



A University of Excellence Transforming Society through Science, Cutting
Edge Technology and Innovation

INTERNAL ADVERTISEMENT

Meru University of Science and Technology (MUST) wishes to invite staff to apply for the following positions on promotion.

ACADEMIC POSITIONS:

PROFESSORS - GRADE 15
MUST/ACA/INT/01/10/2026

Applicants are invited for Professor posts:

Applicants must have:

- i. An earned PhD or equivalent degree qualification in the relevant field from accredited and recognized University.
- ii. At least three (3) years teaching experience as an Associate Professor or equivalent; and research experience.
- iii. A minimum of forty-eight (48) equivalent publication points since attaining Associate Professorship or equivalent of which at least thirty-two (32) should be from refereed scholarly journals;
- iv. Supervised a minimum of two (2) doctoral students to completion or four (4) masters' students to completion.; and
- v. Evidence of a written proposal for research and development funds as an Associate Professor or equivalent. Must show evidence of attracting research and/or development funds.
- vi. Must show evidence of active community outreach/engagement.
- vii. Registered with the relevant professional body where applicable.
- viii. Ability to utilize Open, Distance and e-Learning (ODEL) systems.
- ix. Fulfilled the requirements of Chapter Six of the constitution of Kenya 2010.

ASSOCIATE PROFESSORS - GRADE 14
MUST/ACA/INT/02/10/2026

Applicants are invited for Associate Professor Posts:

Applicants must have:

- i. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University;
- ii. At least three (3) years teaching experience at the University as a Senior Lecturer; or Six (6) years as a Senior Researcher/Industry experience or equivalent;
- iii. A minimum of thirty-two (32) publication points as a Senior Lecturer or equivalent; of which at least twenty-four (24) should be from refereed scholarly journals;
- iv. Supervised a minimum of three (3) Masters students or one (1) doctoral student to completion.;
- v. Evidence of a written proposal for research and development funds as a Senior Lecturer/Senior Research Fellow/industry equivalent.
- vi. Registered with relevant professional body (where applicable).
- vii. Ability to utilize Open, Distance and e-Learning (ODEL) systems.
- viii. Fulfilled the requirements of Chapter Six of the constitution of Kenya 2010.

SENIOR LECTURERS - GRADE 13
MUST/ACA/INT/03/010/2026

Applicants are invited for Senior Lecturer posts:

Applicants must have:

- i. Earned PhD or equivalent degree qualification in the relevant area from an accredited and recognized University.
- ii. At least three (3) years of teaching and research experience at the University level as a Lecturer or six (6) years research/industry experience.
- iii. A minimum of twenty-four (24) publication points as a Lecturer or equivalent, of which at least twenty (20) should be from refereed scholarly journals;
- iv. Supervised at least two (2) masters or One (1) PhD students to completion as a Lecturer or equivalent;
- v. Registered with the relevant professional body (where applicable).
- vi. Fulfilled the requirements of Chapter Six of the constitution of the Kenya 2010.
- vii. Ability to utilize Open, Distance and e-Learning (ODEL) systems

LECTURERS - GRADE 12
MUST/ACA/INT/04/10/2026

Applicants are invited for Lecturer posts

Applicants must have:

- i. Earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University; and be registered with the relevant professional body (where applicable)

OR

- i. A master's degree in the relevant field from an accredited and recognized University with at least three (3) years teaching experience at University level as a Tutorial Fellow or at least six (6) years in research or in industry.
- ii. A minimum of 12 publication points, of which at least eight (8) should be from refereed journal papers; and
- iii. Registered with the relevant professional body (where applicable).
- iv. Show progress of PhD training in the relevant area.
- v. Ability to utilize Open, Distance and e-Learning (ODEL) systems.
- vi. Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.

TUTORIAL FELLOW - GRADE 11
MUST/ACA/INT/05/10/2026

Applicants are invited for Tutorial Fellow posts:

- i. Must possess Bachelor degree and a Master degree qualification from accredited and recognized University in the relevant field.
- ii. Must be registered for a Doctor of philosophy (PhD) or equivalent Doctoral degree qualification.
- iii. One publication in accredited and referred journal.
- iv. Must be registered and in good standing with the relevant professional body (where applicable).
- v. Ability to utilize Open, Distance and e-Learning (ODEL) systems.
- vi. Fulfilled the requirements of Chapter Six of the constitution of Kenya, 2010

ADMINISTRATION POSITIONS:

ASSISTANT CORPORATE AFFAIRS OFFICER I - GRADE 6
MUST/ADM/INT/01/10/2026

Applicants are invited for the post of Assistant Corporate Affairs Officer I

Applicants must have:

- i. A Diploma in Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution;
- ii. Three (3) years relevant work experience in public or private sector;
- iii. Proficiency in computer application;
- iv. Shown merit and ability as reflected in work performance and results.

