



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
i.	Senior Administrative Assistant II	GaU/HR/EA/6/24	10	One (1) year contract	1
ii.	Sewerage Attendant I	GaU/HR/EA/7/24	3	One (1) year contract	1
iii.	Artisan II (Welder)	GaU/HR/EA/8/24	3	One (1) year contract	1
	TOTAL				3

1. ADVERT NO. GaU/HR/EA/6/24: SENIOR ADMINISTRATIVE ASSISTANT II - GRADE 10

Job Description

Work at this level will entail assisting in planning, coordinating and control of administrative activities in any of the units of the University. An officer at this level will be expected to work with minimum supervision.

Requirement for appointment

For appointment to this grade, a candidate must have:

- i) A Bachelors Degree from a recognized University with not less than three (3) years work experience in a similar administrative position.
- ii) A CPS II qualification or any other relevant management qualification
- iii) A Postgraduate qualification will be an added advantage
- iv) Should be computer literate

2. ADVERT NO. GaU/HR/EA/7/22: SEWERAGE ATTENDANT I - GRADE 3

Job Description

Work at this level will involve: supervision of treatment works, cleaning Sedimentation tanks flocculation chambers, chlorine contact tank and main service; closing and opening of sluice valves while distributing water; assisting in storage of chemical and general cleanliness of the water treatment works, flushing and wincing of sewers; patrolling and inspecting sewer network; identification of illicit waste water entries and reporting; maintenance of septic tanks and grease/oil traps; and identification of collapsed sewers and broken manhole covers.

Requirement for appointment

For appointment to this grade, a candidate must have:

- i) Kenya Certificate of Secondary Examination mean grade D+ or its equivalent.
- ii) Basic sewerage operators' certificate
- iii) Three (3) years relevant work experience

3. ADVERT NO. GaU/HR/EA/8/22: ARTISAN II (WELDER) - GRADE 3

Job description

Work at this level will involve: basic welding and maintenance of welding tools, reading and understanding blueprints prior to starting a project, specifying and quantifying the materials to be used in projects, measuring and cutting materials to specifications, fabricate new metal structures/ furniture and perform repair works where applicable and checking finished work to make sure it falls within the tolerances marked on the blueprints.

Requirement for appointment

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

- i) Kenya Certificate of Secondary Examination mean grade D+ or its equivalent.
- ii) Passed Government Trade Tests III in welding
- iii) Three (3) years relevant work experience.

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 6th December, 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*