



KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A CONSTITUENT COLLEGE OF THE UNIVERSITY OF NAIROBI)

INTERNAL ADVERTISEMENT FOR ADMINISTRATIVE POSITIONS

FRIDAY, NOVEMBER 15, 2024

Pursuant to Part V Section 35 of the Universities Act 2012, Koitaleel Samoei University College invites applications from suitably qualified applicants for the following positions on Permanent and Pensionable Terms:

The applicants **MUST**:

- i) Be employees of Koitaleel Samoei University College either on **Permanent and Pensionable Terms** or **Contract Terms**.
- ii) Have served in their current grade for a minimum period of **two (2) years** in Koitaleel Samoei University College.

S/NO.	DESIGNATION	Grade	NO. OF POSTS	ADVERT NO.
1.	Senior Administrative Officer (Examinations)	11	1	KSUC/ADM/05/11/2024
2.	Administrative Officer	EF	5	KSUC/ADM/06/11/2024
3	ICT Officer	EF	1	KSUC/ADM/07/11/2024
4.	Senior Library Officer	EF	1	KSUC/ADM/08/11/2024
5.	Human Resource Officer I	EF	1	KSUC/ADM/09/11/2024
6.	Library Officer 1	EF	1	KSUC/ADM/10/11/2024
7.	Accounts Assistant 1	EF	2	KSUC/ADM/11/11/2024
12.	Senior Driver	6	1	KSUC/ADM/12/11/2024
13.	Driver I	5	2	KSUC/ADM/13/11/2024
Total			15	

JOB SPECIFICATIONS/REQUIREMENTS

1. SENIOR ADMINISTRATIVE OFFICER -KSUC GRADE 11 (EXAMINATIONS)

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) Must possess Bachelor's degree in Public Administration; Business Administration; Office Management, Social sciences or equivalent qualification from a recognized institution and Master's degree is an added advantage.
- ii) At least six (6) years relevant work experience.
- iii) Must be registered with recognized professional body.
- iv) Proficiency in computer applications.
- v) Fulfilled the requirements of Chapter Six of the constitution.

Duties and Responsibilities

- i) Verifying received examinations against submission lists, guidelines and University College timetables;
- ii) Coordinating the production of examination booklets;
- iii) Dispatching printed examination scripts to invigilators and campus coordinators as per the schedule
- iv) Ensuring all marked scripts are received, recorded and kept securely according to regulations;
- v) Coordinating printing and safe custody of examinations;
- vi) Preparing budget for materials required for the reprographic function Ensuring proper record keeping for events, activities and operations in in respective Divisions/Schools/ Departments/Sections.
- vii) Ensuring general cleanliness in offices and meeting rooms.
- viii) Coordinating the preparation of budgets and procurement plans.
- ix) Ensuring requisitions for office stationery, equipment and furniture and other required materials.
- x) Ensuring security of records, stationery, office equipment furniture etc.
- xi) Coordinating transport and logistics for in respective Divisions/Schools/ Departments/Sections.

2. ADMINISTRATIVE OFFICER - KSUC GRADE EF

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) Bachelor's degree in Public Administration; Business Administration; Office Management, Business Administration, Social Sciences or equivalent qualification from a recognized institution.
- ii) At least three (3) years relevant work experience;
- iii) Must be registered with recognized professional body
- iv) Proficiency in computer applications
- v) Fulfilled the requirements of Chapter Six of the constitution.

Duties and Responsibilities will entail;

- i) Documenting and ensuring proper record keeping for events, activities and operations in respective Divisions/Schools/ Departments/Sections.
- ii) Ensuring general cleanliness in offices and meeting rooms.
- iii) Maintaining records of University College assets in respective areas.
- iv) Overseeing telephone and registry services in respective Divisions/Schools/ Departments/Sections.
- v) Drafting of budgets and procurement plans.
- vi) Making requisitions for office stationery, equipment and furniture and other required materials.
- vii) Ensuring security of records, stationery, office equipment furniture etc.
- viii) Coordinating transport and logistics for in respective Divisions/Schools/ Departments/Sections.
- ix) Offering secretariat services to University College committees.
- x) Preparing reports and records as may be required;
- xi) Processing of student's admissions, registration and enrolment;
- xii) Ensuring compliance with relevant regulatory bodies;
- xiii) Clearance of all graduating students or staff in their respective departments/sections;
- xiv) Carrying out systematic filing of documents on receipt;

3. ICT OFFICER -KSUC GRADE EF**Requirements for Appointment****For appointment to this grade, an officer must have:-**

- i) Diploma in any of the following disciplines: - Information Technology, Computer Science, Business IT, Software Engineering, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution.
- ii) At least six (6) years relevant work experience;
- iii) Certificate of membership to ICT professional body in good standing.
- iv) Fulfilled the requirements of Chapter Six (6) of the Constitution.

