



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

EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

TUESDAY JULY 28, 2026

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 Legal Notice No. 177.

In pursuance of its mission and mandate the University College invites applications from suitably qualified candidates to fill the following under listed vacancies:

a) Academic Positions

S/NO.	DESIGNATION	DEPARTMENT	SCALE	NO. OF POST	ADVERT REF. NO.
1.	Senior Lecturer in Physical Education and Sports	Sports Science in School of Education (SOE)	13A	1	KSUC/AC/01/07/2026
2.	Senior Lecturer in Kiswahili	Literature, Languages and Linguistics- (SOE)	13A	1	KSUC/AC/02/07/2026
3.	Lecturer in Applied Mathematics	Science and Technology	12A	1	KSUC/AC/03/07/2026
4.	Lecturer in Statistics	Science and Technology	12A	1	KSUC/AC/04/07/2026
5.	Lecturer in Geography	Humanities and Social Sciences- (SOE)	12A	1	KSUC/AC/05/07/2026
6.	Lecturer in History		12A	1	KSUC/AC/06/07/2026
7.	Lecturer in Literature		12A	1	KSUC/AC/07/07/2026
8.	Lecturer in Kiswahili		12A	1	KSUC/AC/08/07/2026

b) Administrative Positions

S/NO.	DESIGNATION	SCALE	NO. OF POST	ADVERT REF. NO.
1.	Deputy Director Finance and Accounts	14	1	KSUC/ADM/05/07/2026
2.	Assistant Director, Finance and Accounts	13	1	KSUC/ADM/06/07/2026
4.	Counsellor II	EF	1	KSUC/ADM/07/07/2026
5.	Pharmaceutical Technologist II	CD	1	KSUC/ADM/08/07/2026
6.	Driver II	IV	1	KSUC/ADM/09/07/2026

Positions and how to apply can be accessed on KSUC Website: <https://ksu.ac.ke>



<https://ksu.ac.ke/index.php/jobs/>

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TUESDAY JULY 28, 2026

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 Legal Notice No. 177. The University College embraces Integrity, Excellence, Academic Freedom, Justice and Fairness, Courage and Resilience, Creativity and Innovativeness and Accountability as its core values

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

ACADEMIC STAFF

1. SENIOR LECTURER/SENIOR RESEARCH FELLOW REF: KSUC/AC/01 & 02 /07/2026

Physical Education and Sports (1) and Kiswahili (1)

Grade:	KSUC Grade 13
No. of Posts:	Two (2)
Reports to:	Director of School
Terms of Engagement:	Permanent and pensionable
Basic Salary Scale:	Ranges between Kshs. 154,739.00 to Kshs. 238,221.00

Job Specifications

This position is responsible for offering academic leadership in their area of specialty.

Duties and Responsibilities

- i) Undertaking teaching at undergraduate and graduate levels;
- ii) Undertaking research and produce publications or other research outputs;
- iii) Supervising undergraduate and postgraduate research;
- iv) Leading in curriculum development and review;
- v) Examination preparation, administration and assessment;
- vi) Participating in administration and management of departmental programmes and activities;
- vii) Developing learning materials including modules;
- viii) Undertaking community outreach activities;

- ix) Attracting research and development funds;
- x) Participating in the development and review of academic programmes;
- xi) Guiding, mentoring and counselling students;
- xii) Where appropriate provide leadership in the department or school;
- xiii) Attending and participating in research conferences and seminars.

a) Person Specifications

For appointment to this grade a candidate must have: -

- i) An earned PhD or equivalent from a recognized University;
- ii) A minimum of three (3) years at Lecturer/Research Fellow level; OR; A minimum of six (6) years of Industry experience in relevant field;
- iii) Registered with relevant professional body (where applicable);
- iv) Must have supervised to completion: A minimum of one (1) PhD and one (1) Masters student OR: A minimum of three (3) Masters students;
- v) A minimum of 24 publication points from peer-reviewed journals with; A minimum of four (4) publications in refereed scholarly journals since last promotion OR; A minimum of two (2) publications in refereed scholarly journals and two (2) scholarly published teaching lecture modules or two (2) working occasional/ discussion papers or since last promotion;
- vi) Attracted research or development funds or educational resources as a lecturer/ Senior research fellow (cumulative);
- vii) Must show evidence of community service;
- viii) Proficiency in computer applications;
- ix) Fulfil the requirements of Chapter 6 of the Constitution.

b) Skills and Competencies

- i) Team leading and management;
- ii) Interpersonal skills;
- iii) Technical expertise;
- iv) Creativity and skills innovation;
- v) Change management and risk;
- vi) Professional ethics;
- vii) Coaching and mentoring;
- viii) Team player and management;
- ix) Technological savvy;
- x) Result oriented;
- xi) Critical thinking.

