



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

A World Class University of Excellence in Science and Technology

VACANCIES

Meru University of Science and Technology (MUST) wishes to recruit **INTERNALLY** to fill the following vacant positions.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

CHIEF ICT OFFICER	GRADE 14	MUST/ADM/01/22	1 POST
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Applicants must have:

1. A Master's degree in Computer Science, Information systems, Information Technology, Computer Engineering or related field.
2. Three (3) years' experience in a leadership role as an ICT Officer.
3. Be registered with a recognized professional body where applicable.

SENIOR ICT OFFICER (SYSTEM ADMINISTRATOR) GRADE 12	MUST/ADM/02/22	1 POST
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Applicants must have:

1. A Master's Degree of Science in Information Communication Technology or a related field.
2. Three (3) years of experience as a System Administrator Grade 11.
3. Be registered with a recognized professional body where applicable.

ICT OFFICER I (SOFTWARE DEVELOPER)	GRADE 11	MUST/ADM/03/22	1 POST
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Applicants must have:

1. A Bachelor's Degree in ICT related field.
2. Three (3) years' experience as a Software Developer in Grade 10.
3. Be registered with recognized professional body where applicable.

ICT OFFICER II (NETWORK ADMINISTRATOR) GRADE 9	MUST/ADM/04/22	2 POSTS
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Applicants must have:

1. A Degree in ICT related field.
2. Be registered with recognized professional body where applicable.
3. Three (3) years of experience as a Network Administrator in Grade 8.

ICT OFFICER III (ICT SUPPORT)	GRADE 8	MUST/ADM/05/22	1 POST
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Applicants must have:

1. A Degree in ICT related field.
2. Three (3) years of experience as an ICT Assistant.
3. Be a registered member of relevant professional body where applicable.

ICT ASSISTANT (ICT SUPPORT)	GRADE 6	MUST/ADM/06/22	1 POST
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Applicants must have:

1. A Diploma in ICT related field.
2. Three (3) years of experience as an ICT Assistant Grade 5.
3. Be a registered member of relevant professional body where applicable.



ADMINISTRATIVE POSITIONS

SENIOR ASSISTANT REGISTRAR	GRADE 13	MUST/ADM/07/22	1 POST
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Applicants must have:

1. Master's degree in Public Administration; Business Administration; Office Management, Business Administration, Social sciences or equivalent qualification from a recognized institution.
2. Professional qualification in any of the following areas; CS, CHRP, CPA or its equivalent (where applicable).
3. Must have three (3) years' experience as an Assistant Registrar.
4. Must be registered with a recognized professional body where applicable.
5. Proficiency in computer applications such as Microsoft Navision and MS Office.

SENIOR ADMINISTRATIVE ASSISTANT	GRADE 11	MUST/ADM/08/22	3 POSTS
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Applicants must have:

1. Master's degree in Public Administration; Business Administration; Office Management, Business Administration, Social sciences or equivalent qualification from a recognized institution.
2. Professional qualification in any of the following areas; CS, CHRP, CPA or its equivalent where applicable.
3. Must have three years' experience as Senior Administrative Assistant or equivalent.
4. Must be registered with recognized professional body where applicable.
5. Proficiency in computer applications such as Microsoft Navision and MS Office.

SENIOR ADMINISTRATIVE ASSISTANT	GRADE 10	MUST/ADM/09/22	8 POSTS
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Applicants must have:

1. Bachelor's degree in Public Administration; Business Administration; Office Management, Business Administration, Social sciences or equivalent qualification from a recognized institution.
2. Must have three (3) years' experience as Administrative Assistant in a School or Executive Office.
3. Must be registered with recognized professional body where applicable.
4. Proficiency in computer applications such as Microsoft Navision and MS Office.

