



**OFFICE OF REGISTRAR  
(ADMINISTRATION AND HUMAN CAPITAL)**

Ref: LU/R(ADMIN)/IA/1/8/82

5<sup>th</sup> January, 2021

**INTERNAL ADVERTISEMENT**

**DEPARTMENTAL EXAMINATION OFFICER**

Applicants are invited for the post of Examination Officer in the Literary and Communication Studies department:-

**DUTIES AND RESPONSIBILITIES**

- (i) To coordinate the submission of draft examinations as well as recording them.
- (ii) To be the custodian to examination drafts for the period they are in the Department.
- (iii) To Coordinate the Academic Staff in the Department to ensure that examination processing schedule is adhered to.
- (iv) To prepare examination invigilation schedules in collaboration with the Directorate of Examination and Time-Tabling.
- (v) To oversee the administration of examinations within the Department.
- (vi) To receive and register examination results, including examination scripts.
- (vii) To coordinate the internal/external moderation of examination results in consultation with the Chair of Department and Directorate of Examination and Time Tabling.
- (viii) To provide direction on all matters touch on examination in the Department in consultation with the Chairman of Department/Directorate of Examination and Time Tabling.
- (ix) To submit examination results to the Dean's office for processing.
- (x) To retrieve and address issues concerning examination marks in time.
- (xi) To ensure timely collection and distribution of Provisional transcripts to students; and
- (xii) Any other duty related to management of examination as may be directed by the Chairman of the Department and other relevant organs of the University or as deemed necessary under any emerging situation and/ or conditions in the University.

Successful applicants will be offered a two years appointment, renewable subject to satisfactory performance.

**ENTITLEMENT**

Entertainment allowance	Kes.12,000 per month
Responsibility allowance	Kes.18,000 per month

**Vision** : A University for Valued Transformation of Society

**Mission**: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



## **MODE OF APPLICATION**

An application with a detailed Curriculum Vitae and copies of certificates (1 copy each) should be submitted through the Dean and CoD to:

**The Vice-Chancellor  
Laikipia University  
P.O. Box 1100-20300  
NYAHURURU**

**Not later than 19<sup>th</sup> January, 2021**

*Laikipia University is an equal employer.*

*Persons of the female gender persons living with disabilities and those from minority groups are encouraged to apply*

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