

LAIKIPIA

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



UNIVERSITY

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OFFICE OF REGISTRAR ADMINISTRATION AND HUMAN CAPITAL

Ref: LU/ADMIN/R(ADMIN)/132/EA/81

13th January, 2021

RE-ADVERTISEMENT OF 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 is re-advertising the following positions.

1. Medical Officer Grade 12- 1 post

Ref. No. LU/AD/1/01/21

This is a five (5) years contract renewable on satisfactory performance

Applicants must;

- Be holders of a Bachelor's degree in Medicine & Surgery (MBChB) from a recognized University.
- Be registered with the Medical and Dentists Board and have a current practicing license.
- Be of high integrity and able to supervise a large number of staff.
- Have a working experience of at least 5 years.
- Be computer literate.

Duties and Responsibilities

- In charge of health services in the University
- Formulate and implement health service policies of the University
- Responsible for management of resources for the operation of medical services
- Responsible for formulation and implementation of departmental strategic plan

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



- Admit and manage patients within the health care and outside the University
- Responsible for referral of patients to specialized care where necessary
- Responsible for the preparation and control of the departmental budget.
- Responsible for the procurement of departmental goods and services.
- Responsible for formulation, co-ordination and implementation of departmental policies.
- Any other duties assigned by the Deputy Vice-Chancellor (AF&P)

2. Senior Procurement Officer I Grade 13 - 1 Post

Ref. No. LU/AD/2/1/21

This is a three (3) years contract renewable on satisfactory performance.

Applicants must;

- Be holders of Master's degree in Procurement and Supplies Management or its equivalent from recognized Institution.
- Have served at the level of a Senior Procurement Officer II or equivalent for at least three (3) years in a large Government institution.
- Be conversant with the Public Procurement and Asset Disposal Act and regulations
- Be of high integrity and able to supervise a large number of staff.
- Be registered with Kenya Institute of Supplies Management (KISM).
- Be computer literate.

Duties and Responsibilities

- In-charge of the Department
- Responsible for the Preparation of University's Procurement Plan
- Responsible for Implementation and Enforcement of Public Procurement Act Regulation and Procedures
- Responsible for departmental Budgetary Preparation and Control
- Responsible for verification and Disposal of unserviceable Stores
- Responsible for staff Development and Training in the Department
- Responsible for the formulation of Strategic Plan of the Department
- Advisor to the University Management on Procurement and supplies matters.
- Any other duties that may be assigned by the DVC (AFP)

Salary scale:

- | | | |
|------------------------------------------|---|-----------------------------|
| 1. Senior Procurement Officer I Grade 13 | - | Kshs 106,327 – 149,940 p.m. |
| 2. Medical Officer Grade 12 | - | Kshs 94,347- 131,736 p.m. |

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Mode of Application.

Candidates will be required to satisfy the requirement of chapter six 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.
- Self- Declaration of wealth by Ethics and Anti-Corruption Commission EACC

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 1st February, 2021

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

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

Only shortlisted candidates will be contacted.

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