ADMINISTRATIVE ASSISTANT	GRADE 8	MUST/ADM/10/22	1 POST
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Applicants must have:

1. Bachelor's Degree in Public Administration; Business Administration; Office Management, Business Administration, Social sciences or equivalent qualification from a recognized institution.
2. Be registered with recognized professional body (Where applicable).
3. Proficiency in computer application MS Office and working knowledge of Microsoft Navision examinations module.
4. Three (3) years' experience in an administrative role in a school.

SECRETARY	GRADE 9	MUST/ADM/11/22	3 POSTS
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Applicants must have:

1. Diploma in Secretarial studies from KNEC.
OR
2. Certificate (Single and Group) from Kenya National Examination Council in the following subjects:
 - a) Shorthand III (minimum 110 w.p.m.)
 - b) Typewriting III (50 w.p.m)/computerized document processing III
 - c) Business English III/Communications II
 - d) Office Practice II
 - e) Office Management III/Office Administration and Management III
 - f) Secretarial Duties II
3. Proficiency in MS Office applications and MS Navision ERP.
4. Three (3) years' experience as a Secretary Grade 8.



SECRETARY	GRADE 7	MUST/ADM/12/22	4 POSTS
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Applicants must have:

1. Diploma in Secretarial studies from KNEC.
OR
2. Certificate (Single and Group) from Kenya National Examination Council in the following subjects:
 - a) Shorthand II (80 w.p.m)
 - b) Typewriting II (40 w.p.m)/computerized document processing III
 - c) Office Management III/Office Administration or Management III
 - d) Business English II/Communications II
 - e) Secretarial Duties II
 - f) Office Practice II
 - g) Commerce II
3. Proficiency in computer application skills.
4. Three (3) years' experience as a secretary Grade 6.

SECRETARY	GRADE 6	MUST/ADM/13/22	2 POSTS
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Applicants must have:

1. Diploma in Secretarial studies.
OR
2. Certificate (Single and Group) from Kenya National Examination Council in the following subjects:
 - a) Typewriting II (40 w.p.m)/Computerized document processing II
 - b) Shorthand II (80 w.p.m)
 - c) Business English II /Communications I
 - d) Office Practice II
 - e) Secretarial Studies II
 - f) Office Management III/Office Administration and Management III
 - g) Commerce II
3. Proficiency in computer application skills.
4. Three (3) years' experience as a Secretary grade 5

CLERK	GRADE 5	MUST/ADM/14/22	4 POSTS
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Applicants must have:

1. Diploma in Business Administration or related field.
2. Computer proficiency.
3. Three years' experience as a Clerk Grade 4

CLERK	GRADE 4	MUST/ADM/15/22	7 POSTS
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Applicants must have:

1. Diploma in Business Administration or related field.
2. Proficiency in computer applications such as MS Office.
3. Three years' experience as Clerk/Messenger in Grade 3.

CLERK	GRADE 3	MUST/ADM/16/22	2 POSTS
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Applicants must have:

1. Certificate in Business Administration.
2. Three years as messenger in Grade 2.
3. Proficiency in computer applications such as MS office.

MESSENGER	GRADE 3	MUST/ADM/17/22	1 POST
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Applicants must have:

1. Basic Education, KCSE Certificate.
2. Three (3) years' experience in Grade 2.

SECURITY

DEPUTY CHIEF SECURITY OFFICER	GRADE 12	MUST/ADM/18/22	1 POST
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Applicants must have:

1. Master Degree in Criminology/Security Studies.
2. Six years relevant working experience three (3) of which as Deputy Chief Security Officer in grade 11.
3. Diploma in Criminology/Security Studies.
4. Proficiency in computer applications MS office.

SECURITY SUPERVISOR	GRADE 4	MUST/ADM/19/22	1 POST
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Applicants must have:

1. Diploma in Criminology/Security Studies.
2. Three (3) years' experience as Security Guard in Grade 3.
3. Proficiency in computer applications MS office.

