



PROMOTION ADVERT FOR NON -TEACHING STAFF 19TH MARCH, 2025

The University wishes to invite applications from members of staff in response to **Phase 2** promotions. There are only 28 slots taking into consideration the sustainability, affordability, staff establishment.

Members of staff are requested to consult the Mksu Recruitment and Promotion Criteria for the additional requirements that are not indicated below as they respond to the advert.

A. GRADE 12

Those members of staff with Masters and more than 6 years' experience and are in Grade 11

- | | | |
|----------------------------------|---|------------|
| 1. Deputy Principal Technologist | ~ | 1 Position |
| 2. Assistant Registrar | ~ | 1 Position |
| 3. Senior Internal Auditor II | ~ | 1 Position |

B. GRADE 11

Those members of staff with Degree and more than 6 years' experience and are in Grade 9/10

- | | | |
|--------------------------|---|------------|
| 1. Senior Technologist I | ~ | 1 Position |
|--------------------------|---|------------|

C. GRADE 9/10

Those members of staff with Degree and more than 6 years' experience and are in Grade 7/8

- | | | |
|---|---|-------------|
| 1. Administrative Assistant II | ~ | 6 Positions |
| 2. Pharmaceutical Technologist II | ~ | 1 Positions |
| 3. Assistant System Analyst/Network Administrator | ~ | 1 Position |
| 4. Senior Library Assistant | ~ | 3 Positions |
| 5. Assistant Network Administrator | ~ | 2 Positions |
| 6. Senior Technologist II | ~ | 1 Position |

D. GRADE 7/8

Those members of Staff with Diploma and more than 6 years' experience and are in Grade 5/6

- | | | |
|--------------------------------------|---|-------------|
| 1. Administrative Assistant | - | 5 Positions |
| 2. Assistant Accountant | - | 2 Positions |
| 3. Library Assistant I | - | 2 Positions |
| 4. Assistant Computer Technologist 1 | - | 1 Position |

Application Mode

Two (2) 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 position applied should be clearly indicated in the application letter and on the envelope.

All applications be addressed 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**. Any canvassing will lead to automatic disqualification.

Applicants are advised to contact their Supervisors and request them to send their letters of reference to the above address. The Supervisors should write and send their recommendations, under sealed envelopes before the advert deadline. A soft copy (one running pdf file) of the application must also be sent by e-mail to 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.

