KABARNET UNIVERSITY COLLEGE

OFFICE OF THE DEPUTY PRINCIPAL FINANCE AND ADMINISTRATION

EXTERNAL ADVERTISEMENT **Date: 13th November, 2026**

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

1. **Library Checker-SCALE KUC 3-** TWO (2) POSTS – Ref: KUC/ADM/13/11/2026
2. **Lab Attendant (Physics) - SCALE KUC 3** - ONE (1) POST - Ref: KUC/ADM/14/11/2026

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

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, 4th December, 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. **Library Checker-SCALE KUC 3-** TWO (2) POSTS – Ref: KUC/ADM/13/11/2026

Duties and Responsibilities
The officer at this level will be responsible for:

i. Checking library materials carried into and out of the library to ensure compliance with established library procedures.
ii. Monitoring the movement of books, journals, periodicals and other library materials through designated entry and exit points.
iii. Ensuring that library materials leaving the premises have been properly issued or authorized in accordance with library regulations.
iv. Preventing and reporting unauthorized removal, concealment, mutilation or damage of library materials.
v. Monitoring library entry and exit points to ensure orderly access and compliance with library regulations.
vi. Assisting in maintaining the security and safety of library resources, equipment and facilities.
vii. Reporting suspected theft, loss, damage, misuse or unauthorized movement of library materials to the immediate supervisor.
viii. Maintaining appropriate records of incidents, irregularities and other occurrences relating to library security and control.
ix. Guiding library users on the proper procedures for borrowing, returning and handling library materials.
x. Any other duties assigned by the management

Requirements for Direct Appointment

For direct appointment to this grade a candidate Must:-

i. Kenya Certificate of Secondary Education (KCSE) with a minimum mean grade of D+ (D Plus) or its equivalent qualification recognized in Kenya.
ii. 3 years' experience in library operations, security services or a related environment will be an added advantage.
iii. A Certificate in Library Studies, or equivalent qualification will be an added advantage
iv. Basic Computer skills will be an added advantage

2. **Lab Attendant (Physics) - SCALE KUC 3 -** ONE (1) POST Ref: KUC/ADM/14/11/2026

Duties and Responsibilities of a Lab Attendant

i. Collecting and preparing teaching materials;
ii. Ensuring that the laboratory is kept clean and tidy always;

iii. Keeping and maintaining laboratory/workshop equipment in good order;
iv. Cleaning laboratory workshop ware and keeping them safe;
v. Ensuring that the chemical/equipment stores are kept clean;
vi. Sterilizing contaminated cultures/media and ensuring safe disposal;
vii. Ensuring laboratory benches are kept clean and sterilized;
viii. Supervision of assigned staff;
ix. Updating laboratory chemical/consumables and equipment inventory; and general routine laboratory work.
x. Any other duties assigned by the management.

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.

SALARY SCALE

Library Checker- SCALE KUC3 Min. of Kshs. 25,436/= p.m. – Max. of Kshs. 39,164/= p.m
Lab Attendant KUC 3 –Min. of Kshs. 25,436/= p.m. – Max. of Kshs. 39,164/= p.m.

Prof. Cheboi Yegon
Ag. Deputy Principal
Finance and Administration