SECURITY GUARD	GRADE 3	MUST/ADM/20/22	3 POSTS
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Applicants must have:

1. KCSE certificates.
2. Served as security guard Grade 2 \ for at least three (3) years with a clean record.

LIBRARY

LIBRARIAN	GRADE 12	MUST/ADM/21/22	1 POST
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Applicants must have:

1. A Master's degree in Library and Information Science or related field from a recognized University.
2. A Bachelor's degree in Library Studies/Information Science or related field.
3. Three years' work experience as an Assistant Librarian in an institution of higher learning.
4. Be registered with recognized professional body.
5. Proficiency in Library management systems design and implementation.

SENIOR LIBRARY ASSISTANT	GRADE 9	MUST/ADM/22/22	1 POST
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Applicants must have:

1. Bachelor's degree in Library and Information Studies or related fields.
2. Proficiency in Library information management system.
3. Be registered with recognized professional body (where applicable).
4. Three (3) years' experience as a Senior Library Assistant Grade 8.

SENIOR LIBRARY ASSISTANT	GRADE 8	MUST/ADM/23/22	7 POSTS
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Applicants must have:

1. Bachelor's degree in Library and Information Studies or related fields.
2. Proficiency in Library information management system.
3. Be registered with recognized professional body (where applicable).
4. Three (3) years' experience as a Library Assistant.



LIBRARY ASSISTANT	GRADE 5	MUST/ADM/24/22	1 POST
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Applicants must have:

1. Diploma in Library and Information Studies or related fields.
2. Proficiency in computer applications such MS Office.
3. Three (3) years' experience as a Library attendant.

HUMAN RESOURCE

HUMAN RESOURCE OFFICER	GRADE 12	MUST/ADM/25/22	1 POST
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Applicants must have:

1. Master's Degree in Social Sciences/Business Management/Human Resource or Equivalent.
2. Professional membership to Institute of Human Resource Management.
3. Have at least six (6) years in a Human Resource Management position, three (3) of which must have served at the position of Human Resource Officer Grade 11 in a public University/institutions of higher learning or equivalent.
4. Proficiency in computer applications such as Microsoft Navision and MS Office hosting and managing online meetings.

HUMAN RESOURCE OFFICER	GRADE 11	MUST/ADM/26/22	1 POST
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Applicants must have:

1. Master's Degree in Social Sciences/Business Management/Human Resource or Equivalent.
2. Professional membership to Institute of Human Resource Management.
3. At least three (3) years in a Human Resource Management position in Grade 10 in a public University/institutions of higher learning or equivalent.
4. Proficiency in computer applications especially the Human Resource Information Management System. hosting and managing online meetings.

ACCOUNTANT	GRADE 11	MUST/ADM/27/22	1 POST
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Applicants must have:

1. Bachelor's degree in commerce or related field.
2. CPA(K) Certified Public Accountant of Kenya.
3. Three (3) years' experience as Senior Assistant Accountant 1, Grade 10.
4. Membership to Institute of Certified Public Accountants of Kenya in good standing.
5. Proficiency in computer applications especially ISMIS, GMIS, IPSAS, Microsoft Navision payroll management module.

CORPORATE COMMUNICATIONS

COMMUNICATIONS OFFICER	GRADE 11	MUST/ADM/28/22	1 POST
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Applicants must have:

1. Master's Degree in any of the following: - Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution.
2. At least a minimum of three (3) years relevant work experience in Grade 10 as a Communications Officer.
3. Excellent written and oral communication skills, with demonstrated experience in writing for the web and day-to-day running of social media accounts (with sensitivity and an understanding of different audiences and subject matter).
4. Strong editorial skills, with experience of editing content for digital publication and distribution.
5. Current registration with PRSK.

ASSISTANT COMMUNICATIONS OFFICER	GRADE 8	MUST/ADM/29/22	1 POST
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Applicants must have:

1. Bachelor's Degree in any of the following: - Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution.
2. At least a minimum of three (3) years relevant work experience in Public Relations Department.



