

# LAIKIPIA

P.O. Box 1100- 20300,  
NYAHURURU, KENYA



# UNIVERSITY

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## OFFICE OF THE REGISTRAR (ADMINISTRATION AND HUMAN CAPITAL)

Ref: LU/ADMIN/R (ADMIN)/132/EA/106

Friday 17<sup>th</sup> March, 2023

### RE - ADVERTISEMENT FOR A JOB VACANCY

Laikipia University is a Public Chartered University located 11 kms from Nyahururu Town along Nyahururu -Nakuru Road and 50 kms from Nakuru along Nakuru – Nyahururu road.

Laikipia University's vision is to be a University for valued transformation of society with a mission to serve students and society through research, education, scholarship, training, outreach and consultancy. To effectively fulfill this core mandate, applications are invited from suitably qualified candidates to fill the below vacant position:

Job Title: RADIO BROADCASTER GRADE AD 5 – One post	
Ref: No.	LU/AD/RB/8/3/2023
Basic Salary Scale :	Kes. 29,464 - Kes. 39,776 per month
House Allowance :	Kes. 17,692
Leave Allowance :	As provided by the University
Other Allowances :	As provided by the University
Terms of Service :	Three (3) years contract renewable subject to satisfactory work performance.
<b>Key Responsibilities:</b> <ol style="list-style-type: none"> <li>Assist in student projects/ research practical classes and courses and keeping of student records e.g. attendance, practical allocations and loss and breakage records.</li> <li>Present Publications for marketing the University and its products.</li> <li>Research topics and background information for items to be featured on the programme.</li> <li>Carryout audio production, writing for radio, radio broadcasting, public speaking, and even radio station management among others.</li> <li>Plan and rehearse the University Radio Shows for community outreach programmes.</li> <li>Be aware of the legal environment in which the media operate.</li> <li>Do short news, traffic, sport or weather reports and updates.</li> <li>Provide links between programmes.</li> <li>Read from a script or autocue, or improvise.</li> <li>In radio, 'drive' the desk and operate some of the technical equipment for recording and playback, using computers to cue up and play music and jingles.</li> <li>Keep the programme running to schedule, responding positively and quickly to problems or changes and improvising where necessary.</li> <li>Any other duty as may be assigned by the immediate supervisor.</li> </ol>	

**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



**Qualifications:**

For appointment to this post, a candidate must have;

- a. Diploma in Mass Communication and Journalism from a recognized institution
- b. At least three (3) year experience in a credible radio station.

**Important information to all Applicants:**

Upon offer of appointment, the candidate will be required to satisfy the requirement of chapter 6 of the constitution of Kenya 2010 on Leadership and Integrity and shall provide;

- a. Certificate of good conduct from the Directorate of Criminal Investigation.
- b. Tax compliance certificate from KRA
- c. Clearance certificate from Higher Education Loans Board.
- d. Clearance certificate from CRB
- e. Self-declaration clearance certificate from Ethics and Anti-Corruption Commission.

**Mode of Application:**

1. Applicants are required to submit one (1) manual (hard) copy of detailed curriculum vitae (detailing academic qualifications, membership of professional associations), copies of certificates, email addresses and telephone contacts;
2. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents;
3. Applicants should also provide names, telephone numbers and contact addresses of three (3) referees.
4. Manual applications should be submitted in a sealed envelope clearly marked:

***“Application for the Position of Radio Broadcaster – Laikipia University”***; and delivered to:

**THE DEPUTY VICE – CHANCELLOR (AFP)**

Laikipia University

P.O Box 1100-20300

**NYAHURURU - KENYA**

5. Online applications should be submitted via email to: [radmin@laikipia.ac.ke](mailto:radmin@laikipia.ac.ke)
6. All applications should reach the above office on or before **7<sup>th</sup> April, 2023 @ 5.00 p.m.** (East African Time).

***Laikipia University is an equal opportunity employer, Youth, Women and Persons with disabilities, marginalized and minority communities are encouraged to apply.***