JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

OFFICE OF THE DEPUTY VICE CHANCELLOR
(PLANNING, ADMISTRATION AND FINANCE)

VACANCIES

In pursuit of its mission to provide transformative education through integrated quality training, research and community engagement for sustainable development, Jaramogi Oginga Odinga University of Science and Technology invites applications from suitably qualified candidates for the following vacant positions:-

S/N	POSITION	REFERENCE	VACANCIES
A.	ADMINISTRATIVE		
OFFICE OF THE VICE CHANCELLOR			
1.	Chief Security Officer – Grade 13	VC/CSO/2/2025	1
2.	Senior Legal Officer – Grade 13	VC/SLO/2/2025	1
3.	Senior Security Officer in Grade 11	VC/SSO/2/2025	1
4.	Security Officer II in Grade 9	VC/SO/2/2025	1
5.	Assistant Procurement Officer/Stores Controller – Grade 8	VC/APO/2/2025	1
6.	Security Supervisor II in Grade 5	VC/SSII/2/2025	2
7.	Security Guard I in Grade 4	VC/SGI/2/2025	1
8.	Security Guard II in Grade 3	VC/SGII/2/2025	9
OFFICE OF THE DEPUTY VICE CHANCELLOR (PLANNING, ADMINISTRATION AND FINANCE)			
1.	Chief Finance Officer – Grade 15	PAF/CFO/2/2025	1
2.	Deputy Estates Manager Grade 13	PAF/DEM/2/2025	1
3.	Assistant Registrar (HR) – Grade 12	PAF/AR(HR)/2/2025	1
4.	Computer Programmer– Grade 10	PAF/CP/2/2025	1
5.	Senior Administrative Assistant (HR)/Payroll – Grade 9	PAF/SAA(HR)/2/2025	1
6.	Administrative Assistant – Grade 8	PAF/AA/2/2025	3
7.	Assistant Network Support Technician – Grade 8	PAF/ANST/2/2025	1
8.	Cook – Grade 5	PAF/C/2/2025	1
9.	Maintenance Foreman II - Grade 5	PAF/MF/2/2025	1
10.	Plumber – Grade 4	PAF/P/2/2025	1
11.	Electrician – Grade 4	PAF/E/2/2025	1
12.	Plant Operator I– Grade 4	PAF/PO I/2/2025	1
13.	Drivers III- Grade 4	PAF/DR III/2/2025	2

14.	Records /Filing/Registry Clerk – Grade 4	PAF/RFRC/2/2025	1
15.	Waiter – Grade 3	PAF/W/2/2025	1
OFFICE OF THE DEPUTY VICE CHANCELLOR **(ACADEMIC, STUDENT AFFAIRS AND RESEARCH)**			
1.	Registrar, Academic and Students Affairs – Grade 15	ASAR/RASA/2/2025	1
B.	**ACADEMIC**		
	School of Education, Humanities and Social Sciences		
1.	Lecturer - Grade 12 (Educational Foundation)	SEHSS/L/EDF/2/2025	1
2.	Lecturer – Grade 12 (Religion)	SEHSS/L/REL/2/2025	1
3.	Lecturer Grade 12 (Early Childhood Development)	SEHSS/L/ECD/2/2025	1
4.	Lecturer – Grade 12 (History)	SEHSS/L/HIST/2/2025	1
5.	Lecturer – Grade 12 (Psychology /Educational Psychology)	SEHSS/L/PSY/P/2/2025	1
6.	Lecturer – Grade 12 (Philosophy and Ethics)	SEHSS/L/PHI/2/2025	1
7.	Graduate Assistant – Grade 10 (International Relations)	SEHSS/GA/IR/2/2025	1
8.	Graduate Assistant Grade 10 (Special Needs Education)	SEHSS/GA/SNE2/2025	1
	School of Engineering and Technology		
1.	Senior Lecturer - Grade 13 (Electrical and Electronics)	SET/SL/E&E/2/2025	1
2.	Lecturer – Grade 12 (Quantity Surveying/ Building Economics)	SET/L/QS/2/2025	1
3.	Lecturer – Grade 12 (Civil Engineering)	SET/L/CE/2/2025	1
	School of Agricultural and Food Sciences		
1.	Tutorial Fellow – Grade 11 (Food Security /Consumer Economics)	SAFS/TF/FS/2/2025	1
	School of Business and Economics		
1.	Lecturer – Grade 12 (Entrepreneurship)	SBE/L/ENT/2/2025	1
	School of Biological, Physical, Mathematics and Actuarial Sciences		
1.	Tutorial Fellow – Grade 11 (Microbiology)	SBPMAS/TF/MICROB/2/2025	1
2.	Senior Technologist III – Grade 8 (Physic)	PAF/ST III/2/2025	1
	School of Informatics and Innovative Systems		
1.	Senior Lecturer - Grade 13 (Information Systems)	SIIS/SL/IS/2/2025	1
2.	Lecturer – Grade 12 (Data Science)	SIIS/L/DS/2/2025	1