3. Excellent written and oral communication skills, with demonstrated experience in writing for the web and day-to-day running of social media accounts (with sensitivity and an understanding of different audiences and subject matter).
4. Strong editorial skills, with experience of editing content for digital and print publication and distribution.
5. Be registered with PRSK.

CUSTOMER CARE OFFICER	GRADE 5	MUST/ADM/30/22	1 POST
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Applicants must have:

1. Diploma in Communication, Customer Service, Public Relations or equivalent qualification from a recognized institution.
2. Working experience with corporate communication tools e.g. web, social and print media.
3. Proficiency in computer applications MS Office.
4. Three years' experience in Grade 4.

SPORTS

ASSISTANT GAMES TUTOR	GRADE 11	MUST/ADM/31/22	1 POST
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Applicants must have:

1. Master's degree in Sports Science, Physical Science or Leisure from a recognized university.
2. Be a registered member of relevant professional body (Where Applicable).
3. Three (3) years' experience as a Senior Sports Assistant or equivalent role in Grade 10.

HEALTH SERVICES

CLINICAL OFFICER	GRADE 10	MUST/ADM/32/22	1 POST
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Applicants must have:

1. Have a Bachelor's degree in Clinical Medicine and Surgery or Higher Diploma in Clinical Medicine from a recognized institution.
2. Be registered by the Clinical Officers Council of Kenya.
3. Must have a current practicing license.
4. Three (3) years' experience as a Clinical Officer in Grade 9.

NURSING OFFICER	GRADE 10	MUST/ADM/33/22	1 POST
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Applicants must have:

1. Have a Bachelors in Nursing from a recognized Institution.
2. Be registered by the Nursing Council of Kenya.
3. Must have a current practicing license.
4. Three (3) years' experience as a Nursing Officer.

CLINICAL OFFICER	GRADE 9	MUST/ADM/34/22	2 POSTS
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Applicants must have:

1. Have a Higher Diploma in Clinical Medicine and Surgery from a recognized Institution.
2. Be registered by the Clinical Officers Council of Kenya.
3. Must have a current practicing license.
4. Three (3) years of experience as a Clinical Officer in Grade 8.

PHARMACEUTICAL TECHNOLOGIST	GRADE 8	MUST/ADM/35/22	1 POST
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Applicants must have:

1. Have a Diploma in Pharmaceutical Technology from a recognized institution.
2. Be registered by the Pharmacies and Poisons Board.
3. Have three (3) years of experience as a Pharmaceutical Technologist Grade 7.



MEDICAL LAB TECHNICIAN	GRADE 6	MUST/ADM/36/22	1 POST
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Applicants must have:

1. Holder of Diploma in Medical Laboratory Sciences from a recognized institution.
2. Be a registered member of Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
3. Three (3) years of experience as Medical Lab Technician Grade 5.

ESTATES

MAINTENANCE OFFICER	GRADE 9	MUST/ADM/37/22	1 POST
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Applicants must have:

1. Bachelor's degree in Architecture, Civil Engineering/Water Engineering/Quantity survey.
or
2. Higher Diploma in Building and Civil Engineering/Construction management or equivalent.
3. Must be a member of a relevant professional body where applicable.
4. At least Three (3) years of relevant work experience in Grade 8.

WATER TECHNICIAN	GRADE 8	MUST/ADM/38/22	1 POST
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Applicants must have:

1. Diploma in Water Engineering.
2. Be registered with recognized professional body (Where applicable)
3. Three (3) years of relevant experience as a Water Technician in Grade 7

WORKSHOP TECHNICIAN	GRADE 6	MUST/ADM/39/22	2 POSTS
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Applicants must have:

1. Diploma in Electrical Engineering.
2. Be a registered member of relevant professional body where applicable.
3. Three (3) years of relevant experience as Electrical technician in Estates Department Grade 5.

MAINTENANCE SUPERVISOR	GRADE 6	MUST/ADM/40/22	1 POST
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Applicants must have:

1. Diploma in building and construction, Architecture, Civil Engineering, Engineering survey or water Engineering or Electrical Engineering.
2. Be a registered member of relevant professional body where applicable.
3. Three (3) years' experience Grade 5.

