



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; www.embuni.ac.ke, 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

