



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

Ref: LU/R(ADMIN)1A /8/80

15<sup>th</sup> December, 2020

To: All Staff

**RE: INTERNAL ADVERTISEMENT**

Applications are invited from serving members of staff for the following position in the Administration department :

**SENIOR HALLS OFFICER II GRADE 10**

**Reports to:** Dean of Students

**Duties and responsibilities**

1. In-Charge of Halls Department.
2. Coordinating the Departmental sections (Housekeeping, Students Registry, Custodian, Tailoring, Classroom cleaning and arrangement).
3. Coordinate allocation of rooms and boardrooms.
4. Prepare and coordinate periodical reports on student's accommodation.
5. Preparing the Halls Departmental Strategic Plan.
6. Preparing the Halls Departmental Performance Contracts.
7. Preparing the Halls Departmental Procurement Plans.
8. Preparing Documentation relevant to the Departments eg. ISO Documents, information on required surveys etc.
9. Preparing the annual leave and work schedules for the departmental staff.
10. Preparing work plan for the department.
11. In- Charge of the University Business center.
12. In- Charge of cleaning services.
13. In- Charge of Messengers to the Offices
14. Attending to the University Meetings and Committee as per invitation.
15. Manage all students' accommodation facility.
16. Supervise staff in the department.
17. Any other duties assigned by immediate supervisor.

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**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



## **Academic / Professional Requirements**

1. Bachelor's degree in Institutional Management or its equivalent.
2. Computer literacy.
3. Exemplary work performance.

## **Experience**

3 years experience as Halls Officer I

## **Mode of application**

Three (3) copies of the application accompanied by detailed curriculum vitae (detailing academic qualification, professional experience and membership to professional associations) and copies of certificate should be sent to

**The Deputy Vice-Chancellor (AF&P)  
Laikipia University  
P.O BOX 1100-20300  
NYAHURURU**

**Not later than Friday January 08, 2021 17.00hrs.**

*Laikipia University is an Equal Opportunity employer.*

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

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