



KABARNET UNIVERSITY COLLEGE
(A Constituent College of Moi University)
OFFICE OF THE PRINCIPAL

EXTERNAL ADVERTISEMENT Date: 4th August, 2026

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

1. **Lab Attendant (Physics) - SCALE KUC 3 - ONE (1) POST - Ref: KUC/ADM/17/08/2026**
2. **Lab Attendant (Chemistry) - SCALE KUC 3 - ONE (1) POST Ref: KUC/ADM/18/08/2026**
3. **Health Records Assistant - SCALE KUC 3- ONE (1) POST – Ref: KUC/ADM/19/08/2026**

Interested applicants should forward five (5) copies of application package, including 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, also a running PDF application can be sent to recruitment@unika.ac.ke

Applications should be addressed to: -

**Principal,
Kabarnet University College
P.O Box 469-30400,
KABARNET, KENYA**

so as to reach him not later than **Friday 14th 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 thweeks 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. Lab Attendant (Physics) - SCALE KUC 3 - ONE (1) POST - Ref: KUC/ADM/17/08/2026

2. Lab Attendant (Chemistry) - SCALE KUC 3 - ONE (1) POST Ref: KUC/ADM/18/08/2026

Duties and Responsibilities of a Lab Attendant

- a) Collecting and preparing teaching materials;
- b) Ensuring that the laboratory is kept clean and tidy always;
- c) Keeping and maintaining laboratory/workshop equipment in good order;
- d) Cleaning laboratory workshop ware and keeping them safe;
- e) Ensuring that the chemical/equipment stores are kept clean;
- f) Sterilizing contaminated cultures/media and ensuring safe disposal;
- g) Ensuring laboratory benches are kept clean and sterilized;
- h) Supervision of assigned staff;
- i) Updating laboratory chemical/consumables and equipment inventory; and general routine laboratory work.

Requirements for Direct Appointment

- a) Certificate in the relevant area of specialization lasting not less than one (1) year or its equivalent from an accredited examining body
- b) Cumulative service period of three (3) years' relevant work experience at the grade of Laboratory technician , or in a comparable position;
- c) Demonstrated merit and ability as reflected in work performance and results.

3. Health Records Assistant – SCALE KUC 3 - ONE (1) POST – Ref: KUC/ADM/19/08/2026

Duties and Responsibilities

- a) Capturing and compiling health records
- b) Ensuring records safety and confidentiality
- c) Organising and maintaining physical and digital records.
- d) Reception, registration and re-scheduling of patients.
- e) Ensuring compliance with regulatory and organisational standards.
- f) Any other duties that may be assigned from time to time.

Requirements for Direct Appointment

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

- a) Certificate in Health Records and Information Technology from a recognized institution.
- b) Certificate in computer skills from a recognized institution.
- c) At least three (3) years working experience in a busy health facility.
- d) Demonstrable ability, initiative and professional competence in organizing, directing and executing work at this level

SALARY SCALE

Lab Attendant KUC 3 - Min. of Kshs. 25,436/= p.m. – Max. of Kshs. 39,164/= p.m.

Health Records Assistant KUC 3 - Min. of Kshs. 25,436/= p.m. – Max. of Kshs. 39,164/= p.m.



Prof. Daniel Chebutuk Rotich, PhD.
Ag. Principal