Applied Mathematics (1) Statistics (1) Kiswahili (1), Geography (1), History (1) and Literature (1).

Grade:	KSUC Grade 12
No. of Posts:	Six (6)
Reports to:	Director of School
Terms of Engagement:	Permanent and pensionable
Basic Salary Scale:	Ranges between Kshs. 121, 928.00 to Kshs. 187,710.00

a) Job Specification

Duties and responsibilities

- i) Undertaking teaching at undergraduate and graduate levels;
- ii) Undertaking research and produce publications or other research outputs;
- iii) Supervising undergraduate and postgraduate research;
- iv) Participating in curriculum development and review;
- v) Examination preparation, administration and assessment;
- vi) Participating in administration and management of departmental programmes and activities;
- vii) Developing learning materials including modules;
- viii) Undertaking community outreach activities;
- ix) Participating in the development and review of academic programmes;
- x) Guiding, mentoring and counselling students;
- xi) Attending and participating in research conferences and seminars.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i) An earned PhD or equivalent degree qualification in the relevant field from a recognized University;
 - a) OR; A Master Degree qualification (plus a PhD registration) in the relevant field from a recognized University (in special cases) with at least (3) years teaching experience at University level or in research or industry in relevant area;
- ii) Registered with relevant professional body (where applicable);
- iii) A minimum of eight (8) publication points from peer-reviewed journals with; Minimum of two (2) publications in refereed journals or two (2) scholarly published teaching modules or two (2) peer reviewed working/ occasional/ discussion papers;
- iv) Must show evidence of community service;
- v) Proficiency in computer applications;
- vi) Fulfil the requirements of Chapter 6 of the Constitution.

c) Skills and Competencies

- i) Interpersonal skills;

- ii) Technical expertise;
- iii) Creativity and skills innovation;
- iv) Change management and risk;
- v) Professional ethics;
- vi) Coaching and mentoring;
- vii) Team player and management;
- viii) Technological savvy;
- ix) Result oriented;
- x) Critical thinking.

ADMINISTRATIVE STAFF

1. DEPUTY DIRECTOR FINANCE AND ACCOUNTS REF: KSUC/ADM/05/07/2026)

Grade:	KSUC Grade 14
No. of Posts:	One (1)
Terms of Engagement:	Permanent and Pensionable Terms
Basic Salary Scale:	Ranges between Kshs. 173,864 to Kshs. 267,662

a) Job Specifications

The duties and responsibilities shall entail;

- i) Leading the development of the financial accounting and reporting policies and procedures to ensure alignment of the department objectives with the overall university's strategy.
- ii) Developing and monitoring the implementation of the annual work plan for the department to ensure deliverables are met and are in line with established timelines and quality standards.
- iii) Leading in the formulation and implementation of the department budgetary control policies and procedures to ensure optimal resource utilization in the University College.
- iv) Reviewing reports on monthly utilization of budgets and make recommendations on the budget variances to ensure efficiency in utilization of the University College resources.
- v) Developing the departmental work plan in line with the overall University College strategic plan.
- vi) Overseeing duty allocation to all the staff members in the department for efficient service delivery and achievement of all set targets and objectives.
- vii) Leading the development and performance management of staff that report to the position to ensure the achievement of both individual and departmental objectives.
- viii) Liaising with human resource on recruitment of staff in the department to ensure that the finance department is adequately staffed.
- ix) Reviewing management reports such as cash flows, budget variance reports and advice management on the financial performance of the University College for decision making.
- x) Instituting and coordinating risk management framework to ensure that University College resources are safeguarded and properly utilized.
- xi) Preparing annual departmental procurement plans to ensure provision of required resources on timely basis for efficiency.
- xii) Reporting regularly on finance performance of the University College to management and also report on budgetary variance to inform on financial decision making
- xiii) Validating and approving accurate and timely administration of all tax and statutory compliance issues and effective management of payroll
- xiv) Ensuring accurate and timely payments of goods, works and services;
- xv) Reviewing periodic reports for submission to The National Treasury.
- xvi) Ensuring adherence to the approved budget to prevent overspending in votes

- xvii) Liaising with Academic Division ensure that students are properly invoiced and fee collection is done at the right time to avoid interruption of student learning time.
- xviii) Verifying monthly bank reconciliations statements, trial balance and other reports to ensure accuracy.
- xix) Undertaking surveys to establish areas of potential operational improvements.
- xx) Implementing quality management system procedures in the department for conformity and efficiency.
- xxi) Preparing and controlling the finance department budget.
- xxii) Participating in the development of University College budget
- xxiii) Training and mentorship of finance staff.

