



# SOUTH EASTERN KENYA UNIVERSITY

## JOB VACANCIES

South Eastern Kenya University has vacancies in the following Divisions:

### 1. FINANCE , PLANNING AND DEVELOPMENT DIVISION

#### a) Finance Department

##### i) Deputy Finance Officer Grade 14

This position is responsible for ensuring completeness of financial and accounting processes, budgeting and compliance to enhance accurate reporting of the financial status of the University financial affairs.

#### Requirements for appointment

- 1) PhD degree in relevant field and CPA (K)  
OR
- 2) MBA (Accounting/Finance option) or its equivalent plus CPA(K) or its equivalent.
- 3) Twelve (12) years experience, three (3) of which must have been a Senior Accountant Grade 13 or equivalent
- 4) Be a member of ICPAK
- 5) Have outstanding professional competence in Financial Management
- 6) Demonstrate high administrative capabilities
- 7) Must be computer literate (Accounting Packages)
- 8) Must satisfy chapter six of the constitution

#### b) Farm Department

##### ii) Farm Manager Grade 12

This position is responsible for coordinating farm operations so as to generate income for the University and coordinate the farm as a learning centre for students and faculty as well as outside clients.

#### Requirements for appointment

- 1) A Master's Degree in Agriculture or its equivalent
- 2) A Bachelor's degree in Agriculture or its equivalent from a recognized University with nine (9) years relevant working experience, of which three (3) should have been at the level of Farm Assistant.
- 3) A Postgraduate Diploma in General Agriculture or its equivalent will be an added advantage.
- 4) Shown merit and ability in work performance and results.
- 5) Must be computer literate.
- 6) Must satisfy chapter six of the constitution



## **2. ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT DIVISION**

### **a) Human Resource Management Department**

#### **i) Human Resource Manager/Senior Assistant Registrar Grade 13**

Responsible for developing and delivering people management strategies which support the University's overall strategic aims and objectives. The Human Resource Manager will contribute at both strategic and operations level in order to identify human resource priorities and recommend appropriate people management solutions which support the University's aims and objectives, in addition to providing a customer focused Human resource service.

#### **Requirements for appointment**

- 1) A Master's degree in Human Resource management or relevant field.
- 2) Have professional qualifications in Human Resource Management or equivalent from a recognized institution.
- 3) Must have nine (9) years administrative and human resource management experience, three (3) of which should have been served as Assistant Registrar Grade 12 or equivalent position
- 4) Must be a Full member of the Institute of Human Resource Management (IHRM) with a valid practicing license
- 5) Experience in a University setting will be an added advantage
- 6) Proficient in computer use and applications
- 7) Demonstrate outstanding professional competence in Human Resource Management and leadership
- 8) Must have a good understanding of Kenyan Labour Laws.
- 9) Must satisfy chapter six of the constitution

### **b) Security Department**

#### **ii) Security Officer Grade 12**

Responsible for coordinating security matters in the University and to ensure that the University Security Policy is fully executed and interpreted to both staff and students for the good of the institution.

#### **Requirements for appointment**

- 1) Master's degree in Criminology or its acceptable equivalent
- 2) Must have served for eight (8) years three (3) of which must be at Senior Security officer Grade 11 or equivalent
- 3) Must have served as Senior Superintendent of Police in the Kenya Police Service or in the rank of Major in the Kenya Defence Forces
- 4) Should be physically and medically fit.
- 5) Must be at least 40 years of age
- 6) No criminal record.
- 7) Must be a person of high integrity.



**NOTE:**

- i. *South Eastern Kenya University is an equal opportunity employer. Female applicants and Persons with disabilities are encouraged to apply*
- ii. *For the position of **Deputy Finance Officer Grade 14**, 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. *Duly 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, 26<sup>th</sup> April, 2019**

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***Cc: NCPWD***

