or equivalent.

Must be Computer literate.

5. TECHNOLOGIST - GRADE 7/8

Must have an earned Bachelor's Degree in the relevant field.

Must be Computer literate.

OR



Must have an earned Diploma in the relevant field

Six (6) years' work experience three (3) of which as Assistant Technologist Grade 5/6 or equivalent.

Must be Computer literate.

6. ASSISTANT TECHNOLOGIST - GRADE 5/6

Must have an earned Diploma in a relevant field or its equivalent from a recognized institution.

KCSE Grade C-.

Must be Computer literate.

OR

Must have an earned Certificate in the relevant field or its equivalent.

Six (6) years' work experience three (3) of which as Laboratory/ Workshop Assistant/ Farm Attendant Grade 3/4 or equivalent.

Computer literate.

7. LABORATORY/WORKSHOP /FIELD ASSISTANT/ FARM ATTENDANT GRADE 3/4

Must have an earned Certificate in the relevant area or its equivalent.

OR

Six (6) years' work experience in Grade 1/2 or equivalent.



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SECTION 9

CLERICAL STAFF

1. SENIOR REGISTRY OFFICER- GRADE 9/10

Must have an earned Master's Degree in Archives and Records Management or its equivalent.
Computer literate.

OR

Must have an earned Bachelor's Degree in Archives and Records Management or its equivalent with six (6) years' work experience three (3) of which as Registry Officer Grade 7/8 or equivalent.

2. REGISTRY OFFICER - GRADE 7/8

Must have an earned Bachelor's Degree/ Higher National Diploma in Archives and Records Management or its equivalent.

Computer literate.

OR

Must have an earned Diploma in Archives and Records Management or its equivalent.

Six (6) years' work experience three (3) of which as Assistant Registry Officer Grade 5/6 or equivalent.

Computer literate.

3. ASSISTANT REGISTRY OFFICER - GRADE 5/6

Must have an earned Diploma in a relevant field or its equivalent from a recognized institution.

Computer literate.

OR

Must have an earned Certificate in the relevant field or its equivalent.

Six (6) years' work experience three (3) of which relevant experience as clerk (records/stores/data entry) Grade 3/4 or equivalent

4. CLERK (RECORDS/STORES/DATA ENTRY)-GRADE 3/4

Must have an earned relevant certificate.

Computer certificate.



SECTION 10

SECURITY STAFF

1. DIRECTOR, SECURITY SERVICES - GRADE 14

Must have an earned Master's degree in a relevant area with twelve (12) years' work experience with disciplined forces three (3) of which as Deputy Director Security Services Grade 13 or equivalent.

Should have Clean Certificate of discharge from the previous employer.

2. DEPUTY DIRECTOR, SECURITY SERVICES - GRADE 13

Must have an earned Master's degree in a relevant area with nine (9) years' work experience in disciplined forces three (3) of which as Senior Security Officer I Grade 12 or equivalent.

Certificate of Good Conduct from Criminal Investigations Department (CID).

Certificate of discharge from the previous employer.

3. SENIOR SECURITY OFFICER I - GRADE 12

Must have an earned Master's degree in a relevant area with six (6) years' work experience in disciplined forces three (3) of which as Senior Security Officer II Grade 11 or equivalent.

Should have a good Certificate of discharge from the previous employer.

4. SENIOR SECURITY OFFICER II - GRADE 11

Must have an earned Master's degree in a relevant field with six (6) years' work experience in disciplined forces three (3) of which as Security Officer I Grade 9/10 or equivalent.

Should have a good Certificate of discharge from the previous employer.

OR

Must have an earned Bachelor's degree in relevant field.

Nine (9) years' work experience in discipline forces three (3) of which as Security Officer I Grade 9/10 or equivalent.

Computer literate.

5. SECURITY OFFICER I - GRADE 9/10

Must have an earned Bachelor's degree in relevant field.

Six (6) years' work experience in discipline forces three (3) of which as Security Officer II Grade 7/8 or equivalent.

Computer literate.

Master's degree will be an added advantage.



6. SECURITY OFFICER II - GRADE 7/8

Must have an earned Bachelor's degree in relevant field.
Should have a good Certificate of discharge from the previous employer.
OR

Must have an earned Diploma in relevant field.
Six (6) years' work experience in disciplined forces three (3) of which as Assistant Security Officer / CCTV operator Grade 5/6 or equivalent.
Computer literate.

7. ASSISTANT SECURITY OFFICER / CCTV OPERATOR -GRADE 5/6

Diploma in the relevant field.

OR

Certificate in Security training or equivalent.

Six (6) years of relevant experience in disciplined forces as Security Attendant/Care-Taker Grade 3/4 or equivalent.

8. SECURITY ATTENDANT/CARE-TAKER- GRADE 3/4

Must have an earned Relevant certificate in security training.

Computer certificate.

Proficiency in English and Kiswahili.

Certificate of Good conduct.

OR

Six (6) years' work experience in Grade 1/2 or equivalent.