SURVEY TECHNICIAN	GRADE 6	MUST/ADM/41/22	1 POST
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Applicants must have:

1. Diploma in Engineering Survey or relevant field from a recognized institution.
2. Membership to a professional body where applicable.
3. Three (3) years' experience in Grade 5 as survey technician.

CONSTRUCTION TECHNICIAN	GRADE 6	MUST/ADM/42/22	1 POST
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Applicants must have:

1. Diploma in Building and Construction or relevant field from a recognized institution.
2. Membership to relevant professional body where applicable.
3. Three (3) years' experience as Construction Technician Grade 5.



PROCUREMENT

PRINCIPAL PROCUREMENT OFFICER	GRADE 13	MUST/ADM/43/22	1 POST
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Applicants must have:

1. Master's Degree in Procurement and Supply Chain Management, or equivalent qualification from a recognized institution.
2. Bachelor's Degree in Procurement and Supply Chain Management, or equivalent qualification from a recognized institution.
3. Proficiency in computer applications such as MS Navision, be able to host and manage online meetings.
4. Membership of professional body either KISM or CIPS in good standing.
5. Must be a licensed procurement practitioner.
6. Three (3) years relevant work experience as a Procurement Officer Grade 12.

SENIOR ASSISTANT PROCUREMENT OFFICER GRADE 9	MUST/ADM/44/22	1 POST
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Applicants must have:

1. Bachelor's Degree in Procurement and Supply Chain Management, or equivalent qualification from a recognized institution.
2. Proficiency in computer applications such as MS Navision, be able to host and manage online meetings.
3. Membership of professional body either KISM or CIPS in good standing.
4. Must be a licensed procurement practitioner.
5. Three (3) years relevant work experience in a Procurement Department as Assistant Procurement Officer Grade 8.

ASSISTANT PROCUREMENT OFFICER	GRADE 8	MUST/ADM/45/22	1 POST
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Applicants must have:

1. Bachelor's Degree in Procurement and Supply Chain Management, or equivalent qualification from a recognized institution.
2. Proficiency in computer applications such as MS Office and MS Navision, hosting and managing online meetings.
3. Membership to professional body either KISM or CIPS in good standing.
4. A valid licensed as a procurement practitioner.
5. Three (3) years relevant work experience in a Procurement Department.

PROCUREMENT CLERK	GRADE 5	MUST/ADM/46/22	1 POST
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Applicants must have:

1. Diploma in Purchasing and Supplies Chain Management.
2. Three (3) years working experience as a Procurement Clerk Grade 4.
3. Membership to professional body either KISM or CIPS in good standing.
4. A valid licensed as a procurement practitioner.
5. Proficiency in computer applications such as MS Office.

INTERNAL AUDIT

SENIOR ASSISTANT INTERNAL AUDITOR	GRADE 9	MUST/ADM/47/22	1 POST
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Applicants must have:

1. A Bachelor's Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university.
2. A minimum period six (6) years relevant work experience three (3) of which as Assistant Internal Auditor in Grade 8.
3. Registration by ICPAK and/or Certified Fraud Examiner (CFE) OR Membership to IIA/ISPAK in good standing.
4. Proficiency in computer application such us of MS Navision, MS Office, be able to host and manage online meetings.
5. Demonstrated professional competence and ability as reflected in work performance and results.



FARM

FARM SUPERVISOR	GRADE 6	MUST/ADM/48/22	1 POST
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Applicants must have:

1. Diploma in Agriculture or Range Management.
2. Proficiency in computer applications such MS Office, MS Navision.
3. Three (3) years' experience as a farm supervisor in Grade 5.