b) Person Specification

For appointment to this grade, one must;

- i) Possess a Master's Degree in Finance/Accounting or Business Administration or its equivalent from an accredited and recognized university.
- ii) Possess a Bachelor's Degree in Finance/Accounting or Business Administration or its equivalent from an accredited and recognized university.
- iii) Be a Certified Public CPA (K) or its equivalent.
- iv) Have at least twelve (12) years' relevant work experience, three (3) of which must be at management level;
- v) Be a member of Institute of Certified Public s (K) and in good standing;
- vi) Management course lasting not less than four (4) weeks cumulatively;
- vii) Have outstanding professional competence and hands-on experience in Financial Management and reporting;
- viii) Demonstrate high administrative capabilities;
- ix) Be computer proficient (Accounting packages) with detailed understanding of ERP;
- x) Satisfy the requirements of Chapter Six of the Constitution.

c) Key Competencies and Skills

- i) Technical Skills.
- ii) Strong analytical skills.
- iii) Communication skills.
- iv) Strategic and innovative thinking.
- v) Strong interpersonal skills.
- vi) Ability to mobilize resources.
- vii) Negotiation skills.

2. ASSISTANT DIRECTOR, FINANCE AND ACCOUNTS REF: KSUC/ADM/06/07/2026

Grade: KSUC Grade 13

No. of Posts: One (1)

Terms of Engagement: Permanent and Pensionable

Basic Salary Scale: Ranges between Kshs. 136,171.00 to Kshs. 209,636.00

a) Job Specifications

The duties and responsibilities shall entail:

- i) Developing the financial accounting and reporting policies and procedures to ensure alignment of the department objectives with the overall University College's strategy.
- ii) Developing and monitoring the implementation of the annual work plan for the department to ensure deliverables are met and are in line with established timelines and quality standards.
- iii) Formulation and implementation of the department budgetary control policies and procedures to ensure optimal resource utilization in the University College;
- iv) Reviewing reports on monthly utilization of budgets and make recommendations on the budget variances to ensure efficiency in utilization of the university resources;
- v) Developing the departmental work plans in line with the overall University College's strategic plan;
- vi) Overseeing duty allocation to all the staff members in the department for efficient service delivery and achievement of all set targets and objectives;
- vii) Development and performance management of staff that report to the position to ensure the achievement of both individual and departmental objectives;
- viii) Liaising with human resource on recruitment of staff in the department to ensure that the finance department is adequately staffed;
- ix) Reviewing management reports on cash flows, budget variance reports and advice management of the finance performance of the University College and make decision on what remedies are supposed to be;
- x) Preparing annual departmental procurement plans to ensure provision of required resources on timely basis for efficiency;
- xi) Reporting regularly on finance performance of the University College to management and also report on budgetary variance to inform on financial decision making;
- xii) Validating and approving accurate and timely administration of all tax and statutory compliance issues and effective management of payroll;
- xiii) Ensuring accurate and timely payments of goods, works and services;
- xiv) Preparing periodic reports for submission to the National Treasury;
- xv) Ensuring adherence to the approved budget to prevent overspending in votes;
- xvi) Liaising with Academic Division to ensure that students are properly invoiced and fee collection is done at the right time to avoid interruption of student learning time;
- xvii) Verifying monthly bank reconciliations statements, trial balance and other reports to ensure accuracy;

- xviii) Implementing quality management system procedures in the department for conformity and efficiency;
- xix) Providing input into the University College budget through preparation of departmental budget estimates;
- xx) Controlling and managing the budget and expenditure of the finance department.

b) Person Specification

For appointment to this grade, a candidate must:

- i) Be a holder of at least an MBA (Finance/Accounting option) or its equivalent from an accredited and recognized University;
- ii) Be a holder of Bachelor's Degree in Finance/Accounting or its equivalent from an accredited and recognized University;
- iii) Be a Certified Public CPA (K) or its equivalent;
- iv) Have at least ten (10) years' relevant work experience with at least six (6) years in supervisory role;
- v) Management course lasting not less than four (4) weeks cumulatively;
- vi) Be a member of Institute of Certified Public s (ICPAK) and in good standing;
- vii) Have outstanding professional competence and hands-on experience in Financial Management and reporting;
- viii) Be computer proficient (Accounting packages) with detailed understanding of Enterprise Resource Planning (ERP);
- ix) Satisfy the requirements of Chapter Six of the Constitution.

c) Key competencies and skills

- i) Ability to mobilize resources;
- ii) Negotiation skills;
- iii) Decision making;
- iv) Technical Skills;
- v) Analytical skills;
- vi) Communication skills;
- vii) Strategic and Innovative thinking;
- viii) Interpersonal skills.