9. SECURITY GUARD - GRADE 1/2

KCSE certificate or its equivalent

NB: No more recruitment to this Grade. Those serving at this Grade shall be considered for promotion to Grade 3/4 if demonstrated competency in execution of duty, have no disciplinary cases and have six (6) years' work experience



SECTION 11

TRANSPORT STAFF

TRANSPORT OFFICERS

1. TRANSPORT MANAGER - GRADE 12

Must have an earned Master's Degree in Transport Management or relevant field.

Three (3) years' experience as Assistant Transport Officer I Grade 11 or equivalent.

Computer Literate.

OR

Bachelor's Degree/ Higher National Diploma in Mechanical Engineering or Transport Management or related field.

Six (6) n years' experience three (3) of which as Transport Officer I Grade 11 or equivalent.

2. TRANSPORT OFFICER I - GRADE 11

Must have an earned Bachelor's degree in Transport Management or related field with six (6) years' work experience three (3) of which as Transport Officer II Grade 9/10 or equivalent.

Computer Literate.

Master's degree will be an added advantage.

TRANSPORT OFFICER II - GRADE 9/10

Must have an earned Bachelor's degree in Transport Management or related field with six (6) years' work experience three (3) of which as Assistant Transport Officer Grade 7/8 or equivalent.

Computer Literate.

Master's degree will be an added advantage.

4. ASSISTANT TRANSPORT OFFICER- GRADE 7/8

Must have an earned Bachelor degree OR Higher National Diploma in Mechanical Engineering or related field.

Computer Literate.

OR

Must have an earned Diploma with six (6) years' work experience three (3) of which as Transport Assistant Grade 5/6 or equivalent.

Computer Literate..



5. TRANSPORT ASSISTANT - GRADE 5/6

Must have an earned Diploma in Transport Management or equivalent.

Computer Literate



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SECTION 12

DRIVERS AND MECHANICS

1. DRIVER/MECHANIC - GRADE 7/8

Must have a clean valid driving license classes BCE and PSV.

Fifteen (15) years' work experience in heavy Commercial transport three (3) of which should be in Grade 5/6 or equivalent.

Certificate in first Aid.

2. DRIVER - GRADE 5/6

Have a clean valid driving license classes BCE and PSV.

KCSE Certificate or equivalent.

Certificate in first Aid.

Certificate of good conduct.

OR

Have a clean valid driving license classes BCE and PSV.

Certificate in first Aid.

Certificate of good conduct.

Six (6) year's driving experience at Grade 3/4 or equivalent.

3. Mechanic I Grade 5/6

Diploma in Mechanical Engineering or related field.

Six (6) year's work experience at Grade 3/4 or equivalent

KCSE Grade D (Plain).

4. DRIVER/ MECHANIC - GRADE 3/4

Must have an earned KCSE Certificate or equivalent and has experience as a Driver/ Mechanic for six (6) years.

Have a clean valid driving license classes BCE and PSV.

Passed in occupation Test Grade III.

Certificate in first Aid is an added advantage.

Certificate of good conduct.



4. DRIVER – GRADE 1/2

A valid Driving License

NB: No more recruitment to this Grade. Those serving at this Grade shall be considered for promotion to Grade 3/4 if demonstrated competency in execution of duty, have no disciplinary cases and have six (6) years' work experience



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SECTION 13

ACCOMMODATION STAFF

1. ACCOMMODATION MANAGER - GRADE 13

Must have an earned Master degree in Housekeeping, Hospitality and Institutional Management /Hotel Management plus nine (9) years relevant working experience at administrative level, three (3) years of which should be in Grade 12 or equivalent.

Must be Computer literate.

2. ACCOMODATION OFFICER I - GRADE 12

Must have an earned Master's Degree in Housekeeping, Hospitality and Institutional Management or its equivalent.

Six (6) years' work experience three (3) of which as Accommodation Officer II - Grade 11 or equivalent.

Must be Computer literate

3. ACCOMMODATION OFFICER II - GRADE 11

Must have an earned Master's Degree in Housekeeping, Hospitality and Institutional Management or its equivalent.

Six (6) years' work experience three (3) of which as Senior House Keeper Grade 9/10 or equivalent.

Must be Computer literate.

OR

Must have an earned Bachelor's degree in Housekeeping, Hospitality and Institutional Management.

Nine (9) years' work experience three (3) of which as a Senior House Keeper grade 9/10 or equivalent.

Must be Computer literate.

4. SENIOR HOUSE-KEEPER - GRADE 9/10

Must have an earned Master's Degree in Housekeeping, Hospitality and Institutional Management or its equivalent.

OR

Must have an earned Bachelor's degree/Higher national diploma in Hospitality and Institutional Management or its equivalent.

Six (6) years' relevant working experience, three (3) of which as House-Keeper – Grade 7/8 or equivalent.



Computer literate.

5. HOUSE-KEEPER - GRADE 7/8

Must have an earned Bachelor's degree Higher National Diploma in Housekeeping /Hospitality / Institutional Management or its equivalent.

Computer literate.

OR

Must have an earned Diploma in Housekeeping, Hospitality or Institutional Management.

Six (6) years' work experience three (3) of which as Assistant House-Keeper Grade 5/6 or equivalent.

6. ASSISTANT HOUSE-KEEPER - GRADE 5/6

Must have an earned Diploma in Housekeeping, Hospitality or Institutional Management.

Computer literate.

