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 staff to apply for the following positions on promotion.

ACADEMIC POSITIONS:

PROFESSORS - GRADE 15
MUST/ACA/INT/01/11/2026

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.
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/02/11/2026

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/03/11/2026

Applicants are invited for Senior Lecturer posts:

Applicants must have:

i. Earned PhD or equivalent Doctoral degree 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/04/11/2026

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/05/11/2026

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

ACADEMIC POSITIONS FOR SPECIAL DISCIPLINES (Nursing, Medical Laboratory Science, Clinical Medicine and Engineering)

PROFESSORS - GRADE 15
MUST/ACA/INT/06/11/2026

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
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 as an Associate Professor;
v Evidence of a written proposal for research and development funds as an Associate Professor or equivalent.
vi Registered with the 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.

ASSOCIATE PROFESSORS - GRADE 14
MUST/ACA/INT/07/11/2026

Applicants are invited for Associate Professor Posts:

Applicants must have:

i. An earned PhD or equivalent degree qualification from an accredited and recognized university;
ii. At least three (3) years teaching experience at the University as a Senior Lecturer; or Senior Research Fellow or six (6) years 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 as a Senior Lecturer or Senior Research Fellow or Industry equivalent.
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/08/11/2026

Applicants are invited for Senior Lecturer 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 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 students to completion as a Lecturer or one (1) PhD 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/09/11/2026

Applicants are invited for Lecturer posts

Applicants must have:

i. Earned PhD or equivalent degree qualification from an accredited and recognized university;
   OR
ii. A master's degree in the nursing from an accredited and recognized university
iii. A minimum of 12 publication points,
iv. Registered with the relevant professional body (where applicable).
v. Show progress of PhD training in the relevant area.
vi. Ability to utilize Open, Distance and e-Learning (ODeL) systems.
vii. Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.

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

Applicants are invited for Tutorial Fellow posts:

i. Bachelor's degree or equivalent from an accredited and recognized University
ii. Master's degree or equivalent from an accredited and recognized University
iii. Be registrable for Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification
iv. A minimum of 4 publication points
v. Registered with the relevant professional body (where applicable).
vi. Ability to utilize Open, Distance and e-Learning (ODeL) systems.
vii. Fulfilled the requirements of Chapter Six of the constitution of Kenya, 2010

ADMINISTRATION POSITIONS:

CHIEF LEGAL OFFICER - GRADE 13
MUST/ADM/LEG/01/11/2026

Applicants must meet the following requirements:

a) Masters in Law(LLM) or in any other relevant field will be an added advantage
b) Bachelor of Law degree from a recognized institution;
c) Postgraduate Diploma in Legal Studies from the Kenya School of Law;
d) Admitted as Advocate of High Court of Kenya
e) A proven record of litigation
f) Nine (9) experience in legal practice in private or public sector
g) Registered member of Law Society of Kenya with current Practicing Certificate
h) Proficiency in computer applications; and
i) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010.

SENIOR LEGAL OFFICER I - GRADE 12
MUST/ADM/LEG/03/11/2026

Applicants must meet the following requirements:

a) Masters in Law(LLM) or in any other relevant field will be an added advantage
b) Bachelor of Law degree from a recognized institution;
c) Postgraduate Diploma in Legal Studies from the Kenya School of Law;
d) Admitted as Advocate of High Court of Kenya
e) A proven record of litigation
f) Six (6) year' experience in legal practice in private or public sector
g) Registered member of Law Society of Kenya with current Practicing Certificate
h) Proficiency in computer applications; and
i) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010.

SENIOR LEGAL OFFICER II - GRADE 11
MUST/ADM/LEG/04/11/2026

Applicants must meet the following requirements:

a) Masters in Law(LLM) or in any other relevant field will be an added advantage
b) Bachelor of Law degree from a recognized institution;
c) Postgraduate Diploma in Legal Studies from the Kenya School of Law;
d) Admitted as Advocate of High Court of Kenya
e) A proven record of litigation
f) Three (3) year' experience in legal practice in private or public sector
g) Registered member of Law Society of Kenya with current Practicing Certificate
h) Proficiency in computer applications; and
i) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010.

LEGAL OFFICER I - GRADE 10
MUST/ADM/LEG/05/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree in law (LLB)
b) Post Graduate Diploma from Kenya School of law
c) Admitted as Advocate of High Court of Kenya
d) Registered member of Law Society of Kenya with current Practicing Certificate
e) Six (6) years' experience in legal practice in private or public sector
f) Proficiency in computer applications; and
g) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010.

LEGAL OFFICER II - GRADE 9
MUST/ADM/LEG/06/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree in law (LLB)
b) Post Graduate Diploma from Kenya School of law
c) Admitted as Advocate of High Court of Kenya
d) Registered member of Law Society of Kenya with current Practicing Certificate
e) Three (3) years' relevant experience in legal practice in private in public sector
f) Proficiency in computer applications; and
g) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010.

LEGAL OFFICER III - GRADE 8
MUST/ADM/LEG/07/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree in law (LLB)
b) Post Graduate Diploma from Kenya School of law
c) Admitted as Advocate of High Court of Kenya
d) Registered member of Law Society of Kenya with current Practicing Certificate
e) Proficiency in computer applications; and
f) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010.

SENIOR PARALEGAL CLERK - GRADE 7
MUST/ADM/LEG/08/11/2026

Applicants must meet the following requirements:

a) Diploma in Law
b) Six (6) years' relevant experience
c) Proficiency in computer applications;
d) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010.

PARALEGAL CLERK I - GRADE 6
MUST/ADM/LEG/09/11/2026

Applicants must meet the following requirements:

a) Diploma in Law
b) Three (3) years' relevant experience
c) Proficiency in computer applications;
d) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010.

PARALEGAL CLERK II - GRADE 5
MUST/ADM/LEG/10/11/2026

Applicants must meet the following requirements:

a) Diploma in Law
b) Proficiency in computer applications;
c) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010.

CORPORATE AFFAIRS OFFICE

PRINCIPAL CORPORATE AFFAIRS OFFICER - GRADE 13
MUST/ADM/CAO/01/11/2026

Applicants must meet the following requirements:

a) A Master's Degree in Journalism & Mass Communication, Business Administration or other related fields.
b) Bachelor's Degree or Higher National Diploma in any of the following: - Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution.
c) At least a minimum of Nine (9) years relevant work experience in a public or private sector;
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter six of the Kenya Constitution 2010

CHIEF CORPORATE AFFAIRS OFFICER - GRADE 12
MUST/ADM/CAO/02/11/2026

Applicants must meet the following requirements:

a) A Master's Degree in Journalism & Mass Communication, Business Administration or other related fields.
b) Bachelor's Degree or Higher National Diploma in any of the following: - Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution.
c) At least a minimum of Six (6) years relevant work experience in a public or private sector;
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter six of the Kenya Constitution 2010

SENIOR CORPORATE AFFAIRS OFFICER - GRADE 11
MUST/ADM/CAO/03/11/2026

Applicants must meet the following requirements:

a) A Master's Degree in Journalism & Mass Communication, Business Administration or other related fields.
b) Bachelor's Degree or Higher National Diploma in any of the following: - Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution.
c) At least a minimum of Three (3) years relevant work experience in a public or private sector;
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter six of the Kenya Constitution 2010

CORPORATE AFFAIRS OFFICER I - GRADE 10
MUST/ADM/CAO/04/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree in any of the following: - Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution.
b) At least a minimum of six (6) years relevant work experience in a public or private sector;
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter six of the Kenya Constitution 2010

CORPORATE AFFAIRS OFFICER II - GRADE 9
MUST/ADM/CAO/05/11/2026

Applicants must meet the following requirements:

a) For appointment to this grade, one must have;
b) Bachelor's Degree in any of the following: - Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution;
c) At least a minimum of three (3) years relevant work experience in a public or private sector;
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

CORPORATE AFFAIRS OFFICER III - GRADE 8
MUST/ADM/CAO/06/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in any of the following: - Journalism, Mass Communications, Public Relations or equivalent from a recognized institution;
b) Proficiency in computer applications
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR ASSISTANT CORPORATE AFFAIRS OFFICER - GRADE 7
MUST/ADM/CAO/07/11/2026

Applicants must meet the following requirements:

a) A Diploma in Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution;
b) With six (6) years relevant work experience in a public or private sector;
c) Proficiency in computer application;
d) Shown merit and ability as reflected in work performance and results.

ASSISTANT CORPORATE AFFAIRS OFFICER I - GRADE 6
MUST/ADM/CAO/08/11/2026

Applicants must meet the following requirements:

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

ASSISTANT CORPORATE AFFAIRS OFFICER II - GRADE 5
MUST/ADM/CAO/09/11/2026

Applicants must meet the following requirements:

a) Diploma in Journalism, Mass Communications, Public Relations or other relevant course from a recognized institution.
b) Proficiency in computer application.
c) Shown merit and ability as reflected in work performance and results.

CUSTOMER CARE OFFICER - GRADE 4
MUST/ADM/CAO/10/11/2026

Applicants must meet the following requirements:

a) Certificate in Communication, Customer Service, Public Relations or equivalent qualification from a recognized institution
b) Three (3) years relevant work experience in public or private sector.
c) Proficiency in computer applications.
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

FINANCIAL MANAGEMENT OFFICERS

SENIOR ACCOUNTANT - GRADE 13
MUST/ADM/FM/01/11/2026

Applicants must meet the following requirements:

i. Master's degree in Finance or Accounting with CPA (K) or equivalent with nine (9) years' experience.
ii. Bachelor's Degree in Finance, Accounting or Business Administration or related field.
iii. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK).
iv. Proficiency in Accounting Software.
v. Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

ACCOUNTANT I - GRADE 12
MUST/ADM/FM/02/11/2026

Applicants must meet the following requirements:

a) Master's degree in Finance or Accounting with CPA (K) or equivalent with Six (6) years' experience.
b) Bachelor's Degree in Finance, Accounting or Business Administration or related field.
c) Membership to the Institute of Certified Public Accountants of Kenya.
d) Proficiency in Accounting Software.
e) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

ACCOUNTANT II - GRADE 11
MUST/ADM/FM/03/11/2026

Applicants must meet the following requirements:

a) Master's degree in Finance or Accounting with CPA (K) or equivalent with three (3) years' experience
   OR
b) Bachelor's Degree in Finance, Accounting or Business Administration or related field
c) and CPA(K) with Six (6) years' relevant experience
d) Membership to the Institute of Certified Public Accountants of Kenya.
e) Proficiency in Accounting Software.
f) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

SENIOR ASSISTANT ACCOUNTANT I - GRADE 10
MUST/ADM/FM/04/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Finance, Accounting or Business Administration or related field and CPA(K) and three (3) years' experience in relevant field OR 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.
b) Proficiency in Accounting Software.
c) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

ASSISTANT ACCOUNTANT I - GRADE 9
MUST/ADM/FM/05/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Finance, Accounting or Business Administration or equivalent with CPA K OR

b) Bachelor's Degree or Higher National Diploma in Finance, Accounting or Business Administration or equivalent or CPA K with Three (3) years of relevant experience
c) Proficiency in Accounting Software.
d) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

ASSISTANT ACCOUNTANT II - GRADE 8
MUST/ADM/FM/06/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Finance, Accounting or equivalent or CPA(K)
b) Proficiency in Accounting Software.
c) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010.

