



# GARISSA UNIVERSITY

## HUMAN RESOURCE DEPARTMENT

### INTERNAL ADVERTS FOR 2025/2026 FY

#### GENERAL GUIDELINES

- i) Completed Promotion Application Form (**Form FM-HR-007**), which can be accessed from the University website at [www.gau.ac.ke](http://www.gau.ac.ke) under the *Vacancies* section.
- ii) Participation in the 2024/2025 Staff Performance Appraisal with a satisfactory rating, and attachment of documentary evidence for applicants with a higher rating of above 4.1, where applicable.
- iii) No involvement in any disciplinary case(s) within the last six (6) months.
- iv) A minimum of three (3) years of service in the current grade as at the date of application.
- v) Foreign academic certificates must be recognized and equated by the Commission for University Education (CUE).
- vi) Applicants must clearly quote the advert number and indicate the position and grade applied for in the application.
- vii) Applicants are strongly encouraged to familiarize themselves with the Garissa University (GaU) Scheme of Service, which is available on the University website. Applicants will only be considered for shortlisting for the specific position and grade applied for, and no consideration will be given to alternative grades or positions.

Applications are invited from interested and qualified candidates for consideration for promotion in the following categories: -

S. no	Advert No(s)	Category/Position
1.	GaU/HR/IA/1/25	Professor/Research Professor - <i>GaU Grade 15</i>
2.	GaU/HR/IA/2/25	Associate Professor/Associate Research Professor - <i>GaU Grade 14</i>
3.	GaU/HR/IA/3/25	Senior Lecturer/ Senior Research Fellow - <i>GaU Grade 13</i>
4.	GaU/HR/IA/4/25	Lecturer/Research Fellow - <i>GaU grade 12</i>
5.	GaU/HR/IA/5/25	Non-teaching staff - <i>GaU grades 1 - 15</i>

## INTERNAL ADVERT FOR TEACHING STAFF

### **1. ADVERT NO. GaU/HR/IA/AC/1/25: PROFESSOR/RESEARCH PROFESSOR – SCALE GaU 15A**

#### **REQUIREMENT FOR APPOINTMENT: -**

- (i) Must have a PhD or equivalent degree qualification in the relevant area from a recognized/accredited University.
- (ii) Must have at least **THREE (3) YEARS** of teaching and research since being appointed Associate Professor/Associate Research Professor.
- (iii) Must have at least ten (10) equivalent publication points (i.e. two university-level scholarly books and five articles in refereed journals, etc) since being appointed as Associate Professor (Minimum publication score – 20 points).
- (iv) Should have supervised at least six (6) postgraduate degree students to completion, including two doctoral students, and attracted research funds since attaining Associate Professorship.
- (v) Should show evidence of continued research and effective teaching.
- (vi) Must be recognized and registered or registerable by relevant professional boards, e.g. Medical Practitioners & Dentists Board (for medical doctors).
- (vii) Should show evidence of contribution to University life as well as national and international life.
- (viii) Should show evidence of academic leadership in his/her area of specialization.

### **2. ADVERT NO. GaU/HR/IA/AC/2/25: ASSOCIATE PROFESSOR/ASSOCIATE RESEARCH PROFESSOR – SCALE GaU 14**

#### **REQUIREMENT FOR APPOINTMENT: -**

- (i) Should have a PhD or equivalent degree qualification in the relevant area from a recognized/accredited University/academic institution,
- (ii) Must have at least **THREE (3) YEARS** of teaching and research experience since becoming a senior lecturer.
- (iii) Must have at least eight (8) equivalent publications (i.e. one university-level scholarly book and four articles in refereed journals etc) since appointment as Senior Lecturer/Senior Research Fellow (Minimum publication score – 16 points)
- (iv) Should have supervised 5 postgraduate degree students to completion, including one doctoral student since becoming senior lecturer/Senior Research Fellow
- (v) Attracted research funds since becoming Senior Lecturer/Senior Research Fellow.
- (vi) Must show leadership in academic affairs.
- (vii) Should have attended and contributed at learned conferences, seminars or workshops.
- (viii) Should show evidence of membership of professional societies.