OR

Six (6) years' work experience at Grade 3/4 or equivalent.

7. LAUNDRY SUPERVISOR - GRADE 5/6

Diploma in Institutional Management

Computer Literate

8. LAUNDRY ASSISTANT - GRADE 3/4

Certificate in House Keeping and Laundry

OR

KCSE Level of Education with a REQUIRED of D+ with three (3) years of relevant experience

9. JANITOR GRADE 7/8

Must have an earned Bachelor's degree Higher National Diploma in relevant area.

Computer literate.

OR

Must have an earned Diploma in relevant area with Six (6) years' work experience three (3) of which as Janitor I Grade 5/6 or equivalent

10. JANITOR I 5/6

Must have an earned Diploma in relevant area.

OR

Six (6) years' work experience as Janitor II Grade 3/4 or equivalent.

11. JANITORS II- GRADE 3/4

Relevant Certificate or its equivalent.



KCSE Certificate D (plain).

Computer Literate.

Certificate of Good conduct.

OR

Six (6) years' work experience in Grade 1/2 or equivalent.



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SECTION 14

OFFICE ASSISTANT

1. SENIOR OFFICE ASSISTANT/ FARM ATTENDANT GRADE 5/6

Must have an earned Diploma in related field.

Must be Computer Literate.

OR

Certificate in relevant area.

Six (6) years' work experience three (3) of which in Grade 3/4 or equivalent.

OR

Six (6) years' work experience at Grade 3/4 or equivalent.

2. OFFICE ASSISTANT / CLEANER/GROUNDSMAN/DINING-HALL ASSISTANT/ TEA GIRL/OFFICE ASSISTANT/ ATTENDANTS/SUPPORT STAFF ETC. GRADE 3/4

Must have an earned Certificate in relevant field.

KCSE D (Plain) or equivalent.

Must be Computer Literate.

OR

Six (6) years' work experience in Grade 1/2 or equivalent.

3. OFFICE ASSISTANT/CLEANER/GROUNDSMAN/DINING-HALL ASSISTANT/ TEA GIRL/OFFICE ASSISTANT/ ATTENDANTS/SUPPORT STAFF ETC. GRADE 1/2

'O' level certificate

NB: No more recruitment to this Grade. Those serving at this Grade shall be considered for promotion to Grade 3/4 if demonstrated competency in execution of duty, have no disciplinary cases and have six (6) years' work experience



SECTION 15

CATERING STAFF

1. CATERING MANAGER - GRADE 13

Master's degree in Food Production/ Catering and Hospitality Management/ Hotel Management with twelve (12) years' experience in a busy institution three (3) of which must have been in Grade 13.

Computer Certificate

An earned Ph.D in Food production/ Catering shall be an added advantage

2. SENIOR CATERING OFFICER I /CHIEF CHEF - GRADE 12

Must have an earned Master's degree in Food Production/ Institutional Management from a recognized University with Nine (9) years' experience in a busy institution three (3) of which been in Catering Officer II /Deputy Chief Chef Grade 11 or equivalent.

Computer Literate.

3. SENIOR CATERING OFFICER II /DEPUTY CHIEF CHEF - GRADE 11

Must have an earned Master's degree in Food Production/ Institutional Management from a recognized university.

Six (6) years' work experience three (3) of which as Catering Officer/ Senior Chef 1 Grade 9/10 or equivalent.

Computer Literate.

OR

Must have an earned Bachelor's degree/ Higher National Diploma in Food Production/ Institutional Management Hotel management or its equivalent.

Nine (9) years' work experience three (3) of which as Catering Officer/ Senior Chef 1 Grade 9/10 or equivalent.

4. CATERING OFFICER/ SENIOR CHEF 1 - GRADE 9/10

Must have an earned Master's degree in Food Production/ Institutional Management from a recognized university.

OR

Must have an earned Bachelor's degree in Food Production/ Institutional Management Hotel management or its equivalent or Higher National Diploma in Food Production/ Institutional Management Hotel management or its equivalent

Six (6) years' work experience three (3) of which as Cateress/ Senior Chef II Grade 7/8 or equivalent.



4. CATERESS /SENIOR CHEF II - GRADE 7/8

Must have an earned Bachelor's degree in Food Production/ Institutional Management Hotel management or its equivalent or Higher National Diploma in Food Production/ Institutional Management.

OR

Must have an earned Diploma in Food Production/ Institutional Management from a recognized institution.

Six (6) years working experience three (3) of which as Assistant Cateress/ Chef Grade 5/6or equivalent.

5. ASSISTANT CATERESS/ CHEF/COOK - GRADE 5/6

Must have an earned Diploma in Food and Beverage Service/ Diploma in Food Production/ Institutional Management or Hotel Management or its equivalent.

Computer Literate.

OR

Must have an earned Certificate in Food Production from a recognized institution.

Six (6) years' work experience three (3) of which as Dining Hall Supervisors/Checkers/ Assistant Chef - Grade 3/4 or equivalent.

Computer Literate.

6. DINING HALL SUPERVISORS/CHECKERS/ ASSISTANT CHEF /ASSISTANT COOK/KITCHEN ATTENDANT- GRADE 3/4

Must have an earned Certificate in Food and Beverage Service or its equivalent from a recognized institution.