ACCOUNTS ASSISTANT I - GRADE 7
MUST/ADM/FM/07/11/2026

Applicants must meet the following requirements:

a) CPA II OR ATD Final OR
b) CPA 1 OR Diploma in Accounting, Finance or related field with six (6) year's relevant work experience in a public or private sector;
c) Proficiency in Accounting Software.
d) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010.

ACCOUNTS ASSISTANT II - GRADE 6
MUST/ADM/FM/08/11/2026

Applicants must meet the following requirements:

a) CPA 1 OR Diploma in Accounting, Finance or Equivalent with Three (3) years relevant work experience OR CPA II
b) Proficiency in Computer Applications;
c) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010.

ACCOUNTS ASSISTANT III - GRADE 5
MUST/ADM/FM/09/11/2026

Applicants must meet the following requirements:

a) CPA 1 OR Diploma in Accounting, Finance or Equivalent.
b) Proficiency in Computer Applications;
c) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010.

ACCOUNTS CLERK - GRADE 4
MUST/ADM/FM/10/11/2026

Applicants must meet the following requirements:

a) KCSE certificate or equivalent
b) ACNC 1/ATC 1 with Three (3) years relevant work years of experience
c) Or ACNC II/ATC II
d) Proficiency in computer applications.
e) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010.

ACCOUNTS CLERK II - GRADE 3
MUST/ADM/FM/11/11/2026

Applicants must meet the following requirements:

a) KCSE certificate or equivalent
b) ACNC 1/ATC 1
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010.

INTERNAL AUDIT

SENIOR INTERNAL AUDITOR - GRADE 13
MUST/ADM/IA/01/11/2026

Applicants must meet the following requirements:

a) Have Master's degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution;
b) 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;
c) Have a minimum period of Nine (9) years relevant work experience or its equivalent in public or private sector.
d) Have Certified Public Accountant of Kenya (K) and CIA III or CISA III or its equivalent;
e) Be a registered member of ICPAK
f) Be a Member of the IIA in good standing;
g) Proficiency in Accounting Software.
h) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

INTERNAL AUDITOR I - GRADE 12
MUST/ADM/IA/02/11/2026

Applicants must meet the following requirements:

a) Have Master's degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution;
b) 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;
c) Have a minimum period of Six (6) years relevant work experience or its equivalent in public or private sector.
d) Have Certified Public Accountant of Kenya (K) and CIA III or CISA III or its equivalent;
e) Be a registered member of ICPAK
f) Be a Member of the IIA in good standing;
g) Proficiency in Accounting Software.
h) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

INTERNAL AUDITOR II - GRADE 11
MUST/ADM/IA/03/11/2026

Applicants must meet the following requirements:

a) Have Master's degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution and CPA (K) with Three (3) years' relevant experience OR
b) Have Bachelor's Degree or Higher National Diploma 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 Six (6) years' relevant experience
c) Have CIA III or CISA III or its equivalent;
d) Be a registered member of ICPAK
e) Be a Member of the IIA in good standing;
f) Proficiency in Accounting Software.
g) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

SENIOR ASSISTANT INTERNAL AUDITOR - GRADE 10
MUST/ADM/IA/04/11/2026

Applicants must meet the following requirements:

a) 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

b) 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 in public or private sector
c) Proficiency in Accounting Software.
d) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

ASSISTANT INTERNAL AUDITOR I - GRADE 9
MUST/ADM/IA/05/11/2026

Applicants must meet the following requirements:

a) Have Bachelor's Degree or Higher National Diploma in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or equivalent from a recognized University with CPA (K) or its equivalent; OR
b) Have Bachelor's Degree or Higher National Diploma in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or equivalent from a recognized University with three (3) years relevant work experience in a public or private sector:
c) Proficiency in Accounting Software.
d) Fulfill the requirements of Chapter 6 of the Kenya Constitution 2010

ASSISTANT INTERNAL AUDITOR II - GRADE 8
MUST/ADM/IA/06/11/2026

Applicants must meet the following requirements:

a) Have Bachelor's Degree or Higher National Diploma in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or CPA (K) or equivalent qualification
b) Be proficient in accounting software;
c) Fulfilled the requirements of Chapter six of the Constitution.

HUMAN RESOURCE OFFICE

PRINCIPAL HUMAN RESOURCE OFFICER - GRADE 13
MUST/ADM/HR/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Human Resource Management or equivalent from a recognized institution. With CHRP (K)
b) Bachelor's Degree or Higher National Diploma in Human Resource Management or equivalent from a recognized institution
c) Professional membership to Institute of Human Resource Management

d) Have at least Nine (9) years relevant experience in a public or private sector;
e) Proficiency in Computer Applications
f) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010

SENIOR HUMAN RESOURCE OFFICER - GRADE 11
MUST/ADM/HR/02/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Human Resource Management or equivalent from a recognized institution with CHRP (K) with Three (3) years' experience
OR
b) Bachelor's Degree or Higher National Diploma in Human Resource Management or equivalent from a recognized institution with CHRP (K) with Six (6) years' experience
c) Professional membership to Institute of Human Resource Management
d) Proficiency in Computer Applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

HUMAN RESOURCE OFFICER I - GRADE 10
MUST/ADM/HR/03/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Human Resource from a recognized institution or CHRP (K) equivalent with Six (6) years relevant experience in a public or private sector OR
b) Bachelor's Degree or Higher National Diploma in Human Resource from a recognized institution and CHRP (K) equivalent with three (3) years relevant experience in a public or private sector
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
d) Proficiency in Computer Applications

HUMAN RESOURCE OFFICER II - GRADE 9
MUST/ADM/HR/04/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Human Resource or equivalent from a recognized institution with three (3) years' relevant experience in public or private sector OR
b) Bachelor's Degree or Higher National Diploma in Human Resource or equivalent from a recognized institution with CHRP (K)
c) Proficiency in Computer Applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

HUMAN RESOURCE OFFICER III - GRADE 8
MUST/ADM/HR/05/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree in Human Resource or Higher National Diploma or equivalent from a recognized institution OR CHRP (K)
b) Proficiency in computer applications
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR HUMAN RESOURCE ASSISTANT - GRADE 7
MUST/ADM/HR/06/11/2026

Applicants must meet the following requirements:

a) Diploma in Human Resource Management or equivalent from a recognized institution.
b) Have at least Six (6) years relevant experience in a public or private sector.
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

HUMAN RESOURCE ASSISTANT I - GRADE 6
MUST/ADM/HR/07/11/2026

Applicants must meet the following requirements:

a) Diploma in Human Resource Management or equivalent from a recognized institution.
b) Have at least Three (3) years relevant experience in a public or private sector.
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

HUMAN RESOURCE ASSISTANT II - GRADE 5
MUST/ADM/HR/08/11/2026

Applicants must meet the following requirements:

a) Diploma in Human Resource Management or equivalent from a recognized institution
b) Proficiency in computer applications
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

DEPUTY CHIEF ICT OFFICER - GRADE 13
MUST/ADM/ICT/01/11/2026

Applicants must meet the following requirements:

a) A Master's Degree in ICT related field or equivalent from a recognized institution.
b) A Bachelor's degree or Higher National diploma in ICT related field or equivalent from a recognized institution
c) Nine (9) years relevant experience in public or private sector.
d) Fulfill the requirements of Chapter six (6) of the Constitution 2010

SENIOR ICT OFFICER I - GRADE 12
MUST/ADM/ ICT/02/11/2026

Applicants must meet the following requirements:

a) A Master's Degree in ICT related field or equivalent from a recognized institution.
b) A Bachelor's degree or Higher National diploma in ICT related field or equivalent from a recognized institution.
c) Six (6) years relevant experience in public or private sector.
d) Fulfil the requirements of Chapter six (6) of the Constitution 2010.

SENIOR ICT OFFICER II - GRADE 11
MUST/ADM/INC/03/11/2026

Applicants must meet the following requirements:

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

ICT OFFICER I - GRADE 10
MUST/ADM/ICT/04/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree OR Higher National Diploma in ICT related field from a recognized institution
b) Six (6) years relevant experience in public or private sector.
c) Fulfill the requirements of Chapter six (6) of the Constitution 2010.

ICT OFFICER II - GRADE 9
MUST/ADM/ICT/05/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree OR Higher National Diploma in ICT related field.
b) Three (3) years of relevant experience in public or private sector.
c) Fulfill the requirements of Chapter six (6) of the Constitution 2010.

ICT OFFICER III - GRADE 8
MUST/ADM/ICT/06/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree OR Higher National Diploma in ICT or equivalent from a recognized institution
b) Fulfill the requirements of Chapter six (6) of the Kenya Constitution 2010

SENIOR ASSISTANT ICT OFFICER - GRADE 7
MUST/ADM/ICT/07/11/2026

Applicants must meet the following requirements:

a) A Diploma in ICT or equivalent from a recognized institution.
b) Have Six (6) years relevant in public or private sector.
c) Fulfill the requirements of Chapter six (6) of the Kenya Constitution 2010

ICT ASSISTANT I - GRADE 6
MUST/ADM/ICT/08/11/2026

Applicants must meet the following requirements:

a) A Diploma in ICT or equivalent from a recognized institution.
b) Three (3) years relevant experience in public or private sector.
c) Fulfill the requirements of Chapter six (6) of the Kenya Constitution 2010.

ICT ASSISTANT II - GRADE 5
MUST/ADM/ICT/09/11/2026

Applicants must meet the following requirements:

a) A Diploma in ICT related field.
b) Must meet the requirements of Chapter six (6) of the Constitution 2010.

SUPPLY CHAIN MANAGEMENT

DEPUTY SUPPLY CHAIN MANAGER - GRADE 13
MUST/ADM/SCM/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Procurement and Supply Chain Management, logistics or equivalent qualification from a recognized institution;
b) Bachelor's Degree in Procurement and Supplies Management, or equivalent qualification from a recognized institution;
c) Be a Certified Procurement and Supply Chain Professional (CPSP - K)
d) Nine (9) years relevant work experience in public or private institution or its equivalent in public or private sector.
e) Membership of professional body either KISM in good standing;
f) Proficiency in computer applications
g) Valid practicing license from KISM
h) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SUPPLY CHAIN OFFICER - GRADE 12
MUST/ADM/SCM/02/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Procurement and Supply Chain Management, logistics or equivalent qualification from a recognized institution;
b) Bachelor's Degree in Procurement and Supplies Management, or equivalent qualification from a recognized institution;
c) Be a Certified Procurement and Supply Chain Professional (CPSP - K)
d) Six (6) years relevant work experience in public or private institution or its equivalent in public or private sector.
e) Membership of professional body either KISM or CIPS in good standing;
f) Proficiency in computer applications
g) Valid practicing license from KISM
h) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SENIOR ASSISTANT SUPPLY CHAIN OFFICER - GRADE 11
MUST/ADM/SCM/03/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Procurement and Supply Chain Management from a recognized institution and CPSP-K with Three (3) year's relevant experience OR
b) Bachelor's Degree or Higher National Diploma in Procurement and Supply Chain Management from a recognized institution and CPSP-K or equivalent from a recognized institution with Six (6) year's relevant experience

c) Be registered with KISM
d) Have a valid practicing License
e) Proficiency in computer applications
f) Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

SENIOR SUPPLY CHAIN OFFICER - GRADE 10
MUST/ADM/SCM/04/11/2026

Applicants must meet the following requirements:

a) 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
OR
b) 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
c) Be registered with KISM
d) Have a valid practicing License
e) Proficiency in computer applications
f) Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

