



**KABARNET UNIVERSITY COLLEGE  
OFFICE OF THE DEPUTY PRINCIPAL FINANCE AND  
ADMINISTRATION**

**EXTERNAL ADVERTISEMENT    Date: 11<sup>th</sup> August, 2026**

Download full advert here

Applications are invited from suitably qualified candidates for the following positions: -

1. **System Administrator**— SCALE KUC 10- ONE (1) POST – Ref: [KUC/ADM/20/08/2026](#)
2. **Caterer/Cateress II** - SCALE KUC 5 - ONE (1) POST - Ref: [KUC/ADM/21/08/2026](#)
3. **Water Supply Assistant** - SCALE KUC 5 - ONE (1) POST Ref: [KUC/ADM/21/08/2026](#)
4. **Library Checker**-SCALE KUC 3- ONE (1) POST – Ref: [KUC/ADM/24/08/2026](#)
5. **Janitor II**-Scale KUC 3- TWO (2) POSTS – Ref: [KUC/ADM/25/08/2026](#)
6. **Sewerage Attendant II** – SCALE KUC 1- ONE (1) POST – Ref: [KUC/ADM/22/08/2026](#)

Interested applicants should forward five (5) copies of application package, including updated Curriculum Vitae giving details of the applicant's age, 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, also a running PDF application can be sent to [recruitment@unika.ac.ke](mailto:recruitment@unika.ac.ke)

Applications should be addressed to: -

Deputy Principal,  
Finance and Administration  
Kabarnet University College  
P.O Box 469-30400,  
KABARNET, KENYA

So as to reach him not later than **Friday, 21<sup>st</sup> August, 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 three 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 lead to automatic disqualification***

**1. System Administrator - SCALE KUC 10 - ONE (1) POST – Ref: KUC/ADM/23/08/2026**

**Duties and Responsibilities**

An officer at this level will be responsible for:

- i. Providing guidance and procedures for operations and maintenance of computing systems (hardware, software and networks) and data communication systems;
- ii. Preparation and monitoring of maintenance procedures; installation, upgrading and maintenance of computer software and hardware;
- iii. Acquisition of new software and hardware.
- iv. Assisting the Computer Programmer in writing and testing computer programs;
- v. Assist in the implementation of information systems;
- vi. Performing technical and systems documentation;
- vii. Installing programs and maintaining it by adding more features or amending to adapt to changing functionality.
- viii. Implementing and maintaining server systems, data communication infrastructure and services.
- ix. Plan, design and implement server systems, infrastructure and services; provide systems administration services for University College servers;
- x. Install, configure, optimize and maintain server systems; Internet & E-Mail server's administration.

**Requirements for direct appointment**

For appointment to this grade a candidate Must have:

- i. Bachelors Degree in Computer Science/Information Technology/ Electrical & Electronics or its equivalent from a recognized institution.
- ii. Six (6) years working experience in a relevant field.

**Requirements for Serving Officers**

For promotion to this grade an officer must have:

- i. Bachelors Degree in Computer Science Studies/ Sciences/ Information Technology/Electrical & Electronics Engineering or its equivalent.
- ii. Served in the grade of Senior Information Communication Technology Assistant-Scale KUC 9 for at least three (3) years.
- iii. Shown merit and ability as reflected in work performance and results.

**2. Caterer/Cateress II - SCALE KUC 5 - ONE (1) POST - Ref: KUC/ADM/20/08/2026**

**Duties and Responsibilities**

Catering services at this level will involve performance of variety of duties which include:-

- i. Inspecting dining hall areas to ensure that tables are adequately prepared for service;
- ii. Obtaining menu cards and placing them on staff notice boards;
- iii. Checking and maintaining stock levels of cutlery, crockery and glassware and ensure that they are clean and ready for use.
- iv. General organization and supervision of kitchen and services;
- v. Ensuring high standard of personal hygiene is maintained by staff;
- vi. Requisitioning of raw food and cleaning materials from the store;
- vii. Checking the quality and quantity of food supplies, equipment and safety of foodstuff.

- viii. Implement work schedules

### **Requirements for Direct Appointment**

For appointment to this grade a candidate Must have:

- i. Diploma in Institutional Management or food Technology or any related field from a recognized institution.
- ii. Four (4) years relevant work experience.

### **Requirements for Serving Officers**

For promotion to this grade an officer Must have:

- i. Diploma in Institutional Management or Food Technology or any related field from a recognized institution.
- ii. Served in the grade of Assistant Caterer/Cateress I Scale KUC 4 for a period of three (3) years.
- iii. Shown merit and ability as reflected in work performance and results.

