



JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY
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OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)

INTERNAL ADVERTISEMENT

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.

VACANCIES

JKUAT seeks to recruit suitable candidates to fill the following positions in the Division of Administration:

1. SENIOR SECRETARY II, GRADE 9 REF: JKU/ADM/SSII/05/2018

- Applicants must possess a Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution with Five (5) years' experience at grade 8 or equivalent position.

OR

- Must possess Higher National Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) or equivalent qualification from a recognized institution

OR

- Bachelors Degree
AND

- Must possess KCSE Certificate
- Must possess Typewriting III (50 wpm)
- Must possess Office Management III
- Must possess Business English II
- Must possess Secretarial Studies II
- Must possess Commerce II
- Must possess Shorthand II (90 wpm)
- Five (5) years experience at grade 8 or equivalent position
- Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.

2. SENIOR SECRETARY III, GRADE 8 REF: JKU/ADM/SSIII/05/2018

- Must possess Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution.

OR

- Must possess Higher National Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) or equivalent qualification from a recognized institution

OR

- Must possess KCSE Certificate
- Must possess Typewriting III (50 wpm)
- Must possess Office Management III



- Must possess Business English III
- Must possess Secretarial Studies II
- Must possess Commerce II
- Must possess Shorthand II (100 wpm)
- Office Practice II
- Five (5) years experience at grade 7 or equivalent position
- Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.

3. SECRETARY I, GRADE 7 REF: JKU/ADM/SI/05/2018

- Must possess Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized institution with Five (5) years experience at grade 6 or equivalent position.

OR

- Must possess KCSE Certificate
- Must possess Typewriting III (50 wpm)
- Must possess Office Management III
- Must possess Business English II
- Must possess Secretarial Studies II
- Must possess Commerce II
- Must possess Shorthand II (90 wpm)
- Five (5) years experience at grade 6 or equivalent position
- Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.

4. SECRETARY II, GRADE 6 REF: JKU/ADM/SII/05/2018

- Must possess Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized institution with Five (5) years experience at grade 5 or equivalent position.

OR

- Must possess KCSE Certificate
- Must possess Typewriting III (50 wpm)
- Must possess Office Management III
- Must possess Business English II
- Must possess Secretarial Studies II
- Must possess Commerce II
- Must possess Shorthand II (90 wpm)
- Five (5) years experience at grade 5 or equivalent position
- Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.

5. SECRETARY, GRADE 5 REF: JKU/ADM/S/05/2018

- Must possess Diploma in Secretarial Studies from Kenya National Examination Council (KNEC) or equivalent qualifications from a recognized institution.

OR

- Must possess KCSE Certificate
- Must possess Type Writing III (50 wpm)
- Must possess Office Management III
- Must possess Business English II
- Must possess Secretarial Studies II
- Must possess Commerce II
- Must possess Shorthand II (90wpm)



- Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, Powerpoint and Internet) from a recognized institution

**6. COPY TYPIST/SECRETARIAL ASSISTANT I - GRADE 4 REF:
JKU/ADM/CT/05/2018**

- Must possess KCSE Certificate with a minimum mean grade of C-
- Must possess Type Writing II (40 wpm)
- Must possess Office Practice II
- Must possess Business English II
- Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, Powerpoint and Internet) from a recognized institution
- Five (5) years experience at Grade 3 or equivalent position.

**7. COPY TYPIST/SECRETARIAL ASSISTANT II - GRADE 3 REF:
JKU/ADM/CT2/05/2018**

- Must possess KCSE Certificate with a minimum mean grade of C-
- Must possess Type Writing I (30 wpm)
- Must possess Office Practice I
- Must possess Business English I
- Must be computer literate

How to Apply

Applicants should:

- Submit **three (3) copies** of the letters of application, certificates, testimonials and updated curriculum vitae to include 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 & Technology,
P.O. Box 62000-00200, NAIROBI.

So as to be received on or before **20th June, 2018**

NB: *Only short listed candidates will be contacted. JKUAT is an equal opportunity employer.*