ASSISTANT SUPPLY CHAIN OFFICER I - GRADE 9
MUST/ADM/SCM/05/11/2026

Applicants must meet the following requirements:

a) 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 Three (3) year's relevant experience
OR
b) Bachelor's Degree or Higher National Diploma in Procurement and Supply Chain Management from a recognized institution with CPSP-K
c) Be registered with KISM
d) Have a valid practicing License
e) Proficiency in computer applications
f) Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

ASSISTANT SUPPLY CHAIN OFFICER II - GRADE 8
MUST/ADM/SCM/06/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree in Procurement and Supply Chain Management from a recognized institution or CPSP-K or Higher National Diploma in Procurement and Supply Chain Management equivalent from a recognized institution.

b) Be registered with KISM
c) Have a valid practicing License
d) Proficiency in computer applications
e) Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

SENIOR SUPPLY CHAIN ASSISTANT - GRADE 7
MUST/ADM/SCM/07/11/2026

Applicants must meet the following requirements:

a) 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)
b) Six (6) years' relevant experience
c) Be registered with KISM
d) Have a valid practicing License
e) Proficiency in computer applications
f) Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

SUPPLY CHAIN ASSISTANT I - GRADE 6
MUST/ADM/SCM/08/11/2026

Applicants must meet the following requirements:

a) 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)
b) Three (3) years' relevant experience
c) Be registered with KISM
d) Have a valid practicing License
e) Proficiency in computer applications
f) Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

SUPPLY CHAIN ASSISTANT II - GRADE 5
MUST/ADM/SCM/09/11/2026

Applicants must meet the following requirements:

a) 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)
b) Be registered with KISM
c) Have a valid practicing License
d) Proficiency in computer applications
e) Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

SUPPLY CHAIN CLERK I - GRADE 4
MUST/ADM/SCM/10/11/2026

Applicants must meet the following requirements:

a) Certificate in Procurement & Supplies Management, Business Administration, or its equivalent field from a recognized institution.
b) Three (3) years' experience or equivalent experience in public or private sector.
c) Proficiency in computer applications
d) Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

SUPPLY CHAIN CLERK II - GRADE 3
MUST/ADM/SCM/11/11/2026

Applicants must meet the following requirements:

a) Certificate Procurement & Supplies Management, Business Administration, or it's equivalent field from a recognized institution.
b) Proficiency in computer applications
c) Fulfilled the requirements of Chapter 6 of the Kenya Constitution 2010.

SECURITY OFFICERS

DEPUTY CHIEF SECURITY OFFICER - GRADE 13
MUST/ADM/SEC/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Criminology/Security Studies or its equivalent from a recognized institution with Twelve (12) years relevant working experience in public or private sector. OR
b) Attained rank of Inspector of police or equivalent position from any other disciplined forces with at least Nine (9) years' experience with a discharge certificate and a Bachelor's degree in Criminology/Security Studies or its equivalent from a recognized institution
c) Proficiency in Computer applications
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

PRINCIPAL SECURITY OFFICER - GRADE 12
MUST/ADM/SEC/02/11/2026

Applicants must meet the following requirements:

a) 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

b) 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
c) Proficiency in Computer applications
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SENIOR SECURITY OFFICER - GRADE 11
MUST/ADM/SEC/03/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Criminology or Security Studies or its equivalent from a recognized institution with three (3) years relevant working experience OR
b) 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.
c) Proficiency in Computer application
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SECURITY OFFICER I - GRADE 10
MUST/ADM/SEC/04/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree in Criminology or Security Studies or its equivalent from a recognized institution.
b) Six (6) years relevant working experience.
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
d) Proficiency in Computer application

SECURITY OFFICER II - GRADE 9
MUST/ADM/SEC/05/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree in Criminology or Security Studies or its equivalent from a recognized institution.
b) Three (3) years relevant working experience.
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
d) Proficiency in Computer application

SECURITY OFFICER III - GRADE 8
MUST/ADM/SEC/06/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree in Criminology or Security Studies or equivalent from a recognized institution.
b) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
c) Proficiency in computer application

SENIOR ASSISTANT SECURITY OFFICER - GRADE 7
MUST/ADM/SEC/07/11/2026

Applicants must meet the following requirements:

a) Diploma in Criminology or Security studies or its equivalent from a recognized institution
b) Proficiency in Computer Applications
c) Six (6) years relevant working experience.
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

ASSISTANT SECURITY OFFICER I - GRADE 6
MUST/ADM/SEC/08/11/2026

Applicants must meet the following requirements:

a) Diploma in Criminology or Security Studies or its equivalent from a recognized institution
b) Three (3) years relevant working experience
c) Proficiency in Computer Applications
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

ASSISTANT SECURITY OFFICER II - GRADE 5
MUST/ADM/SEC/09/11/2026

Applicants must meet the following requirements:

a) Diploma in Criminology or Security Studies or its equivalent from a recognized institution
b) Proficiency in Computer Applications
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SECURITY SURVEILLANCE OFFICER I - GRADE 6
MUST/ADM/SEC/10/11/2026

Applicants must meet the following requirements:

a) Diploma in security management, Diploma in IT or any other equivalent qualifications from a recognized institution

b) At least Three (3) years relevant experience in CCTV monitoring operations in a busy environment
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SECURITY SURVEILLANCE OFFICER II - GRADE 5
MUST/ADM/SEC/11/11/2026

Applicants must meet the following requirements:

a) Diploma in security management or Diploma in IT or any other equivalent qualifications in a related field from a recognized institution
b) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SECURITY GUARD I - GRADE 4
MUST/ADM/SEC/12/11/2026

Applicants must meet the following requirements:

a) Certificate in security studies or equivalent qualification from a recognized institution.
b) KCSE certificates and three (3) years' relevant experience
   OR
c) Having Six (6) years relevant experience in a reputable security firms.
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SECURITY GUARD II - GRADE 3
MUST/ADM/SEC/13/11/2026

Applicants must meet the following requirements:

a) Certificate in security studies or equivalent qualification from a recognized institution.
b) KCSE certificates
   OR
c) Having Three (3) years relevant experience in a reputable security firms
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

TRANSPORT

CHIEF TRANSPORT OFFICER - GRADE 11
MUST/ADM/TRP/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Logistics/Mechanical Engineering/Automotive or equivalent qualification from a recognized institution.
b) Bachelor's Degree or Higher National Diploma in Logistics/ Transport Management/ Automotive or equivalent qualification from a recognized institution.
c) Driving License

d) Three (3) years' work experience as a Logistics / Transport Officer or its equivalent in a public or private sector.
e) Proficiency in computer Applications
f) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

DEPUTY TRANSPORT OFFICER - GRADE 10
MUST/ADM/TRP/02/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree or Higher National Diploma in Logistics/ Transport Management/ Automotive or equivalent qualification from a recognized institution.
b) Driving License
c) Six (6) Years relevant experience in public or private sector.
d) Proficiency in computer Applications
e) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

TRANSPORT OFFICER I - GRADE 9
MUST/ADM/TRP/03/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree or Higher National Diploma in Logistics and Transport management, Automotive Engineering or equivalent from a recognized institution
b) Three (3) years' relevant experience in a public or private sector.
c) Driving License
d) Proficiency in computer Applications
e) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

TRANSPORT OFFICER II - GRADE 10
MUST/ADM/TRP/04/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree or Higher National Diploma in Logistics and Transport management, Automotive Engineering or equivalent from a recognized institution
b) Proficiency in computer Applications
c) Driving License
d) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

DRIVER MECHANIC/PLANT OPERATOR I - GRADE 7
MUST/ADM/TRP/05/11/2026

Applicants must meet the following requirements:

a) KCSE or equivalent with Six (6) years' experience or KCPE or equivalent with nine (9) years' relevant experience
b) Motor Vehicle Mechanics /Electrician, Government Trade Certificate I

c) Driving license
d) Proficiency in computer Applications
e) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

DRIVER MECHANIC/PLANT OPERATOR II - GRADE 6
MUST/ADM/TRP/06/11/2026

Applicants must meet the following requirements:

a) KCSE or equivalent with Three (3) years' experience or KCPE or equivalent with six (6) years' relevant experience
b) Motor Vehicle Mechanics /Electrician, Government Trade Certificate I
c) Driving license
d) Proficiency in computer Applications
e) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

DRIVER MECHANIC/PLANT OPERATOR III - GRADE 5
MUST/ADM/TRP/07/11/2026

Applicants must meet the following requirements:

a) KCSE or equivalent or KCPE or equivalent with three (3) years' relevant experience
b) Motor Vehicle Mechanics /Electrician, Government Trade Certificate I
c) Driving license
d) Proficiency in computer Applications
e) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

GARAGE FOREMAN I - GRADE 7
MUST/ADM/TRP/08/11/2026

Applicants must meet the following requirements:

a) Diploma in Automotive Engineering or its equivalent from a recognized institution
b) Six (6) years' relevant experience in public or private sector.
c) Driving License
d) Proficiency in computer Applications
e) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

GARAGE FOREMAN II - GRADE 6
MUST/ADM/TRP/09/11/2026

Applicants must meet the following requirements:

a) Diploma in Automotive Engineering or its equivalent from a recognized institution
b) Three (3) years' relevant experience in a public or private sector.
c) Driving License
d) Proficiency in computer Applications
e) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

GARAGE FOREMAN III - GRADE 5
MUST/ADM/TRP/10/11/2026

Applicants must meet the following requirements:

a) Diploma in Automotive Engineering or its equivalent from a recognized institution
b) Driving License
c) Proficiency in computer applications
d) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

CHIEF DRIVER - GRADE 7
MUST/ADM/TRP/11/11/2026

Applicants must meet the following requirements:

a) Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification;
b) Passed Occupational Trade Test I for drivers
c) Driving license for approved classes with PSV endorsement
d) Intensive Defensive Driving Certificate
e) Executive Drivers Certificate
f) First-Aid certificate from a recognized institution;
g) Twelve (12) Years driving experience in a public or private sector.
h) Proficiency in computer and;
i) Have Driving license for classes A, B C E
j) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

SENIOR DRIVER - GRADE 6
MUST/ADM/TRP/12/11/2026

Applicants must meet the following requirements:

a) Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification;
b) Passed Occupational Trade Test I for drivers
c) Driving license for approved classes with PSV endorsement
d) Intensive Defensive Driving Certificate
e) Executive Drivers Certificate
f) First-Aid certificate from a recognized institution;
g) Nine (9) Years driving experience in a public or private sector.
h) Proficiency in computer and;
i) Have Driving license for classes A, B C E
j) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

DRIVER I - GRADE 5
MUST/ADM/TRP/13/11/2026

Applicants must meet the following requirements:

a) Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification with six (6) years driving experience or Nine (9) years' driving experience in a public or private sector.
b) Passed Occupational Trade Test II for drivers
c) Driving License for approved classes, with PSV endorsement
d) First Aid certificate
e) Certificate of Intensive defensive driving
f) Have Driving license for classes A, B C E
g) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

DRIVER II - GRADE 4
MUST/ADM/TRP/14/11/2026

Applicants must meet the following requirements:

a) Kenya Certificate of Secondary Education (KCSE) or equivalent with Three (3) years relevant experience or Six (6) years driving experience in a public or private sector.
b) Passed Occupational Trade Test II for drivers
c) Driving License for approved classes, with PSV endorsement
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

