



KAIMOSI FRIENDS UNIVERSITY (KAFU)

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P.O. Box, 385– 50309

Kaimosi - Kenya

4th August, 2022

Office of the Deputy Vice Chancellor (F&D)

VACANCIES

In pursuit of its mission and mandate, the University wishes to invite applications from qualified candidates to fill the following vacant positions:

1) Finance Department

Position	Grade	No of Posts	Ref. No.
Assistant Accountant I	8	3	KAF/FIN/01/22

Qualifications

- a) Must possess Bachelor of Commerce Degree in Accounting/ Finance Option or its equivalent; and
- b) Computer literacy in relevant areas;

OR

- a) Must possess CPA (K) or its equivalent with three (3) years' experience as Assistant Accountant II Grade 7 OR comparable position; and
- b) Computer literacy in relevant areas;

Position	Grade	No of Posts	Ref. No.
Accounts Assistant I	5	2	KAF/FIN/02/22

Qualifications

- a) Diploma in Accounting OR CPA Part I or KATC/ATD final;
- b) Must be able to use relevant Computer applications;
- c) Those with relevant working experience will have an added advantage.

2) Estates Department

Position	Grade	No of Posts	Ref. No
Assistant Estates technician II (Welder)	2	1	KAF/EST/02/22

Requirements

- i) At least KCSE level of education
- ii) Must be in possession of relevant Government trade test grades
- iii) Relevant working experience

3) Human Resource and Administration

Position	Grade	No of Post	Ref. No
Senior Administrative Assistant II	10	1	KAF/HR &ADM/02/22

Requirements

- i) Bachelor's degree in Business related areas
- ii) Two (2) years relevant working experience
- iii) Those with Master's degree in business related areas, background in management information system, financial management, human resource, proposal writing, report writing or project management will have added advantage

4) Health Services Department

Position	Grade	No of Post	Ref. No
Enrolled Community Nurse I	6	1	KAF/HSD/02/22

Requirements

- i) Higher national diploma in community health nursing or its equivalent
OR
- ii) Diploma in community health nursing with at least two (2) years' relevant working experience and
- iii) Registration certificate issued by the nursing council of Kenya
- iv) Valid practicing license by the nursing council of Kenya

Terms of Service

These positions are on permanent and pensionable terms of service upon successful completion of probation period.

Timelines

All applicants should submit one (1) Hard copy and a Softcopy of a running PDF of the application letter, Curriculum Vitae, Academic Certificates and testimonials addressed to:

Ag. Deputy Vice Chancellor
Finance & Development
Kaimosi Friends University
P.O BOX 385-50309
KAIMOSI.
dpfd@kafuco.ac.ke

So as to reach not later than **Wednesday 17th August, 2022 by 5.00 pm**. Any canvassing will lead to automatic disqualification.

N/B: Only shortlisted candidates will be contacted.

Kaimosi Friends University is an equal opportunity employer and therefore applicants of either gender or persons with disability are encouraged to apply.