3.	Tutorial Fellow – Grade 11 (Information Systems)	SEHSS/TF/IS/2/2025	1
	School of Health Sciences		
1.	Senior Lecturer - Grade 13 (Nursing)	SHS/SL/NUR/2/2025	1

A. ADMINISTRATIVE
OFFICE OF THE VICE CHANCELLOR

1. Chief Security Officer Grade 13 – Grade 13 VC/CSO/2/2025

Minimum Qualifications and Experience
   i. Masters degree in criminology, Forensic Investigation, Security Management or relevant field.
   ii. Be appropriately trained in the Kenya Police Service or Defense Forces.
   iii. Must have nine (9) years' experience, 3 years of which as Deputy Chief Security Officer Grade 12 in the University or have served as Chief inspector of Police and above in the Kenya Police Service or in the rank of Major in the Kenya Defense Forces or any other equivalent qualifications
   iv. Must have a certificate of service/discharge
   v. Proficiency in relevant computer applications

2. Senior Legal Officer – Grade 13   VC/SLO/2/2025

Minimum Qualifications and Experience
   i. Masters in Law (LLM)
   ii. Bachelors of Laws degree from a recognized institution
   iii. Postgraduate Diploma in Law from the Kenya School of Law
   iv. Admitted as an Advocate of the High Court of Kenya
   v. Be a registered member of Law Society of Kenya and in good standing
   vi. Have a current practicing certificate.
   vii. At least six (6) years' experience – of which at least three (3) years' experience as Legal Officer 1 Grade 12 or its equivalent
   viii. Proficiency in relevant computer applications

3. Senior Security Officer -Grade 11   VC/SSO/2/2025

Minimum Qualifications and Experience
   i. Masters degree in criminology, Forensic Investigation, Security Management or relevant field
   ii. Bachelor's degree in criminology, Forensic Investigation, Security Management or relevant field
   iii. At least six (6) years' experience, 3 years of which as Security Officer Grade 10
   iv. Proficiency in relevant computer applications

4. Security Officer II in -Grade 9   VC/SO/2/2025

Minimum Qualifications and Experience
   i. Bachelor's degree in criminology, Forensic Investigation, Security Management or relevant field
   ii. At least six (6) years' experience, 3 years of which as Security Supervisor I Grade 6 in the University or appropriately trained in security work in either the Kenya Police or Kenya Army either in rank of Inspector or Lieutenant.

iii. Proficiency in relevant computer applications

5. Assistant Procurement Officer/Stores Controller I – Grade 8   VC/APO/2/2025

Minimum Qualifications and Experience
   i. Bachelor's degree in Procurement and Supplies Management or equivalent
   ii. Professional Qualifications e.g. CIPS level or equivalent
   iii. Membership of a professional procurement body recognized by law is desirable and in good standing.
   iv. Minimum three (3)years' experience as Assistant Procurement /Stores Controller II Grade 7.
   v. Proficiency in relevant computer applications

6. Security Supervisor II - Grade 5   VC/SSII/2/2025

Minimum Qualifications and Experience
   i. Diploma in Criminology or relevant field
   ii. Must have proficiency in English and Kiswahili
   iii. Must have worked with Kenya Police, Prison or Armed Forces, NYS or reputable security firms