DRIVER III - GRADE 3
MUST/ADM/TRP/15/11/2026

Applicants must meet the following requirements:

a) Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification; Or have 3 years' relevant experience as a driver in a public or private sector.
b) Passed Occupational Trade Test II for drivers
c) Driving License for approved classes, with PSV endorsement
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

ESTATES

ESTATES MANAGER - GRADE 13
MUST/ADM/EST/01/11/2026

Applicants must meet the following requirements:

a) Masters' degree in building and construction, Architecture, land economics, Estates Management, Civil Engineering/Water Engineering or equivalent.
b) Degree in building and construction, Architecture, land economics, Estates Management, Civil Engineering/Water Engineering or equivalent.

c) Must have Nine (9) years' relevant experience in a comparable position from a public or private sector.
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
e) Registration with the relevant regulatory body (where applicable)
f) Proficiency in Computer Applications

DEPUTY ESTATES MANAGER - GRADE 12
MUST/ADM/EST/02/11/2026

Applicants must meet the following requirements:

a) Master's degree in Building and Construction, Architecture, land economics, Estates Management, Civil Engineering, Water Engineering or equivalent.
b) Bachelors' degree in Building and Construction, Architecture, land economics, Estates Management, Civil Engineering, Water Engineering or equivalent.
c) Must have six (6) years' relevant experience in a comparable office from a public or private sector.
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
e) Registration with the relevant regulatory body (where applicable)
f) Proficiency in Computer Applications

CHIEF MAINTENANCE OFFICER - GRADE 11
MUST/ADM/EST/03/11/2026

Applicants must meet the following requirements:

a) Masters' degree in Building and Construction, Architecture, land economics, Estates Management, Civil Engineering, Water Engineering or equivalent.
b) Bachelors' degree in Building and Construction, Architecture, land economics, Estates Management, Civil Engineering, Water Engineering or equivalent.
c) Must have three (3) years' relevant experience or its equivalent in a public or private sector.
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
e) Registration with the relevant regulatory body (where applicable)
f) Proficiency in Computer Applications

SENIOR MAINTENANCE OFFICER - GRADE 10
MUST/ADM/EST/04/11/2026

Applicants must meet the following requirements:

a) Bachelors' Degree or Higher National Diploma in Civil Engineering. Building and Construction, Architecture, land economics, Estates Management, Water Engineering or equivalent
b) Six (6) years of relevant work experience or its equivalent in a public or private sector

c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
d) Registration with the relevant regulatory body (where applicable)
e) Proficiency in Computer Applications

MAINTENANCE OFFICER II - GRADE 9
MUST/ADM/EST/05/11/2026

Applicants must meet the following requirements:

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

MAINTENANCE OFFICER III - GRADE 8
MUST/ADM/EST/06/11/2026

Applicants must meet the following requirements:

a) Bachelor Degree or Higher National Diploma in Building and Construction, Architecture, land economics, Estates Management, Civil Engineering, Water Engineering or equivalent from a recognized institution
b) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
c) Registration with the relevant regulatory body (where applicable)
d) Proficiency in Computer Applications

TECHNICIAN I - GRADE 7
MUST/ADM/EST/07/11/2026

Applicants must meet the following requirements:

a) Diploma in relevant field from a recognized institution.
b) Six (6) years of relevant experience in a Public or Private sector.
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
d) Registration with the relevant regulatory body (where applicable)
e) Proficiency in Computer Applications

TECHNICIAN II - GRADE 6
MUST/ADM/EST/08/11/2026

Applicants must meet the following requirements:

a) Diploma in relevant field from a recognized institution.
b) Three (3) years of relevant experience in a Public or Private sector.
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

d) Registration with the relevant regulatory body (where applicable)
e) Proficiency in Computer Applications

TECHNICIAN III - GRADE 5
MUST/ADM/EST/09/11/2026

Applicants must meet the following requirements:

a) Diploma in relevant field from a recognized institution.
b) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
c) Registration with the relevant regulatory body (where applicable)
d) Proficiency in Computer Applications

SENIOR ARTISAN - GRADE 6
MUST/ADM/EST/10/11/2026

Applicants must meet the following requirements:

a) Government trade test II in relevant field from a recognized institution with Nine (9) years of relevant experience or its equivalent in a public or private sector.
OR
b) Diploma in a related field with Three (3) years relevant working experience
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
d) Registration with the relevant regulatory body (where applicable)

ARTISAN I - GRADE 5
MUST/ADM/EST/11/11/2026

Applicants must meet the following requirements:

a) Government trade test I in relevant field from a recognized institution with Six (6) years of relevant experience in public or private sector.
OR
b) Diploma in relevant fields
c) Registration with the relevant regulatory body (where applicable)
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010;

ARTISAN II - GRADE 4
MUST/ADM/EST/12/11/2026

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) Three (3) years of relevant experience or its equivalent in public or private sector.
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010;

ARTISAN III - GRADE 3
MUST/ADM/EST/13/11/2026

Applicants must meet the following requirements:

a) Government trade test I in relevant field from a recognized institution
b) Registration with the National Construction Authority (where applicable)
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010;

GROUNDSMAN - GRADE 3
MUST/ADM/EST/14/11/2026

Applicants must meet the following requirements:

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

HEALTH SERVICES

MEDICAL OFFICER I - GRADE 13
MUST/ADM/HS/01/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor of Medicine & Bachelor of Surgery from an accredited and recognized institution
b) Be a member of the relevant registration body in good standing.
c) Have a valid Medical Practice License
d) Three (3) years' relevant experience in public or private sector
e) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
f) Proficiency in Computer Applications

MEDICAL OFFICER II - GRADE 12
MUST/ADM/HS/02/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor of Medicine & Bachelor of Surgery or equivalent from a recognized institution
b) Be a member of a relevant registration body in good standing.
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
d) Proficiency in Computer Applications

CHIEF CLINICAL OFFICER - GRADE 12
MUST/ADM/HS/03/11/2026

Applicants must meet the following requirements:

a) Master degree in Clinical medicine from a recognized institution or equivalent Or Have a Bachelor's Degree or Higher National Diploma in Clinical Medicine with Six (6) years' relevant experience
b) Be registered by the Clinical Officers Council of Kenya
c) Have a valid practicing license
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
e) Proficiency in Computer Applications.

SENIOR CLINICAL OFFICER - GRADE 11
MUST/ADM/HS/04/11/2026

Applicants must meet the following requirements:

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

CLINICAL OFFICER I - GRADE 10
MUST/ADM/HS/05/11/2026

Applicants must meet the following requirements:

a) Have Bachelors or Higher Diploma in Clinical Medicine or equivalent from a recognized institution OR a Diploma in Clinical Medicine or equivalent with six (6) years' relevant experience.
b) Be registered by the Clinical Officers Council of Kenya
c) Have a valid practicing license
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
e) Proficiency in Computer Applications

CLINICAL OFFICER II - GRADE 9
MUST/ADM/HS/06/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in clinical medicine or equivalent from a recognized Institution with three (3) years' relevant experience
b) Be registered by the Clinical Officers Council of Kenya
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
d) Proficiency in Computer Applications

CLINICAL OFFICER III - GRADE 8
MUST/ADM/HS/07/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in clinical medicine or equivalent from a recognized Institution
b) Be registered by the Clinical Officers Council of Kenya
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
d) Proficiency in Computer Applications

CHIEF NURSING OFFICER - GRADE 12
MUST/ADM/HS/08/11/2026

Applicants must meet the following requirements:

a) Have a Master's degree in nursing or related field
   OR a Bachelor degree or Higher National Diploma in Nursing or equivalent from a recognized Institution with six (6) years relevant experience in a public or private sector.
b) Have a valid practicing license from Nursing Council of Kenya (NCK)
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010
d) Proficiency in Computer Applications

SENIOR NURSING OFFICER I - GRADE 11
MUST/ADM/HS/09/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor degree or Higher National Diploma in Nursing or equivalent from a recognized Institution.
b) Have a valid license from Nursing Council of Kenya (NCK).
c) Three (3) years relevant experience in a public or private sector.
d) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010
e) Proficiency in Computer Applications

NURSING OFFICER, I - GRADE 10
MUST/ADM/HS/10/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor Degree or Higher National Diploma in Nursing OR equivalent from a recognized Institution or Have a Diploma in Nursing or equivalent from a recognized Institution and Six (6) years relevant experience
b) Have a valid license from Nursing Council of Kenya (NCK)
c) Fulfill the requirements of Chapter six of the Kenya Constitution 2010
d) Proficiency in Computer Applications

NURSING OFFICER II - GRADE 9
MUST/ADM/HS/11/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in Nursing or equivalent from a recognized Institution
b) Have a valid license from Nursing Council of Kenya (NCK)
c) Fulfill the requirements of Chapter six of the Kenya Constitution 2010
d) Three (3) years' experience in a public or private sector.
e) Proficiency in Computer Applications

NURSING OFFICER III - GRADE 8
MUST/ADM/HS/12/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in Nursing or equivalent from a recognized Institution
b) Have a valid license from Nursing Council of Kenya (NCK)
c) Fulfill the requirements of Chapter six of the Kenya Constitution 2010
d) Proficiency in Computer Applications

SENIOR PHARMACEUTICAL TECHNOLOGIST I - GRADE 11
MUST/ADM/HS/13/11/2026

Applicants must meet the following requirements:

a) Higher National Diploma in Clinical pharmacy or equivalent with Six (6) years relevant experience
b) Fulfill the requirements of Chapter Six of Kenya Constitution of Kenya 2010
c) Be registered by the Pharmacies and Poisons Board
d) Proficiency in Computer Applications

SENIOR PHARMACEUTICAL TECHNOLOGIST II - GRADE 10
MUST/ADM/HS/14/11/2026

Applicants must meet the following requirements:

a) 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
b) Fulfill the requirements of Chapter Six of Kenya Constitution of Kenya 2010
c) Be registered by the Pharmacies and Poisons Board
d) Proficiency in Computer Applications

PHARMACEUTICAL TECHNOLOGIST I - GRADE 9
MUST/ADM/HS/15/11/2026

Applicants must meet the following requirements:

a) 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
b) Fulfill the requirements of Chapter Six of Kenya Constitution of Kenya 2010
c) Be registered by the Pharmacies and Poisons Board
d) Proficiency in Computer Applications

PHARMACEUTICAL TECHNOLOGIST II - GRADE 8
MUST/ADM/HS/16/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in Pharmaceutical Technology or equivalent from a recognized institution
b) Be registered by the Pharmacies and Poisons Board
c) Three (3) years relevant experience
d) Fulfill the requirements of Chapter Six of Kenya Constitution of Kenya 2010
e) Proficiency in Computer Applications

PHARMACEUTICAL TECHNOLOGIST III - GRADE 7
MUST/ADM/HS/17/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in Pharmaceutical Technology from a recognized institution
b) Be registered by the Pharmacies and Poisons Board
c) Fulfill the requirements of Chapter Six of Kenya Constitution of Kenya 2010
d) Proficiency in Computer Applications

SENIOR MEDICAL LABORATORY TECHNOLOGIST I - GRADE 11
MUST/ADM/HS/18/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor's degree OR Higher National Diploma in Medical Laboratory from a recognized institution
b) Six (6) years relevant experience
c) Be registered by the Kenya Medical Laboratory Technologists and Technicians Board
d) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010
e) Proficiency in Computer Applications

