

# KIRINYAGA UNIVERSITY

## ADVERTISEMENT

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**23<sup>rd</sup> August, 2024**

### **Records Clerk (1 Position)**

Kirinyaga University seeks qualified and dedicated individual to fill the following vacant position on **casual basis** for **three (3) months**.

### **Requirements.**

Applicants must possess the following qualifications;

- KCSE Certificate with a minimum grade of C- (minus),
- Diploma in Records Management or relevant qualification
- Be computer Literate.
- Have at least three years past working experience

### **Mode of Application**

Candidates who meet the above requirements should forward their applications and copies of academic certificates to the address below to be received not later than **Thursday, 5<sup>th</sup> September, 2024**

**The Vice Chancellor  
Kirinyaga University  
P.O Box 143-10300  
KERUGOYA**