



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY
P.O. BOX 62000-00200, NAIROBI, KENYA, TEL: 067 – 5870000/1/2/3/4/5
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)**

JKU/ADM/3E

22nd December, 2017

Jomo Kenyatta University of Agriculture and Technology (JKUAT) is a Public University which aspires to be a University of Global excellence in Training, Research and Innovation for Development. In line with her vision and strategic direction, the University seeks to consider for promotion suitable candidates to fill the following positions in Administration Division. The promotion shall be subject to the minimum requirements as outlined in the Appointment and Promotion Criteria (Scheme of Service).

VACANCIES

ADMINISTRATION DIVISION

1. CLERK GRADE - 4

Requirements:

Applicants must possess the following:-

- Must possess KCSE Certificate with minimum grade of D+ and five (5) years experience in grade 3.
- Must be computer literate

OR

- Must possess KCSE Certificate with minimum grade of D+ and a Certificate in Records Management or relevant field.
- Must be computer literate.

2. RECORDS CLERK GRADE - 5

Requirements:

- Must possess Diploma in Records Management or relevant field.
- Must be computer literate.

3. SENIOR RECORDS CLERK II - GRADE 6

Requirements:

- Must possess Diploma in Records Management or relevant field with Five (5) years experience in grade 5 or equivalent position.
- Must be computer literate.

4. SENIOR RECORDS CLERK I - GRADE 7

Requirements:

- Must possess Diploma in Records Management or relevant field with Five (5) years experience in grade 6 or equivalent position.
- Must be computer literate.

5. SENIOR RECORDS CLERK - GRADE 8

Requirements:

- Must possess a Bachelors degree.

OR

- Must possess a Higher National Diploma in Information Science and Liberal Studies or relevant field with five (5) years experience in grade 7 or equivalent position.
- Must be computer literate.
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How to Apply

Applicants should:

Submit **three (3) copies** of the letters of application, certificates, testimonials and an updated Curriculum Vitae including full details of education and professional qualifications, experience, present salary, names and addresses of three referees, one of whom must be from the present employment.

Indicate clearly the position on the application letter and on the envelope which should be addressed to:

**The Deputy Vice Chancellor
(Administration)
Jomo Kenyatta University of Agriculture and Technology
P. O Box 62000-00200,
NAIROBI.**

So as to be received on or before 24th January 2018

Note:

- (i) This is **an internal advertisement** and only persons currently serving the University at various clerical levels on permanent or contract basis and meet the minimum requirements are eligible to apply.
- (ii) Only shortlisted candidates will be contacted.



JKUAT is ISO: 9001:2008 and 14001:2004 Certified



Setting Trends in Higher Education, Research and Innovation