



## KAIMOSI FRIENDS UNIVERSITY COLLEGE (KAFUCO)

(A Constituent College of Masinde Muliro University of Science and Technology)

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P.O. Box, 385

Kaimosi – 50309

Kenya

*Office of the Deputy Principal (F&D)*

8<sup>th</sup> February, 2021

### EMPLOYMENT OPPORTUNITIES

In pursuit of its mission and mandate, the University College wishes to invite applications from qualified candidates to fill the positions in the departments indicated below:

#### A. ACADEMIC DIVISION

##### Department of Chemistry

Position	Grade	No. of posts	Ref. No.
Tutorial Fellow (Inorganic Chemistry)	11	1	KAF/AC/01/21

#### Requirements

1. Have a Bachelor's Degree and Master's degree qualification in the relevant field from an accredited and a recognized University;
2. Be registered for a relevant Doctor of Philosophy or equivalent Doctoral Degree qualifications;
3. Be registered or Registerable with relevant professional body.

#### B. NON-TEACHING POSITIONS

##### 1. ESTATES DEPARTMENT

Position	Grade	No of Post	Ref. No.
a) Assistant Estate Technician (Electrician)	5	1	KAF/EST/01/21

#### Qualifications

1. Must possess Diploma in Electricity
2. Must have relevant working experience.

## Duties and Responsibilities

1. Keep generator lighting and electrical system in working order. Diagnose problems and repair/ replace defective parts
2. Need to act quickly when a breakdown occurs, must be able to tell management when the problem can be corrected and whether business can continue as usual. If regular activities must be stopped, the electrician will have to estimate how long a situation will last
3. Make periodic inspection for new electrical services (120V, 240V AND 480V three phases) including wiring conduit panels, breaker, contractors, relays, timers and controls
4. Perform electrical maintenance and repair work, install/replace fixtures, switches, receptacles and wiring
5. Operate a variety of standard power tool, equipment and trenches in electrical installation, maintenance and repair activities on a regular basis
6. Maintain record and logs as needed.
7. Test defective equipment to determine the cause of malfunction or failure using standard electrical test equipment
8. Maintain the files necessary to support all maintenance activities
9. Perform other tasks as instructed by management

Position	Grade	No of Post	Ref. No.
b) Assistant Estate Technician (Plumber)	5	1	KAF/EST 02/21

## Qualifications

1. Must possess Diploma in Plumbing from a recognized institution.
2. Must have relevant working experience.

## Duties and Responsibilities

1. Assemble pipe section, tubing and fittings, using couplings, clumps, screws, bolts, brazing and welding equipment
2. Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks.
3. Locate and mark the position of pipe installations, connections passage holes and fixtures in structures
4. Install pipe assembles, fitting valves and appliances
5. Repair and maintain plumbing replacing or mending broken pipes and opening closed drains
6. Install underground storm, sanitary and piping systems and extend piping to connect fixtures and plumbing to these systems
7. Perform penetrative maintenance work as required
8. Study and analyze blueprint and floor plans to understand the plumbing system and water supply system layout
9. Navigate the assembly and installation of pipes and tubes without interfering with existing infrastructure
10. Install and maintain building water systems
11. Troubleshoot and fix issues relating to water supply uses
12. Repair and replace system issues such as clogged drains faucet problems and broken drainage

**c) DEAN OF STUDENTS DEPARTMENT**

<b>Position</b>	<b>No. of Post</b>	<b>Ref. No.</b>
Assistant Students Counsellor	3	KAF/DOS/03/21

**Qualifications**

1. Master's degree in counselling, Educational Psychology, or guidance and counseling
2. Must possess a Bachelor's degree in Education Psychology or Counselling with three (3) years relevant working experience.
3. Computer literacy
4. Membership to professional body.

**Duties and responsibilities**

1. Participate in the identification of students/staff with psycho-social challenges
2. Ensure confidentiality of the students/staff, rights and privileges are adhered to in compliance with statutory provisions.
3. Guide and counsel students/staff with psycho social challenges.
4. Participate in the organization of irregular training of peer educators.
5. Participate in conducting counselling activities in the department.
6. Respond to emergencies and consultation requests from University College students/ staff regarding students with psycho-social issues.
7. Regular coordination of fear counselling services to students and make clinical decisions.
8. Work closely with the office of the Dean of Students, Human Resource and academic departments to offer support and guidance to students/staff.
9. Keep accurate, systematic records of counselling sessions and ensure compliance with the Code of Conduct, professional standards, data protection Act 2012.

**Terms of Service**

The position of Student Counsellors is Part Time, while for Assistant Estates Technicians is Two (2) Years Fixed Term Contract renewable on performance.

**APPLICATION PROCEDURE**

Those interested are requested to submit 10 copies of their application letters Curriculum Vitae, copies of academic certificates and letters from three (3) referees to the address below in order to reach the undersigned on or before **26<sup>th</sup> February, 2021**.

Deputy Principal  
Finance & Development  
Kaimosi Friends University College  
P.O BOX 385-50309  
**KAIMOSI.**

N/B: Only shortlisted candidates will be contacted. Kaimosi Friends University College is an equal opportunity employer and therefore applicants of either gender or persons with disability are encouraged to apply. *Any canvassing will lead to automatic disqualification*