



**SOUTH EASTERN
KENYA UNIVERSITY**
ARID TO GREEN

VACANCY ANNOUNCEMENT

South Eastern Kenya University invites applications from suitable, qualified candidates to fill the following positions:

ADMINISTRATIVE POSITIONS

1. ACADEMIC, RESEARCH AND STUDENT AFFAIRS DIVISION

Reference No.	DESIGNATION	POST	DEPARTMENT/SECTION
SEKU/ADV/1/4/2021	Library Assistant Grade 7	1	Library Services

2. FINANCE ,PLANNING AND DEVELOPMENT DIVISION

Reference No.	DESIGNATION	POST	DEPARTMENT/SECTION
SEKU/ADV/2/4/2021	Senior Accountant Grade 12	1	Finance

3. ADMINISTRATION, HUMAN RESOURCE MANAGEMENT DIVISION

Reference No.	DESIGNATION	POST	DEPARTMENT/SECTION
SEKU/ADV/3/4/2021	Legal Officer Grade 11	1	Legal
SEKU/ADV/4/4/2021	Legal /Court Process Clerk Grade 5	1	Legal
SEKU/ADV/5/4/2021	Assistant ICT Officer Grade 9	1	ICT
SEKU/ADV/6/4/2021	ICT Technician Grade 7	1	ICT
SEKU/ADV/7/4/2021	ICT Operator Grade 5	1	ICT
SEKU/ADV/8/4/2021	Security/ Fire Marshal Officer Grade 5	1	Security
SEKU/ADV/9/4/2021	Driver Mechanic Grade 3	1	Transport and Garage
SEKU/ADV/10/4/2021	Driver Grade 3	3	Transport and Garage
SEKU/ADV/11/4/2021	Tractor Operator Grade 3	1	Transport and Garage

NB: Details on the above vacancies and the application procedure are presented below. The deadline for submitting application is **Friday, 21st May, 2021**. Applications received after this date **will not** be considered. Duly shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.



SEKU is an equal opportunity employer and female candidates and persons living with disabilities are encouraged to apply.

JOB DESCRIPTIONS AND REQUIREMENTS

A. ACADEMIC, RESEARCH AND STUDENT AFFAIRS DIVISION

a) LIBRARY SERVICES DEPARTMENT

1. Library Assistant Grade 7

The purpose of this job is to provide information resources and services to library users using the library management systems for their research, learning and teaching. Reporting to the Senior Library Assistant Grade 10, the Library Assistant Grade 7 shall:

- a) Conduct registration of library users in the library management system by facilitating discharging and charging information resources.
- b) Process information materials using classification and cataloguing tools for organization and quick access of materials by the library users.
- c) Conduct user education to library users using power point presentations and library tours for familiarization of services in the library.
- d) Prepare duty rota using Microsoft programme for effective service delivery by the library staff.
- e) Organize library books by use of library classification for easy location by library users.
- f) Maintain university institutional repository by updating publications in the systems to ensure that library users are up to date with information received and used.
- g) Charge and discharge materials to library users using the library system for effective service delivery.
- h) Any other duty assigned by the senior library staff.
- i) Management of audio visual materials.
- j) Physical processing of books/non book materials.
- k) Attending to user needs.
- l) Participation in the user education/library orientation.
- m) Book reservation.
- n) Shelving of library books.

Requirements for appointment:

1. A Bachelor's Degree in Library and Information Science from a recognized University.
2. Must be computer literate with detailed understanding of ERP.
3. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

- b) ADMINISTRATION, HUMAN RESOURCE MANAGEMENT DIVISION
- a) INFORMATION COMMUNICATION TECHNOLOGY (ICT) DIRECTORATE
- 1. Assistant ICT Officer Grade 9.