KCSE Certificate D (plain).

OR

Six (6) years' work experience in Grade 1/2 or equivalent.



SECTION 16

TELECOMMUNICATION SERVICES STAFF

1. TELECOMMUNICATION OFFICER - GRDAE 7/8

Must have an earned Bachelor's. Degree/ Higher National Diploma in related field.

OR

Diploma in a relevant field.

Six (6) years' experience three (3) of which as Assistant Telecommunication Officer I Grade 5/6 or equivalent.

2. ASSISTANT TELECOMMUNICATION OFFICER - GRDAE 5/6

Must have an earned Diploma in relevant field.

OR

Certificate in relevant field.

Six (6) years' work experience three (3) of which as Telecommunications Assistant Grade 3/4.

3. TELECOMMUNICATIONS ASSISTANT -GRADE 3/4

Certificate in relevant field.



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SECTION 17

HEALTH SERVICES STAFF

1. SENIOR CLINICAL OFFICER - GRADE 12

Must have an earned Master's degree in Clinical Medicine and Surgery or equivalent from a recognized institution with six (6) years post internship experience.

Six (6) years' experience in a Hospital Managerial position.

Registration Clinical Officers Council (COC).

Valid practicing license.

Must be Computer Literate.

OR

Must have an earned Bachelor's degree in clinical medicine and Surgery or equivalent from a recognized institution.

Twelve (12) years' work experience three (3) of which as Clinical Officer I Grade I or equivalent.

Registration Clinical Officers Council (COC).

Valid practicing license.

Must be Computer Literate.

2. CLINICAL OFFICER I - GRADE 11

Must have an earned Master's degree in clinical medicine and Surgery or equivalent from a recognized institution with three (3) years post internship experience.

Three (3) years' experience in a Hospital Managerial position.

Registration by Clinical Officers Council (COC).

Valid practicing license.

Must be Computer Literate.

OR

Must have an earned Bachelor's degree/ Higher Diploma in clinical medicine and Surgery or equivalent from a recognized institution with nine (9) years post internship experience three (3) of which in each case as Clinic Officer II Grade 9/10 or equivalent.

3. CLINICAL OFFICER II- GRADE 9/10

Must have an earned Bachelor's degree/ Higher National Diploma in Clinical Medicine and Surgery or equivalent with six (6) years post internship three (3) of which in each case as Clinic Officer III Grade 7/8 or equivalent.



Registration Clinical Officers Council (COC).

Valid practicing license.

Computer Literate.

OR

Must have an earned Diploma in Clinical Medicine and Surgery or equivalent from a recognized institution with twelve (12) years post internship experience.

Registration Clinical Officers Council (COC).

Valid practicing license.

Computer Literate.

4. CLINICAL OFFICER III- GRADE 7/8

Must have an earned Diploma in Clinical Medicine and Surgery or equivalent from a recognized institution with three (3) years post internship experience.

Registration Clinical Officers Council (COC).

Valid practicing license.

Must be Computer Literate.

MEDICAL LABORATORY STAFF

1. SENIOR MEDICAL LABORATORY TECHNOLOGIST - GRADE 12

Must have an earned Master's degree in Medical Laboratory Science with twelve (12) years' experience in Medical Laboratory Practice.

Registered by Kenya Medical Laboratory Technologist and Technician Board (KMLTTB).

Valid practicing license.

Computer literate.

OR

Bachelor's degree in relevant area.

Twelve (12) years' experience three (3) of which as Medical Laboratory Technologist I Grade 11 or equivalent

2. SENIOR MEDICAL LABORATORY TECHNOLOGIST I - GRADE 11

Must have an earned Master's degree in Medical Laboratory Science with three (3) years' experience in Medical Laboratory Practice.

Registered by Kenya Medical Laboratory Technologist and Technician Board (KMLTTB).



Valid practicing license.

Must be Computer literate.

OR

Must have an earned Bachelor's degree in Medical Laboratory Science/Higher National Diploma in Medical Laboratory Sciences with nine (9) years' work experience in a recognized institution.

Registered by Kenya Medical Laboratory Technologist and Technician Board (KMLTTB).

Valid practicing license.

3 SENIOR MEDICAL LABORATORY TECHNOLOGIST II - GRADE 9/10

Must have an earned Master's degree in Medical Laboratory Science with three (3) years' experience in Medical Laboratory Practice.

Registered by Kenya Medical Laboratory Technologist and Technician Board (KMLTTB).

Valid practicing license.

Must be Computer literate.

OR

Must have an earned Bachelor's degree in Medical Laboratory Science with six (6) years' work experience three (3) of which as in Medical Laboratory Technologist Grade 7/8.

Registered by Kenya Medical Laboratory Technologist and Technician Board (KMLTTB).

Valid practicing license.

Must be Computer literate.

4. MEDICAL LABORATORY TECHNOLOGIST GRADE 7/8

Must have an earned Bachelor degree in Medical Laboratory Science or its equivalent or Higher National Diploma in Medical Laboratory Science.

Registered by Kenya Medical Laboratory Technologist and Technician Board (KMLTTB).

Valid practicing license.

Must be Computer literate.