Duties and responsibilities at this grade will entail: -

- i) Developing documentation of computer programs according to instructions and specifications;
- ii) Installing and configuring computer systems and solutions;
- iii) Maintaining application systems;
- iv) Providing end user support and training users on effective and efficient use of ICT facilities;
- v) Maintaining up to date equipment register;
- vi) Installing, configuring and monitoring Local Area Network components;
- vii) Administering and managing users in the Active Directory, e-mail server and User applications;
- viii) Maintaining an up-to-date ICT equipment register and issuance register;
- ix) Updating and maintaining the University's website; and
- x) Ensuring Business continuity by performing regular data and application backups.

4. SENIOR LIBRARY OFFICER -KSUC GRADE EF

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) Bachelor's Degree in Library/Information Science or equivalent from an accredited and recognized university.
- ii) At least nine (9) years' relevant work experience.
- iii) Proficiency in computer applications.
- iv) Shown merit and ability as reflected in work performance and results.
- v) Fulfil the requirements of Chapter 6 of the Constitution.

Duties and Responsibilities for this grade will entail:

- i) Assist with the use of library technology, such as computers, self-checkout systems, and online catalogs.
- ii) Enter and update catalog information in the library's computer system.
- iii) Coordinating accessioning, stamping and labeling of the acquired information resources;
- iv) Coordinating shelving and shelf arrangement;
- v) Coordinating charging and discharging library materials,
- vi) Identifying materials for binding and filing catalogue cards;
- vii) Ensuring fixing of book jackets and preparation of press cuttings;
- viii) Coordinating control and tracking of serials;
- ix) Cataloguing and classifying information resources;
- x) Entering data into the library databases;
- xi) Ensuring overdue reminders are generated for compliance.

5. HUMAN RESOURCE OFFICER I - KSUC GRADE EF

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;

OR

Bachelor's degree in Economics; Education; Sociology; Business Administration; Public Administration; Commerce; or equivalent qualification from a recognized institution with postgraduate diploma in Human Resource or Certified Human Resource Professional (CHRP).

Having a Master's degree is as an added advantage;

- ii) A minimum of six (6) years relevant work experience;
- iii) Membership to the Institute of Human Resource Management (IHRM) in good standing;
- iv) Proficiency in computer application;
- v) Shown merit and ability as reflected in work performance and results; and
- vi) Fulfilled the requirement of Chapter Six (6) of the constitution.

Duties and responsibilities at this level will entail:

- i) Providing input in the development of the human resource strategies, policies, and procedures;
- ii) Verifying and consolidating information for payroll processing;
- iii) Undertaking training needs analysis, projections and to inform on the training programmes;
- iv) Ensuring maintenance of Human Resource records in an accurate and timely manner;
- v) Implementing human resource management decisions within existing rules, regulations and procedures;
- vi) Managing the payroll;
- vii) Preparing and compiling reports on the implementation of the performance management systems including performance appraisal;
- viii) Preparing human resource periodic reports;
- ix) Managing human resource records;
- x) Analyzing data on work environment and employees' satisfaction surveys; and
- xi) Implementing staff movement such as transfers, discharges and promotions.

6. LIBRARY OFFICER I - KSUC GRADE EF

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) Bachelor's Degree in Library/Information Science or equivalent from an accredited and recognized university.
- ii) At least three (3) years relevant work experience.
- iii) Proficiency in computer applications.
- iv) Shown merit and ability as reflected in work performance and results.
- v) Fulfil the requirements of Chapter 6 of the Constitution.

Duties and Responsibilities for this grade will entail:

- i) Ensuring receiving and verifying of acquired information resources;
- ii) Coordinating accessioning, stamping and labeling of the acquired information resources;
- iii) Coordinating shelving and shelf arrangement;
- iv) Coordinating charging and discharging library materials,
- v) Identifying materials for binding and filing catalogue cards;
- vi) Ensuring fixing of book jackets and preparation of press cuttings;
- vii) Coordinating control and tracking of serials;
- viii) Cataloguing and classifying information resources;
- ix) Entering data into the library databases;
- x) Ensuring overdue reminders are generated for compliance.