7. Security Guard I - Grade 4   VC/SGI/2/2025

Minimum Qualifications and Experience
   i. Must have proficiency in English and Kiswahili
   ii. Must have worked as Security Guard II Grade 3 or with Kenya Police, Prison or Armed Forces, NYS or reputable security firms

8. Security Guard II - Grade 3   VC/SGII/2/2025

Minimum Qualifications and Experience
   i. KCSE Grade C or its equivalent
   ii. Must have proficiency in English and Kiswahili
   iii. Must have worked with Kenya Police, Prison or Armed Forces, NYS or reputable security firms

OFFICE OF THE DEPUTY VICE CHANCELLOR

(PLANNING, ADMINISTRATION AND FINANCE)

1. Chief Finance Officer – Grade 15   PAF/CFO/2/2025

Job Responsibilities and Roles
The Chief Finance officer shall provide leadership in financial matters of the University including preparation of comprehensive financial statements, monitor the budget and the finance department operations to ensure that the financial reports comply with the international financial reporting standards and other relevant regulations and guidelines for proper running of the University. Reporting to the Vice Chancellor through the Deputy Vice Chancellor for the time being responsible for finance, the Chief Finance Officer shall be responsible for the following:

1. Facilitate the development and implementation of financial policies for the university to ensure that they are in line with the financial regulations and accounting standards.
2. Develop annual budgets for the institution for proper management of resources

3. Advise the on new investment opportunities for the university to aid in generation of income and increase the university net worth.
4. Allocate duties to the finance staff and supervise them to ensure quality service delivery to the students, staff and other authorized guests who may require finance services.
5. Provide management advice on the financial statements before being submitted to the auditors for examination on their status in regard to true and fair representation of the university.
6. Provide advice to the institution on financial matters for example financial status, source of funds, donors and how to allocate funds to various projects that are viable to the university.
7. Ensure optimal utilization of financial resources through proper allocation of funds to various departments in the institution.
8. Review the university financial statements to ensure that they comply with the regulatory requirements e.g., international financial reporting standards.
9. Identifying the training needs for the Department of Finance.
10. Monitor the university expenditure to ensure university budgetary control is strictly adhered to for proper utilization of the university resources.
11. Prepare management and statutory reports and publications for submission to relevant government agencies.
12. Consolidate budget for the entire university ensuring compliance with the financial standards and regulatory framework
13. Prepare comprehensive financial statements for publication and presentation to the relevant regulatory bodies to show the status of the university.
14. Facilitate the approval of the university expenditure in line with the budget to support the university operations and promote academic excellence.

Minimum Qualifications and Experience

i. PhD holder in Finance or Accounting with ten (10) years' relevant experience

   OR

   Master's degree in Finance or Accounting or equivalent with fifteen (15)years of relevant experience in financial management. Must have served as Deputy Finance Officer Grade 14 or equivalent for at least three (3) years in a university or equivalent institution.

ii. Bachelor of Commerce (Accounting) or equivalent.

iii. CPA(K), ACCA(UK) or CIMA(UK) or equivalent qualification.
iv. Must be a member to relevant professional body for example Institute of Certified Public Accountants with at least three (3) years in good standing since registration.
v. Knowledge and practical experience in use of ERP System desirable
vi. Evidence of working knowledge of computerized financial management systems e.g., ACCPAC, Sage, Pastel, Great Plains Microsoft Dynamics
vii. Demonstrate outstanding qualities of leadership, coordination and organizational capabilities, at Senior management level.
viii. Proficiency in relevant computer applications

Terms of Service

The Successful candidate will be employed on five (5) years contract terms renewable based on satisfactory performance.

2. Deputy Estates Manager Grade 13   PAF/DEM/2/2025

Minimum Qualifications and Experience
    i.   Master's degree in Property management, Housing Administration, Real Estate, Construction management, Land Economics or equivalent qualification from a recognized institution
    ii.   Must be full member of relevant professional body in good standing.
    iii.   Minimum of nine (9) years working experience three (3) years of which must have been an Estates Officer Grade 12 or equivalent
    iv.   Proficiency in computer applications from a recognized institution.