OR

Must have an earned Diploma in Medical Laboratory Technology with three (3) years' relevant work experience.

Valid Practicing License.

Must be Computer literate.



5. MEDICAL LABORATORY TECHNOLOGIST - GRADE 5/6

Must have an earned Diploma in Medical Laboratory Technology or its equivalent from a recognized institution.

Three (3) years' experience in Medical Laboratory practice.

Registered by Kenya Medical Laboratory Technologist and Technician Board (KMLTTB).

Valid practicing license.

Must be Computer literate.

NURSES

1. SENIOR NURSING OFFICER - GRADE 12

Must have an earned Master's degree in Nursing or equivalent from a recognized institution with six (6) years' experience in nursing practice.

Six (6) years' work experience in a Hospital Managerial position.

Registered by Nursing Council of Kenya.

Valid practicing license.

Must be Computer Literate.

2. NURSING OFFICER, I- GRADE 11

Must have an earned Master's degree in Nursing or equivalent from a recognized institution with three (3) years post internship experience.

Three (3) years' experience in a Hospital Managerial position.

Registered by Nursing Council of Kenya.

Valid practicing license.

Must be Computer Literate.

OR

Must have an earned Bachelor's degree/ institution Higher Diploma in Nursing or equivalent with nine (9) years' post internship experience from a recognized institution.

3. NURSING OFFICER II- GRADE 7/8

Must have an earned Bachelor's / Higher Diploma in Nursing or equivalent from a recognized institution with six (6) years' post internship experience.

Three (3) years' experience in Nursing Practice

Registered by Nursing Council of Kenya.



Valid practicing license.

Must be Computer Literate.

OR

Must have an earned Diploma in Nursing or equivalent from a recognized institution with twelve (12) years' post internship experience in Nursing practice.

Registered by Nursing Council of Kenya.

Valid practicing license.

Must be Computer Literate.

4. NURSING OFFICER III- GRADE 7/8

Must have an earned Bachelor's / Higher Diploma in Kenya Registered Community Health Nurse (KRCHN) or its equivalent with three (3) years' experience in Hospital set up.

Registered by Nursing Council of Kenya.

Valid practicing license.

Must be Computer Literate.

OR

Must have an earned Diploma in Enrolled Community Nurse (ECN) with three (3) years experience in Hospital set up.

Registered by Nursing Council of Kenya.

Valid practicing license.

Must be Computer Literate.

OR

Must have an earned Certificate in Enrolled Community Nurse (ECN) with six (6) years as an Enrolled Community Nurse Grade 5/6.

Valid practicing license.

Must be Computer Literate.

MEDICAL RECORDS AND INFORMATION OFFICER

1. MEDICAL RECORDS OFFICER I- GRADE 7/8

Must have an earned Bachelor's in Medical Records Management with two (2) years' experience in Health Records Management practice.

Must be Computer literate.

OR



Must have an earned Diploma in Medical Records Management with six (6) years' work experience three (3) of which as Medical Records Officer II Grade 5/6 or equivalent.
Must be Computer literate.

2. MEDICAL RECORDS OFFICER II - GRADE 5/6

Must have an earned Diploma in Medical Records Management with two (2) years' experience in Health Records Management practice.

KCSE C- (Minus) level of education or equivalent.

Certificate in Medical Records Management.

Computer literate.

OR

Certificate in Medical Records Management.

Six (6) years working experience three (3) of which as Medical Records Clerk Grade 3/4 or equivalent.

3. MEDICAL RECORDS CLERK - GRADE 3/4

KCSE D+ level of education or equivalent

Certificate in Medical Records Management

Must be Computer literate.

PHARMACY

1. SENIOR PHARMACEUTICAL TECHNOLOGIST - GRADE 12

An earned Master's degree in a relevant field with twelve (12) years post internship experience.

Registered by Pharmacy and Poisons Board (PPB).

Membership to Kenya Pharmaceutical Association (KPA)

Valid practicing license.

Must be Computer Literate

2. PHARMACEUTICAL TECHNOLOGIST I- GRADE 11

Must have an earned Bachelor's degree/ Higher National Diploma in a relevant field with three (3) years post internship experience

Registered by Pharmacy and Poisons Board (PPB).

Membership to Kenya Pharmaceutical Association (KPA)

Valid practicing license.

Must be Computer Literate

3. PHARMACEUTICAL TECHNOLOGIST II- GRADE 9/10

Must have an earned Higher National Diploma in Pharmaceutical Technology from a recognized institution.

Six (6) years' post internship experience in Pharmacy Practice.

Registered by Pharmacy and Poisons Board (PPB).

Membership to Kenya Pharmaceutical Association (KPA)



Valid practicing license.

Must be Computer Literate.

OR

Must have an earned Diploma in Pharmaceutical Technology from a recognized institution with nine (9) years' post internship experience in Pharmacy practice.

Registered by Pharmacy and Poisons Board (PPB).

Membership to Kenya Pharmaceutical Association (KPA)

Valid practicing license.

Must be Computer Literate.

4. PHARMACEUTICAL TECHNOLOGIST III- GRADE 7/8

Must have an earned Diploma in Pharmaceutical Technology with three (3) years' post internship experience in Pharmacy practice.

