



KOITALEEL SAMOEI UNIVERSITY COLLEGE

Koitaleel Samoei University College (KSUC) is a Constituent College of the University of Nairobi and the first public university in Nandi County. Founded in the year 2018 vide the gazette legal Notice No. 117, the University College embraces excellence, responsiveness, teamwork, justice, fairness and courage as its core values.

The university college envisions to become a premier university nurturing quality talent and research for sustainable development whereas the mission is to nurture graduates with knowledge and academic integrity that stimulate innovative technology transfer through training, continuing education and community service for sustainable development”.

In pursuit of provision of excellent services, the University College wish to fill the following positions:

Date: 15/04/2024

1. RECRUITMENT OF AN INTERNAL AUDITOR (GRADE 12) **REF NO. KSUC/AD/ 1/04/2024- RE ADVERTISEMENT (1 POSITION)**

The Role: Internal Auditor

Grade: 12

Reports to: The Council/ Principal

Terms of Engagement: The terms of engagement for the advertised positions shall be on permanent and pensionable terms.

1. Basic Salary for this position is between Kshs. 108,714 by Kshs 4,250 to Kshs.155, 461

Qualifications Required

The following qualification are required:

- i) CPA (K) holder;
- i) A Master's Degree in Accounting, Finance or its equivalent;
- ii) A Bachelor's degree in Accounting, Finance or its equivalent from a university accredited or recognized in Kenya
- iii) At least five (5) years' experience, three (3) years of which should be at the level of Senior Assistant Auditor grade 11 or its equivalent;
- iv) Certified Information System Auditor (CISA)/ Certified Internal Auditor (CIA) holders will have an added advantage;
- v) Must be a registered member of ICPAK or relevant professional body;

Core Competencies Required

The following core competences will be required;

- i) Evidence of exemplary work performance;
- ii) Team player;
- iii) Effective communication skills;

- iv) Practical knowledge of ICT in the relevant area is mandatory;

Duties and Responsibilities

The Internal auditor shall

- i) Be in-charge of the audit section/unit.
- ii) Develop audit programs for the audit assignments in the Audit Plan.
- iii) Conduct risk based internal audits as per the Audit Plan.
- iv) Prepare Quarterly Status reports;
- v) Ensure that the internal controls are reviewed and documented on their effectiveness and adequacy;
- vi) Supervise the preparation of work programs to ensure that audits are planned and well managed;
- vii) Recommend mitigation measures to address identified weaknesses where necessary;
- viii) Constantly monitor the implementation of both internal and external audit recommendations by way of follow up audits and provision of status report on the unresolved audit issues;
- ix) Lead the audit team in performing other ad hoc audit assignments relating to governance, risk management and control as appropriate;
- x) Supervise and appraise staff below him/her;
- xi) Ensure implementation of Audit policies and programmes in the University College;
- xii) Perform any other duties that may be assigned by the supervisor.

2. RECRUITMENT OF CLINICAL OFFICER 1 (GRADE 11) ADVERT REF NO. KSUC/AD/2/04/2024 (1 POSITION)

The Role: Clinical Officer 1

Grade: 11

Reports to: Registrar Administration

Terms of Engagement: The terms of engagement for the advertised positions shall be on permanent and pensionable terms.

Basic Salary for this position is between Kshs. 87,080 by Kshs. 3,404 to Kshs. 124,524

Qualifications Required

The following qualifications are required;

- i) Bachelor of Science in Clinical Medicine and Community Health from a University accredited or recognized in Kenya. Plus three (3) years post internship working experience.
- ii) Registered with the Clinical Officer's Council.

OR

- i) Higher diploma in Clinical Medicine and surgery in any of the relevant specialties e.g. Pediatrics, ENT, Anesthesia, Ophthalmology, Skin and Chest etc. from a learning institution recognized in Kenya plus five (5) years cumulative working experience.
- ii) Registered with the Clinical Officer's Council.

OR

- i) Bachelor of Science in Clinical Medicine and Community Health, or Clinical Medicine & Surgery with Environmental health and Counseling Psychology from a learning institution recognized in Kenya.

OR

- ii) Higher diploma in Clinical Medicine and surgery in any of the relevant specialties e.g. Pediatrics, ENT, Anesthesia, Ophthalmology, Skin and Chest etc. from a learning institution recognized in Kenya.
- i) Three years working experience as a Clinical Officer II.