SENIOR MEDICAL LABORATORY TECHNOLOGIST II - GRADE 10
MUST/ADM/HS/19/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor's degree OR Higher National Diploma in Medical Laboratory from a recognized institution
b) Three (3) years relevant experience
c) Be registered by the Kenya Medical Laboratory Technologists and Technicians Board
d) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010
e) Proficiency in Computer Applications

MEDICAL LABORATORY TECHNOLOGIST I - GRADE 9
MUST/ADM/HS/20/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor's degree or Higher National Diploma in Medical Laboratory Sciences or equivalent from a recognized institution or Have a Diploma in Medical Laboratory from a recognized institution with six (6) years of relevant experience in public or private sector.
b) Be registered by the Kenya Medical Laboratory Technologists and Technicians Boar
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
d) Proficiency in Computer Applications

MEDICAL LABORATORY TECHNOLOGIST II - GRADE 8
MUST/ADM/HS/21/11/2026

Applicants must meet the following requirements:

a) Have a diploma in Medical Laboratory from a recognized institution
b) Be registered by the Kenya Medical Laboratory Technologists and Technicians Board
c) Three (3) years relevant experience in public or private sector.
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
e) Proficiency in Computer Applications

MEDICAL LABORATORY TECHNOLOGIST III - GRADE 7
MUST/ADM/HS/22/11/2026

Applicants must meet the following requirements:

a) Have a diploma in Medical Laboratory from a recognized institution
b) Be registered by the Kenya Medical Laboratory Technologists and Technicians Board
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
d) Proficiency in Computer Applications

CHIEF HEALTH RECORDS & INFORMATION OFFICER - GRADE 11
MUST/ADM/HS/27/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor's degree or Higher National Diploma in health records sciences OR equivalent from a recognized institution
b) Be registered by the medical records and Information officers of Kenya
c) Have Six (6) years of relevant experience in public or private sector.
d) Fulfil the requirements for chapter six of the Kenya Constitution 2010
e) Proficiency in Computer Applications

SENIOR HEALTH RECORDS & INFORMATION OFFICER - GRADE 10
MUST/ADM/HS/28/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor's degree or Higher National Diploma in health records sciences OR equivalent from a recognized institution
b) Be registered by the medical records and Information officers of Kenya
c) Have three (3) years of relevant experience in public or private sector
d) Fulfil the requirements for chapter six of the Kenya Constitution 2010
e) Proficiency in Computer Applications

HEALTH RECORDS & INFORMATION OFFICER I - GRADE 9
MUST/ADM/ HS/29/11/2026

Applicants must meet the following requirements:

a) Have a Bachelor's degree in health records sciences OR relevant Higher National Diploma from a recognized institution
   OR
b) Have a Diploma in health records sciences from a recognized institution with six (6) years relevant experience.
c) Be registered by the medial records and Information officers of Kenya.
d) Fulfil the requirements for chapter six of the Kenya Constitution 2010
e) Proficiency in Computer Applications

HEALTH RECORDS & INFORMATION OFFICER II - GRADE 8
MUST/ADM/HS/30/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in health records sciences or equivalent from a recognized institution
b) Be registered by the medical records and Information officers of Kenya
c) Have three (3) years of relevant experience in public or private sector.
d) Fulfil the requirements for chapter six of the Kenya Constitution 2010
e) Proficiency in Computer Applications

HEALTH RECORDS & INFORMATION OFFICER III - GRADE 7
MUST/ADM/HS/31/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in health records sciences or equivalent from a recognized institution
b) Be registered by the medial records and Information officers of Kenya
c) Fulfil the requirements for chapter six of the Kenya Constitution 2010
d) Proficiency in Computer Applications

HOSPITAL ADMINISTRATOR I - GRADE 11
MUST/ADM/HS/32/11/2026

Applicants must meet the following requirements:

a) Have Degree or Higher National Diploma in Health Systems Management, Health administration, Health Services Management or its equivalent from recognized institution
b) Six (6) years of experience in from public or private sector.
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
d) Proficiency in Computer Applications

HOSPITAL ADMINISTRATOR II - GRADE 10
MUST/ADM/HS/33/11/2026

Applicants must meet the following requirements:

a) Have Degree or Higher National Diploma in Health Systems Management, Health administration, Health Services Management or its equivalent from recognized institution
b) Three (3) years of experience in from public or private sector.
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
d) Proficiency in Computer Applications

HOSPITAL ADMINISTRATOR III - GRADE 9
MUST/ADM/HS/34/11/2026

Applicants must meet the following requirements:

a) Have Degree or Higher National Diploma in Health Systems Management, Health administration, Health Services Management or its equivalent from recognized institution
b) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
c) Proficiency in Computer Applications

CLINICAL NUTRITIONIST I - GRADE 9
MUST/ADM/HS/35/11/2026

Applicants must meet the following requirements:

a) Diploma in Nutrition, Dietetics, or an equivalent field.
b) Six (6) years of relevant experience in public or private sector.
c) Registration by the Kenya Nutritionists and Dieticians Institute
d) Valid practicing certificate
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
f) Proficiency in Computer Applications

CLINICAL NUTRITIONIST II - GRADE 8
MUST/ADM/HS/36/11/2026

Applicants must meet the following requirements:

a) Diploma in Nutrition, Dietetics, or an equivalent field.
b) Three (3) years of relevant experience in public or private sector.
c) Registration by the Kenya Nutritionists and Dieticians Institute
d) Valid practicing certificate
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
f) Proficiency in Computer Applications

CLINICAL NUTRITIONIST III - GRADE 7
MUST/ADM/HS/37/11/2026

Applicants must meet the following requirements:

a) Diploma in Nutrition, Dietetics, or an equivalent field from a recognized institution
b) Registration by the Kenya Nutritionists and Dieticians Institute
c) Valid practicing certificate
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
e) Proficiency in Computer Applications

AMBULANCE ATTENDANT/EMERGENCY MEDICAL TECHNICIAN I - GRADE 7
MUST/ADM/HS/38/11/2026

Applicants must meet the following requirements:

a) Have a valid First Aid Training Certificate,
b) Have Emergency Medical Technician certificate from a reputable institution,
c) Have a Current Certification in Advanced Cardiac Life Support, Advanced Trauma Life Support and Basic Life Support (ACLS, ATLS and BLS),
d) Six (6) years relevant experience
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
f) Proficiency in Computer Applications

AMBULANCE ATTENDANT/EMERGENCY MEDICAL TECHNICIAN II - GRADE 6
MUST/ADM/HS/39/11/2026

Applicants must meet the following requirements:

a) Have a valid First Aid Training Certificate,
b) Have Emergency Medical Technician certificate from a reputable institution,
c) Have a Current Certification in Advanced Cardiac Life Support, Advanced Trauma Life Support and Basic Life Support (ACLS, ATLS and BLS),
d) Three (3) years relevant experience
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
f) Proficiency in Computer Applications

AMBULANCE ATTENDANT/EMERGENCY MEDICAL TECHNICIAN III - GRADE 5
MUST/ADM/HS/40/11/2026

Applicants must meet the following requirements:

a) Have a valid First Aid Training Certificate,
b) Have Emergency Medical Technician certificate from a reputable institution,
c) Have a Current Certification in Advanced Cardiac Life Support, Advanced Trauma Life Support and Basic Life Support (ACLS, ATLS and BLS),
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
e) Proficiency in Computer Applications

VCT COUNSELLOR I - GRADE 9
MUST/ADM/HS/41/11/2026

Applicants must meet the following requirements:

a) Hold at least a Diploma in Medical counseling, Public Health, Nursing or other related fields from a recognized institution
b) Six (6) years relevant experience
c) Hold Certificate in Voluntary Counseling and Testing from a recognized institution
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010
e) Proficiency in Computer Applications

VCT COUNSELLOR II - GRADE 8
MUST/ADM/HS/42/11/2026

Applicants must meet the following requirements:

a) Hold at least a Diploma in Medical counseling, Public Health, Nursing or other related fields from a recognized institution
b) Three (3) years relevant experience
c) Hold Certificate in Voluntary Counseling and Testing from a recognized institution
d) Proficiency in Computer Applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010

VCT COUNSELLOR III - GRADE 7
MUST/ADM/HS/43/11/2026

Applicants must meet the following requirements:

a) Hold at least a Diploma in Medical counseling, Public Health, Nursing or other related fields from a recognized institution
b) Hold Certificate in Voluntary Counseling and Testing from a recognized institution
c) Proficiency in Computer Applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010

MEDICAL ENGINEERING TECHNICIAN I - GRADE 9
MUST/ADM/HS/44/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in Biomedical engineering or equivalent from a recognized institution
b) Must be registered with Association of Medical Engineering of Kenya (AMEK)
c) Six (6) years relevant experience
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010,

MEDICAL ENGINEERING TECHNICIAN II - GRADE 8
MUST/ADM/HS/45/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in Biomedical engineering or equivalent from a recognized institution
b) Must be registered with Association of Medical Engineering of Kenya (AMEK)
c) Three (3) years relevant experience
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010,

MEDICAL ENGINEERING TECHNICIAN III - GRADE 7
MUST/ADM/HS/46/11/2026

Applicants must meet the following requirements:

a) Have a Diploma in Biomedical engineering or equivalent from a recognized institution
b) Must be registered with Association of Medical Engineering of Kenya (AMEK)
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010,

REGISTRY

REGISTRY MANAGER - GRADE 12
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Records Management, Information Management, Library Science or equivalent
b) Bachelor's Degree or Higher National Diploma in Records Management, Information Management, Library Science or equivalent
c) Have Six (6) years relevant working experience.
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

DEPUTY REGISTRY MANAGER - GRADE 11
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Records Management, Information Management, Library Science or equivalent
b) Bachelor's Degree or Higher National Diploma in Records Management, Information Management, Library Science or equivalent
c) Have Three (3) years relevant working experience.
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR REGISTRY SUPERVISOR - GRADE 10
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Records Management, Information Management, Library Science or equivalent
b) Have Six (6) years relevant working experience.
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

REGISTRY SUPERVISOR I - GRADE 9
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

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

REGISTRY SUPERVISOR II - GRADE 8
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Records Management, Information Management, Library Science or equivalent
b) Proficiency in computer applications
c) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR CLERICAL OFFICER - GRADE 7
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

a) Diploma in Information Science (Archive and Records Management) or it's equivalent.
b) Have at least Six (6) years' relevant experience from public or private sector.
c) Proficiency in computer Applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

CLERICAL OFFICER I - GRADE 6
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

a) Diploma in Information Science (Archive and Records Management) or its equivalent
b) Have at least 3 years' experience or equivalent from public or private sector.
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
d) Proficiency in computer Applications

CLERICAL OFFICER II - GRADE 5
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

a) Diploma in Information Science (Archive and Records Management) or its equivalent
b) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.
c) Proficiency in computer Applications

CLERICAL OFFICER III - GRADE 4
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

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

CLERICAL OFFICER IV - GRADE 3
MUST/ADM/REG/01/11/2026

Applicants must meet the following requirements:

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

ADMINISTRATIVE OFFICERS/ COMMON CADRES

SENIOR ASSISTANT REGISTRAR - GRADE 13
MUST/ADM/AO/01/11/2026

Applicants must meet the following requirements:

a) Must possess relevant Master Degree from a recognized University.
b) Bachelor's degree or Higher National Diploma from a recognized University
c) Must be registered and in good standing with the relevant professional body.
d) Must have at least Nine (9) years relevant administrative experience in public or private sector.
e) Fulfill the requirements for chapter six of the Kenya Constitution 2010
f) Proficiency in Computer applications

