



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 person with excellent academic credentials to fill the following vacant positions;

NON ACADEMIC POSITIONS

Vice Chancellor Office

Senior Corporate Communications Officer I Grade 11 1 Position KyU/NT/107/04/2025

Estates Department

Plumber II Grade 4 1 Position KyU/NT/108/04/2025

REQUIREMENTS

1. SENIOR CORPORATE COMMUNICATIONS OFFICER I, Grade 11

Job Purpose

The Job holder is responsible for maintaining a positive corporate image and marketing the University Programmes.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) Implementing corporate communications policies, strategies and programmes;
- (ii) Implementing media relations and internal communications programmes;

- (iii) Preparing media supplements and documentaries, press/media releases and features;
- (iv) Managing and updating social media platforms;
- (v) Developing a publicity framework for purposes of public awareness;
- (vi) Maintain a photo gallery for the University;
- (vii) Coordinating media/advocacy foras;
- (viii) Developing and updating a database for media contacts;
- (ix) Providing communication linkage between the University and stakeholders;
- (x) Editing and production of communication materials, publications, press, statements/releases and writing opinions;
- (xi) Ensuring adherence to the corporate brand;
- (xii) Developing information education communication materials;
- (xiii) Analyzing information on communication needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures; and
- (xiv) Preparing communication materials, including press releases, talking points, reports, speeches web material and videos.
- (xv) Perform any other duty as may be assigned by the immediate supervisor.

Requirements

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

- (i) Master's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognized and accredited institution;
- (ii) Three (3) years' experience as Senior Corporate Communication Officer II or in a comparable position;
- (iii) Relevant technical and professional certification from recognized and accredited institution;
- (iv) Registered with relevant professional body (where applicable);
- (v) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

2. PLUMBER II

Grade 4

Duties and Responsibilities

- (i) Regular inspection and maintenance of plumbing systems.
- (ii) Repair of leaking pipes, faucets, clogged drains.
- (iii) Install water supply lines, drainage systems, fixtures and appliances.
- (iv) Respond promptly to plumbing emergencies such as burst pipes and sewer backups.

- (v) Assist in remodeling projects by replacing outdated plumbing systems with modern, energy- energy efficient alternatives.
- (vi) Monitor and maintain intake works to ensure constant water supply to the university.
- (vii) Perform any other duty as may be assigned by the immediate supervisor.

Requirements;

- (i) KCSE - D+ (Plus)
- (ii) Government Trade Test I Certificate.
- (iii) Certificate in plumbing from accredited Training Institution.
- (iv) Three (3) years' experience as Plumber III or in a comparable position.

Terms and conditions of service

- Successful candidate 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 **19th May, 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.