3. COUNSELLOR II - REF: KSUC/ADM/07/07/2026)

Grade: KSUC Grade EF

No. of Posts: One (1)

Terms of Engagement: Permanent and pensionable

Basic Salary Scale: Ranges between Kshs. 55,373.00 to Kshs. 97,988.00

a) Job specification

The duties and responsibilities entail assist in:

- i) Handling students' issues concerning their social life by offering guidance and counselling in order to correct their undesirable behaviors.
- ii) Conducting the process of recruiting, interviewing and training peer educators.
- iii) Conducting guidance and counselling sessions in order to address arising social issues such as misuse of drugs.
- iv) Identifying topical issues that are beneficial to students.
- v) Organizing for motivational speakers to address students on topical issues.
- vi) Maintaining consistent follow-up with the students to ensure sustainable improvement.
- vii) Referring students who require specific attention to the appropriate service provider such as drug addicts who require rehabilitation services

b) Person Specification

For appointment to this grade, one must:

- i) Must possess Bachelor Degree in Counselling, Social Sciences, Education or its equivalent from an accredited and recognized university.
- ii) Be a member of a counsellors' body such as Kenya Counselors and Psychologists Association or Kenya Universities Psychologists and Counsellors Association.
- iii) Be computer proficient
- iv) Satisfy the requirements of Chapter Six of the Constitution

c) Skills and competencies

- i) Empathy
- ii) Analytical skills.
- iii) Communication skills.
- iv) Strategic and innovative thinking.
- v) Interpersonal skills
- vi) Negotiation skills
- vii) Decision making

4. PHARMACEUTICAL TECHNOLOGIST II - REF: KSUC/ADM/08/07/2026)

Grade: KSUC Grade CD

No. of Posts: One (1)

Terms of Engagement: Permanent and pensionable

Basic Salary Scale: Ranges Between Kshs. 42,858.00 to Kshs. 73,317.00

a) Job Descriptions

Duties and Responsibilities for this grade will entail:

- i) Receiving prescriptions from prescribers for timely dispensing
- ii) Counseling patients on drug usage to ensure drug adherence

- iii) Checking prescriptions for drug interaction in order to detect drug incompatibilities so as to minimize side effects
- iv) Correcting dosage errors that may accidentally occur in order to ascertain proper drug usage
- v) Adjusting drug dosage if necessary to meet the needs of the patient
- vi) Liaising with the support staff to make sure the physical environment is conducive for proper dispensing of medicines
- vii) Receiving drugs from the store as per order request form to ensure availability on shelf for dispensing to patients
- viii) Ensuring good inventory management practices, of the medicines and medical supplies, at the Health Unit.
- ix) Ensuring rational use of drugs at the nursing section with focus on improved therapeutic outcomes based on appropriate drug use.
- x) Keeping records of serious incidents e.g. drug errors, poor quality and expired drugs.

b) Person Specifications

For appointment to this grade, a candidate must have: -

- i) Have Diploma in Pharmacy from a recognized institution;
- ii) Must be enrolled as Pharmaceutical Technologist by Pharmacy and Poisons Board and have a valid practicing license;
- iii) KCSE C (Plain) or its equivalent
- iv) At least three (3) years relevant working
- v) Proficiency in computer applications;
- vi) Fulfil the requirements of Chapter 6 of the Constitution.

c) Skills and Competences

- i) Interpersonal skills.
- ii) Decision-making and problem-solving skills.
- iii) Planning and organizing the job.
- iv) Administrative and supervisory skills.
- v) Effective communication skills.
- vi) Influencing persuasion and negotiation.
- vii) Team building skills
- viii) Leadership skills
- ix) Negotiation skills
- x) Conflict management skills
- xi) Counselling skills

5. DRIVER I REF: KSUC/ADM/09/07/2026)

Grade: KSUC Grade 1V

No. of Posts: One (1)

Terms of Engagement: Permanent and pensionable

Basic Salary Scale: Ranges between Kshs. 28,261.00 to Kshs. 43,515.00

a) Job Specifications

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) Preparing and submitting reports on transport when need arises; and
- ix) Ensuring safety of passengers and/or goods therein;
- x) Guiding and supervising other drivers in the University College.

b) Person Specifications

For appointment to this grade a candidate 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

a) Skills and Competences

- i) Good documentation skills
- ii) Communication and reporting skills
- iii) Interpersonal skills

- iv) Attention to detail
- v) Team player

How to Apply

- i) Applicants **must** submit one (1) copy of application letter 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) **Must submit** an electronic scanned copy in PDF format (as a running pdf) to the email; 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 Tuesday, August 18, 2026 and be addressed to:

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

So as to be received by August 18, 2026 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.