

UNIVERSITY OF EMBU

P.O. BOX 6-60100, EMBU, KENYA Website: www.embuni.ac.ke

INTERNAL ADVERT

The University of Embu (UoEm) is seeking to recruit suitably qualified and experienced individuals to fill the following positions:

NON TEACHING POSITIONS

1. ADMINISTRATIVE ASSISTANT- GRADE C/D (UOEM/AA/09/2020)

- i. Must have KCSE/KCE Certificate with a mean of C+ or equivalent
- ii. Must be a holder of Bachelor's Degree in any field from a recognized University
- iii. Those with additional qualifications in management such as CPS will have an added advantage.
- iv. Must be computer literate

2. ACCOUNTS ASSISTANT- GRADE A/B (UOEM/ACS/09/2020)

- i. Must be holders of KCSE C (Plain)/KCE Div. III.
- ii. Must have CPA II or equivalent professional qualification.
- iii. Must be computer literate
- iv. Have relevant work experience.

3. ASSISTANT PROCUREMENT – GRADE A/B(UOEM/AP/09/2020)

- i. Must be holders of KCSE C (Plain)/KCE Div. III.
- ii. Must have a Diploma in Purchasing and Supplies Management or its equivalent.
- iii. Must be computer literate
- iv. Have relevant work experience.

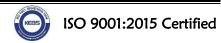
4. ASSISTANT HOUSEKEEPER – GRADE A/B (UOEM/AH/09/2020)

- i. Must be holders of KCSE C (Plain)/KCE Div. III
- ii. Must have a Diploma in Institutional Management or its equivalent.
- iii. Must be computer literate.
- iv. Have relevant work experience

5. ASSISTANT PUBLIC HEALTH OFFICER – GRADE A/B (UOEM/APHO/09/2020)

- i. Must be holders of KCSE C (Plain)/KCE Div. III
- ii. Must have a Diploma in Public Health or Environmental Health or its equivalent.
- iii. Must be computer literate.
- iv. Have relevant work experience.





6. ASSISTANT GRAPHIC DESIGNER – GRADE A/B(UOEM/AGD/09/2020)

- i. Must be holders of KCSE C (Plain)/KCE Div III
- ii. Must have a Diploma in Graphic Design or its equivalent.
- iii. Must be computer literate.
- iv. Have relevant work experience.

7. OFFICE ASSISTANT II – GRADE III/IV (UOEM/OA/09/2020)

- i. Must be holders of KCSE D+/KCE Div. IV
- ii. Must have a Certificate in Office Administration, ICT or equivalent
- iii. Must be computer literate.
- iv. Have relevant work experience.

8. PROCUREMENT ASSISTANT – GRADE III/IV (UOEM/PA/09/2020)

- i. Must be holders of KCSE D+/KCE Div. IV
- ii. Must have a Certificate in Purchasing and Supplies Management or its equivalent.
- iii. Must be computer literate.
- iv. Have relevant work experience.

9. COOK – GRADE III/IV (UOEM/CK/09/2020)

- i. Must be holders of KCSE D+/KCE Div IV
- ii. Must have a Certificate in Food and Beverages or its equivalent.
- iii. Must be computer literate
- iv. Have relevant work experience.

10. CLEANER/MESSENGER II- GRADE I/II (UOEM/CM/09/2020)

Must be holders of KCSE D+/KCE Div. IV. Those who have worked in the same position for more than three years will have an added advantage.

How to apply:

- 1. Open the University of Embu website; <u>www.embuni.ac.ke</u>, choose the job application portal and fill in your details as guided; and
- 2. Send one (1) hard copy of the application letter, accompanied by detailed curriculum vitae (signed on all pages), copies of certified academic and professional certificates, National ID card and other relevant testimonials.

Note: Applicants who do not submit one (1) hard copy of the application package will not be considered.

An application package (with job reference number clearly marked on the envelope) should reach the undersigned not later than Friday, 2nd October, 2020.

The Vice-Chancellor, University of Embu, P.O. Box 6-60100, Embu, Kenya. Note:

University of Embu is an equal opportunity employer



