



GARISSA UNIVERSITY

Oasis of Innovation

Vision

To be a world class University of Technological processes and development.

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 persons to fill the following vacant positions:-

S.No	Position	Advert number	Grade	Terms of service	Number of posts
1.	TEACHING POSITIONS				
i.	Lecturer- <i>Christian Religious Education</i>	GaU/HR/EA/1/24	12	Permanent and Pensionable	1
ii.	Lecturer- <i>Nursing</i>	GaU/HR/EA/2/24	12	Permanent and Pensionable	1
2.	ADMINISTRATIVE POSITIONS				
i.	ICT Director	GaU/HR/EA/3/24	15	Permanent and Pensionable	1
ii.	Driver	GaU/HR/EA/4/24	5	Permanent and pensionable	1
	TOTAL				4

1. TEACHING POSITIONS

ADVERTS NO: GAU/HR/EA/1-2/24: LECTURER GaU GRADE 12 **(Christian Religious Education and Nursing)**

JOB DESCRIPTION

Duties and responsibilities at this level will entail: -

- (i) Teach/Research/Publish and evaluate/assess courses in one's discipline at both undergraduate and postgraduate level
- (ii) Supervise undergraduate projects and other experiential learning programs
- (iii) Supervise dissertations/theses at the graduate level
- (iv) Participate in the development of undergraduate and postgraduate courses
- (v) Initiate, promote and participate in research projects
- (vi) Provide professional and community services
- (vii) Carry out administrative and other duties & responsibilities as may be assigned.

REQUIREMENTS FOR APPOINTMENT: -

- (i) Should have a PhD or equivalent degree qualification (*or a master's degree in special cases*) in the relevant area from a recognized/accredited University/academic institutions,
- (ii) Should demonstrate potential for university teaching and research.
- (iii) Should be recognized and registered or registerable by relevant body.

2. ADMINISTRATIVE POSITIONS

1. ADVERT NO: GAU/HR/EA/3/24: ICT DIRECTOR GaU GRADE 15

JOB DESCRIPTION

The ICT Director will be the head of the Directorate of Information and Communication Technology and will be responsible to the Vice Chancellor for all ICT matters of the university. Specific duties will include implementation of ICT project activities at the University; Establishment and enforcement of standards and ICT policy guidelines for the Garissa University-wide applications, databases and communication network; operational responsibility for central processing and data communication systems; coordination of university-wide information system planning, utilization, and performance evaluation; maintaining the organizational and human resource infrastructure for technical services and assistance to all organizational units; planning and control of ICT services provided to external parties; interpreting, planning and directing the implementation of ICT policies in the University; and performing any other duties as may be assigned by the University Management.

REQUIREMENTS FOR APPOINTMENT: -

For appointment to this grade, a person must possess the following qualifications:

- (i) A Doctorate degree (Ph.D.) in Information Technology/Computer Science/Engineering or its equivalent from a recognized institution.
- (ii) Fifteen (15) years work experience in a relevant field, five (5) of which in a senior managerial position, preferably in a university setting.
- (iii) Should have MCSE or CCNA certification
- (iv) Should show Demonstratable cyber security skills.
- (v) Should have Experience and knowledge of ERP system.
- (vi) Demonstrated outstanding administrative/managerial capability in the organization and management of ICT services.

2. ADVERT NO: GAU/HR/EA/4/24: DRIVER II-GaU GRADE 5

JOB DESCRIPTION

Duties and responsibilities at this level will entail: -

- (i) A driver will be expected to be competent on the operation of vehicles and detection and reporting common faults.
- (ii) Keeping the vehicle clean and carrying out minor repairs including oiling and greasing.
- (iii) Maintenance of work ticket for vehicles assigned to him/her
- (iv) Ensuring safety of the vehicle on and off the road
- (v) Carrying out minor mechanical repairs,
- (vi) Recognizing and reporting abnormal operations of the vehicles, security of the vehicle on and off the road; safety of passengers and goods therein and
- (vii) Maintaining cleanliness of the vehicle.

REQUIREMENTS FOR APPOINTMENT

- (i) Kenya Certificate of Secondary Education D+ (plus) and above
- (ii) Driving license for vehicle classes BCD&E and experience of not less than five (5) years in a recognized institution
- (iii) Certificate of good conduct
- (iv) P.S.V license for bus and minibus
- (v) Attended public relation courses
- (vi) Occupational Trade test II
- (vii) Basic certificate on first Aid and fire fighting certificates
- (viii) Training on Defensive and evasive driving
- (ix) Motor vehicle mechanic grade II with at least three years relevant work experience as a vehicle mechanic will be an added advantage.
- (x) Accident free record.

METHOD OF APPLICATION

1. Interested and qualified applicants should download the **application form for employment** from the university website www.gau.ac.ke and complete all sections of the form.
2. Applicants must attach the following documents to the application form: -
 - i) Academic and professional certificates
 - ii) A copy of the national ID card
 - iii) Any other relevant testimonials

Applications should 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:
recruitment@gau.ac.ke**

Garissa University is an equal opportunity employer and canvassing will lead to automatic disqualification. Youth, Women, Marginalized groups 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 31st May 2024 at 5.00pm. Incomplete and late applications will NOT be accepted.

NOTE:

1. *It is a criminal offence to provide false information and documents in the job applications. The University shall take appropriate action on any applicant who shall be found to have presented false information and/ or documents.*
2. *Successful candidates will be required to satisfy the requirements of Chapter Six (6) of the Constitution of Kenya 2010*
3. *Qualifications obtained from foreign universities should be authenticated by the relevant bodies*
4. *Garissa University does not levy any fees for job application*