3. Assistant Registrar (HR) – Grade 12 PAF/AR(HR)/2/2025

Minimum Qualifications and Experience
    i. Master's degree in Public Administration or Human Resource Management or its equivalent
    ii. CHRP (K), CPS(K) or its relevant professional qualification
    iii. Five (5) years administrative experience – minimum three (3) years at Assistant Registrar II Grade 11.
    iv. Knowledge of Management Information Systems
    v. Must be registered with relevant professional body and in good standing.
    vi.   Proficiency in relevant computer applications

4. Computer Programmer– Grade 10   PAF/CP/2/2025

Minimum Qualifications and Experience
    i.   B.Sc. in Computer Science or Information Technology or Business Information Systems or Software Engineering or equivalent

<center>**OR**</center>

    ii.   Higher National Diploma in Computer Studies or Information Technology or Information Systems or equivalent.
    iii.   At least three (3) years' working experience in a software development environment.
    iv.   Certifications in Software Development or equivalent will be an added advantage.
    v.   Proficiency in High Level Programming Languages especially Java, C++, PHP, etc.
    vi.   Membership to a relevant professional body will be an added advantage

5. Senior Admin Assistant (HR)/Payroll – Grade 9   PAF/SAA(HR)/2/2025

Minimum Qualifications and Experience
    i.   Bachelor's degree in Public Administration or Human Resource Management or its equivalent
    ii.   CPS (II), CHRP(K) or relevant professional qualification will be added advantage
    iii.   At least three (3) years administrative experience as an Administrative Assistant Grade 8
    iv.   Proficiency in computer applications from a recognized institution.
    v.   Membership to a relevant professional body will be an added advantage

6. Administrative Assistant – Grade 8   PAF/AA/2/2025

Minimum Qualifications and Experience
i.   Bachelor's degree from a recognized university in Public Administration or Human Resource Management
ii.   Computer knowledge

OR

iii. Higher Diploma in Business Administration or Human Resource Management or CPS (II) or its equivalent
iv.   At least ten (10) years administrative experience with minimum three (3) years experience as Junior Administrative Assistant I Grade 7
v.   Proficiency in computer applications from a recognized institution.
vi.   Membership to a relevant professional body will be an added advantage

7. Assistant Network Support Technician – Grade 8   PAF/ANST/2/2025

Minimum Qualifications and Experience
i.   B.Sc. in Computer Science or Information Systems or Information Technology or equivalent.

OR

i.   Higher National Diploma in Computer Studies or Electrical/Electronic Engineering or Business Information Systems.
ii.   At least three (3) years' experience in Networking in a busy ICT environment.
iii. Networking certifications at least CCENT or equivalent. CCNA and above will be an added advantage.
iv.   Knowledge in Apple Macintosh will be an added advantage
v.   Membership to a relevant professional body will be an added advantage.

8. Cook – Grade 5   PAF/C/2/2025

Minimum Qualifications and Experience
i.   Diploma in Food Production from a recognized Institution.
ii.   Three (3) years relevant working experience as Assistant Cook Grade 4 or equivalent

9. Maintenance Foreman – Grade 5   PAF/MF/2/2025

Minimum Qualifications and Experience
i.   Diploma in Water from Kenya Water Institute or its equivalent
ii.   Minimum three (3) years working experience in water related organization or equivalent at the level of grade 4

10. Plumber – Grade 4   PAF/P/2/2025

Minimum Qualifications and Experience
i.   KCSE C level of Education
ii.   Must be in possession of relevant Government Trade Test I OR Trade test III with 5 years working experience

11. Electrician – Grade 4 PAF/E/2/2025

Minimum Qualifications and Experience
    i.   KCSE C level of Education
    ii.   Must be in possession of relevant Government Trade Test I OR Trade test III with 5 years working experience

12. Plant Operator – Grade 4   PAF/PO/2/2025

Minimum Qualifications and Experience
    i.   KCSE C level of Education
    ii.   Must be in possession of relevant Government Trade Test I OR Trade test III with 5 years working experience

13. Driver III - Grade 4   PAF/DR III/2/2025

Minimum Qualifications and Experience

    i.   At least KCSE C level of education or equivalent
    ii.   Clean valid ABCE and PSV
    iii.   Passed in Occupational Test Grade II
    iv.   Certificate in First Aid
    v.   At least three (3) years' experience as Driver IV Grade 3
    vi.   Suitability test from Public works or relevant body

