



GARISSA UNIVERSITY

Oasis of Innovation

OFFICE OF THE VICE CHANCELLOR

ADVERTISEMENT OF VACANT POSITIONS

Garissa University (GaU) was established by the legal notice No. 116 of 12th August 2011 under the Moi University Act (Cap. 210A) as a constituent college of Moi University. It received its Charter on 23rd October, 2017 to become a fully-fledged University.

The University seeks to recruit qualified and competent individual to fill the following vacant position in the Directorate of Information Communication Technology.

Position	Advert number	Terms of Service	Grade	Number of posts
Assistant Webmaster	GaU/HR/EA/1/23	Contract	8	1

1. ADVERT NO. GaU/HR/EA/4/22: ASSISTANT WEBMASTER

Job Description

Duties will entail: designing, development, planning, implementation and maintenance of university websites on both internet and intranet; coordinate the installation, maintenance and administration of on-line services like e-learning; installation, configuration and maintenance of web servers; and any other duties as may be assigned by the ICT Director.

Job competencies

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

- i. A Degree in Computer Science/Information Technology or its equivalent from a recognized institution with major focus on web development and Maintenance.
- ii. At least two years of relevant work experience.

METHOD OF APPLICATION

The applicants should provide full details of educational and professional qualification, work experience, applicant's telephone number and e-mail address. Updated CV, Copies of certificates and testimonials should also be enclosed. Application to be submitted in a sealed envelope clearly marked at the top "**Application for the position of.....**" and mailed OR delivered to:

**THE VICE CHANCELLOR
GARISSA UNIVERSITY
PO BOX 1801-70100
GARISSA
Or can be emailed to:
vc@gau.ac.ke**

*Garissa University is an equal opportunity employer and canvassing will lead to automatic disqualification. Youth, Women and persons living with disability are encouraged to apply.
Only shortlisted candidates will be contacted.*

Applications should be received at the office of the Vice Chancellor not later than Friday 27th January 2023 at 5.00pm. Incomplete and late applications will NOT be accepted.