ASSISTANT REGISTRAR - GRADE 12
MUST/ADM/AO/02/11/2026

Applicants must meet the following requirements:

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

SENIOR ADMINISTRATIVE ASSISTANT I- GRADE 11
MUST/ADM/AO/03/11/2026

Applicants must meet the following requirements:

a) Master's degree or equivalent qualification from a recognized institution
b) Bachelor's degree or Higher National Diploma or equivalent qualification from a recognized institution.
c) Must have three (3) years' relevant experience in public or private sector.
d) Proficiency in Computer Applications
e) Fulfill the requirements for chapter six of the Kenya Constitution 2010

SENIOR ADMINISTRATIVE ASSISTANT II- GRADE 10
MUST/ADM/AO/04/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree or Higher National Diploma from a recognized institution.
b) Six (6) years' relevant experience in public or private sector.
c) Must have relevant professional qualification (where applicable)
d) Fulfill the requirements for chapter six of the Kenya Constitution 2010
e) Proficiency in Computer applications

ADMINISTRATIVE ASSISTANT I - GRADE 9
MUST/ADM/AO/05/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree or Higher National Diploma from a recognized institution.
b) Three (3) years' relevant experience in public or private sector.
c) Fulfill the requirements for chapter six of the Kenya Constitution 2010
d) Proficiency in Computer applications

ADMINISTRATIVE ASSISTANT II - GRADE 8
MUST/ADM/AO/06/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree or Higher National Diploma from a recognized institution.
b) Proficiency in Computer Applications
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

ADMINISTRATIVE ASSISTANT III- GRADE 7
MUST/ADM/AO/07/11/2026

Applicants must meet the following requirements:

a) Diploma equivalent qualification from a recognized institution.
b) Six (6) years' relevant experience in public or private sector.

c) Proficiency in Computer Applications
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

ADMINISTRATIVE ASSISTANT IV- GRADE 6
MUST/ADM/AO/08/11/2026

Applicants must meet the following requirements:

a) Diploma or equivalent qualification from a recognized institution.
b) Three (3) years' relevant experience
c) Proficiency in Computer Applications
d) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010

ADMINISTRATIVE ASSISTANT V - GRADE 5
MUST/ADM/AO/09/11/2026

Applicants must meet the following requirements:

a) Diploma or equivalent qualification from a recognized institution.
b) Proficiency in Computer Applications
c) Fulfill the requirements of Chapter Six of the Kenya Constitution 2010;

CLERK I- GRADE 4
MUST/ADM/AO/10/11/2026

Applicants must meet the following requirements:

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

CLERK II - GRADE 3
MUST/ADM/AO/11/11/2026

Applicants must meet the following requirements:

a) Certificate in any relevant field
b) OR Three (3) years' relevant experience in public or private sector
c) Proficiency in computer Applications
d) Fulfilled the requirements of Chapter Six of the Kenya Constitution 2010;

OFFICE ADMINISTRATORS

PRINCIPAL OFFICE ADMINISTRATOR - GRADE 11
MUST/ADM/OA/01/11/2026

Applicants must meet the following requirements:

a) Bachelors' Degree or Higher National Diploma in Secretarial Studies or Business Management or Social Sciences or equivalent from a recognized institution with a Diploma in Secretarial studies or equivalent
b) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.
c) Nine (9) Years Relevant experience

CHIEF ASSISTANT OFFICE ADMINISTRATOR - GRADE 10
MUST/ADM/OA/02/11/2026

Applicants must meet the following requirements:

a) Bachelor degree or Higher National Diploma in Secretarial Studies/Office or equivalent from a recognized institution
   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 III (100 WPM)
   iii. Business English III/ Communication II
   iv. Office Practice II
   v. Secretarial Studies II
   vi. Commerce III
   vii. Office Management III/Office administration and management III
c) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010
d) Six (6) years' relevant experience

SENIOR OFFICE ADMINISTRATOR - GRADE 9
MUST/ADM/OA/03/11/2026

Applicants must meet the following requirements:

a) Bachelor degree or Higher National Diploma in Secretarial Studies/Office or equivalent from a recognized institution
   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 III (100 WPM)
   iii. Business English III/ Communication II
   iv. Office Practice II
   v. Secretarial Studies II

vi. Commerce III
vii. Office Management III/Office administration and management III

c) Three (3) years' relevant experience
d) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010

OFFICE ADMINISTRATOR - GRADE 8
MUST/ADM/OA/04/11/2026

Applicants must meet the following requirements:

a) Bachelor degree or Higher National Diploma in Secretarial Studies/Office or equivalent from a recognized institution
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 III (100 WPM)
iii. Business English III/ Communication II
iv. Office Practice II
v. Secretarial Studies II
vi. Commerce III
vii. Office Management III/Office administration and management III
c) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010

ASSISTANT OFFICE ADMINISTRATOR - GRADE 7
MUST/ADM/OA/05/11/2026

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) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010
d) Six (6) years' relevant experience

OFFICE ADMINISTRATIVE ASSISTANT I - GRADE 6
MUST/ADM/OA/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) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010
d) Three (3) years' relevant experience

OFFICE ADMINISTRATIVE ASSISTANT II - GRADE 5
MUST/ADM/OA/07/11/2026

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) Fulfil the requirements of Chapter Six of the Kenya Constitution 2010

ACCOMODATION/ HOUSEKEEPING

SENIOR HALLS OFFICER - GRADE 12
MUST/ADM/HAS/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Hospitality/Home economics / accommodation operations /Institutional Management or related field
b) Bachelor's Degree or Higher National Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or related field.
c) Six (6) years relevant experience

d) Proficiency in computer applications
e) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010

HALLS OFFICER - GRADE 11
MUST/ADM/HAS/02/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Hospitality/Home economics / accommodation operations /Institutional Management or related field
b) Bachelor's Degree or Higher National Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or related field.
c) Three (3) years relevant experience
d) Proficiency in computer applications
e) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

ASSISTANT HALLS OFFICER - GRADE 10
MUST/ADM/HAS/03/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or related field.
b) Six (6) years relevant experience
c) Proficiency in computer applications
d) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

HOUSEKEEPER I - GRADE 9
MUST/ADM/HAS/04/11/2026

Applicants must meet the following requirements:

- Bachelor's Degree or Higher National Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or related field.
- Three (3) years relevant experience
- Proficiency in computer applications
- Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

HOUSEKEEPER II - GRADE 8
MUST/ADM/HAS/05/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or related field.
b) Proficiency in computer applications
c) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

ASSISTANT HOUSEKEEPER I - GRADE 7
MUST/ADM/HAS/06/11/2026

Applicants must meet the following requirements:

a) Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or relevant related fields with Six (6) years relevant experience
b) Proficiency in computer applications.
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

ASSISTANT HOUSEKEEPER II - GRADE 6
MUST/ADM/HAS/07/11/2026

Applicants must meet the following requirements:

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

ASSISTANT HOUSEKEEPER III - GRADE 5
MUST/ADM/HAS/08/11/2026

Applicants must meet the following requirements:

a) Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or relevant related fields
b) Proficiency in computer applications.
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

LAUNDRY ATTENDANT I - GRADE 4
MUST/ADM/HAS/09/11/2026

Applicants must meet the following requirements:

a) Certificate in hospitality/housekeeping/ accommodation operations /Institutional Management /craft course in laundry with three (3) years relevant experience or KCSE OR equivalent with Six (6) years relevant experience or Nine (9) years relevant experience
b) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

LAUNDRY ATTENDANT II - GRADE 3
MUST/ADM/HAS/10/11/2026

Applicants must meet the following requirements:

a) Certificate in hospitality/housekeeping/ accommodation operations /Institutional Management /craft course in laundry or KCSE OR equivalent with relevant skills OR Three (3) years relevant experience
b) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

HOSTEL ATTENDANT I - GRADE 7
MUST/ADM/HAS/11/11/2026

Applicants must meet the following requirements:

a) Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management / related field.
b) Proficiency in computer applications
c) Must have Six (6) years relevant experience
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

HOSTEL ATTENDANT II - GRADE 6
MUST/ADM/HAS/12/11/2026

Applicants must meet the following requirements:

a) Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management or related field.
b) Proficiency in computer applications
c) Must have Three (3) years' relevant experience
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

HOSTEL ATTENDANT III - GRADE 5
MUST/ADM/HAS/13/11/2026

Applicants must meet the following requirements:

a) Diploma in hospitality/housekeeping/ accommodation operations /Institutional Management/ related field
b) Proficiency in computer applications.
c) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

JANITOR I - GRADE 4
MUST/ADM/HAS/14/11/2026

Applicants must meet the following requirements:

a) Have a Certificate in hospitality, housekeeping, accommodation operations, Institutional Management/ related field and Three (3) years relevant experience OR Six (6) years relevant experience
b) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

JANITOR II - GRADE 3
MUST/ADM/HAS/15/11/2026

Applicants must meet the following requirements:

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

CATERING

CHIEF CATERING OFFICER - GRADE 12
MUST/ADM/CAT/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Hospitality, Food and Beverage or equivalent from a recognized institution.
b) Bachelor's Degree or Higher National Diploma in Hospitality or its equivalent from a recognized institution.
c) Six (6) years relevant experience
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR CATERING OFFICER - GRADE 11
MUST/ADM/CAT/02/11/2026

Applicants must meet the following requirements:

a) Master's Degree in Hospitality, Food and Beverage or equivalent from a recognized institution.
b) Bachelor's Degree or Higher National Diploma in Hospitality or its equivalent from a recognized institution.
c) Three (3) years' relevant experience
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

CATERING OFFICER I - GRADE 10
MUST/ADM/CAT/03/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Hospitality or its equivalent from a recognized institution.
b) Six (6) years relevant experience
c) Proficiency in computer applications.
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

CATERING OFFICER II - GRADE 9
MUST/ADM/CAT/04/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Hospitality or its equivalent from a recognized institution.
b) Three (3) years relevant experience
c) Proficiency in computer applications.
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

CATERING OFFICER III - GRADE 8
MUST/ADM/CAT/05/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Hospitality or its equivalent from a recognized institution.
b) Proficiency in computer applications.
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

ASSISTANT CATERING OFFICER I - GRADE 7
MUST/ADM/CAT/06/11/2026

Applicants must meet the following requirements:

a) Diploma in Hospitality or Food and Beverage Management or equivalent from a recognized institution.
b) Six years (6) relevant experience
c) Proficiency in Computer applications
d) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

ASSISTANT CATERING OFFICER II - GRADE 6
MUST/ADM/CAT/07/11/2026

Applicants must meet the following requirements:

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

ASSISTANT CATERING OFFICER III - GRADE 5
MUST/ADM/CAT/08/11/2026

Applicants must meet the following requirements:

a) Diploma in Hospitality or Food and Beverage Management or equivalent from a recognized institution.
b) Proficiency in Computer applications
c) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR COOK I - GRADE 7
MUST/ADM/CAT/09/11/2026

Applicants must meet the following requirements:

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

SENIOR COOK II - GRADE 6
MUST/ADM/CAT/10/11/2026

Applicants must meet the following requirements:

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

SENIOR COOK III - GRADE 5
MUST/ADM/CAT/11/11/2026

Applicants must meet the following requirements:

a) Diploma in food and beverage service or equivalent from a recognized institution.
b) Proficiency in computer applications
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