Reporting to the Systems Analyst Grade 11, the Assistant ICT Officer Grade 9 shall:

- a) Design and develop new systems by choosing and configuring hardware and software for effective integration and resource mobilization.
- b) Oversee the installation and configuration of new systems to customize them for organizational use and maintain user friendly systems.
- c) Conduct system testing to ensure the system works as expected and minimize on organizational faults that may arise in future.
- d) Conduct training of the system end users and write instructional manuals on how to use the systems to run the University operations.
- e) Consult and determine the role of the IT system in the organization by analyzing processes and procedures in order to develop solutions for arising ICT issues.
- f) Research on emerging technologies to decide if installations can increase the organization's efficiency and effective running of its operations.
- g) Devise ways to add new functionality to existing computer systems by analyzing existing system architecture for enhancement.
- h) Maintain the ICT systems by ensuring patches are updated for effective operations and service delivery across all departments in the University.

Requirements for appointment:

- 1. Master's Degree in Computer Science/Information Technology or its equivalent from a recognized institution, with at least three (3) years working experience.
- 2. Must be computer literate with detailed understanding of ERP.
- 3. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

2. ICT Technician Grade 7

Reporting to the Assistant ICT Officer Grade 9, the ICT Technician Grade 7 shall:

- a) Design and develop new systems by choosing and configuring hardware and software for effective integration and resource mobilization.
- b) Oversee the installation and configuration of new systems to customize them for organizational use and maintain user friendly systems.
- c) Consult and determine the role of the IT system in the organization by analysing processes and procedures in order to develop solutions for arising ICT issues.
- d) Research on emerging technologies to decide if installations can increase the organization's efficiency and effective running of its operations.
- e) Devise ways to add new functionality to existing computer systems by analysing existing system architecture for enhancement.



- f) Conduct system testing to ensure the system works as expected and minimize on organizational faults that may arise in future.
- g) Maintain the ICT systems by ensuring patches are updated for effective operations and service delivery across all departments in the University.
- h) Conduct training of the system end users and write instructional manuals on how to use the systems to run the University operations.

Requirements for appointment:

- 1. Bachelors' degree in Computer Science/Information Technology or its equivalent from a recognized Institution, with at least three (3) years relevant working experience.
- 2. Must be computer literate with detailed understanding of ERP.
- 3. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

3.ICT Operator Grade 5

Reporting to the ICT Technician Grade 7, the ICT Operator Grade 5 shall:

- a) Open computer laboratories for students and lecturers during class sessions and ensure the laboratories are closed after normal working hours for safety purposes.
- b) Conduct preventive maintenance by ensuring computers are cleaned by blowing dust for optimal functionality.
- c) Develop and maintain an ICT asset register for the computer laboratories for accountability purposes.
- d) Install and configure software and hardware for new computers to make them ready for use.
- e) Provide support to students and staff during practical sessions for ease of training and understanding.

Requirements for appointment:

- 1. Diploma in Computer Studies/Sciences/Information Technology or its equivalent from a recognized institution, with at least six (6) years working experience in a relevant field.
- 2. Must be computer literate with detailed understanding of ERP.
- 3. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

b) SECURITY DEPARTMENT

1.Security/Fire Marshal Officer 5

This position is responsible for coordinating and ensuring that the junior staff in the Security department adhere to the laid down policies and are able to carry out their duties optimally to achieve the department's mandate. Reporting to Security Officer Grade 9, the Security/Fire Marshal Officer Grade 5 shall:

- (a) Allocate work to the junior Security Officers on a day to day basis in the department to ensure optimum human resource utilization in achieving the department's mandate.



- (b) Conduct periodic patrols in the University to ensure that all centers are manned at all times and a tight perimeter maintained.
- (c) Carry out spot checks at the students' hostels to ensure that unauthorized activities are monitored for accountability of the hostel occupants.
- (d) Issue gate passes to students and staff members to ensure only authorized access to the University.
- (e) Issue University visitor badges at the main gate for clear and easy identification.
- (f) Arrest both staff and students who may be contravening University rules and regulations and causing violence in the institution.
- (g) Report any theft or loss of University property for investigations and further actions.
- (h) Ensure welfare of security staff is addressed such as provision of security uniforms and tools of work.
- (i) Supervise Security guards.
- (j) Maintain Occurrence Book.
- (k) Be in-charge of a fire fighting unit.
- (l) Assess fire risks and report any fire hazards.
- (m) Ensure a safe and efficient evacuation in case of fire.
- (n) Carry out regular checks on fire alarms/equipment.
- (o) Carry out periodic fire safety awareness campaigns.