Registered by Pharmacy and Poisons Board (PPB).

Membership to Kenya Pharmaceutical Association (KPA)

Valid practicing license.

Must be Computer Literate.



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SECTION 18

ESTATES, HOUSING, CLERK OF WORKS AND MAINTENANCE STAFF

1. ESTATES MANAGER - GRADE 13

Must have an earned Master's Degree in Building Economics or its equivalent.

Nine (9) years' work experience three (3) of which as Deputy Estates Manager /Clerk of Works at Grade 12 or equivalent.

2. DEPUTY ESTATES MANAGER /CLERK OF WORKS - GRADE 12

Must have an earned Master's Degree in Construction Management/Building Economics with relevant experience in relevant field six (6) years of relevant experience, 3 years of which as Estates Officer II /Clerk of Works I at Grade 11 or equivalent.

Membership in relevant professional body.

Must be Computer Literate.

3. ESTATES OFFICER II/ CLERK OF WORKS I- GRADE 11

Must have an earned Master's Degree in Property or Construction Management/ Building Economics.

Six (6) years of relevant experience, 3 years of which as Assistant Estates Officer I /Assistant Clerk of Works I at Grade 9/10 or equivalent.

Must be Computer Literate.

OR

Must have an earned Bachelor's degree in Building Economics or its equivalent with nine (9) years' work experience or Higher Diploma in Building Economics or equivalent from a recognized institution with twelve (12) years' work experience three (3) of which in each case as Estates Officer I /Deputy Maintenance Officer/Assistant Clerk of Works/Assistant Inspector of Works Grade 9/10.

Must be Computer Literate

.4. ASSISTANT ESTATES OFFICER I / ASSISTANT CLERK OF WORKS I - GRADE 9/10

Must have an earned Master's in Building Economics or equivalent.

Must be Computer Literate.

OR

Must have an earned Bachelor's degree/ Higher Diploma in Building Economics or its equivalent with six (6) years' work experience three (3) of which in as Assistant Estates Officer II / Assistant Clerk of Works II Grade 7/8 or equivalent.

Must be Computer Literate.



5. ASSISTANT ESTATES OFFICER II / ASSISTANT CLERK OF WORKS II - GRADE 7/8

Must have an earned Bachelor's degree/ Higher National Diploma in Building Economics or its equivalent.

Computer Literate.

OR

Must have an earned Diploma in related field or equivalent with a six (6) years' work experience three (3) of which as Maintenance Foreman at Grade 5/6 or equivalent.

Experience in the supervision of construction projects including organization and execution of maintenance works.

Computer Literate

6. MAINTENANCE FOREMAN - GRADE 5/6

Must have an earned Diploma in relevant field.

OR

Must have an earned Certificate in relevant field with six (6) years' work experience three (3) of which as Artisan Painter, Plumber, Carpenter, Electrician and Mason Grade 3/4.

7. ARTISAN PAINTER PLUMBER, CARPENTER, ELECTRICIAN AND MASON GRADE 3/4

Must be in possession of relevant Government Trade Test (GTT) Grade III in Painting, Plumbing, Carpentry and Joinery, class C Wiring Electrical license or Masonry.

KCSE level of education.

OR

Six (6) years' work experience three (3) of which at Grade 1/2.



SECTION 19

STUDENTS' COUNSELLING STAFF

1. SENIOR STUDENTS' COUNSELLOR GRADE 12

Must have an earned Master's degree in Counseling Psychology, Education Psychology or Sociology and Social works or equivalent.

Nine (9) years working experience in student counseling three (3) of which as Students Counselor Grade 11 or equivalent.

Registered with relevant professional body.

Must be Computer literate.

2. STUDENTS COUNSELLOR - GRADE 11

Must have an earned Master's degree in Counseling Psychology, Education Psychology or Sociology and Social works or equivalent.

Six (6) years' work experience three (3) of which as Assistant Students Counselor- Grade 9/10 or equivalent.

Registered with relevant professional body.

Must be Computer literate.

OR

Must have an earned A Bachelor's degree/ Higher National Diploma in Counseling Psychology, Education Psychology or Sociology and Social works or equivalent.

Nine (9) years working experience in student counseling, three (3) of which as Assistant Students Counselor- Grade 9/10 or equivalent.

Registered with relevant professional body

Must be Computer literate.

3. ASSISTANT STUDENTS COUNSELLOR- GRADE 9/10

Must have an earned A Master's degree in Counseling Psychology, Education Psychology or Sociology and Social works or equivalent.

OR

Must have an earned A Bachelor's degree Counseling Psychology, Education Psychology or Sociology and Social works or equivalent. Six (6) years working experience three (3) of which in student counseling.

Registered with relevant professional body.

Must be Computer literate.



SECTION 20

GAMES AND SPORTS STAFF

1. DIRECTOR GAMES AND SPORTS - GRADE 14

Must have an earned Ph.D. in Physical Education or its equivalent from a recognized institution with six (6) years relevant working experience, three (3) of which should have been at the level of Deputy Games and Sports Director Grade 13 or equivalent.

OR

Must have an earned Master's Degree in Physical Education or its equivalent from a recognized University.