FARM WORKER	GRADE 3	MUST/ADM/49/22	1 POST
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Applicants must have:

1. Basic Education.
2. Three years' experience in the farm in Grade 2.

TRANSPORT

TRANSPORT OFFICER	GRADE 9	MUST/ADM/50/22	1 POST
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Applicants must have:

1. Diploma in Logistics and Transport management, Automotive Engineering.
2. Three (3) years work experience as a Logistics/Transport Supervisor in a busy fleet company/institution in Grade 8.
3. Driving License Class ABCE or equivalent (with PSV endorsement)/Artisan Grade Test.
4. Certificate of Intensive defensive driving.
5. Proficiency in transport management system/fleet management system.

DRIVER	GRADE 6	MUST/ADM/51/22	1 POST
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Applicants must have:

1. Kenya Certificate of Secondary Education (KCSE) mean Grade D+ or its equivalent qualification.
2. Passed Occupational Trade Test II for drivers.
3. Driving License Class ABCE (with PSV endorsement).
4. First Aid certificate.
5. Certificate of Intensive defensive driving.
6. Five (5) years driving buses and trucks exceeding 9000kgs tare weight in a busy company/Institution in Grade 5.

DRIVER	GRADE 5	MUST/ADM/52/22	10 POSTS
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Applicants must have:

1. Kenya Certificate of Secondary Education (KCSE) mean Grade D+ or its equivalent qualification.
2. Passed Occupational Trade Test II for drivers.
3. Driving License Class ABCE (with PSV endorsement).
4. First Aid certificate.
5. Certificate of Intensive defensive driving.
6. Five (5) years driving buses and trucks exceeding 9000kgs tare weight in a busy company/Institution in Grade 4.

DRIVER	GRADE 4	MUST/ADM/53/22	4 POSTS
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Applicants must have:

1. Kenya Certificate of Secondary Education (KCSE) mean Grade D+ or its equivalent qualification.
2. Passed Occupational Trade Test II for drivers.
3. Driving License Class ABCE (with PSV endorsement).
4. First Aid certificate.
5. Certificate of Intensive defensive driving.
6. Five (5) years driving buses and trucks exceeding 9000kgs tare weight in a busy company/Institution in Grade 3.



CATERING

CATERESS	GRADE 9	MUST/ADM/54/22	1 POST
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Applicants must have:

1. Bachelor's Degree in Food and Beverage/Hospitality or relevant qualification.
2. Five (5) years' experience, three (3) of which must be as Cateress Grade 8.
3. Registration by recognized professional body (Where applicable).
4. Proficiency in computer applications such as ERP MS Navision, hosting and managing online meetings.

ASSISTANT CATERESS	GRADE 6	MUST/ADM/55/22	2 POSTS
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Applicants must have:

1. Diploma in Food and Beverage Management/Hospitality.
2. Proficiency in computer applications such MS Navision, MS Office.
3. Three (3) years' experience as Assistant Cateress Grade 5.

ASSISTANT CATERESS	GRADE 5	MUST/ADM/56/22	1 POST
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Applicants must have:

1. Diploma in Food and Beverage Management/Hospitality.
2. Proficiency in computer applications such as MS Navision, MS Office.
3. Three years' experience as Assistant Cateress Grade 4

COOK	GRADE 5	MUST/ADM/57/22	3 POSTS
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Applicants must have:

1. Diploma in food and beverage service.
2. Proficiency in computer applications such as MS Office.
3. Three (3) years' experience as a cook in Grade 4.

HALLS OF RESIDENCE

ASSISTANT HOUSEKEEPER	GRADE 5	MUST/ADM/58/22	1 POST
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Applicants must have:

1. Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management.
2. Proficiency in computer applications such as MS Navision and MS Office.
3. Three (3) years' experience in Housekeeping at Grade 4.

TECHNICAL STAFF IN TEACHING DEPARTMENTS

NURSING SKILLS LABORATORY TECHNOLOGIST	GRADE 10	MUST/ADM/59/22	2 POSTS
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Applicants must have:

1. Bachelor's degree in Nursing or the relevant field.
2. Be registered by the Nursing Council of Kenya.
3. A current practicing license.
4. Served as a Nursing Skills Laboratory Technician Grade 9 for at least three (3) years.

