



Kirinyaga University

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VACANCIES

Kirinyaga University is a chartered government owned and established under the Universities Act No.42 of 2012. At present, the University runs degree programmes across four faculties; Health Sciences, Business and Education, Pure and Applied Sciences and Engineering and Technology. The University, situated about 115 kilometers from Nairobi, is among the vibrant and fastest growing citadels of learning in Kenya.

The University invites applications from suitably qualified and experienced persons with excellent academic credentials to fill the following vacant positions;

NON -ACADEMIC POSITIONS

Estates Department

Maintenance Officer:	Grade 10	1 Position	KyU/NT/101/01/2025
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Medical Services Department

Clinical Officer:	Grade 10	1 Position	KyU/NT/102/01/2025
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Internal Audit Department

Internal Auditor:	Grade 8	1 position	KyU/NT/103/01/2025
Internal Audit Assistant	Grade 5	1 position	KyU/NT/104/01/2025

REQUIREMENTS

1. MAINTENANCE OFFICER Grade 10

Duties and Responsibilities

- Maintenance of physical facilities, housekeeping and ground maintenance
- Preparation of Architectural and structural drawings
- Preparation of cost estimates related to maintenance and construction of new buildings.
- Site measurements for valuation of projects
- Co-ordinate Artisans work as assigned
- Ensuring that materials are utilized well to avoid loss.
- Conducting routine maintenance surveillance.

- h) Collaborating and giving input for implementation of maintenance schedule for physical facilities.
- i) Ensure delivery of quality services and workmanship by contractors and consultants
- j) Perform any other duty as may be assigned by the immediate supervisor

Requirements;

- Bachelors' Degree in Construction Management/ Civil Engineering/ Quantity Surveying/ Architecture from a recognized Institution
- Registration with the relevant professional body.
- Cumulative service period of six (6) years relevant work experience, three (3) of which should be at the grade of Maintenance Officer II in a comparable position/ a University setup.

2. CLINICAL OFFICER: Grade 10

Duties and Responsibilities

- a) Supervises / Oversees Junior health workers.
- b) Diagnosing and treating patients' ailments at the University health facility;
- c) Planning and conducting primary health care activities;
- d) Attending to patients and referring them for further medical attention, where necessary;
- e) Counseling of patients in the clinic;
- f) Ensuring compliance with all statutory provisions relating to Health Services delivery and Medical staff registration and retention in professional registers;
- g) Providing routine patient care and support, including health education;
- h) Maintaining appropriate health records;
- i) Performing minor surgical and medical procedures as part of treatment; and
- j) Compile periodic reports as required to plan for the section.
- k) Perform any other duties as may be assigned by the immediate supervisor.

Requirements;

- a) Bachelor's Degree /Higher Diploma in Clinical Medicine or its equivalent from a recognized and accredited institution;
- b) Have 3 years' experience as a Clinical Officer I.
- c) Registered by Clinical Officers Council.
- d) Have valid practicing license.

3. INTERNAL AUDITOR Grade 8

Duties and Responsibilities

- a) Implementing fraud investigation and anti-corruption policies, strategies, guidelines and plans;
- b) Compiling data on financial records, systems and processes;
- c) Carrying out audit checks and identifying any accounting errors;
- d) Undertaking spot-checks and cash surveys;
- e) Performing information systems audits;
- f) Undertaking audit investigations;
- g) Developing scripts for mining and analyzing data for routine internal audit activities;
- h) Carrying out audit follow-ups on implementation of recommendations on audit reports;

- i) Undertaking audits on compliance of statutory provisions and internal regulations;
- j) Preparing documents and taking minutes of the risk and audit committee of the University; and
- k) Preparing internal audit reports.

Requirements;

- Bachelor’s degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognized and accredited institution;
- Cumulative service period of three (3) years relevant work experience at the grade of Internal Auditor II or in a comparable position;
- Certificate in any of the following: Part I of the Certified Internal Auditor (CIA), Part I of the Certified Public Accountants (CPA) Examination, Part I of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution;
- Registered with relevant professional body (where applicable);
- Proficiency in computer applications.

4. INTERNAL AUDIT ASSISTANT Grade 5

Duties and Responsibilities

- a) Examine and vouch accounting and stores documents.
- b) Make a physical check of stores.
- c) Update audit reference records.
- d) Perform any other duties as may be assigned by the immediate supervisor.

Requirements;

- Diploma in Accounting or equivalent qualification from a recognized institution.
- CIA 1 or CPA (1)
- KCSE mean grade of C (Plain) and above.
- Three (3) years’ experience in a busy organization.
- Knowledge of relevant Computer Packages.

Terms and conditions of service

- Successful candidates will be offered a competitive remuneration package.
- Employment will be on Permanent and Pensionable terms.
- Those with degrees from foreign Universities should attach certificates of equation and recognition of qualifications from Kenya National Qualifications Authority.

Mode of application

Applicants must submit five (5) copies of applications giving details of the educational and professional qualifications, age, detailed work experience, present post and salary, applicant’s telephone number and e-mail address. Enclose certified copies of certificates and testimonials giving names and addresses of three (3) referees who are knowledgeable about the applicant’s competence and areas of specialization, accompanied by a detailed curriculum vitae and a copy of most recent letter of appointment.

Interested applicants should send the applications to the undersigned, quoting the reference number for the job applied for so as to be received on or before **3rd February, 2025**.

**THE VICE CHANCELLOR
KIRINYAGA UNIVERSITY
P. O. BOX 143-10300
KERUGOYA**

Kirinyaga University is an equal opportunity employer. Applicants of either gender, persons with disabilities and persons from marginalized communities are encouraged to apply.

Only Shortlisted Candidates will be contacted.

KyU is ISO 9001:2015 certified

Kirinyaga University is Zero Tolerant to Corruption.