Requirements for appointment:

1. Higher National Diploma in Criminology or social sciences or its equivalent.
2. Fire fighting certificate.
3. Three (3) years experience as Security Supervisor/Fire Marshall Grade 4 in a University or appropriately trained in security work in the Kenya Police Service and Kenya Defense Forces either in the rank of Inspector or Lieutenant.
4. With experience in fire fighting.
5. Be at least 30 years of age.
6. No criminal record.
7. Must be a person of high integrity.
8. Should be physically and medically fit.
9. Must be computer proficient.
10. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

c) TRANSPORT AND GARAGE DEPARTMENT

1.Driver Mechanic Grade 3

The purpose of this job is to meet day to day transport needs for the University as well as maintenance of the vehicles assigned in accordance to the national standards of the transport sector. The Driver Mechanic Grade 3 shall:

- a) Carry out driving duties of allocated vehicles.
- b) Ensure proper functioning of Motor vehicles by carrying out routine minor services and repair works.

- c) Maintain work tickets.
- d) Carry only authorized passengers and goods.
- e) Oversee safety of passengers and goods in the vehicle.
- f) Ensure the vehicle service and other repairs are reported in good time.
- g) Keep the vehicle cleaned at all time to maintain the good image of the University and comfortability of the client.
- h) Ensure that the vehicles assigned to them are in proper working condition, fueled, cleaned and well maintained.
- i) Ensure the security of the assigned official vehicle on and off the road
- j) Analyze delivery addresses and decide on the appropriate routes to take to maintain schedule.
- k) Ensure strict adherence to traffic regulations to avoid court cases and fines.

Requirements for appointment:

1. A minimum of Kenya Certificate Secondary of Education (K.C.S.E) with grade C; Must have proficiency in English and Kiswahili.
2. Driving license A, B, C, E and PSV.
3. Three (3) years working experience in a comparable position.
4. Certificate of good conduct.
5. Must be computer proficient.
6. Basic Mechanical Skills.
7. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

OR

1. A KCSE certificate with D+ with at least six (6) years working experience from a comparable position.
2. Driving license A, B, C, E and PSV.
3. Certificate of good conduct.
4. Defensive Driving skills.
5. Have Occupational Test Grade I.
6. Have Suitability Test for Driver III Certificate.
7. First aid skills.
8. Must be computer proficient.
9. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

2.Driver Grade 3

The purpose of this job is to meet day to day transport needs for the University as well as maintenance of the vehicles assigned in accordance to the national standards of the transport sector. The Driver Grade 3 shall:

- a) Carry out driving duties of allocated vehicles.
- b) Ensure proper functioning of Motor vehicles
- c) Maintain work tickets.
- d) Carry only authorized passengers and goods.

- e) Oversee safety of passengers and goods in the vehicle.
- f) Ensure the vehicle service and other repairs are reported in good time.
- g) Keep the vehicle cleaned at all time to maintain the good image of the University and comfortability of the client.
- h) Ensure that the vehicles assigned to them are in proper working condition, fueled, cleaned and well maintained.
- i) Ensure the security of the assigned official vehicle on and off the road
- j) Analyze delivery addresses and decide on the appropriate routes to take to maintain schedule.
- k) Ensure strict adherence to traffic regulations to avoid court cases and fines.

Requirements for appointment:

- 1) A minimum of Kenya Certificate Secondary of Education (K.C.S.E) with grade C.
- 2) Must have proficiency in English and Kiswahili.
- 3) Driving license A, B, C, E and PSV.
- 4) Three (3) years working experience in a comparable position.
- 5) Certificate of good conduct.
- 6) Must be computer proficient.
- 7) Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

OR

- 1) A KCSE certificate with D+ with at least six (6) years working experience from a comparable position.
- 2) Driving license A, B, C, E and PSV.
- 3) Certificate of good conduct.
- 4) Defensive Driving skills
- 5) Have Occupational Test Grade I.
- 6) Have Suitability Test for Driver III Certificate.
- 7) First aid skills.
- 8) Must be computer proficient.
- 9) Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

2. Tractor Operator Grade 3

This position is responsible for carrying heavy goods from one place to another, operating machinery and the provision of support to on farm operations of the University. The Tractor Operator Grade 3, shall:

- a) Carry heavy goods effectively and safely to ensure that all farm activities are carried out for maximum farm production for the University use as well as the community.
- b) Guide other plant operators, turn boys and attendants in identifying possible breakdowns and liaise with mechanics for servicing to ensure that all machines run smoothly and they are properly utilized.