FOOD SCIENCE TECHNOLOGIST	GRADE 8	MUST/ADM/60/22	1 POST
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Applicants must have:

1. Bachelor's Degree/Higher Diploma in Food Science or relevant field from a recognized institution.
2. Served as a Food Science Technician for at least three (3) years.

SENIOR TECHNICIAN III (COMPUTER SCIENCE)	GRADE 8	MUST/ADM/61/22	2 POSTS
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Applicants must have:



1. Higher Diploma/ Bachelor's degree in Computer Science/ Information technology or relevant field from a recognized institution.
2. Membership to a relevant professional body where applicable.
3. Served as a Technician in a Teaching Computer Laboratory for at least three (3) years.

AGRICULTURE TECHNOLOGIST	GRADE 8	MUST/ADM/62/22	1 POST
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Applicants must have:

1. Higher Diploma/Bachelors in Agriculture or relevant field from a recognized institution.
2. Membership to relevant a professional body where applicable.
3. Three (3) years' experience as a Technician in an Agricultural Teaching Laboratory.

BIOLOGICAL TECHNOLOGIST	GRADE 8	MUST/ADM/63/22	1 POST
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Applicants must have:

1. Holder of Bachelor in applied Biology relevant field from a recognized institution.
2. Be a registered member of relevant professional body where applicable.
3. Three (3) years as technician in Biological Science Laboratory.

MECHANICAL ENGINEERING TECHNICIAN	GRADE 7	MUST/ADM/64/22	1 POST
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Applicants must have:

1. Diploma in Mechanical engineering or relevant field from a recognized institution.
2. Be a registered member of IET, KETR.B.
3. Served in a Mechanical Engineering workshop as a Technician Grade 6 for at least three (3) years.

CIVIL ENGINEERING TECHNOLOGIST	GRADE 7	MUST/ADM/65/22	1 POST
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Applicants must have:

1. Diploma in Civil engineering relevant field from a recognized institution.
2. Be a registered member of IET, KETR.B.
3. Served in a Civil Engineering workshop as a Technician Grade 6 for at least three (3) years.

COMPUTER TECHNICIAN	GRADE 6	MUST/ADM/66/22	2 POSTS
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Applicants must have:

1. Diploma in Computer science/ information technology or relevant field from a recognized institution.
2. Membership to relevant professional body (where applicable).
3. Served as a Computer Technician Grade 5 in a Teaching Computer Laboratory for at least three (3) years.

MECHANICAL ENGINEERING TECHNICIAN	GRADE 6	MUST/ADM/67/22	1 POST
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Applicants must have:

1. Diploma in Mechanical engineering or relevant field from a recognized institution.
2. Be a registered member of IET, KETR.B.
3. Served as a Technician Grade 5 in Mechanical Engineering for at least three (3) years.

ANIMAL HEALTH TECHNICIAN	GRADE 6	MUST/ADM/68/22	1 POST
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Applicants must have:

1. Diploma in animal health or relevant field from a recognized institution.
2. Membership to relevant professional body where applicable.
3. Three (3) years' experience as Animal Health Technician Grade 5.

FOOD SCIENCE TECHNICIAN	GRADE 6	MUST/ADM/69/22	3 POSTS
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Applicants must have:

1. Diploma in Food Science relevant field from a recognized institution.
2. Membership to a professional body where applicable.
3. Served as a Food Technician Grade 5 for at least three (3) years.



FOOD SCIENCE TECHNICIAN	GRADE 5	MUST/ADM/70/22	1 POST
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Applicants must have:

1. Diploma in Food Science relevant field from a recognized institution.
2. Membership to a professional body where applicable.
3. Served as a Food Technician Grade 4 for at least three (3) years.