## **3. Water Supply Assistant - SCALE KUC 5 - ONE (1) POST Ref: KUC/ADM/21/08/2026**

Duties and Responsibilities

An officer at this level will be responsible for:

- i. Supervision of treatment works, cleaning Sedimentation tanks flocculation chambers, chlorine contact tank and main service.
- ii. Mixing of chemicals.
- iii. Closing and opening of sluice valves while distributing water.
- iv. Assisting in storage of chemical and general cleanliness of the water treatment works.
- v. Any other responsibility as may be assigned from time to time.

### **Requirements for Direct Appointment**

For Appointment to this grade, one must have:

- i. Must have KCSE Certificate.
- ii. Certificate in Water Supply Operations or its equivalent.
- iii. Must have five (5) years relevant working experience.

*Diploma in Water Engineering or its equivalent will be an added advantage.*

### **Requirements for Serving Officers**

For promotion to this grade, an officer Must have:

- i. Certificate in Water Supply Operations or its equivalent.
- ii. Served in the Grade of Water Supply Operator - SCALE KUC 4 for at least three (3) years.
- iii. Shown merit and ability as reflected in work performance and results.

*Diploma in Water Engineering or its equivalent will be an added advantage*

## **4. Library Checker-SCALE KUC 3- ONE (1) POST – Ref: KUC/ADM/24/08/2026**

Duties and Responsibilities

The officer at this level will be responsible for:

- i. Guarding and patrolling.
- ii. Monitor entry and exit points of the library.
- iii. Verify library identification cards or authorized access where applicable.
- iv. Ensure only authorized users enter restricted areas.
- v. Verify that all borrowed items have been properly issued through the library system
- vi. Prevent unauthorized removal of library materials.
- vii. Monitor the movement of library materials
- viii. Conduct routine patrols within and around the library.
- ix. Ensure users comply with library regulations and code of conduct.
- x. Promote a quiet and conducive learning environment.

### **Requirements for Direct Appointment**

For direct appointment to this grade a candidate Must:-

- i. Have Kenya Certificate of secondary Education mean grade D+ or its equivalent.
- ii. Be physical and mental fit
- iii. Have a certificate of good conduct.
- iv. Have a clean record of discharge from any of the Kenya Uniformed Forces

*Certificate in library will be added advantage*

#### **5. Janitor II-Scale KUC 3- TWO (2) POSTS – Ref: KUC/ADM/25/08/2026**

##### **Duties and Responsibilities**

- i. Responsible for the safety and security of students and hostel facilities
- ii. Responsible for assisting sick students in liaison with the University clinic and security personnel
- iii. Responsible for handling all emergency cases which may arise during hours of service and report to the Head Janitor or Security personnel and obtain needed help.
- iv. Report any unusual events or misconducts of students
- v. Patrol hostels and ensure that running water and lighting systems are running appropriately
- vi. Ensure rules and regulations on accommodation are observed
- vii. Perform any other duties that may be assigned from time to time

##### **Requirements for Direct Appointment**

For appointment to this grade a candidate Must have:-

- i. Kenya Certificate of Secondary Education (KCSE) or its approved equivalent.
- ii. Craft Certificate/Trade Test III in Institutional Management or equivalent from a recognized institution.
- iii. Served in the grade of Housekeeping Assistant/Janitor for a period of three (3) years.
- iv. Shown merit and ability as reflected in work performance and results.

#### **6. Sewerage Attendant II – SCALE KUC 1- ONE (1) POST – Ref: KUC/ADM/22/08/2026**

##### **Duties and Responsibilities**

An officer at this level will be responsible for:

- i. Clearing of blockage on all sewer lines.
- ii. Flushing and winching of sewers.
- iii. Patrolling and removal of solids in man holes.
- iv. Assisting in repair of sewer burst and maintenance of septic tanks.

##### **Requirements for Direct Appointment**

For direct appointment to this grade, a candidate Must have:

- i. Trade Test III in Plumbing.
- ii. Kenya Certificate of Secondary Examination.

#### **SALARY SCALE**

*System Administrator SCALE 10- Min. of Kshs. 63,647/= p.m. – Max. of Kshs.97,988 5/= p.m*

*Caterer /Cateress II - SCALE KUC 5 –Min. of Kshs. . 32,485/= p.m. – Max. of Kshs. 50,014/= p.m.*

*Water Supply Assistant SCALE KUC 5 - Min. of Kshs. 32,485/= p.m. – Max. of Kshs. 50,014/= p.m*

*Library Checker- SCALE KUC3 Min. of Kshs. 25,436/= p.m. – Max. of Kshs. 39,164/= p.m*

*Janitor II-Scale KUC 3- Min. of Kshs. 25,436/= p.m. – Max. of Kshs. 39,164/= p.m*

*Sewerage Attendant II SCALE KUC1- Min. of Kshs. 19,921/= p.m. – Max. of Kshs. 30,672/= p.m*

**Prof. Josephat Cheboi**

Ag. Deputy Principal

Finance and Administration