- c) Supervise cleanliness of the plant equipment and assist in training junior plant operators to ensure that the operators effectively and efficiently carry out their objectives in achieving the farm's goals.
- d) Maintain safety and security of plant/vehicles to minimize pilferage and extend the life span of the plant.
- e) Driving assigned plant/vehicles.
- f) Maintaining work ticket.
- g) Drawing scheduled maintenance.
- h) Updating insurance and other licenses.

Requirements for appointment:

1. A minimum of Kenya Certificate Secondary of Education (K.C.S.E) with grade C; Must have proficiency in English and Kiswahili.
 2. Driving license A, B, C, E and PSV.
 3. Three (3) years working experience in a comparable position.
 4. Certificate of good conduct.
 5. Must be computer proficient.
 6. Basic Mechanical Skills.
 7. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.
- OR
1. A KCSE certificate with D+ with at least six (6) years working experience from a comparable position.
 2. Driving license A, B, C, E and PSV.
 3. Certificate of good conduct
 4. Defensive Driving Skills.
 5. Basic Mechanical Skills.
 6. Have Occupational Test Grade I.
 7. Have Suitability Test for Driver III Certificate.
 8. First aid.
 9. Must be computer proficient.
 10. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.
- OR
1. Have at least KCSE Grade D+ or its equivalent with at least three (3) years satisfactory tractor driving experience after obtaining the license.
 2. Have a clean valid driving license classes ABCED and PSV.
 3. Certificate of Good Conduct.
 4. A Certificate in Occupational Test Grade III and First Aid shall be an added advantage.
 5. Must be computer proficient.
 6. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

d) LEGAL DEPARTMENT

1. Legal Officer Grade 11

This position is responsible for providing effective legal advice and assistance to the University across a broad range of disciplines and to safeguard the interests of the University and its staff in dealing with internal and external stakeholders. The Legal Officer Grade 11 shall:

- a) Represent the University in court proceedings and ensure effective litigation management.
- b) Preparing legal briefs and opinions for the University.
- c) Regularly cause and/ or engage any registration processes of legal documents on behalf of the university.
- d) Draw, draft and/ or prepare legal documents pertaining to the University's transactions such as transfers, leases, mortgages, and charges, memorandum of understandings or agreements for purposes of facilitating these transactions as they happen.
- e) Assist in drafting legal documents pertaining to University financial transactions when agreements are made to ensure all processes are done within the law.
- f) Assist other departments in preparing replies to legal notices in accordance with the law when need be to avoid further compromises.
- g) Advise the University and its organs on all legal matters.
- h) Provision and handling of all in-house legal matters of the University.
- i) At all times, ensure the University complies with all governing legal and regulatory frameworks.
- j) Undertake such other duties as may be assigned by the University.

Requirements for appointment:

- 1) Bachelor of Laws (LLB) degree from a reputable and recognized University.
- 2) Master of Laws (LLM) degree from a recognized University will be an added advantage.
- 3) Post Graduate Diploma in Law from the Kenya School of Law (KSL).
- 4) Must be an Advocate of the High Court of Kenya with a current practicing license.
- 5) Commissioner for Oaths.
- 6) Five (5) years' experience, three (3) of which should have been as a Senior Legal Assistant or its equivalent.
- 7) In-depth professional/discipline, knowledge and experience in litigation, labour and commercial law.
- 8) Be a person of outstanding honesty and integrity with high moral and ethical values.
- 9) Must be computer literate with detailed understanding of ERP.
- 10) Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity

2. Legal /Court Process Clerk Grade 5

The Legal /Court Process Clerk Grade 5 shall:

- a) Prepare legal drafts by assembling and organizing information for legal forms and documents, including complaints, declarations, discovery requests, affidavits.