Twelve (12) years work experience three (3) of which should have been at the level of Deputy Games and Sports Director Grade 13 or equivalent.

Sound knowledge of coaching and training a wide range of sports disciplines.

Must be Computer literate.

2. DEPUTY GAMES AND SPORTS DIRECTOR - GRADE 13

Must have an earned Master's degree in Physical Education or its equivalent from a recognized Institution.

Nine (9) years post qualification work experience three (3) of which as Senior Games and Sports Tutor Grade 12 or equivalent.

Sound knowledge of coaching and training a wide range of sports disciplines.

3. SENIOR SPORTS AND GAMES TUTOR - GRADE 12

Must have an earned Master's degree in Physical Education or its equivalent from a recognized Institution.

Six (6) years' experience three (3) years' experience as Games and Sports Tutor I Grade 11 or equivalent

Sound knowledge of coaching and training a wide range of sports disciplines

Must be Computer literate.

4. GAMES AND SPORTS TUTOR I-GRADE 11

Must have an earned M.Sc. in Physical Education and Sports or its equivalent from a recognized University, with six (6) years working experience three (3) of which as Games Tutor II Grade 9/10.

Must be Computer literate.

OR



Must have an earned Bachelor's degree/ Higher National Diploma in Physical Education or equivalent from a recognized institution with nine (9) years' work experience three (3) of which as Games and Sport Tutor II Grade 9/10 or equivalent.

Must be Computer literate

5. GAMES AND SPORTS TUTOR II GRADE 9/10

Must have an earned M.Sc. in Physical Education and Sports or its equivalent from a recognized University.

Must be Computer literate.

OR

Must have an earned Bachelor's degree/ Higher National Diploma in Physical Education or equivalent from a recognized institution with six (6) years' work three (3) of which as Assistant Games and Sports Tutor Grade 7/8 or equivalent.

Must be Computer literate.

6. ASSISTANT GAMES AND SPORTS TUTOR GRADE 7/8

Must have an earned A Bachelor degree/ Higher National Diploma in Physical Education and equivalent from a recognized Institution

Computer literate.

OR

Must have an earned Diploma in Physical Education and Sports from a recognized Institution with six (6) years' work experience three (3) of which as Games Assistant Grade 5/6 or equivalent.

Computer literate.

7. GAMES AND SPORTS ASSISTANT GRADE 5/6

Must have an earned Diploma in Physical Education and Sports from a recognized Institution.

Must be Computer literate.



SECTION 21

INFORMATION COMMUNICATION AND TECHNOLOGY STAFF

1. DIRECTOR, ICT - GRADE 15

Must have an earned Ph.D. in Computer Science/Information Technology or related field from a recognized institution with twelve (12) years' experience in a relevant field three (3) of which at Grade 14 or equivalent.

OR

Must have an earned Master's degree in Computer Science/Information Technology or equivalent professional qualification with fifteen (15) years in a relevant field, three (3) of which should have been at the level of Grade 14 or its equivalent.

Experience in a University setting will be an added advantage.

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

2. DEPUTY DIRECTOR ICT GRADE 14

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.

3. SECTION/TEAM MANAGERS- (CHIEF SYSTEMS ADMINISTRATOR / CHIEF COMPUTER TECHNOLOGIST / CHIEF SYSTEMS DEVELOPER / CHIEF WEB DEVELOPER / CHIEF NETWORK ADMINISTRATOR / CHIEF DATABASE ADMINISTRATOR / CHIEF CYBER SECURITY ADMINISTRATOR)-GRADE 13

OR

MIS SYSTEMS ADMINISTRATION MANAGER / COMPUTER TECHNOLOGIST MANAGER / SYSTEMS DEVELOPMENT MANAGER / WEB DEVELOPMENT MANAGER / NETWORK INFRASTRUCTURE MANAGER / DATABASE ADMINISTRATION MANAGER / CYBER SECURITY ADMINISTRATOR -GRADE 13



Must have an earned Master's degree in Computer Science/Information Technology or related field from a recognized institution with nine (9) years' experience three (3) of which at Grade 12 or equivalent.

OR

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

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

4. SENIOR SYSTEMS ADMINISTRATOR / SENIOR COMPUTER TECHNOLOGIST / SENIOR SYSTEMS DEVELOPER / SENIOR WEB DEVELOPER / SENIOR NETWORK ADMINISTRATOR / SENIOR DATABASE ADMINISTRATOR / SENIOR CYBER SECURITY ADMINISTRATOR - GRADE 12

Must have an earned Master's degree in Computer Science/Information Technology or related field from a recognized institution with six (6) years' experience three (3) of which at Grade 11 or equivalent.

OR

Must have an earned Bachelor's degree in Computer Studies/Sciences/Information Technology or related field from a recognized institution with nine (9) years' experience in a relevant field three of which at Grade 11 or equivalent

Registration with a professional body and relevant professional certifications is an added advantage.

5 SYSTEMS ADMINISTRATOR / COMPUTER TECHNOLOGIST / SYSTEMS DEVELOPER / WEB DEVELOPER / NETWORK ADMINISTRATOR / DATABASE ADMINISTRATOR / CYBER SECURITY ADMINISTRATOR - GRADE 11

Must have an earned Master's degree in Computer Studies/Science/Information Technology or related field from a recognized institution, with three (3) years relevant working experience at Grade 9/10 or equivalent

OR

Must have an earned Bachelor's degree in Computer Studies/Science /Information Technology or its equivalent from a recognized Institution, with six (6) years relevant working experience years' experience three (3) of which at Grade 9/10 or equivalent.