Core Competencies Required

The following core competences are required;

- i) Exemplary work performance
- ii) Team player
- iii) Effective Communication skills
- iv) Computer literacy
- v) Analytical skills

Duties and Responsibilities

Reporting to the head of department, the main duties will include:

- i) Examining patients
- ii) Screening of patients for referral
- iii) Diagnosing and treating patient ailments
- iv) Planning and conducting community healthcare activities
- v) Health education to patients.
- vi) Professional guidance to health staff.
- vii) Handling filtered and referred patients according to his/her specialty
- viii) Any other duties that may be assigned by the supervisor.

3. RECRUITMENT OF NURSING OFFICER II (GRADE 9/10) ADVERT: REF NO. KSUC/AD/4/04/2024 (1 POSITION)

The Role: Nursing Officer II

Grade: 9/10

Reports to: Clinical Officer 1

Terms of Engagement: The terms of engagement for this position shall be on permanent and pensionable.

Basic Salary for this position is between Kshs. 50,224 by Kshs.1, 963 to Kshs.71, 820 and Kshs. 57,729 by Kshs 2,256 to Kshs.82, 552

Reports to: Clinical Officer 1

The following qualifications are required:

- i) Bachelor of Science Degree in Nursing from a University recognized in Kenya Plus three (3) years' experience as Enrolled Nurse or any other Nursing job both in grade ABC or
- ii) Diploma in Nursing from a recognized learning institution with at -least four (4) years post qualification experience.
- iii) Registered by Nursing Council of Kenya and having a practicing licence

Core Competencies

The following core competences and skills will be required:

- i) Team player
- ii) Effective communication skills
- iii) Communication skills
- iv) Computer literate

Duties and Responsibilities

- i) Evaluating and Providing nursing care of patients
- ii) Organizing and coordinating of nursing services within a section in the HealthUnit.
- iii) Ensure availability and safety of equipment in Health Unit.
- iv) Guiding and counseling of patients.
- v) Supervise triage activities
- vi) Scheduling of duties.
- vii) Perform any other relevant duties as may be assigned.

4. RECRUITMENT OF NURSING OFFICER III (GRADE 7/8) ADVERT REF NO. KSUC/AD/3/04/2024 (2 POSITIONS)

The Role: Nursing Officer III (Grade 7/8)

Reports to: Clinical Officer 1

Terms of Engagement: The terms of engagement for this position shall be on permanent and pensionable.

Basic Salary for this position is between Kshs. 38,873 by Kshs.1, 414 to 54,423/= & Kshs. 43,193 by Kshs 1,570 to Kshs.60, 470 /=-

Requirements for direct Appointment

The following qualifications are required:

- i) Diploma in Nursing from a recognized institution
- ii) At least two (2) years post qualification experience.
- iii) Registered by Nursing Council of Kenya

Core competencies

The following core competences are required:

- i) Exemplary work performance
- ii) Team player
- iii) Communication skills
- iv) Computer literate

Duties and Responsibilities

- i) Evaluating and Providing nursing care of patients
- ii) Organizing and coordinating of nursing services within a section in the HealthUnit.
- iii) Ensure availability and safety of equipment in Health Unit.
- iv) Guiding and counseling of patients.
- v) Carry out triage activities
- vi) Perform any other relevant duties as may be assigned.

How to Apply

- i) Interested candidates are advised to submit seven (7) hard copies of their application letters giving a detailed Curriculum Vitae and attach duly certified copies of academic, professional qualification, membership to professional bodies, and other supporting documents.
- ii) Contact three referees and request them to write a confidential letter of recommendation and send directly to the undersigned.
- iii) Send a soft copy of the application (as a running pdf) to recruitment@ksu.ac.ke
- iv) Shortlisted applicants shall provide evidence of compliance with provision of Chapter 6 of the Constitution of Kenya with reference to Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission, Criminal Investigation Department and Credit Reference Bureau.

The application letters should reach the undersigned on or before, **June 11, 2024 at 1700 hrs.**
Addressed to:

**THE PRINCIPAL
KOITALEEL SAMOEI UNIVERSITY COLLEGE (KSUC)
P.O BOX 5-30307,
MOSORIOT, KENYA**

NOTE:

- Individuals who had already applied for the re-advertised Internal Audit position need not to apply;
- Only shortlisted candidates will be contacted. KSUC is an equal opportunity employer and thus employees of either gender, ethnicity or persons with disability are encouraged to apply;
- Canvassing for this position shall result in automatic disqualification.