- b) Maintain a calendar by entering and updating requirements, court dates, and meetings.
- c) Protect the University's reputation by keeping client information confidential.
- d) Maintain and update files and databases for other documentation such as personnel records, financial reports, or policies.
- e) Compile legal documentation into files and maintain an organized filing system.
- f) Deliver documentation to law firms and other locations as needed.
- g) Create photocopies and reproductions of records and legal documentation.
- h) Organize large amounts of legal documents, invoices, and letters.
- i) Administratively support, attend court, file and effect service of legal/court documents.
- j) Any other duties as may be assigned by the Legal Officer.

Requirements for appointment:

- 1. Diploma in Law.
- 2. Five (5) years' experience in a busy and reputable organization and/or law firm in litigation, commercial and conveyancing law.
- 3. Basic knowledge in drafting court pleadings.
- 4. Computer Proficient.
- 5. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

C) FINANCE, PLANNING AND DEVELOPMENT DIVISION

a) FINANCE DEPARTMENT

1. Senior Accountant Grade 12

This position is responsible for maintaining an accounting process that delivers an accurate and reliable generation of management, financial and statutory reports for optimum financial performance and cash flow management. The Senior Accountant Grade 12 shall:

- a) Participate in preparation of institutional budgets to achieve proper allocation and utilization of resources
- b) Prepare management reports such as cash flows, budget variance reports to inform management of the financial performance of the University and make decision on what remedies are supposed to be implemented.
- c) Participate in monthly divisional meetings to review work done and also assist in annual development and review of financial policies and procedure to ensure relevance.
- d) Participate in the preparation of monthly, quarterly and annual financial reports statement to accurately give the financial performance of the University.
- e) Generate monthly, quarterly and annual financial management reports for use in decision making
- f) Supervise, mentor and manage subordinate staff in order to realise set targets collectively as a department.
- g) Analyze business operations, trends, costs, revenues, financial commitments and obligations to project forecasts for the next financial year.
- h) Review draft accounts to check for accuracy.



- i) Supervise preparation of monthly banks reconciliation to ensure completeness of cash flow.
- j) Maintain and update general ledger and ensure that they reflect correct transactions and facilitate accurate generation of financial statements.
- k) Participate in daily budgetary control and monthly evaluations of budgets to ensure fiscal discipline.
- l) Ensure that fixed assets register is properly maintained and updates are carried out on regular basis to reflect true inventory of assets.
- m) Update vote book allocations, to ensure proper management of resources within the University

Requirements for appointment:

- 1) Ph.D. degree in Finance/Accounting or its equivalent
 - 2) Nine (9) years experience in financial management, three (3) at the level of Senior Accountant I or its equivalent.
 - 3) Be a member of a recognized professional accounting body with a current practising certificate.
 - 4) Have outstanding professional competence and hands-on experience in Financial Management and reporting.
 - 5) Demonstrated high administrative capabilities.
 - 6) Must be computer literate (Accounting packages)with a comprehensive understanding of ERP.
 - 7) Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.
- OR
- 1) MBA (Finance/Accounting option) or its equivalent.
 - 2) CPA (K).
 - 3) Nine (9) years experience in financial management, three (3) at the level of accountant I or its equivalent.
 - 4) Be a member of a recognized professional accounting body with a current practising certificate.
 - 5) Have outstanding professional competence and hands on experience in Financial Management and reporting.
 - 6) Demonstrated high administrative capabilities.
 - 7) Must be computer literate (Accounting packages) with a comprehensive understanding of ERP.
 - 8) Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity

NOTE THAT:

- i. South Eastern Kenya University is an equal opportunity employer. Women and Persons with disabilities are encouraged to apply.*
- ii. Shortlisted candidates will be required to have current clearance certificates from Ethics and Anti-Corruption Commission (EACC), Higher Education Loans Board (HELB), Kenya Revenue Authority (KRA), Criminal Investigation Department (CID) and Credit Reference Bureau (CRB).*
- iii. Only shortlisted candidates will be contacted.*

Applications, in ten (10) copies, should be addressed to:

The Deputy Vice-Chancellor, Administration and Human Resource Management
South Eastern Kenya University
P.O. BOX 170-90200,
KITUI.

So as to be received on or before **Friday, 21st May, 2021.**

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Cc: NCPWD