ACCOUNTANT II - GRADE 11
MUST/ADM/INT/02/10/2026

Applicants are invited for Accountant II posts

Applicants must have:

- i. Master's degree in Finance or Accounting with CPA (K) or equivalent with three (3) years' experience as a Senior Assistant Accountant 1 - Grade 10.
- OR**
- i. Bachelor's Degree in Finance, Accounting or Business Administration or related field
 - ii. and CPA(K) with Six (6) years' relevant experience
 - iii. Three (3) years' experience as a Senior Assistant Accountant I - Grade 10
 - iv. Membership to the Institute of Certified Public Accountants of Kenya.
 - v. Proficiency in Accounting Software.
 - vi. Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

SENIOR ASSISTANT ACCOUNTANT 1 - GRADE 10
MUST/ADM/INT/03/10/2026

Applicants are invited for Senior Assistant Accountant I posts

Applicants must have:

- i. Bachelor's Degree or Higher National Diploma in Finance, Accounting or Business Administration or related field and CPA(K) with three (3) years of experience in a related field
 - ii. Three (3) years' experience as an Assistant Accountant I - Grade 9
- OR**
- i. Bachelor's Degree or Higher National Diploma in Finance, Accounting or Business Administration or related field or CPA (K) with Six (6) years of experience in a related field.
 - iii. Three (3) years' experience as an Assistant Accountant I - Grade 9
 - iv. Proficiency in Accounting Software.
 - v. Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

ASSISTANT ACCOUNTANT I - GRADE 9
MUST/ADM/INT/04/10/2026

Applicants are invited for Assistant Accountant I posts

Applicants must have:

- i. Bachelor's Degree or Higher National Diploma in Finance, Accounting or Business Administration or equivalent with CPA K
 - ii. Three (3) years as an Assistant Accountant I – Grade 8
- OR**

- iii. Bachelor's Degree or Higher National Diploma in Finance, Accounting or Business Administration or equivalent or CPA K with three (3) years as an Assistant Accountant I – Grade 8
- iv. Three (3) years as an Assistant Accountant I – Grade 8 of relevant experience
- v. Proficiency in Accounting Software.
- vi. Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

ACCOUNTS ASSISTANT I - GRADE 7
MUST/ADM/INT/05/10/2026

Applicants are invited for Accounts Assistant I posts

Applicants must have:

- i. CPA II OR ATD Final OR
- ii. CPA I OR Diploma in Accounting, Finance or related field with six (6) year's relevant work experience in a public or private sector;
- iii. Three (3) years as an Accounts Assistant II – Grade 6 of relevant experience
- iv. Proficiency in Accounting Software.
- v. Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010.

ACCOUNTS ASSISTANT II - GRADE 6
MUST/ADM/INT/06/10/2026

Applicants are invited for Accounts Assistant II posts

Applicants must have:

- i. CPA I OR Diploma in Accounting, Finance or Equivalent with Three (3) years relevant work experience OR CPA II
- ii. Proficiency in Computer Applications;
- iii. Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010.

INTERNAL AUDITOR I - GRADE 12
MUST/ADM/INT/07/10/2026

Applicants are invited for the post of Internal Auditor I

Applicants must have:

- i. Have Master's degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution;
- ii. Have 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;
- iii. Have a minimum period of Six (6) years relevant work experience as an Internal Auditor II - Grade 11 or its equivalent in public or private sector.
- iv. Have Certified Public Accountant of Kenya (K) and CIA III or CISA III or its equivalent;

- v. Be a registered member of ICPAK
- vi. Be a Member of the IIA in good standing;
- vii. Proficiency in Accounting Software.
- viii. Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

SENIOR ASSISTANT INTERNAL AUDITOR - GRADE 10
MUST/ADM/INT/08/10/2026

Applicants are invited for the post of Senior Assistant Internal Auditor

Applicants must have:

- i. Have 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 with six (6) years relevant work experience in public or private sector;
- OR**
- i. Have 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 and CPA (K) with Three (3) years relevant work experience as a Senior Assistant Internal Auditor – Grade 9 in public or private sector
 - ii. Proficiency in Accounting Software.
 - iii. Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

PRINCIPAL SECURITY OFFICER GRADE 12
MUST/ADM/INT/09/10/2026

Applicants are invited for the post of Principal Security Officer

Applicants must have:

- i. Master's Degree in Criminology/Security Studies or its equivalent from a recognized institution with Nine (9) years relevant working experience in public or private sector.
- OR**
- i. Attained rank of Inspector of police or equivalent position from any other disciplined forces with at least eight (6) years' experience with a discharge certificate and a Bachelor's degree in Criminology/Security Studies or its equivalent from a recognized institution
 - ii. Proficiency in Computer applications
 - iii. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SENIOR SECURITY OFFICER GRADE 11
MUST/ADM/INT/10/10/2026

Applicants are invited for the post of Senior Security Officer

Applicants must have:

- i. Master's Degree in Criminology or Security Studies or its equivalent from a recognized institution with three (3) years relevant working experience

OR

- i. Attained the rank of Inspector of police or equivalent position with at least Three (3) years' experience with a discharge certificate with Bachelor's degree in Criminology/Security Studies or its equivalent from a recognized institution.
- ii. Proficiency in Computer application
- iii. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SECURITY GUARDS I GRADE 4
MUST/ADM/INT/11/10/2026

Applicants are invited for Security Guards I posts

Applicants must have:

- i. Certificate in security studies or equivalent qualification from a recognized institution.
- ii. KCSE certificates and three (3) years' relevant experience

OR

- iii. Having 6 years' relevant experience in a reputable security firms.
- iv. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

MAINTENANCE OFFICER II GRADE 9
MUST/ADM/INT/12/10/2026

Applicants are invited for the post of Maintenance Officer II

Applicants must have:

- i. Bachelor's degree or Higher National Diploma in Architecture, Civil Engineering/Water Engineering Building and Construction, land economics, Estates Management, Water Engineering or equivalent
- ii. Three (3) years' experience in relevant field
- iii. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
- iv. Registration with the relevant regulatory body (where applicable)
- v. Proficiency in Computer Applications

TECHNICIAN I, GRADE 7)
MUST/ADM/INT/13/10/2026

Applicants are invited for the Technician I posts (Estates)

Applicants must have:

- i. Diploma in relevant field from a recognized institution.
- ii. Six (6) years of relevant experience in a Public or Private sector.
- iii. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
- iv. Registration with the relevant regulatory body (where applicable)
- v. Proficiency in Computer Applications

ARTISAN II, GRADE 4
MUST/ADM/INT/14/10/2026

Applicants are invited for Artisan II posts

Applicants must have:

- i. Government trade test I in relevant field from a recognized institution
- ii. Registration with the relevant regulatory body (where applicable)
- iii. Three (3) years of relevant experience or its equivalent as Artisan III
- iv. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010;

ARTISAN III, GRADE 3
MUST/ADM/INT/15/10/2026

Applicants are invited for Artisan III posts

Applicants must have:

- i. Government trade test I in relevant field from a recognized institution
- ii. Registration with the National Construction Authority (where applicable)
- iii. Knowledge and skills required to perform a variety of primary manual tasks.
- iv. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010;

GROUNDSMAN, GRADE 3
MUST/ADM/INT/16/10/2026

Applicants are invited for groundsman posts

Applicants must have:

- v. KCSE or equivalent with relevant skills in area
OR
- vi. Three (3) years' relevant working experience
- vii. Knowledge and skills required to perform a variety of primary manual tasks.
- viii. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010;

**REGISTRY SUPERVISOR I– GRADE 9
MUST/ADM/INT/17/10/2026**

Applicants are invited for the post of Registry Supervisor I

Applicants must have:

- i. Bachelor's Degree or Higher National Diploma in Records Management, Information Management, Library Science or equivalent
- ii. Have at least Three (3) years' experience or its equivalent in public or private sector.
- iii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
- iv. Proficiency in computer applications

**CLERICAL OFFICER IV – GRADE 3
MUST/ADM/INT/18/10/2026**

Applicants are invited for Clerical Officer IV posts

Applicants must have:

- i. KCSE or equivalent and Certificate in Information Science (Archive and Records Management) or equivalent
OR
- i. Have at least Three (3) years' relevant experience in a public or private sector.
- ii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

**HUMAN RESOURCE OFFICER III – GRADE 8
MUST/ADM/INT/19/10/2026**

Applicants are invited for Human Resource Officer III posts

Applicants must have:

- i. Bachelor's Degree in Human Resource or Higher National Diploma or equivalent from a recognized institution **OR** CHRP (K)
- ii. Have at least Three (3) years' relevant experience in Human Resource Office.
- iii. Proficiency in computer applications
- iv. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

ASSISTANT REGISTRAR – GRADE 12
MUST/ADM/INT/20/10/2026

Applicants are invited for Assistant Registrar posts

Applicants must have:

- i. Master's degree or equivalent qualification from a recognized institution
- ii. Bachelor's Degree or Higher National Diploma or equivalent qualification from a recognized institution.
- iii. Six (6) years of experience in senior management position in Public or private sector
- iv. Fulfill the requirements for chapter six of the Kenya Constitution 2010
- v. Proficiency in Computer applications

SENIOR ADMINISTRATIVE ASSISTANT I – GRADE 11
MUST/ADM/INT/21/10/2026

Applicants are invited for Senior Administrative Assistant I posts

Applicants must have:

- i. Master's degree or equivalent qualification from a recognized institution
- ii. Bachelor's degree or Higher National Diploma or equivalent qualification from a recognized institution.
- iii. Must have three (3) years' relevant experience as a Senior Administrative Assistant II (Grade 10) in public or private sector.
- iv. Proficiency in Computer Applications
- v. Fulfill the requirements for chapter six of the Kenya Constitution 2010

ADMINISTRATIVE ASSISTANT I – GRADE 9
MUST/ADM/INT/22/10/2026

Applicants are invited for Administrative Assistant I posts

Applicants must have:

- i. Bachelor's degree or Higher National Diploma or equivalent qualification from a recognized institution.
- ii. Must have three (3) years' relevant experience as an Administrative Assistant II (Grade 8) in public or private sector.
- iii. Proficiency in Computer Applications
- iv. Fulfill the requirements for chapter six of the Kenya Constitution 2010

ADMINISTRATIVE ASSISTANT IV – GRADE 6
MUST/ADM/INT/23/10/2026

Applicants are invited for Administrative Assistant IV posts

Applicants must have:

- i. Diploma or equivalent qualification from a recognized institution.
- ii. Three (3) years' relevant experience as an Administrative Assistant V (Grade 5)
- iii. Proficiency in Computer Applications
- iv. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

CLERKS 1 - GRADE 4
MUST/ADM/INT/24/10/2026

Applicants are invited for Clerks I posts

Applicants must have:

- i. Certificate in any relevant field.
OR
- i. Six (6) years' relevant experience in public or private sector
- ii. Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

CLERKS II - GRADE 3
MUST/ADM/INT/25/10/2026

Applicants are invited for Clerks II posts

Applicants must have:

- i. Certificate in any relevant field
OR
- i. Three (3) years' relevant experience as a Messenger – Grade 2 in public or private sector
- ii. Proficiency in computer Applications
- iii. Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

SENIOR OFFICE ADMINISTRATOR, – GRADE 9
MUST/ADM/INT/26/10/2026

Applicants are invited for Senior Office Administrator posts

Applicants must have:

- i. Bachelor degree or Higher National Diploma in Secretarial Studies/Office or equivalent from a recognized institution
- i. Three (3) years' relevant experience as an Office Administrator, – Grade 8

OR

Business Education Single and group Certificates from KNEC in following subjects:

- a) Type writing III (50 WPM)/Computerized Document Processing III
 - b) Short hand III (100 WPM)
 - c) Business English III/ Communication II
 - d) Office Practice II
 - e) Secretarial Studies II
 - f) Commerce III
 - g) Office Management III/Office administration and management III
- ii. Three (3) years' relevant experience as an Office Administrator, – Grade 8
 - iii. Fulfil the requirements of Chapter Six of the Kenya Constitution 2010

OFFICE ADMINISTRATIVE ASSISTANT I, – GRADE 6
MUST/ADM/INT/27/10/2026

Applicants are invited for Office Administrative Assistant I posts

Applicants must have:

- i. Diploma in Secretarial studies or its equivalent

OR

Business Education Single and group Certificates from KNEC in following subjects:

- a) Type writing III (50 WPM)/Computerized Document Processing III
 - b) Short hand II (80 WPM)
 - c) Business English II/ Communication I
 - d) Office Practice II
 - e) Secretarial Studies II
 - f) Commerce III
 - g) Office Management III/Office administration and management III
- ii. Fulfil the requirements of Chapter Six of the Kenya Constitution 2010
 - iii. Three (3) years' relevant experience

- iv. Fulfil the requirements of Chapter Six of the Kenya Constitution 2010

SENIOR SUPPLY CHAIN OFFICER, - GRADE 10
MUST/ADM/INT/28/10/2026

Applicants are invited for Senior Supply Chain Officer posts

Applicants must have:

- i. Bachelor's Degree or Higher National Diploma in Procurement and Supply Chain Management from a recognized institution or CPSP-K or equivalent from a recognized institution with Six (6) year's relevant experience
- ii. Three (3) years relevant experience as an Assistant Supply Chain Officer I–Grade 9
OR
- i. Bachelor's Degree or Higher National Diploma in Procurement and Supply Chain Management from a recognized institution with CPSP-K with Three (3) year's relevant experience
- ii. Three (3) years relevant experience as an Assistant Supply Chain Officer I–Grade 9
- iii. Be registered with KISM
- iv. Have a valid practicing License
- v. Proficiency in computer applications
- vi. Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

ASSISTANT SUPPLY CHAIN OFFICER I, - GRADE 9
MUST/ADM/INT/29/10/2026

Applicants are invited for Assistant Supply Chain Officer I posts

Applicants must have:

- i. Bachelor's Degree or Higher National Diploma in Procurement and Supply Chain Management from a recognized institution or CPSP-K or equivalent from a recognized institution
- ii. Three (3) year's relevant experience as an Assistant Chain Officer II – Grade 8
OR
- i. Bachelor's Degree or Higher National Diploma in Procurement and Supply Chain Management from a recognized institution with CPSP-K
- ii. Three (3) year's relevant experience as an Assistant Chain Officer II – Grade 8
- iii. Be registered with KISM
- iv. Have a valid practicing License
- v. Proficiency in computer applications
- vi. Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

SUPPLY CHAIN ASSISTANT I, GRADE 6
MUST/ADM/INT/30/10/2026

Applicants are invited for Supply Chain Assistant I posts

Applicants must have:

- i. Diploma in Procurement & Supplies Management, Business Administration, or equivalent from a recognized institution or Certificate in Associate in Procurement and Supply of Kenya (APS-K)
- ii. Three (3) years' relevant experience
- iii. Be registered with KISM
- iv. Have a valid practicing License
- v. Proficiency in computer applications
- vi. Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

SYSTEMS LIBRARIAN II/ SENIOR LIBRARY ASSISTANT I, GRADE 10
MUST/ADM/INT/31/10/2026

Applicants are invited for Systems Librarian II/ Senior Library Assistant I posts

Applicants must have:

- i. Bachelor's or Higher National Diploma in Library and Information Studies or related fields from a recognized institution.
- ii. Six (6) years relevant experience.
- iii. Proficiency in computer applications.
- iv. Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.

SENIOR LIBRARY ASSISTANT II, GRADE 9
MUST/ADM/INT/32/10/2026

Applicants are invited for Senior Library Assistant II posts

Applicants must have:

- i. Bachelor's or Higher National Diploma in Library and Information Studies or related fields from a recognized institution.
- ii. Three (3) years relevant experience.
- iii. Proficiency in computer applications.
- iv. Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.

LIBRARY ASSISTANT I, GRADE 7
MUST/ADM/INT/33/10/2026

Applicants are invited for Library Assistant I posts

Applicants must have:

- i. Diploma in Library and Information Studies or related fields from a recognized institution
- ii. Six (6) years' relevant experience
- iii. Proficiency in computer applications.
- iv. Fulfil the requirements of Chapter Six of the Constitution of Kenya, 2010.

LIBRARY ASSISTANT II, GRADE 6
MUST/ADM/INT/34/10/2026

Applicants are invited for Library Assistant I posts

Applicants must have:

- i. Diploma in Library and Information Studies or related fields from a recognized institution
- ii. Three (3) years' relevant experience
- iii. Proficiency in computer applications.
- iv. Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.

DEPUTY CHIEF ICT OFFICER - GRADE 13
MUST/ADM/INT/35/10/2026

Applicants are invited for the post of Deputy Chief ICT Officer

Applicants must have:

- i. A Master's Degree in ICT related field or equivalent from a recognized institution.
- ii. A Bachelor's degree or Higher National diploma in ICT related field or equivalent from a recognized institution
- iii. Nine (9) years relevant experience.
- iv. Fulfill the requirements of Chapter six (6) of the Constitution 2010

SENIOR ICT OFFICER II - SOFTWARE DEVELOPER GRADE 11
MUST/ADM/INT/36/10/2026

Applicants are invited for Senior ICT Officer II (Software Developer) posts

Applicants must have:

- i. A Master's Degree in ICT related field or equivalent from a recognized institution.
- ii. A Bachelor's degree or Higher National diploma in ICT related field or equivalent from a recognized institution.
- iii. Three (3) years relevant experience in public or private sector.
- iv. Fulfill the requirements of Chapter six (6) of the Constitution 2010

**ICT OFFICER I - NETWORK ADMINISTRATOR
MUST/ADM/INT/37/10/2026**

GRADE 10

Applicants are invited for ICT Officer I (Network Administrator) posts

Applicants must have:

