



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

INTERNAL ADVERTISEMENT FOR ADMINISTRATIVE POSITIONS

TUESDAY, JANUARY 07, 2025

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**:

- Be employees of Koitaleel Samoei University College either on **Permanent and Pensionable Terms** or **Contract Terms**.
- 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/05/01/2025
2.	Administrative Officer I	EF	6	KSUC/ADM/06/01/2025
3.	ICT Officer I	EF	1	KSUC/ADM/07/01/2025
4.	Senior Library Officer	EF	1	KSUC/ADM/08/01/2025
5.	Library Officer I	EF	1	KSUC/ADM/09/01/2025
6.	Human Resource Officer II	EF	1	KSUC/ADM/10/01/2025
7.	ICT Assistant II	CD	2	KSUC/ADM/11/01/2025
8.	Accounts Assistant II	CD	2	KSUC/ADM/12/01/2025
9.	Senior Driver	CD	1	KSUC/ADM/13/01/2025
10.	Driver II	AB	2	KSUC/ADM/14/01/2025
Total			18	

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

Requirements for Appointment

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

- 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 working 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
- vii) Ensuring proper record keeping for events, activities and operations in in respective Divisions/Schools/ Departments/Sections.
- viii) Ensuring general cleanliness in offices and meeting rooms.
- ix) Coordinating the preparation of budgets and procurement plans.
- x) Ensuring requisitions for office stationery, equipment and furniture and other required materials.
- xi) Ensuring security of records, stationery, office equipment furniture etc.
- xii) Coordinating transport and logistics for in respective Divisions/Schools/ Departments/Sections.

2. ADMINISTRATIVE OFFICER I - 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 working experience;
- iii) Must be registered with recognized professional body
- iv) Proficiency in computer applications

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 I -KSUC GRADE EF

Requirements for Appointment

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

- i) Bachelor's Degree in any of the following disciplines: - Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution;
- ii) A minimum of three (3) 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) Designing, developing, coding, testing and implementing computer programs according to instructions and need;
- ii) Carrying out systems analysis;
- iii) Installing and configuring computer systems and solutions;
- iv) Maintaining application systems;
- v) Providing end user support and training users on effective and efficient use of ICT facilities;
- vi) Maintaining up to date equipment register;
- vii) Installing, configuring and monitoring Local Area Network (LAN) components and Wide Area Network (WAN);
- viii) Administering and managing users in the Active Directory, e-mail server and User applications;
- ix) Maintaining an up-to-date ICT equipment register and issuance register;
- x) Updating and maintaining the University College's website; and
- xi) 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 six (6) 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. 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 nine (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) Conducting registration of library users in the library management system;
- ii) Processing information materials using classification and cataloguing tools for access of materials by the library users;
- iii) Conducting user education/library orientation to library users;
- iv) Organizing library books by use of library classification;
- v) Updating publications in the institutional repository systems;
- vi) Charging and discharging materials to library users using the library system;
- vii) Guiding on the use of audio-visual equipment and materials;
- viii) Physical processing of books/non-book materials;
- ix) Shelving and library book preservation.

6. HUMAN RESOURCE OFFICER II - 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);
- ii) At least three (3) years relevant work experience;
- iii) Proficiency in computer application skills;
- iv) Demonstrated merit and activity as reflected in work performance and results, and
- v) Fulfilled the requirements of Chapter Six (6) of the constitution

Duties and responsibilities at this level will entail:

- i) Preparing draft correspondences;
- ii) Preparing information relating to recruitment, appointment, transfer, human resource management information systems;
- iii) Processing of salaries, allowances, benefits and final dues and payroll administration;
- iv) Preparing timely statutory returns such as NSSF and NHIF;
- v) Processing pension elements and other human resource administration matters for retirees and those proceeding on retirement for timely payments;
- vi) Processing of leave applications, sick sheets and sick offs;
- vii) Updating and maintaining an up to date human resource information database as set procedures and policies;
- viii) Analyzing data on work environment and employees' satisfaction surveys;
- ix) Drafting human resource periodic reports;
- x) Analyzing utilization of human resource and advising on proper deployment;
- xi) Analyzing staff progression and making proposals for career development.
- xii) Developing staff training projections and plans;
- xiii) Organizing staff training and development programmes.

7. ICT ASSISTANT II - KSUC GRADE CD

Requirements for Appointment

For appointment to this grade a candidate 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 three (3) 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.

Job Specification

An officer at this level will work under the guidance of senior officers; -

Duties and responsibilities at this grade will entail: -



- i) Developing, testing and implementing software applications/systems according to instructions and specifications;
- ii) Providing technical support and training end users while ensuring timely reporting of incidences and faults;
- iii) Installing and maintaining software applications;
- iv) Configuring and maintaining systems, Local Area Networks (LANs) and Wide Area Networks (WANs);
- v) Utilizing appropriate tools to address user support queries;
- vi) Creating and maintaining support documentation to assist end users in restoring services and reducing the impact of unplanned outages;
- vii) Interpreting systems and technical manuals;
- viii) Developing technical specifications for procurement purposes;
- ix) Maintaining and repairing computer hardware and another ICT equipment;
- x) Receiving, verifying and installing ICT equipment.

8. ACCOUNTS ASSISTANT II - KSUC GRADE CD

Requirements for Appointment

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

- i) Bachelor's Degree in Finance/ Accounting/ Commerce/ Economics or its equivalent; from an accredited and recognized university;
OR Have a Diploma in Finance/Accounting **or** Certified Public Accountant Part II Certificate from a recognized institution;
- ii) Have at least three (3) years relevant 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) Handling daily transactions for petty cash;
- iii) Preparing payment transactions;
- iv) Preparing bank transfers for payment;
- v) Reconciling supplier statements as received; and
- 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.



9. SENIOR DRIVER -KSUC GRADE CD

Requirements for Appointment

For appointment to this grade a candidate 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:

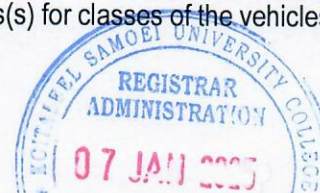
- i) Overseeing transport management;
- ii) Guiding and supervising other drivers in the University College.
- iii) Preparing annual work plans and budget for the transport unit;
- iv) Driving motor vehicles as authorized;
- v) Ensuring compliance with NTSA and other government regulations;
- vi) Carrying 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.

10. DRIVER II- KSUC GRADE AB

Requirements for Appointment

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

- i) A Minimum Kenya Certificate of Secondary Education with a D plain or its equivalent;
- ii) At least three (3) years relevant work experience;
- iii) Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;



- iv) First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- v) Passed Suitability Test for Drivers from the relevant Government Ministry;
- vi) Refresher course for drivers lasting not less than one (1) week every three (3) from a recognized institution;
- vii) Passed Occupational Trade Test II Certificate from a recognized institution;
- viii) An accident free driving period of 5 years;
- ix) Proficiency in computer applications;
- x) Demonstrated merit and ability in driving and maintenance of vehicles;
- xi) Fulfilled the requirements of Chapter six (6) of the Constitution.

Duties and responsibilities at this grade entail:

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

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, valid and relevant membership to professional bodies and, and other supporting documents;
- ii) Those with foreign certificates **Must** ensure they have been validated and equated by Commission for University Education or Kenya National Qualification Authority (KNQA);
- iii) 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.
- iv) **Must submit** an electronic scanned copy in PDF format (**as a running pdf**) to be sent to, email; recruitment@ksu.ac.ke

Applications must be submitted on or before **Tuesday 21, January, 2025** and be addressed to:

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