14. Records/Filing/Registry Clerk – Grade 4   PAF/RFRC/2/2025

Minimum Qualifications and Experience

    i.   Certificate in any of the following: Records/Information Management, Information/Library Science or any equivalent qualifications from a recognized institution
    ii.   KCSE C or equivalent with pass in English
    iii.   Computer knowledge
    iv.   Served as Clerk/Filing Clerk /Mail Clerk (Grade 3) for a minimum period of three (3) years

15. Waiter – Grade 3   PAF/W/2/2025

Minimum Qualifications and Experience
    i. At least KCSE C or its equivalent
    ii. At least six(6) months course certificate in Food production or equivalent
    iii. Three (3) years relevant working experience as a Kitchen Assistant Grade 2 or equivalent

OFFICE OF THE DEPUTY VICE CHANCELLOR

(ACADEMIC, STUDENT AFFAIRS AND RESEARCH)

1. Registrar, Academic and Students Affairs – Grade 15   ASAR/RASA/2/2025

This position is responsible for the coordination and provision of direction for activities of student recruitment enrolment, teaching and learning, examination and certification, programmes and curriculum development as well as management and facilitation of student welfare services. Registrar, Academic and Student Affairs shall report to the Deputy Vice Chancellor, Academic, Student Affairs and Research and shall be responsible for the following:

1. Providing custodianship and prudent management of the university academic records;
2. Declaring the academic status of each student in line with the statutory guidelines, rules and regulation of the University;
3. Ensuring integrity, accuracy and security of academic records,
4. Production and issuance of official academic transcripts and original certificates;
5. Declaring programmes and programme capacities for student placements and admissions;
6. Preparing, publishing and implementing the academic calendar (semester/trimester) schedules;
7. Planning, developing and formulating all activities related to the admissions, enrolment records, registration of students, examinations, processing of results and certification;
8. Managing of the University's student records and data;
9. Planning, recommending, installing, administering and reviewing academic systems in line with University objectives, policies and procedures;
10. Ensuring effective coordination and planning of Course units to be taught in accordance with approved University programmes as per the rules and regulations governing the implementation of academic programmes;
11. Interpreting and enforcing policies and regulations of the University touching on academic and students matters;
12. Developing and managing the departmental budget and procurement plan;
13. Investigating, analyzing, resolving and reviewing student disputes related to records, registration, examinations and certification;
14. Collaborating with other administrators; deans, faculty, IT expert and counselors to facilitate and improve services to students; registration, teaching, research, examinations, outreach activities and welfare;
15. Conducting appraisal of staff within the department of Registrar Academic and Student Affairs;
16. Facilitate the planning, development management and Evaluation of academic programmes.
17. Facilitate the formulation and provision of policy guidelines to ensure adherence and compliance to standards in provision of education by the university.
18. Coordinate the planning administration and processing of both continuous assessment and final examination.
19. Conduct stakeholder analysis to inform on market and research needs at curriculum development to therefore meet the human development needs of the country and the region
20. Ensure that Senate is adequately advised on the development of academic programmes in conformity with ethical standards, national and international standards and legally recognized professional bodies
21. Monitor and supervise class attendance in collaboration with deans of Schools and Chairs of Departments to ensure that course delivery take place.
22. Oversee the administration of student's welfare services through provision of quality accommodation and catering services, coordination of student governance through

facilitation of student elections and officials inauguration and training to ensure collaborative and smooth management of the university

23. Represent university at various forums to maintain linkages and give the university's opinion on matters academic
24. Coordinate the preparation of the budget for the division.
25. Monitor expenditure in the division to ensure that it is in line with approved budget
26. Prepare and monitor procurement plan for the division to ensure accurate capturing of the needs of the division in line with the budget allocation
27. Communication of policy matters and important decisions made by Senate and Management to all students.
28. Conducting annual appraisal of members of staff in the department;
29. Undertaking such other responsibilities as shall be assigned by the Vice-Chancellor and the Deputy Vice Chancellor (ASA&R)