- i. A Bachelor's degree OR Higher National Diploma in ICT related field from a recognized institution
- ii. Six (6) years relevant experience.
- iii. Fulfil the requirements of Chapter six (6) of the Constitution 2010

**SENIOR ASSISTANT ICT OFFICER - GRADE 7
MUST/ADM/INT/38/10/2026**

Applicants are invited for Senior Assistant ICT Officer posts

Applicants must have:

- i. A Diploma in ICT or equivalent from a recognized institution.
- ii. Have Six (6) years relevant as an ICT Assistant I - Grade 6
- iii. Fulfil the requirements of Chapter six (6) of the Kenya Constitution 2010

**ICT ASSISTANT I - GRADE 6
MUST/ADM/INT/39/10/2026**

Applicants are invited for ICT Assistant I posts

Applicants must have:

- i. A Diploma in ICT or equivalent from a recognized institution.
- ii. Have Six (6) years relevant as an ICT Assistant II - Grade 5
- iii. Fulfil the requirements of Chapter six (6) of the Kenya Constitution 2010

**ASSISTANT CATERING OFFICER I GRADE 7
MUST/ADM/INT/40/10/2026**

Applicants are invited for Assistant Catering Officer I posts

Applicants must have:

- i. Diploma in Hospitality or Food and Beverage Management or equivalent from a

recognized institution.

- ii. Six years (6) relevant experience
- iii. Proficiency in Computer applications
- iv. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

ASSISTANT CATERING OFFICER II GRADE 6 MUST/ADM/INT/41/10/2026

Applicants are invited for Assistant Catering Officer II posts

Applicants must have:

- i. Diploma in Hospitality or Food and Beverage Management or equivalent from a recognized institution.
- ii. Three years (3) relevant experience
- iii. Proficiency in Computer applications
- iv. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR COOK II GRADE 6 MUST/ADM/INT/42/10/2026
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Applicants are invited for Senior Cook II posts

Applicants must have:

- i. Diploma in food and beverage service or equivalent from a recognized institution.
- ii. Three (3) years' relevant experience
- iii. Proficiency in computer applications
- iv. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

COOK I GRADE 4 MUST/ADM/INT/43/10/2026
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Applicants are invited for Cook II posts

Applicants must have:

- i. Certificate in food and beverage service or equivalent from a recognized institution.
- ii. Three (3) years' relevant experience
- iii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

DEPUTY TRANSPORT OFFICER GRADE 10
MUST/ADM/INT/44/10/2026

Applicants are invited for the post of Deputy Transport Officer

Applicants must have:

- i. Bachelor's degree or Higher National Diploma in Logistics/ Transport Management/ Automotive or equivalent qualification from a recognized institution.
- ii. Driving License
- iii. Six (6) Years relevant experience.
- iv. Proficiency in computer Applications
- v. Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

SENIOR DRIVER GRADE 6
MUST/ADM/INT/45/10/2026

Applicants are invited for Senior Driver posts

Applicants must have:

- i. Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification;
- ii. Passed Occupational Trade Test I for drivers
- iii. Driving license for approved classes with PSV endorsement
- iv. Intensive Defensive Driving Certificate
- v. Executive Drivers Certificate
- vi. First-Aid certificate from a recognized institution;
- vii. Nine (9) Years driving experience.
- viii. Proficiency in computer and;
- ix. Have Driving license for classes A, B C E
- x. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

DRIVER I GRADE 5
MUST/ADM/INT/46/10/2026

Applicants are invited for Driver I posts

Applicants must have:

- i. Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification with six (6) years driving experience or Nine (9) years' driving experience.
- ii. Passed Occupational Trade Test II for drivers
- iii. Driving License for approved classes, with PSV endorsement
- iv. First Aid certificate
- v. Certificate of Intensive defensive driving

- vi. Have Driving license for classes A, B C E
- vii. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

DRIVER II GRADE 4
MUST/ADM/INT/47/10/2026

Applicants are invited for Driver II posts

Applicants must have:

- i. Kenya Certificate of Secondary Education (KCSE) or equivalent with Three (3) years relevant experience or Six (6) years driving experience.
- ii. Passed Occupational Trade Test II for drivers
- iii. Driving License for approved classes, with PSV endorsement
- iv. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SENIOR TECHNOLOGIST GRADE 11
MUST/ADM/INT/48/10/2026

Applicants are invited for Senior Technologist posts

Applicants must have:

- i. Master's Degree in any relevant technical field from a recognized institution.
- ii. Three (3) years' relevant experience.
- iii. Bachelors' degree or Higher National Diploma in the relevant field a recognized institution.
- iv. Be a registered member of relevant professional body (Where Applicable).
- v. Proficiency in computer applications
- vi. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

