



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY**  
**P. O. BOX 62000. NAIROBI. KENYA. TELEPHONE: TEL: 67-5870000/1/2/3/4/5**  
**OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)**

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**JKU/ADM/3E**

**31<sup>ST</sup> JULY, 2018**

**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. In line with her vision and strategic direction, the University seeks to recruit suitable candidates to fill the following position.

**VACANCIES**

**ADMINISTRATION DIVISION**

**ASSISTANT RECORDS OFFICER II – GRADE 9 – JKU/ADM/AR0/II/2018**

Applicants must have:

- Must possess a Bachelor's degree in a relevant field with five (5) years' experience in grade 8

**OR**

- Higher National Diploma in relevant field with six (6) years relevant experience

**How to Apply:**

Applicants should:

- (i) 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.
- (ii) 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, City Square, **Nairobi**  
So as to be received on or before **20<sup>th</sup> August, 2018**

*Only short listed candidates will be contacted.*

*JKUAT is an equal opportunity employer.*

