



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

**OFFICE OF THE PRINCIPAL**

**EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS**

**FRIDAY FEBRUARY 14, 2025**

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 a Gazette legal Notice No. 117. The University College embraces excellence, responsiveness, teamwork, justice, fairness and courage as its core values.

In pursuit of its mission and mandate, the University College invites applications from qualified candidates to fill the following advertised positions:

S/NO	DESIGNATION	SCALE	NO. OF POSTS	ADVERT REF NO.
1.	Registrar Administration	15	1	KSUC/ADM/15/02/2025
2.	Registrar Academics	15	1	KSUC/ADM/16/02/2025
3.	Dean of Students	15	1	KSUC/ADM/17/02/2025

*Detailed information on the above positions and how to apply can be accessed on KSUC website <https://ksu.ac.ke/index.php/jobs/>*





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For improvement of its service delivery and performance, the University College invites applications from suitably qualified applicants for the following positions:

**1. REGISTRAR ADMINISTRATION - SCALE 15 (ADVERT REF: KSUC/ADM/15/02/2025)**

**Grade: KSUC Grade 15**

**No. of Posts: 1**

**Reports to: Deputy Principal**

**Terms of Engagement: Five (5) Years Contract**

**Basic Salary Scale: Ranges Between Kshs. 224,631 to Kshs. 345,816**

**a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i) Secretary to the University College Management Board;
- ii) Providing leadership in the formulation of strategies, policies and procedures on Human Resource Management and General Administration to support the University's overall business strategy.
- iii) Advising the University on all administrative matters.
- iv) Advising of the deployment and redeployment of Administrative Officers across the University College
- v) Overseeing the sourcing and management of cleaning and security services
- vi) Ensuring maintenance of office buildings and equipment.
- vii) Ensuring administration, enforcement and service delivery in the University College
- viii) Ensuring maintenance and security of records in the University College
- ix) Ensuring security of students, staff and University College properties;
- x) Initiating and overseeing the management of outsourced services on security and cleaning;
- xi) Overseeing transport and logistics;
- xii) Ensuring processing and dissemination of information.
- xiii) Overseeing maintenance and servicing of motor vehicles and office buildings.



- xiv) Ensuring timely payment of utility bills;
- xv) Reviewing work plans for the Administrative department and Liaising with the other departments/units for all administrative matters.
- xvi) Overseeing the preparation and implementation of budgets, procurement plans and departmental work plans in the directorate.
- xvii) Coordinating allocation and use of University College facilities;
- xviii) Coordinating the development and implementation of the University College master plan;
- xix) Ensuring general cleanliness of the University College premises.
- xx) Overseeing the performance appraisals for the support staff within the Department;
- xxi) Interpreting and disseminating Human Resource and Administration policies, plans, procedures and circulars;
- xxii) Reviewing and submitting periodic reports on human resource and administration within the University College;
- xxiii) Overseeing health services in the University College;
- xxiv) Providing strategic leadership in development and implementation of the University's strategy on job evaluation, job grading, salary surveys and salary structures to achieve equitable, affordable and fair remuneration in the University;
- xxv) Overseeing development and implementation of reward management policies and strategies that attract, motivate and retain employees for higher productivity;
- xxvi) Providing advisory on all employee relations and policy matters, across the University using internal and external insight to develop and sustain cordial Employee Relations;
- xxvii) Providing leadership to employee relations initiatives that promote Industrial harmony in the University College and oversee the management and implementation of employee wellness programs to promote a conducive working environment;
- xxviii) Facilitating efficient and effective administration services including maintenance of the University's property, offices and provision of transport services;
- xxix) Implementing Council decisions on matters relating to human resource and administration in the University College;
- xxx) Overseeing the resourcing and provision of sustainable medical care for staff;
- xxxi) Overseeing and guiding the negotiation process of CBA's with the union and enforce compliance with labour related statutes and regulations.

**b) Requirements for Appointment**

- i) Be a holder of a relevant Master's degree from an accredited and recognized university;
- ii) Must possess Bachelor's Degree in the relevant field in Social Sciences or Business from an accredited and recognized university. (Human Resource Management, business administration, Economics, Commerce) or a relevant degree;
- iii) Certified Human Resource Professional Certificate (CHRP) or Diploma in Human Resource Management.
- iv) Management course lasting not less than four (4) weeks cumulatively;
- v) At least twelve (12) years' relevant work experience, six (6) of which must be at management level;
- vi) Must be registered with the relevant professional body in good standing;
- vii) Proficiency in computer applications;
- viii) Fulfil the requirements of Chapter 6 of the Constitution of Kenya.