TECHNOLOGIST I GRADE 10
MUST/ADM/INT/49/10/2026

Applicants are invited for Technologist I posts

Applicants must have:

- i. Bachelors' degree or Higher National Diploma in the relevant field a recognized institution.
- ii. Six (6) years relevant experience
- iii. Be a registered member of relevant professional body (Where Applicable).
- iv. Proficiency in computer applications
- v. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

TECHNOLOGIST II GRADE 9
MUST/ADM/INT/50/10/2026

Applicants are invited for Technologist II posts

Applicants must have:

- i. Bachelors' degree or Higher National Diploma in the relevant field a recognized institution.
- ii. Three (3) years relevant experience
- iii. Be a registered member of relevant professional body (Where Applicable).
- iv. Proficiency in computer applications
- v. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR TECHNICIAN GRADE 7
MUST/ADM/INT/51/10/2026

Applicants are invited for Senior Technician posts

Applicants must have:

- i. A Diploma in relevant field from a recognized institution.
- ii. Six (6) years relevant experience
- iii. Be a registered member of relevant professional body (Where Applicable).
- iv. Proficiency in computer applications
- v. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

TECHNICIAN I GRADE 6
MUST/ADM/INT/52/10/2026

Applicants are invited for Technician I posts

Applicants must have:

- i. A Diploma in relevant field from a recognized institution.
- ii. Three (3) years relevant experience
- iii. Be a registered member of relevant professional body (Where Applicable).
- iv. Proficiency in computer applications
- v. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

TECHNICIAN II GRADE 5
MUST/ADM/INT/53/10/2026

Applicants are invited for Technician II posts

Applicants must have:

- i. A Diploma in relevant field from a recognized institution.
- ii. Be a registered member of relevant professional body (Where Applicable).
- iii. Proficiency in computer applications

- iv. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

GAMES TUTOR II - GRADE 9
MUST/ADM/INT/54/10/2026

Applicants are invited for the post of Games Tutor II

Applicants must have:

- i. Bachelor degree or Higher National Diploma in Physical Education or related sports field from a recognized institution
- ii. Three (3) years relevant experience
- iii. Be a registered member of a relevant professional body (Where Applicable).
- iv. Proficiency in Computer Applications
- v. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

STUDENTS' COUNSELOR I GRADE 12
MUST/ADM/INT/55/10/2026

Applicants are invited for the post of Students' Counselor I

Applicants must have:

- i. Master's degree in Guidance and Counseling or related field.
- ii. Membership to professional bodies where applicable.
- iii. Have at least 6 years' experience in a relevant field.
- iv. Proficiency in Computer Applications
- v. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR CLINICAL OFFICER GRADE 11
MUST/ADM/INT/56/10/2026

Applicants are invited for the post of Senior Clinical Officer

Applicants must have:

- i. Master degree in Clinical medicine from a recognized institution or equivalent
Or
- ii. Have a Bachelor's Degree or Higher National Diploma in Clinical Medicine with Three (3) years' relevant experience
- iii. Be registered by the Clinical Officers Council of Kenya
- iv. Have a valid practicing license
- v. Proficiency in Computer Applications
- vi. Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SENIOR NURSING OFFICER I GRADE 11
MUST/ADM/INT/57/10/2026

Applicants are invited for the post of Senior Nursing Officer I

Applicants must have:

- i. Have a Bachelor degree or Higher National Diploma in Nursing or equivalent from a recognized Institution.
- ii. Have a valid license from Nursing Council of Kenya (NCK).
- iii. Three (3) years relevant experience.
- iv. Proficiency in Computer Applications
- v. Fulfil the requirements of Chapter Six of the Kenya Constitution 2010

PHARMACEUTICAL TECHNOLOGIST I GRADE 9
MUST/ADM/INT/58/10/2026

Applicants are invited for Pharmaceutical Technologist I posts

Applicants must have:

- i. Higher National Diploma in Clinical pharmacy or equivalent or a Diploma in Pharmaceutical Technology or equivalent from a recognized institution with Six (6) years relevant experience
- ii. Be registered by the Pharmacies and Poisons Board
- iii. Proficiency in Computer Applications
- iv. Fulfill the requirements of Chapter Six of Kenya Constitution of Kenya 2010

HOSPITAL ADMINISTRATOR III GRADE 9
MUST/ADM/INT/59/10/2026

Applicants are invited for the post of Hospital Administrator III

Applicants must have:

- i. Have Degree or Higher National Diploma in Health Systems Management, Health administration, Health Services Management or its equivalent from recognized institution
- ii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
- iii. Proficiency in Computer Applications