COOK I - GRADE 4
MUST/ADM/CAT/12/11/2026

Applicants must meet the following requirements:

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

COOK II - GRADE 3
MUST/ADM/CAT/13/11/2026

Applicants must meet the following requirements:

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

WAITER/WAITRESS I - GRADE 4
MUST/ADM/CAT/14/11/2026

Applicants must meet the following requirements:

a) Certificate in food and beverage production or equivalent from a recognized institution Three (3) year's relevant experience
b) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

WAITER/WAITRESS II - GRADE 3
MUST/ADM/CAT/15/11/2026

Applicants must meet the following requirements:

a) Certificate in food and beverage production or equivalent from a recognized institution.
b) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

KITCHEN/DINING HALL ATTENDANT I - GRADE 4
MUST/ADM/CAT/16/11/2026

Applicants must meet the following requirements:

a) KCSE with Three (3) years relevant experience or Six (6) years relevant experience
b) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

KITCHEN/DINING HALL ATTENDANT II - GRADE 3
MUST/ADM/CAT/17/11/2026

Applicants must meet the following requirements:

a) KCSE with relevant skills or Three (3) years relevant experience
b) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

FARM

FARM MANAGER - GRADE 12
MUST/ADM/FRM/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree or Higher National Diploma in Agriculture or related field from a recognized institution.
b) Bachelor's Degree or Higher National Diploma in Agriculture or related field from a recognized institution.
c) Six (6) years relevant experience
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

DEPUTY FARM MANAGER - GRADE 11
MUST/ADM/FRM/02/11/2026

Applicants must meet the following requirements:

a) Master's Degree or Higher National Diploma in Agriculture or related field from a recognized institution.
b) Bachelor's Degree or Higher National Diploma in Agriculture or related field from a recognized institution.
c) Three (3) years relevant experience
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

FARM SUPERVISOR I - GRADE 10
MUST/ADM/FRM/03/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Agriculture or related field from a recognized institution.
b) Six (6) years relevant experience
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

FARM SUPERVISOR II - GRADE 9
MUST/ADM/FRM/04/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Agriculture or related field from a recognized institution.
b) Three (3) years relevant experience
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

FARM SUPERVISOR III - GRADE 8
MUST/ADM/FRM/05/11/2026

Applicants must meet the following requirements:

a) Bachelor's Degree or Higher National Diploma in Agriculture or related field from a recognized institution.
b) Proficiency in computer applications
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

CROP PRODUCTION ASSISTANT I - GRADE 7
MUST/ADM/FRM/06/11/2026

Applicants must meet the following requirements:

a) Diploma in Agriculture, Horticulture, or equivalent from a recognized institution.
b) Proficiency in computer application.
c) Six (6) years' relevant experience from public or private sector.
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

CROP PRODUCTION ASSISTANT II - GRADE 6
MUST/ADM/FRM/07/11/2026

Applicants must meet the following requirements:

a) Diploma in Agriculture, Horticulture, or equivalent from a recognized institution.
b) Proficiency in computer applications.
c) Three (3) years' relevant experience from public or private sector.
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

CROP PRODUCTION ASSISTANT III - GRADE 5
MUST/ADM/FRM/08/11/2026

Applicants must meet the following requirements:

a) Diploma in Agriculture, Horticulture, or equivalent from a recognized institution
b) Proficiency in computer applications
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

ANIMAL HEALTH ASSISTANT I - GRADE 7
MUST/ADM/FRM/09/11/2026

Applicants must meet the following requirements:

a) Diploma in Animal Health or related field from a recognized institution
b) Six (6) years relevant experience
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

ANIMAL HEALTH ASSISTANT II - GRADE 6
MUST/ADM/FRM/10/11/2026

Applicants must meet the following requirements:

a) Diploma in Animal Health or related field from a recognized institution
b) Three (3) years relevant experience
c) Proficiency in computer applications
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

ANIMAL HEALTH ASSISTANT III - GRADE 5
MUST/ADM/FRM/11/11/2026

Applicants must meet the following requirements:

a) Diploma in Animal Health or related field from a recognized institution
b) Proficiency in computer applications
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

FARM WORKER I - GRADE 4
MUST/ADM/FRM/12/11/2026

Applicants must meet the following requirements:

a) Certificate in agriculture with Three (3) years relevant experience or KCSE or equivalent with Six (6) years relevant experience or Nine (9) years relevant experience
b) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

FARM WORKER II - GRADE 3
MUST/ADM/FRM/13/11/2026

Applicants must meet the following requirements:

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

LIBRARY

LIBRARIAN - GRADE 12
MUST/ADM/LIB/01/11/2026

Applicants must meet the following requirements:

a) Master's degree in Library and Information Studies or related fields from a recognized
b) Bachelor's or Higher National Diploma in Library and Information Studies or related fields from a recognized institution.
c) Six (6) years relevant experience public or private sector.
d) Proficiency in computer applications.
e) Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.

SYSTEM LIBRARIAN I/ASSISTANT LIBRARIAN - GRADE 11
MUST/ADM/LIB/02/11/2026

Applicants must meet the following requirements:

a) Master's degree in Library and Information Studies or related fields from a recognized
b) Bachelor's or Higher National Diploma in Library and Information Studies or related fields from a recognized institution.
c) Three (3) years relevant experience public or private sector.
d) Proficiency in computer applications.
e) Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.

SYSTEM LIBRARIAN II/SENIOR LIBRARY ASSISTANT I - GRADE 10
MUST/ADM/LIB/03/11/2026

Applicants must meet the following requirements:

a) Bachelor's or Higher National Diploma in Library and Information Studies or related fields from a recognized institution.
b) Six (6) years relevant experience public or private sector.
c) Proficiency in computer applications.
d) Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.

SENIOR LIBRARY ASSISTANT II - GRADE 9
MUST/ADM/LIB/04/11/2026

Applicants must meet the following requirements:

a) Bachelor's or Higher National Diploma in Library and Information Studies or related fields from a recognized institution.
b) Three (3) years relevant experience public or private sector.
c) Proficiency in computer applications.
d) Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.

SENIOR LIBRARY ASSISTANT III - GRADE 8
MUST/ADM/LIB/05/11/2026

Applicants must meet the following requirements:

a) Bachelors Degree of Higher National Diploma in Library and Information Studies or related fields from a recognized institution
b) Proficiency in computer applications.
c) Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010

LIBRARY ASSISTANT I - GRADE 7
MUST/ADM/LIB/06/11/2026

Applicants must meet the following requirements:

a) Diploma in Library and Information Studies or related fields from a recognized institution
b) Six (6) years' relevant experience
c) Proficiency in computer applications.
d) Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.

LIBRARY ASSISTANT II - GRADE 6
MUST/ADM/LIB/07/11/2026

Applicants must meet the following requirements:

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

LIBRARY ASSISTANT III - GRADE 5
MUST/ADM/LIB/08/11/2026

Applicants must meet the following requirements:

a) Diploma in Library and Information Studies or related fields from a recognized institution
b) Proficiency in computer applications.
c) Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.

TECHNOLOGISTS/ TECHNICIANS AND CLINICAL INSTRUCTORS IN TEACHING LABORATORIES AND WORKSHOPS

CHIEF TECHNOLOGIST - GRADE 12
MUST/ADM/WRK/01/11/2026

Applicants must meet the following requirements:

a) Master's Degree in any relevant technical field from a recognized institution.
b) Six (6) years' relevant experience in public or private sector.
c) Bachelors' degree or Higher National Diploma in the relevant field a recognized institution.
d) Be a registered member of relevant professional body (Where Applicable).
e) Proficiency in computer applications
f) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR TECHNOLOGIST - GRADE 11
MUST/ADM/WRK/02/11/2026

Applicants must meet the following requirements:

a) Master's Degree in any relevant technical field from a recognized institution.
b) Three (3) years' relevant experience in public or private sector.
c) Bachelors' degree or Higher National Diploma in the relevant field a recognized institution.
d) Be a registered member of relevant professional body (Where Applicable).
e) Proficiency in computer applications
f) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

TECHNOLOGIST I- GRADE 10
MUST/ADM/WRK/03/11/2026

Applicants must meet the following requirements:

a) Bachelors' degree or Higher National Diploma in the relevant field a recognized institution.
b) Six (6) years relevant experience
c) Be a registered member of relevant professional body (Where Applicable).
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

TECHNOLOGIST II- GRADE 9
MUST/ADM/WRK/04/11/2026

Applicants must meet the following requirements:

a) Bachelors' degree or Higher National Diploma in the relevant field a recognized institution.
b) Three (3) years relevant experience
c) Be a registered member of relevant professional body (Where Applicable).
d) Proficiency in computer applications
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

TECHNOLOGIST III - GRADE 8
MUST/ADM/WRK/05/11/2026

Applicants must meet the following requirements:

a) Bachelors' degree or Higher National Diploma in the relevant field a recognized institution.
b) Be a registered member of relevant professional body (Where Applicable).
c) Proficiency in computer applications

d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR TECHNICIAN - GRADE 7
MUST/ADM/WRK/06/11/2026

Applicants must meet the following requirements:

a) A Diploma in relevant field from a recognized institution.
b) Six (6) years relevant experience
c) Be a registered member of relevant professional body (Where Applicable).
d) Proficiency in computer applications
e) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

TECHNICIAN I - GRADE 6
MUST/ADM/WRK/07/11/2026

Applicants must meet the following requirements:

a) A Diploma in relevant field from a recognized institution.
b) Three (3) years relevant experience
c) Be a registered member of relevant professional body (Where Applicable).
d) Proficiency in computer applications
e) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

TECHNICIAN - GRADE 5
MUST/ADM/WRK/08/11/2026

Applicants must meet the following requirements:

a) A Diploma in relevant field from a recognized institution.
b) Be a registered member of relevant professional body (Where Applicable).
c) Proficiency in computer applications
d) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

LABORATORY ATTENDANT I - GRADE 4
MUST/ADM/WRK/09/11/2026

Applicants must meet the following requirements:

a) KCSE or equivalent from a recognized institution
b) Be a holder of Certificate in relevant field from a recognized institution.
c) Three years' relevant experience in public or private sector.
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

SENIOR CLINICAL INSTRUCTOR - GRADE 11
MUST/ADM/WRK/10/11/2026

Applicants must meet the following requirements:

a) Master's degree in Nursing, Clinical Medicine or related health discipline from a recognized institution.
b) Bachelor's degree or Higher National Diploma in the relevant field a recognized institution.
c) Three (3) years' relevant experience in public or private sector.
d) Registration with relevant professional regulatory body and valid practicing license.
e) Proficiency in Computer Applications
f) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010

CLINICAL INSTRUCTOR - GRADE 10
MUST/ADM/WRK/11/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree in Nursing, Clinical Medicine or a related health sciences discipline from a recognized institution.
b) Six (6) years relevant experience
c) Must be registered with the relevant professional regulatory body (e.g., Nursing Council, Clinical Officers Council, or relevant board).
d) Valid practicing license from the relevant professional body.
e) Proficiency in Computer Applications
f) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010

SPORTS OFFICE

SENIOR SPORTS OFFICER - GRADE 13
MUST/ADM/SPT/01/11/2026

Applicants must meet the following requirements:

a) Master's degree in sports science, physical science or leisure from a recognized University.
b) Bachelor degree or Higher National Diploma in Physical Education or related sports field from a recognized institution
c) Be a registered member of a relevant professional body (Where Applicable).
d) Nine (9) years' relevant experience in public or private sector.
e) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010
f) Proficiency in Computer Applications

