

LAIKIPIA



UNIVERSITY

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

Ref: LU/ADMIN/R (ADMIN)/132/EA/102

Friday 24<sup>th</sup> February, 2023

**EXTERNAL ADVERTISEMENT FOR 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 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 following vacant positions:

<b>Job Title:</b>	<b>Technologist AD 8 – One post</b>
<b>Ref No.</b>	<b>LU/AD/6/2/2023</b>
<b>Salary Scale</b>	<b>Kes. 43,193 - Kes. 60,470 per month</b>
<b>Terms of Service</b>	<b>Three (3) years contract renewable subject to satisfactory work performance.</b>
<b>Key Responsibilities:</b>	
<ul style="list-style-type: none"> <li>Preparation of practical classes and courses and keeping of student records e.g. attendance, practical allocations and loss and breakage records.</li> <li>Ensure that all the equipment, supplies, and bench solutions are available.</li> <li>Assist in student projects and research activities.</li> <li>Any other duty as may be assigned by the immediate supervisor.</li> </ul>	
<b>Qualifications:</b>	
<ol style="list-style-type: none"> <li>Bachelor's Degree in Applied Biology or Higher diploma in Applied Biology from recognized institution</li> <li>Computer literacy</li> <li>Three (3) year experience as Technologist III</li> </ol>	
<b>Job Title:</b>	<b>Library Assistant III AD 5 – One post</b>
<b>Ref No.</b>	<b>LU/AD/7/2/2023</b>
<b>Salary Scale</b>	<b>Kes. 29,464 - Kes. 39,776 per month</b>
<b>Terms of Service</b>	<b>One (1) year contract renewable subject to satisfactory work performance.</b>
<b>Key Duties/Responsibilities:</b>	
<ul style="list-style-type: none"> <li>Issue and receive Library Materials.</li> <li>File all the various Library Catalogue Cards.</li> </ul>	



- Compile lists of overdue materials.
- Record and analyze work statistics.
- Prepare book pockets and cards and affix them on relevant books and Spine mark.
- Dispatch books to respective destinations for further action.
- Produce Catalogue Cards.
- Compile Accession Lists.
- Photocopy materials for users.
- Any other duties assigned by the immediate supervisor.

**Qualifications:**

For appointment to this post, a candidate must;

- i. Diploma in Library and Information Studies from a recognized institution
- ii. Computer literacy
- iii. Exemplary work performance
- iv. One (1) year experience in Library services.

**Important information to all Applicants**

Candidates will be required to satisfy the requirement of chapter 6 of the constitution of Kenya 2010 on Leadership and Integrity and must provide the following once they are shortlisted for interview;

- 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 clearance certificate from Ethics and Anti-Corruption Commission.

**Note:** A soft copy of the application letter and the C.V. to be emailed to: [radmin@laikipia.ac.ke](mailto:radmin@laikipia.ac.ke)

Canvassing directly or indirectly will result to disqualification.

**HOW TO APPLY:**

Interested applicants should forward one (1) copy of application package, including updated Curriculum Vitae, giving details of the applicant's age, academic and professional qualifications, working experience, present post and salary, telephone contact, email address, names and addresses of three referees plus copies of Certificates and Testimonials. The reference number of the position applied should be clearly indicated on both application letter and the envelope.

Applications should be addressed to:-

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

Please note that only shortlisted candidates will be contacted.

**Closing Date: Friday 17<sup>th</sup> March, 2023.**

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