7. ACCOUNTS ASSISTANT I - KSUC GRADE EF

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) Have a Diploma in Finance/Accounting **OR** Certified Public Accountant Part II Certificate from a recognized institution;
- ii) Have at least six (6) years relevant work experience;
- iii) Be Proficient in computer applications.; and
- iv) Fulfil the requirements of Chapter Six of the Constitution.

Duties and responsibilities at this level will entail:

- i) Posting of banking payments into accounting software;
- ii) Preparing payment transactions;
- iii) Preparing bank transfers for payment;
- iv) Reconciling supplier statements as received;
- v) Carrying out bank reconciliations;
- vi) Verifying authorizations of payments per the authorized sign off limits.
- vii) Entering primary data and balancing of cashbooks, Imprest and advances ledgers
- viii) Processing Imprest /travel advances and following up on surrenders;
- ix) Writing Cheques and posting payments and receipting vouchers in cash books;
- x) Preparing and filling records on payments/Cash receipts.

8. SENIOR DRIVER-KSUC GRADE 6

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) A minimum of nine (9) years relevant work experience;
- ii) At least a mean grade D plain in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii) Occupational Trade Test I Certificate;
- iv) An accident-free driving period of twelve (12) years.
- v) A valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- vi) A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- vii) A First Aid Certificate course from St. Johns Ambulance or any other recognized institution not more than one (1) year old;
- viii) Refresher course for drivers lasting not less than one (1) week every three (3) from a recognized institution;
- ix) Proficiency in computer applications
- x) Demonstrated merit and ability in driving and maintenance of vehicles;

- xi) Fulfill the requirements of Chapter 6 of the Constitution

Duties and responsibilities at this grade entail:

- i) Overseeing transport management;
- ii) Guiding and supervising other drivers in the University College.
- iii) Preparing annual work plans and budget for the transport unit;
- iv) Driving motor vehicles as authorized;
- v) Ensuring compliance with NTSA and other government regulations;
- vi) Carrying out minor mechanical adjustments;
- vii) Recognizing and reporting mechanical defaults of the vehicles;
- viii) Ensuring security and safety of the vehicle on and off the road;
- ix) Monitoring and reporting expiry of insurance policies for motor vehicles;
- x) Preparing and submitting reports on transport when need arises; and
- xi) Ensuring safety of passengers and/or goods therein.

9. DRIVER I- KSUC GRADE 5

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) A minimum of six (6) years relevant work experience;
- ii) At least a mean grade D plain in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii) Occupational Trade Test I Certificate;
- iv) A valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- v) A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- vi) A First Aid Certificate course from St. Johns Ambulance or any other recognized institution not more than one (1) year old;
- vii) Refresher course for drivers lasting not less than one (1) week every three (3) from a recognized institution;
- viii) Proficiency in computer applications
- ix) An accident-free driving period of nine (9) years.
- x) Demonstrated merit and ability in driving and maintenance of vehicles;
- xi) Fulfill the requirements of Chapter 6 of the Constitution

Duties and responsibilities at this grade entail:

- i) Overseeing transport management;
- ii) Driving motor vehicles as authorized;
- iii) Carrying out minor mechanical adjustments;
- iv) Recognizing and reporting mechanical defaults of the vehicles;

- v) Ensuring compliance with NTSA and other government regulations;
- vi) Ensuring security and safety of the vehicle on and off the road;
- vii) Monitoring and reporting expiry of insurance policies for motor vehicles;
- viii) Ensuring safety of passengers and/or goods therein;
- ix) Preparing and submitting reports on transport when need arises; and
- x) Guiding and supervising other drivers in the University College.

How to Apply

All applications should be clearly marked with the referenced number of the advertised position and submitted as follows:

- i) Five (5) 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) A letter of recommendation from the Head of Department on the applicant's professional experience and character in general to be sent to the address below.
- iii) **Must submit** an electronic scanned copies in PDF format (**as a running pdf**) to be sent to, email; recruitment@ksu.ac.ke

Applications must be submitted on or before **Friday, November 29, 2024 at 5:00 p.m.** and be addressed to:

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