SPORTS OFFICER - GRADE 12
MUST/ADM/SPT/02/11/2026

Applicants must meet the following requirements:

a) Master's degree in sports science, physical science or leisure from a recognized University.
b) Bachelor degree or Higher National Diploma in Physical Education or related sports field from a recognized institution
c) Be a registered member of a relevant professional body (Where Applicable).
d) Six (6) years' relevant experience in public or private sector.
e) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010
f) Proficiency in Computer Applications

ASSISTANT SPORTS OFFICER - GRADE 11
MUST/ADM/SPT/03/11/2026

Applicants must meet the following requirements:

a) Master's degree in sports science, physical science or leisure from a recognized University.
b) Bachelor degree or Higher National Diploma in Physical Education or related sports field from a recognized institution
c) Be a registered member of a relevant professional body (Where Applicable).
d) Three (3) years' relevant experience in public or private sector.
e) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.
f) Proficiency in Computer Applications

GAMES TUTOR I - GRADE 10
MUST/ADM/SPT/04/11/2026

Applicants must meet the following requirements:

a) Bachelor degree or Higher National Diploma in Physical Education or related sports field from a recognized institution
b) Six (6) years relevant experience
c) Be a registered member of a relevant professional body (Where Applicable).
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
e) Proficiency in Computer Applications

GAMES TUTOR II - GRADE 9
MUST/ADM/SPT/05/11/2026

Applicants must meet the following requirements:

a) Bachelor degree or Higher National Diploma in Physical Education or related sports field from a recognized institution
b) Three (3) years relevant experience

c) Be a registered member of a relevant professional body (Where Applicable).
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
e) Proficiency in Computer Applications

GAMES TUTOR III - GRADE 8
MUST/ADM/SPT/06/11/2026

Applicants must meet the following requirements:

a) Bachelor degree or Higher National Diploma in Physical Education or related sports field from a recognized institution
b) Be a registered member of a relevant professional body (Where Applicable).
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
d) Proficiency in Computer Applications

SENIOR GAMES OFFICER /LIFEGUARD I - GRADE 7
MUST/ADM/SPT/07/11/2026

Applicants must meet the following requirements:

a) Diploma in Physical Education or Leisure management or recreation management or sports science or related qualification
b) Six (6) years relevant experience
c) Be a registered member of a relevant professional body (Where Applicable).
d) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.
e) Proficiency in Computer Applications

GAMES OFFICER I/LIFEGUARD II - GRADE 6
MUST/ADM/SPT/08/11/2026

Applicants must meet the following requirements:

a) Diploma in Physical Education or Leisure management or recreation management or sports science or related qualification
b) Three (3) years relevant experience
c) Be a registered member of a relevant professional body (Where Applicable).
d) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.
e) Proficiency in Computer Applications

GAMES OFFICER III/LIFEGUARD III - GRADE 5
MUST/ADM/SPT/09/11/2026

Applicants must meet the following requirements:

a) Diploma in Physical Education or Leisure management or recreation management or sports science or related field
b) Be a registered member of a relevant professional body (Where Applicable).
c) Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.
d) Proficiency in Computer Applications

GAMES ATTENDANT I - GRADE 4
MUST/ADM/SPT/10/11/2026

Applicants must meet the following requirements:

a) Certificate in physical education or any other relevant qualifications from a recognized institution or KCSE or equivalent with relevant skills
b) Three years (3) relevant experience
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010

GAMES ATTENDANT II - GRADE 3
MUST/ADM/SPT/11/11/2026

Applicants must meet the following requirements:

a) Certificate in physical education or any other relevant qualifications from a recognized institution or KCSE or equivalent with relevant skills
b) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

LIFEGUARD I - GRADE 7
MUST/ADM/SPT/12/11/2026

Applicants must meet the following requirements:

a) Diploma in Physical Education or any related course with a bias in lifesaving /swimming from a recognized institution.
b) First aid certificate
c) Six (6) years relevant experience
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

LIFEGUARD II - GRADE 6
MUST/ADM/SPT/13/11/2026

Applicants must meet the following requirements:

a) Diploma in Physical Education or any related course with a bias in lifesaving /swimming from a recognized institution.
b) First aid certificate
c) Three (3) years relevant experience
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

LIFEGUARD III - GRADE 5
MUST/ADM/SPT/14/11/2026

Applicants must meet the following requirements:

a) Diploma in Physical Education or any related course with a bias in lifesaving /swimming from a recognized institution.
b) First aid certificate

c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
d) Proficiency in Computer Applications

SWIMMING POOL ATTENDANT I - GRADE 4
MUST/ADM/SPT/15/11/2026

Applicants must meet the following requirements:

a) KCSE or Equivalent and Three (3) years relevant experience or six (6) relevant experience
b) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010

SWIMMING POOL ATTENDANT II - GRADE 3
MUST/ADM/SPT/16/11/2026

Applicants must meet the following requirements:

a) KCSE or Equivalent or Three (3) years relevant experience
b) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010

DEAN OF STUDENTS' OFFICE

ASSISTANT DEAN OF STUDENTS - GRADE 11
MUST/ADM/DOS/01/11/2026

Applicants must meet the following requirements:

a) Bachelor's degree in Education, Social Sciences, Counselling Psychology, or related field.
b) Master's degree is an added advantage.
c) At least 5 years of relevant experience in student affairs, counselling, youth development, or support services.
d) Experience working in a university or tertiary institution is highly desirable.
e) Demonstrated experience in student engagement, welfare support, and activity coordination.
f) Proficiency in Computers
g) Fulfil the requirements for Chapter six of the 2010 Kenyan constitution.

UNIVERSITY CHAPLAIN I - GRADE 13
MUST/ADM/DOS/02/11/2026

Applicants must meet the following requirements:

a) Accreditation by a faith or belief organization as a Clergy.
b) Master's degree in religious studies or related field.
c) At nine (9) years' experience working with students or youth.

UNIVERSITY CHAPLAIN II - GRADE 12
MUST/ADM/DOS/03/11/2026

Applicants must meet the following requirements:

a) Accreditation by a faith or belief organization as a Clergy.
b) Master's degree in religious studies or related field.
c) At least six (6) years' experience working with students or youth.

UNIVERSITY CHAPLAIN III - GRADE 11
MUST/ADM/DOS/04/11/2026

Applicants must meet the following requirements:

a) Accreditation by a faith or belief organization as a Clergy.
b) Master's degree in religious studies or related field.
c) At least Three (3) years' experience working with students or youth.

SENIOR STUDENTS' COUNSELOR - GRADE 13
MUST/ADM/DOS/05/11/2026

Applicants must meet the following requirements:

a) Master's degree in Counseling or related fields.
b) Professional Qualifications.
c) Membership to professional bodies.
d) Have at nine (9) years' experience in a relevant field
e) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

STUDENTS' COUNSELOR I - GRADE 12
MUST/ADM/DOS/06/11/2026

Applicants must meet the following requirements:

a) Master's degree in Guidance and Counseling or related field.
b) Membership to professional bodies where applicable.
c) Have at least 6 years' experience in a relevant field.
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
e) Proficiency in Computer Applications

STUDENTS' COUNSELOR II - GRADE 11
MUST/ADM/DOS/07/11/2026

Applicants must meet the following requirements:

a) Master's degree in Guidance and Counseling or related field.
b) Membership to professional bodies where applicable.
c) Have at least 3 years' experience in a relevant field.
d) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
e) Proficiency in Computer Applications

STUDENTS' COUNSELOR III- GRADE 10
MUST/ADM/DOS/08/11/2026

Applicants must meet the following requirements:

a) Membership to professional bodies where applicable.
b) Have at least 6 years' experience in a relevant field.
c) Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.
d) Proficiency in Computer Applications

DIRECTORATE OF OPEN, DISTANCE AND eLEARNING ODEL

CHIEF INSTRUCTIONAL DESIGNER - GRADE 12
MUST/ADM/ODeL/01/11/2026

Applicants must meet the following requirements:

a) A Master's Degree in Instructional Design, Educational Technology, Curriculum Development or equivalent from a recognized institution.
b) A Bachelor's degree or Higher National diploma in Instructional Design, Educational Technology, Curriculum Development or equivalent from a recognized institution.
c) Six (6) years relevant experience in public or private sector.
d) Fulfil the requirements of Chapter six (6) of the Constitution 2010.

SENIOR INSTRUCTIONAL DESIGNER - GRADE 11
MUST/ADM/ODeL/02/11/2026

Applicants must meet the following requirements:

a) A Master's Degree in Instructional Design, Educational Technology, Curriculum Development or equivalent from a recognized institution.
b) A Bachelor's degree or Higher National diploma in Instructional Design, Educational Technology, Curriculum Development or equivalent from a recognized institution.
c) Three (3) years relevant experience in public or private sector.
d) Fulfill the requirements of Chapter six (6) of the Constitution 2010.

INSTRUCTIONAL DESIGNER - GRADE 10
MUST/ADM/ODeL/03/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree or Higher National diploma in Instructional Design, Educational Technology, Curriculum Development with Six (6) years relevant experience in public or private sector.
b) Fulfill the requirements of Chapter six (6) of the Constitution 2010.

TECHNICAL ADMINISTRATOR - GRADE 10
MUST/ADM/ODeL/04/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree or Higher National diploma in Computer Science or related field with Six (6) years relevant experience in public or private sector.
b) Fulfill the requirements of Chapter six (6) of the Constitution 2010.

SENIOR LMS USER SUPPORT OFFICER - GRADE 10
MUST/ADM/ODeL/05/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree or Higher National diploma in Information Technology, Computer Science or related field with Six (6) years relevant experience in public or private sector.
b) Fulfill the requirements of Chapter six (6) of the Constitution 2010.

LMS USER SUPPORT OFFICER I- GRADE 9
MUST/ADM/ODeL/06/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree OR Higher National Diploma in IT related field.
b) Three (3) years of relevant experience in public or private sector.
c) Fulfill the requirements of Chapter six (6) of the Constitution 2010.

LMS USER SUPPORT OFFICER II - GRADE 8
MUST/ADM/ODeL /07/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree OR Higher National Diploma in IT or equivalent from a recognized institution
b) Fulfill the requirements of Chapter six (6) of the Kenya Constitution 2010

MEDIA SPECIALIST I - GRADE 10
MUST/ADM/ODeL/08/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree or Higher National diploma in Multimedia Production, Digital Media, Film Production or related field with Six (6) years relevant experience in public or private sector.
b) Fulfill the requirements of Chapter six (6) of the Constitution 2010.

MEDIA SPECIALIST II - GRADE 9
MUST/ADM/ODe /09/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree OR Higher National Diploma in Multimedia Production, Digital Media, Film Production or related field.
b) Three (3) years of relevant experience in public or private sector.
c) Fulfill the requirements of Chapter six (6) of the Constitution 2010.

MEDIA SPECIALIST III - GRADE 8
MUST/ADM/ODeL/10/11/2026

Applicants must meet the following requirements:

a) A Bachelor's degree OR Higher National Diploma in Multimedia Production, Digital Media, Film Production or equivalent from a recognized institution
b) Fulfill the requirements of Chapter six (6) of the Kenya Constitution 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 **Friday, 27th 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