



**KABARNET UNIVERSITY COLLEGE**  
**OFFICE OF THE DEPUTY PRINCIPAL**  
**ADMINISTRATION, PLANNING & FINANCE**

**EXTERNAL ADVERTISEMENT**    Date: 30<sup>th</sup> April, 2026

Applications are invited from suitably qualified candidates on six (6) months contract for the following positions: -

- 1. Senior Administrative Assistant – Human Resources**  
**SCALE 9/10 - ONE (1) POST - Ref. KUC/ADM/01/4/2026**
- 2. Senior Administrative Assistant – Public Relations**  
**SCALE 9/10 - ONE (1) POST - Ref. KUC/ADM/02/4/2026**
- 3. Supply Chain Assistant – Procurement**  
**SCALE MU 5/6 – ONE (1) POST - Ref. KUC/ADM/03/4/2026**

Interested applicants should forward five (5) copies of the application package, including an updated Curriculum Vitae giving details of the applicant's age, marital status, academic and professional qualifications, working experience, present post and salary, telephone contact and email address, names and addresses of three referees, plus copies of certificates, transcripts, and testimonials. The reference number of the position applied for should be clearly indicated on both the application letter and the envelope, and also to [recruitment@unika.ac.ke](mailto:recruitment@unika.ac.ke)

Applications should be addressed to: -

**Deputy Principal, (Administration, Planning & Finance)**  
**Kabarnet University College**  
**P.O Box 469-30400,**  
**KABARNET, KENYA**

to reach him not later than **Friday, 15<sup>th</sup> May, 2026, at 5.00 P.M.** Applicants are advised to contact their referees and request them to send their letters of reference to the above address. The referees should write and send their recommendations under sealed envelopes within two weeks from the date of this advertisement.

***N/B: Kabarnet University College is an equal opportunity employer and, therefore, applicants of both gender and persons with disability are encouraged to apply. Only shortlisted candidates will be contacted, and any canvassing will result in automatic disqualification.***

## **HUMAN RESOURCE DEPARTMENT**

**SENIOR ADMINISTRATIVE ASSISTANT SCALE 9/10 - ONE (1) POST - Ref. KUC/ADM/01/4/2026**

### **a. Duties and Responsibilities**

1. Initiating the formulation of the HR strategies, policies, procedures and systems.
2. Disseminating human resource management policies, laws, regulations, procedures, and systems.
3. Conducting recruitment, selection, and onboarding programmes in the University College.
4. Analyzing the utilization of human resources in the University College and advising on proper deployment.
5. Verifying payroll data.
6. Verifying and ensuring regular updates of the Human Resource Information System.
7. Reviewing Career Guidelines.
8. Coordinating job reviews within the University College.
9. Undertaking human resource planning and development.
10. Coordinating mentoring and counseling programmes.
11. Coordinating staff performance management and career progression reviews and making appropriate recommendations.
12. Identifying, designing and implementing training programs based on identified needs.
13. Coordinating evaluation of training and development programmes.
14. Initiating workplace programs in tandem with emerging Human Resource trends.
15. Reviewing periodic progress reports.
16. Coordinating the preparation of budgets and Human Resource procurement plans.
17. Providing guidance on development and updating of the human resource database.
18. Reconciliation of staff complement and establishment.
19. Processing disciplinary cases for relevant disciplinary committees.
20. Supervising the update of the human resource database in the University College.
21. Coordinating issues of staff welfare.
22. Preparing and submitting all statutory deductions.
23. Any other duty that may be assigned from time to time.

### **b. Job Specification**

Minimum Requirements:

1. A bachelor's degree in Human Resource Management, Business Administration, or related field  
Or  
A relevant Bachelor's degree from a recognized university with three (3) years' experience in relevant administrative position in a comparable institution.
2. Must be registered with Human Resource Professional body (CHRP-K or IHRM) and in good standing.

3. High level of integrity and confidentiality.
4. Have knowledge of relevant legislation.
5. Proficiency in relevant computer applications.

**2. SENIOR ADMINISTRATIVE ASSISTANT, PUBLIC RELATIONS OFFICE, SCALE 9/10 - ONE (1) POST – Ref. KUC/ADM/02/4/2026**

**a. Duties and Responsibilities**

An officer will be responsible for:

1. Assisting in organizing press conferences.
2. Gathering information on existing programs, significant events and the impact on customers.
3. Produce engaging promotional materials, including brochure, newsletters, videos, and website content.
4. Managing social media accounts, increasing online presence, and engagements.
5. Assisting in speech writing.
6. Compiling materials to update the University website.
7. Carrying out research on public opinion towards the University.
8. Packaging and organizing University events
9. Any other duties assigned from time to time.

**b. Job Specifications**

For appointment to this grade, a candidate must have:

1. Bachelor's degree in any of the following disciplines: Information Sciences, Mass Communication, Communication Studies, International Relations, Public Relations or any other approved equivalent qualifications from a recognized University/Institution.
2. Three (3) years of relevant work experience in a busy institution.
3. Proven quality writing skills.
4. Excellent written and oral communication skills in both English and Kiswahili, and good interpersonal relationships.
5. Excellent organizational and administrative skills.
6. Demonstrate excellent computer skills.

**3. SUPPLY CHAIN ASSISTANT, SCALE MU 5/6 - ONE (1) POST - Ref. KUC/ADM/03/4/2026**

**a. Duties and Responsibilities**

The officer will be responsible for:

1. Assisting Supply Chain Officers in day-to-day management of Purchasing, Supplies and Stores activities.
2. Filing and moving documents between the sections.

3. Dispatching procurement and stores documents for signatures as directed.
4. Maintaining records of all receipts and balancing the bin cards in the stores.
5. Preparing and circulating Purchase Requisition Notes (PRN) and Local Purchase Orders (LPO) for the awarded items.
6. Any other duties as may be assigned from time to time.

#### **b. Job Specification**

For appointment to this grade, an officer must have: -

1. Certified Procurement and Supply Professional Part I (CPSP) or equivalent from a recognized institution.
2. Diploma in Supply Chain Management, Procurement, Logistics or its equivalent qualification from a recognized institution.
3. KSCE or its equivalent with a mean score of C.
4. Work experience for at least three (3) years.
5. Computer skills in relevant packages from a recognized institution.
6. Shown merit and ability as reflected in work performance and results.

**Note:** This information can also be accessed from the University website [www.unika.ac.ke](http://www.unika.ac.ke).

#### **SALARY SCALE**

*Senior Administrative Assistant Scale 9/10 - Min. of Kes. 55,373/= p.m. - Max. of Kes.97,988/= p.m.*

*Supply Chain Assistant Scale 5/6 - Min. of Kes. 32,485/= p.m. - Max. of Kes. 56,833/= p.m.*

**Prof. Cheboi Yegon, PhD.**

**Ag. DEPUTY PRINCIPAL, ADMINISTRATION, PLANNING & FINANCE**

---