Registration with a professional body and relevant professional certifications is an added advantage.



6. ASSISTANT SYSTEMS ADMINISTRATOR / ASSISTANT COMPUTER TECHNOLOGIST / ASSISTANT SYSTEMS DEVELOPER / ASSISTANT WEB DEVELOPER / ASSISTANT NETWORK ADMINISTRATOR / ASSISTANT DATABASE ADMINISTRATOR - GRADE 9/10

Must have an earned Master's degree in Computer Science/Information Technology or related field from a recognized institution.

OR

Must have an earned Bachelor's degree in Computer Science/Information Technology or its equivalent from a recognized institution with six (6) years' experience three (3) of which at Grade 7/8 or equivalent.

Registration with a professional body and relevant professional certifications is an added advantage.

7. ASSISTANT SYSTEMS ADMINISTRATOR I/ ASSISTANT COMPUTER TECHNOLOGIST I/ ASSISTANT SYSTEMS DEVELOPER I/ ASSISTANT WEB DEVELOPER I/ ASSISTANT NETWORK ADMINISTRATOR I/ ASSISTANT DATABASE ADMINISTRATOR I- GRADE 7/8

Must have an earned Bachelors' degree/ Higher National Diploma in Computer Science/Information Technology or its equivalent from a recognized Institution.

OR

Must have an earned Diploma in Computer Science/Information Technology or its equivalent from a recognized institution with six (6) years' experience three (3) of which at Grade 5/6 or equivalent.

Registration with a professional body and relevant professional certifications is an added advantage

8. ASSISTANT SYSTEMS ADMINISTRATOR II/ ASSISTANT COMPUTER TECHNOLOGIST II/ ASSISTANT SYSTEMS DEVELOPER II/ ASSISTANT WEB DEVELOPER II/ ASSISTANT NETWORK ADMINISTRATOR II/ ASSISTANT DATABASE ADMINISTRATOR II- GRADE 5/6

Must have an earned Diploma in Computer Studies/Sciences/Information Technology or related field from a recognized institution.

OR

Must have attained relevant professional certifications (e.g Cisco Certifications, A+, Microsoft Certifications, Oracle Certifications, Linux Certifications) and three (3) years relevant experience in Grade 3/4.



SECTION 22

LEGAL STAFF

1. CHIEF LEGAL OFFICER - GRADE 14

Must have an earned A holder of LLM degree from a recognized university or equivalent institution. Registered with the Kenya School of Law (KSL).

An Advocate of the High Court of Kenya with a valid practicing license.

Commissioner of Oaths and Notary Public.

Twelve (12) years' work experience three (3) of which as Deputy Chief Legal Officer Grade 13.

Computer Literate.

OR

Served as a Deputy Chief Legal Officer Grade 13 for three (3) years or equivalent

2. DEPUTY CHIEF LEGAL OFFICER - GRADE 13

Must have an earned A holder of LLM degree from a recognized university or equivalent institution.

Registered with the Kenya School of Law (KSL) - an Advocate of the High Court of Kenya with a valid practicing license.

Commissioner of Oaths and Notary Public

Nine (9) years relevant experience.

Computer Literate

OR

Served as a Senior Legal Officer Grade 12 for three (3) years or equivalent.

3. SENIOR LEGAL OFFICER - GRADE 12

Must have an earned A holder of LLM degree from a recognized university or equivalent institution

Registered with the Kenya School of Law (KSL)

An Advocate of the High Court of Kenya with a valid practicing license.

Commissioner of Oaths and Notary Public

Six (6) years' experience.

Computer literate.

4. LEGAL OFFICER - GRADE 11

Must be a holder of LLM degree from a recognized university or equivalent institution



Registered with the Kenya School of Law (KSL)

Must be an Advocate of the High Court of Kenya with a valid practicing license.

Must have three (3) years post admission working experience in a busy Legal office or as a Senior Legal Assistant in a University setup

Computer Literate.

OR

Must be a holder of LLB degree from a recognized university or equivalent institution

Registered with the Kenya School of Law (KSL)

Must be an Advocate of the High Court of Kenya with a valid practicing license.

Must have six (6) years post admission working experience in a busy establishment or as a Legal Assistant in a University.

Computer Literate.

4. LEGAL OFFICER - GRADE 9/10

Must be a holder of LLB degree from a recognized university or equivalent institution

Must be an Advocate of the High Court of Kenya with a valid practicing license.

Must have two (2) years post admission working experience in a busy Legal office or as a Senior Legal Assistant in a University setup

Computer Literate.

Admissions Certificate

Recruitment and Promotions Criteria recommended for approval:

Vice Chancellor Date: 14-01-2019.

PROF. LUCY W. IRUNGU, Ph.D.

Recruitment and Promotions Criteria approved for implementation:

Chairman of Council Date: 14 01 2019.

PROF. GIDEON BILLY HANJARI, Ph.D.