MEDICAL LABORATORY TECHNOLOGIST II GRADE 8
MUST/ADM/INT/60/10/2026

Applicants are invited for Medical Laboratory Technologist II posts

Applicants must have:

- i. Have a diploma in Medical Laboratory from a recognized institution
- ii. Be registered by the Kenya Medical Laboratory Technologists and Technicians Board
- iii. Three (3) years relevant experience as Medical Laboratory Technologist II.
- iv. Proficiency in Computer Applications

- v. Fulfill the requirements of Chapter Six of Kenya Constitution of Kenya 2010

**AMBULANCE ATTENDANT/EMERGENCY MEDICAL TECHNICIAN III GRADE 5
MUST/ADM/INT/61/10/2026**

Applicants are invited for the post of Ambulance Attendant/Emergency Medical Technician III

Applicants must have:

- i. Have a valid First Aid Training Certificate,
- ii. Have Emergency Medical Technician certificate from a reputable institution,
- iii. Have a Current Certification in Advanced Cardiac Life Support, Advanced Trauma Life Support and Basic Life Support (ACLS, ATLS and BLS),
- iv. Proficiency in Computer Applications
- v. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010

**FARM SUPERVISOR II GRADE 9
MUST/ADM/INT/62/10/2026**

Applicants are invited for the post of Farm Supervisor II

Applicants must have:

- i. Bachelor's Degree or Higher National Diploma in Agriculture or related field from a recognized institution.
- ii. Three (3) years relevant experience
- iii. Proficiency in Computer Applications
- iv. Fulfill the requirements of Chapter Six of Kenya Constitution of Kenya 2010

**FARM WORKER II GRADE 3
MUST/ADM/INT/63/10/2026**

Applicants are invited for Farm Worker II posts

Applicants must have:

- i. Certificate in agriculture or related field or KCSE or equivalent with relevant skills or Three (3) years relevant experience
- ii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR HALLS OFFICER GRADE 12
MUST/ADM/INT/64/10/2026

Applicants are invited for the post of Senior Halls Officer

Applicants must have:

- i. Master's Degree in Hospitality/Home economics / accommodation operations /Institutional Management or related field
- ii. Bachelor's Degree or Higher National Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or related field.
- iii. Six (6) years relevant experience
- iv. Proficiency in computer applications
- v. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010

ASSISTANT HOUSEKEEPER II GRADE 6
MUST/ADM/INT/65/10/2026

Applicants are invited for Assistant Housekeeper II posts

Applicants must have:

- i. Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or relevant related fields with Three (3) years relevant experience
- ii. Proficiency in computer applications.
- iii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

ASSISTANT HOUSEKEEPER III GRADE 5
MUST/ADM/INT/66/10/2026

Applicants are invited for Assistant Housekeeper III posts

Applicants must have:

- i. Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or relevant related fields
- ii. Proficiency in computer applications.
- iii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

JANITOR I GRADE 4
MUST/ADM/INT/67/10/2026

Applicants are invited for Janitor I posts

Applicants must have:

- i. Have a Certificate in hospitality, housekeeping, accommodation operations,

- Institutional Management/ related field and Three (3) years relevant experience OR Six (6) years relevant experience
- ii. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

JANITOR II GRADE 3
MUST/ADM/INT/68/10/2026

Applicants are invited for Janitor II posts

Applicants must have:

- i. Certificate in hospitality/housekeeping/ accommodation operations /Institutional Management/ related field OR relevant skills
- ii. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

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.
2. 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/>
 - ii) 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 Vacancies 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 Applicant 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 vacancies page 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) **Job Applications**
- i) All successful applications will be maintained under “Job Applications” tab.
 - ii) To Access the “Job Applications” Page click on “Job Applications” link the Menu/Navigation bar (On the Left Hand side)
 - g) In case of any challenges, please send your email query to recruitment@must.ac.ke
3. This are promotional positions; therefore, applicants are required to have served for a minimum of three (3) years in MUST since their last day of appointment/promotion to be eligible.
4. All applications will be submitted and received via the above application portal ONLY. Hard copy applications will not be accepted.
5. Applications should be received on or before close of business on **Monday, 16th November, 2026 by 5:00 p.m.**
6. Shortlisted candidates MUST present and satisfy the requirements of Chapter six (6) of the constitution of Kenya 2010 during interviews by providing original copies of the following documents;
- a) A tax compliance certificate from the Kenya Revenue Authority
 - b) A clearance certificate from the Higher Education Loans Board
 - c) Clearance certificate from the Ethics and Anti-Corruption Commission
 - d) A clearance certificate from a Registered Credit Reference Bureau in Kenya
7. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

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