ELECTRICAL ENGINEERING TECHNOLOGIST	GRADE 8	MUST/ADM/71/22	3 POSTS
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Applicants must have:

1. Bachelor's degree/Higher Diploma in Electrical and Electronics or relevant field from a recognized institution.
2. Be a registered member of IET, KETR.B.
3. Served as a Technician for at least three (3) years.

ELECTRICAL ENGINEERING TECHNICIAN	GRADE 6	MUST/ADM/72/22	1 POST
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Applicants must have:

1. Diploma in Electrical and Electronics or relevant field from a recognized institution.
2. Be a registered member of IET, KETR.B.
3. Served as an Electrical Technician Grade 5 in Electrical Engineering Laboratory for at least three years.

AGRICULTURE TECHNICIAN	GRADE 6	MUST/ADM/73/22	1 POST
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Applicants must have:

1. Diploma in Agriculture or relevant field from a recognized institution.
2. Be a registered member of relevant professional body where applicable.
3. Three (3) years' experience as a technician Grade 5 in an Agricultural Teaching Laboratory

AGRICULTURE TECHNICIAN	GRADE 5	MUST/ADM/74/22	1 POST
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Applicants must have:

1. A Diploma in Agriculture or relevant field from a recognized institution.
2. Membership to a relevant professional body where applicable.
3. Three (3) years' experience as an agricultural technician Grade 4 in an Agricultural Teaching Laboratory.

Remuneration

A competitive remuneration will be paid in accordance with the Meru University of Science and Technology Terms and Conditions of service.

How to apply

1. Please use the link <https://recruitment.must.ac.ke/> and follow the instructions carefully to submit your application.

Job Application Guidelines:

a) Registration:

- i) Go to <https://recruitment.must.ac.ke/> and then click on the 'Register' button to start the application process.
- ii) Fill in your details on the form provided. After successful registration, you will receive an email enabling you to confirm your email address and complete your registration. (Be sure to check your spam folder if no confirmation email is received in your inbox)
- iii) In subsequent applications, you will not be required to register again.

b) Log on:

- i) After registration go to <https://recruitment.must.ac.ke/> Key in your username and password then click on 'Log in' to access your account.

c) Available Vacancies

- i) On the Menu/Navigation bar (On the Left Hand side), Click on advertised jobs to view available/open vacancies.
- ii) A list of all open vacancies should populate on the page. Click on the View position button to view more details of the vacancy.



d) Applicant Profile

- i) On the Menu/Navigation bar (On the Left Hand side), Click on My Profile to edit and update your details. (Personal Details, Education Background, Employment/ Employment history among others).
- ii) Be sure to provide accurate information and follow through the prompts to complete editing your profile.
- iii) After successful updating of the applicant profile, the system will provide you with a Summarized PDF version of Summary of the “Applicant Profile”
- iv) After submission of the updated profile, the system will redirect you to the vacancies page.

e) Application process:

- i) Go to the Advertised jobs as outlined in *Section (c) Above*.
- ii) Click on view position for the Job you are interested in.
- iii) Click on Apply job button (At the top right) to apply for the job.
- iv) You have successfully applied for the position.

- f) In case of any challenges, please send your email query to recruitment@must.ac.ke or contact Doris Kaaria in the Human Resource Office via office line 0778422633 or extension 314.

2. All applications will be submitted and received via the above application portal ONLY. Hard copy applications will not be accepted.
3. **Note that only staff on Permanent and Pensionable terms are eligible to apply for the above positions.**
4. Only shortlisted candidates will be contacted.
5. Canvassing will lead to automatic disqualification.
6. The application should be received on or before 29th November, 2022 by 5:00 p.m.

Meru University of Science & Technology (MUST) does not charge any fee at any stage of the recruitment process (application, shortlisting, interviewing, and/or offer)

Meru University of Science and Technology is an equal opportunity employer. Women, Marginalized and Persons living with Disabilities are encouraged to apply.

The Vice Chancellor
Meru University of Science and Technology
P.O. Box 972-60200, MERU