- (ix) Should show evidence of continued research and effective teaching.
- (x) Should be recognized and registered by relevant professional boards e.g Medical practitioners and Dentist Board (for Medical doctors)
- (xi) Should show evidence of contribution to University life as well as national and international life.

**3. ADVERT NO. GAU/HR/IA/AC/3/25: SENIOR LECTURER/SENIOR RESEARCH FELLOW – SCALE GaU 13**

**REQUIREMENT FOR APPOINTMENT: -**

- (i) Should have a PhD or equivalent degree qualification in the relevant area from a recognized/accredited University/academic institution,
- (ii) Must have at least **3 YEARS** of teaching or research experience since becoming a Lecturer/Research Fellow.
- (iii) Must have a minimum of six (6) publication points (i.e., one university level scholarly book and one in a refereed journal or three articles in refereed journals etc) since appointment as Lecturer/Research Fellow (Minimum publication score – 12 points)
- (iv) Must have supervised at least four (4) postgraduate students to completion as a Lecturer/Research Fellow
- (v) Be registered by the relevant Professional Body (Where applicable)

**OR**

- (i) Must have a Masters degree plus 8 years of University teaching experience after becoming Lecturer.
- (ii) Should have 4 single publications or 8 publications score points since becoming Lecturer/Research Fellow.
- (iii) Should have attended and contributed at learning conferences, seminars or workshops
- (iv) Should show evidence of membership of professional societies where applicable.
- (v) Should show evidence of continued research and evaluated effective teaching.
- (vi) Should show evidence of contribution to university life through active participation in departmental matters, students' academic advising, school and University meetings, committee membership and others.

**4. ADVERT NO. GAU/HR/IA/AC/4/25: LECTURER/ RESEARCH  
FELLOW – SCALE GaU 12**

**REQUIREMENT FOR APPOINTMENT: -**

i) Should have a PhD or equivalent degree qualification in the relevant area from a recognized/accredited university/academic institution

**OR**

- (i) Must have a Master's degree in addition to a first degree from a recognized academic institution, plus at least **THREE (3) YEARS** of teaching experience as an assistant lecturer.
- (ii) Should have 4 single publications or a minimum publication score of 8 points since becoming an assistant lecturer.
- (iii) Applicants **MUST** be registered for a PhD degree and have made substantial progress in their PhD studies. Evidence of progress made in the PhD studies (e.g. PhD progress report) **MUST** be submitted with the application.
- (iv) Should be recognized or registered by relevant professional board.

**METHOD OF APPLICATION**

The applicants should provide full details of their educational and professional qualifications, work experience, their telephone number, and e-mail address. Copies of certificates and testimonials should also be enclosed. Applicants should write directly to:

**THE VICE CHANCELLOR  
GARISSA UNIVERSITY  
PO BOX 1801-70100  
GARISSA**

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.

***Completed Internal Promotion Application Form (Form FM-HR-007), a cover letter, and all relevant supporting documents must be submitted to the Human Resource Office on or before Friday, 23<sup>rd</sup> January 2026 at 5.00 p.m. Incomplete applications will NOT be accepted.***

**ADVERT NO. GaU/HR/IA/NT/5/25: INTERNAL ADVERT FOR  
NON-TEACHING STAFF**

Garissa University (GaU) was established by the legal notice No.116 of 9<sup>th</sup> September 2011 under The Moi University Act (Cap. 210A) as a constituent college of Moi University. It received its Charter on 23<sup>rd</sup> October, 2017 to become a fully-fledged University.

Applications are invited from suitably qualified candidates for non-teaching staff promotion in the 2025/2026 FY.

**REQUIREMENT FOR APPOINTMENT**

- i. Must have served for **AT LEAST THREE YEARS** in the current grade.
- ii. Should possess skills, experience, academic, and professional qualification for the position applied for as per Garissa University **SCHEME OF SERVICE** (*Applicants are encouraged to interact with GaU scheme of service when applying for promotion*)
- iii. Should show satisfactory performance in their duties and responsibilities.

**METHOD OF APPLICATION**

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