Minimum Qualifications and Experience

i) Be a holder of an earned PhD degree from an accredited university recognized in Kenya
ii) At least six years of experience in Academic Administration.
iii) Must have worked as Dean of a School, Director of an Academic Unit in a university or Deputy Registrar (Academic Affairs).
iv) Be at the rank of Senior Lecturer and above.
v) Must be conversant with the running of academic affairs in a university;
vi) Should be conversant with modern management techniques and be computer literate;
vii) Demonstrate ability and leadership skills to effectively coordinate the academic and administrative functions of the University.
viii) Demonstrate knowledge of strategic planning in educational development;
ix) Knowledge of Management Information Systems.
x) Demonstrate knowledge of laws and policies governing education.
xi) Proven capacity to promote learning, teaching, research and development in a modern university set up.
xii) Must be registered with relevant professional body and in good standing (where applicable)
xiii) Proven experience in academic processes including but not limited to curriculum development, examination processing, student admission, quality assurance, student support services

Terms of Service

The Successful candidate will be employed on five (5) years contract terms renewable based on satisfactory performance.

B. ACADEMIC

1. SENIOR LECTURER – GRADE 13

Minimum Qualifications and Experience

i. An earned PhD degree from an accredited university recognized in Kenya in the relevant field or Equivalent.
ii. Minimum five (5) years' University teaching/research experience, at least three (3) years must be at lecturer level/research fellow, at both undergraduate and post graduate level.
iii. Supervision of at least 1 (1) PhD or three (3) Masters since the last promotion.
iv. Experience in research evidenced by at least four (4) publications in refereed Journals since the last promotion or three (3) publications in refereed Journals and two (2) Chapters in scholarly books since the last promotion

2. LECTURER – GRADE 12

Minimum Qualifications and Experience
i. An earned PhD degree from an accredited university recognized in Kenya in the relevant field or Equivalent.
   OR (in special areas)
i. Master's Degree with minimum three (3) years teaching/research experience at University level.
ii. Two (2) publications in refereed Journals or 1 (1) publication in refereed journal and two (2) Chapters in scholarly books since the last promotion
iii. Demonstrate advancement in PhD studies through submission of thesis
iv. Evidence of continuing research activity

3. TUTORIAL FELLOW – GRADE 11

Minimum Qualifications and Experience
i. Master's degree in the relevant field
ii. Registered for PhD

4. GRADUATE ASSISTANT – GRADE 10

Minimum Qualifications and Experience
i. Must have at least a Second Class Honours (Upper Division) Bachelor's Degree in relevant field.
ii. Evidence of registration for a Master's degree programme.

5. SENIOR TECHNOLOGIST III- GRADE 8

Minimum Qualifications and Experience
i. B.Sc. in Physics or Higher Diploma or its equivalent in the area of specialization.
ii. At least three (3) years' experience as a Technologist I Grade 7.

How to apply:-

- Applications should be accompanied by an application Letter, a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or valid Passport, testimonials, e-mail addresses, telephone contacts and any other relevant supporting documents.
- For all administrative positions, professional affiliation will be an added advantage.
- Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
    1. Kenya Revenue Authority
    2. Higher Education Loans Board
    3. Ethics and Anti-Corruption Commission
    4. Directorate of Criminal Investigation (Certificate of Good Conduct)
    5. Registered Credit Reference Bureau
- They should also provide names, telephone numbers and contact addresses of three (3) referees.
- Applicants should request their referees to send their confidential reports to recruitmentextfeb25@jooust.ac.ke. addressed to the undersigned to be received on or before **4th March, 2025.**
- **Three hard copies should be sent by post or hand delivery to the address below and a soft copy in PDF format of the application documents with the reference numbers of the positions applied for clearly indicated,** should be sent to recruitmentextfeb25@jooust.ac.ke. Applications should be addressed to the undersigned to be received on or before **4th March, 2025 by 5:00 p.m.**
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).
- For more details on the requirements please visit the JOOUST website: www.jooust.ac.ke.

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

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JOOUST IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

JOOUST does not levy any fee in the processing, recruitment & selection of applicants. The University reserves the right not to make any appointments at any stage of the recruitment exercise.