



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

Ref: LU/ADMIN/R(ADMIN)/132/EA/80

22nd December, 2020

JOB VACANCIES

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. The mission is to serve students and society through research, education, scholarship, training, outreach and consultancy. To effectively fulfill its mandate, the University has vacancies for the following positions in different departments.

1. Community Health Nursing Officer II Grade 8 - (2 Posts) Ref.No.LU/AD/1/12/20

The appointment is on a 3 (three) years contract renewable subject to satisfactory performance.

Applicants must;

- Be holders of Diploma in Community Health Nursing from an accredited institution.
- Must be registered with relevant regulatory body. Have at least 3 years experience in similar position in a recognized institution.

Duties and Responsibilities

- Plan, supervise and co-ordinate nursing care.
- Ensure availability of medical supplies.
- Counseling clients, patients and staff under him/her.
- Any other duties that may be assigned by the immediate supervisor.
- Self-driven, team player and able to uphold ethics.

2. Medical Laboratory Technologist II Grade 8 - (1 Post) Ref. No. LU/AD/2/12/20

The appointment is on a 3 (three) years contract renewable subject to satisfactory performance.

Applicants must;

- Be holders of Diploma in Medical Laboratory Science from an accredited institution.

- Must be registered with relevant regulatory body. Have at least 3 years experience as a Medical Laboratory Technologist I in a recognized institution.

Duties and Responsibilities

- Ensure quality techniques and efficiency of reporting, recording and postage of laboratory results.
- Perform general laboratory procedures for pathological investigation.
- Assist medical laboratory technologists.
- Any other duties that may be assigned by the immediate supervisor.
- Self-driven, team player and able to uphold ethics

3. Health Records & Information Officer II Grade 8 - (1 Post) Ref. No. LU/AD/3/12/20

The appointment is on a 3 (three) years contract renewable subject to satisfactory performance.

Applicants must;

- Be holders of Diploma in Health Records and Information Technology from an accredited institution
- Must be registered with the relevant professional body. Have at least 3 years experience as a Health Records and Information Officer I in a recognized institution.

Duties and Responsibilities

- Supervise staff under them.
- Administer the health records services in the Health Department.
- Compile and provide statistical data to the hospital management as may be required from time to time.
- Initiate of patients medical records.
- Initiate patients admission, documentation and other related procedures.
- Coordinate Storage and retrieval of medical records, e-rays films.
- Any other duties that may be assigned by the immediate supervisor.
- Self-driven, team player and able to uphold ethics.

4. Driver I Grade 4 (1 Post)

Ref. No. LU/AD/4/12/20

The appointment is on a 3 (three) years contract renewable subject to satisfactory performance.

Applicant must;

- Be a holder of KCSE certificate and have a practical experience of continuous driving for at least 3 years.
- Must have a valid Driving License class B/C/E with PSV endorsement
- Passed Occupational Trade Test I for Drivers



Duties and Responsibilities

- Responsible for driving University vehicles
- Maintain vehicle cleanliness
- Report and vehicle defects to transport Officer
- Ensure work-tickets are duly authorized
- Observe vehicle preventive maintenance
- Any other duties that may be assigned by immediate supervisor

5. Animal Health Officer Grade 5 (1 Post)

Ref. No. LU/AD/5/12/20

The appointment is on a 3 (three) years contract renewable subject to satisfactory performance.

Applicant must;

- Be a holder of Diploma in Animal Health from an accredited institution.
- Must have at least 3 years experience in a similar position in a recognized institution.
- A certificate in artificial insemination

Duties and Responsibilities

- Implementing parasites and diseases control programmes in livestock including various eradication schemes.
- Monitoring the health of livestock
- Disease diagnoses and treatment.
- Collection of samples; including blood smears, impression smears, skin and wool scrapings, urine and faecal.
- The analysis and examination of samples.
- Basic Post mortem examination and the collection and submission of sample for analysis
- Carry out artificial insemination.
- Carry out routine management practices on livestock, including castration, dehorning, docking, hoof trimming, teeth clipping etc.
- Team up with livestock technologist and other farm staff in offering training services to students and farmers.
- Ensure keeping of neat, clear, accurate and upto date livestock health records.
- Perform any other duty that may be assigned by the farm manager.

Salary Scale;

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| 1. Nursing Officer II Grade 8 | Ksh.43,193-60,470 p.m. |
| 2. Medical Laboratory Technologist II Grade 8 | Ksh.43,193-60,470 p.m. |
| 3. Driver Grade 4 | Ksh.25,633-34,605 p.m. |
| 4. Health Records & Information Officer II Grade 8 | Ksh.43,193-60,470 p.m. |
| 5. Animal Health Officer Grade 5 | Ksh.29,464-39,776 p.m. |



Other requirements:

Candidates will be required to satisfy the requirement of chapter 6 of the constitution of Kenya 2010 and must attach the following.

- Certificate of good conduct from the Directorate of Criminal Investigation.
- Tax compliance certificate from KRA
- Clearance certificate from Higher Education Loans board.
- Clearance certificate from CRB

Mode of Application:

Applicants must submit ten (10) copies of applications giving details of age, education and professional qualifications, detailed work experience, present post and salary, applicants' telephone number and email address, and enclose certified copies of certificates and testimonials and give names and addresses of three (3) referees who are knowledgeable about the applicants' competence and area of specialization. Applicants should request their referees to write directly to the undersigned. The name and reference number of the position for which the application is made should be clearly marked on the envelope and addressed to:-

The Deputy Vice-Chancellor (AF&P)
Laikipia University,
P.O. Box 1100-20300
NYAHURURU – KENYA

So as to reach him not later than Friday 8th January 2021

N.B. A soft copy of the application letter and C.V. **only and No other attachment** should be sent by email to radmin@laikipia.ac.ke

Laikipia University is an equal opportunity employer. Women, minority groups and persons living with disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.