**2. REGISTRAR, ACADEMIC AFFAIRS -SCALE 15 (ADVERT REF: KSUC/ADM/16/02/2025)**

**Grade: KSUC Grade 15**

**No. of Posts: 1**

**Reports to: Deputy Principal**

**Terms of Engagement: Five (5) Years Contract**

**Basic Salary Scale: Ranges Between Kshs. 224,631 to Kshs. 345,816**

**a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i) Planning, developing, and overseeing the implementation of appropriate policies, regulations, and guidelines to promote teaching, learning, innovation, and technology transfer;
- ii) Reviewing, developing, and ensuring accreditation and implementation of academic programmes;
- iii) Declaring programmes and programme capacities for student placements and admissions;
- iv) Planning, developing, formulating, and implementing all activities related to admissions, enrollment records, registration of students, examinations, processing of results, and certification;
- v) Overseeing and coordinating both assessment and University College regular examinations;
- vi) Ensuring integrity, accuracy, and security in the in the production, handling, administration, and issuance of examinations, academic records, official academic transcripts, and original certificates;
- vii) Preparing, publishing, and implementing the academic calendar (semester/trimester) schedules;
- viii) Managing the assigned academic facilities, e-platforms (virtual learning) and academic programmes;
- ix) Managing University College's student records and data;
- x) Planning, recommending, installing, administering, and reviewing academic systems in line with University College objectives, policies, and procedures;
- xi) Developing, maintaining, and promoting academic collaboration and linkages with both local and international institutions of higher learning;
- xii) Reviewing, strengthening, and overseeing services offered to students with special needs;
- xiii) Interpreting and enforcing policies and regulations of the University College touching on academic and student matters;
- xiv) Investigating, analyzing, resolving, and reviewing student disputes related to records, registration, examinations, and certification;
- xv) Handling the secretariat for the University College Academic Board, deans, and other committees.

**c) Requirements for Appointment**

- i) Be a holder of an earned PhD degree from an accredited and recognized university; with at least (12) years' experience in administrative work, four (4) of which must have served as a Dean, Director (Academic), Chairperson of an academic department or Deputy Director or Deputy Registrar (Academic grade 14 or its equivalent;)

**OR**





- ii) Master's degree with at least (15) years' experience in administrative work, five (5) of which must have served as a Deputy Registrar (Academic).
- iii) Must have served as a Chairperson of an academic department.
- iv) Must be registered with the relevant professional body in good standing (where applicable);
- v) Management course lasting not less than four (4) weeks cumulatively;
- vi) Proficiency in computer applications;
- vii) Fulfil the requirements of Chapter 6 of the Constitution of Kenya

**3. DEAN OF STUDENTS - SCALE 15 (ADVERT REF: KSUC/ADM/17/02/2025)**

**Grade: KSUC Grade 15**

**No. of Posts: 1**

**Reports to: Deputy Principal (Academics)**

**Terms of Engagement: Five (5) Years Contract**

**Basic Salary Scale: Ranges Between Kshs. 224,631 to Kshs. 345,816**

**a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i) Responsible for all student welfare services in all campuses;
- ii) Liaise with other departments that may affect student welfare such as health, catering and accommodation;
- iii) Liaise with wardens to ensure student discipline and orderliness in the halls of residence;
- iv) Receive and act upon wardens reports or, where necessary, forward them to the head of division for further action;
- v) Liaise with the general public with regard to rules and regulations governing the conduct and discipline of the students of KSUC;
- vi) Undertake any other relevant duties as may be assigned by the head of division;
- vii) Responsible for the departmental Planning;
- viii) Oversee ISO implementation in the department;
- ix) Oversee the implementation of Performance Contract in the department.

**b) Requirements for Appointment**

Requirements for Direct Appointment Officer must have:

- i) PhD in Education or Social Sciences or equivalent qualification from a recognized University College with at least 12 years' experience five (5) years of which must have been served as Deputy Dean of Students at University College level or its equivalent;

**OR**

Master's degree in Education, Social Sciences or equivalent from a recognized University College with at least 15 years' experience five (5) years of which must have been served as Deputy Dean of Students at University College level or its equivalent;

- ii) Must possess Bachelor's Degree in the relevant field from an accredited and recognized university;
- iii) Should have attended at least one leadership and governance or a Management course lasting not less than four (4) weeks cumulatively;
- iv) At least twelve (12) years' relevant work experience, six (6) of which must be at management level;
- v) Must be registered with the relevant professional body in good standing (where applicable);
- vi) Should demonstrate mastery and understanding of government policies, procedure and regulations



- governing relevant fields/areas;
- vii) Proficiency in computer applications;
- viii) Fulfil the requirements of Chapter 6 of the Constitution of Kenya.

### **How to Apply**

- i) Applicants must submit seven (7) copies of application letters giving a detailed Curriculum Vitae showing their age, work experience, present post and salary attached, duly certified Academics and Professional documents, and other supporting documents.
- ii) Electronic scanned copies in PDF format (as a running pdf) to be sent to, email; [recruitment@ksu.ac.ke](mailto:recruitment@ksu.ac.ke)
- iii) All applications should be clearly marked with the referenced number of the advertised position
- iv) Applicants should request three referees to write and send a confidential letter of recommendation directly to the undersigned.
- v) Applications must be submitted on or before Friday, March 07, 2025 and be addressed to:

**THE PRINCIPAL  
KOITALEEL SAMOEI UNIVERSITY COLLEGE  
P.O BOX 5-30307  
MOSORIOT.**



**So as to be received by March, 7, 2025 by 1700hrs.**

***Only shortlisted candidates will be contacted and canvassing will result to automatic disqualification.***

***KSUC is an Equal Opportunity Employer and people with Disability and female candidates are encourage to apply.***