MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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 all temporary staff to apply for the following positions.

ICT ASSISTANT II - GRADE 5
MUST/ADM/CAS/01/11/2026

Applicants must meet the following requirements:

a) A Diploma in ICT related field.
b) A minimum of Ten (10) years relevant working experience.
c) Must meet the requirements of Chapter six (6) of the Constitution 2010.

ARTISAN II - GRADE 4
MUST/ADM/CAS/02/11/2026

Applicants must meet the following requirements:

a) Government trade test I in relevant field from a recognized institution
b) Registration with the relevant regulatory body (where applicable)
c) A minimum of Ten (10) years relevant working experience.
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010.

ARTISAN III - GRADE 3
MUST/ADM/CAS/03/11/2026

Applicants must meet the following requirements:

a) Government trade test II in relevant field from a recognized institution
b) A minimum of Ten (10) years relevant working experience.
c) Registration with the National Construction Authority (where applicable)
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010.

ADMINISTRATIVE ASSISTANT V - GRADE 5
MUST/ADM/CAS/04/11/2026

Applicants must meet the following requirements:

a) Diploma or equivalent qualification from a recognized institution.
b) A minimum of Ten (10) years relevant working experience.
c) Proficiency in Computer Applications
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010;

CLERK II - GRADE 3
MUST/ADM/CAS/05/11/2026

Applicants must meet the following requirements:

a) Certificate in any relevant field
b) A minimum of Ten (10) years relevant working experience.
c) Proficiency in computer Applications
d) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

OFFICE ADMINISTRATIVE ASSISTANT II - GRADE 5
MUST/ADM/CAS/06/11/2026

Applicants must meet the following requirements:

a) Diploma in Secretarial studies or its equivalent
   OR
b) Business Education Single and group Certificates from KNEC in following subjects:
   i. Type writing III (50 WPM)/Computerized Document Processing III
   ii. Short hand II (80 WPM)
   iii. Business English II/ Communication I
   iv. Office Practice II
   v. Secretarial Studies II
   vi. Commerce III
   vii. Office Management III/Office administration and management III
c) A minimum of Ten (10) years relevant working experience.
d) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010

HOSTEL ATTENDANT III - GRADE 5
MUST/ADM/CAS/07/11/2026

Applicants must meet the following requirements:

a) Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management/ related field
b) A minimum of Ten (10) years relevant working experience.
c) Proficiency in computer applications.
d) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

JANITOR II - GRADE 3
MUST/ADM/CAS/08/11/2026

Applicants must meet the following requirements:

a) Certificate in hospitality/housekeeping/ accommodation operations /Institutional Management/ related field OR relevant skills
b) A minimum of Ten (10) years relevant working experience.
c) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR COOK III - GRADE 5
MUST/ADM/CAS/08/11/2026

Applicants must meet the following requirements:

a) Diploma in food and beverage service or equivalent from a recognized institution.
b) A minimum of Ten (10) years relevant working experience.
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

FARM WORKER II - GRADE 3
MUST/ADM/CAS/09/11/2026

Applicants must meet the following requirements:

a) Certificate in agriculture or related field or KCSE or equivalent with relevant skills
b) A minimum of Ten (10) years relevant working experience.
c) Fulfill 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. All applications will be submitted and received via the above application portal ONLY. Hard copy applications will not be accepted.

4. Applications should be received on or before close of business on **Tuesday, 8th December, 2026 by 5:00 p.m.**

5. 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

6. 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