



GARISSA UNIVERSITY

Oasis of Innovation

Vision

A world class university of Technology, Innovation 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	Terms of service	Grade	Number of posts
1	Senior ICT Planning & Development Officer	GaU/HR/EA/1/26	Permanent and Pensionable	13	1
2	Senior library assistant II (<i>System Librarian</i>)	GaU/HR/EA/2/26	Permanent and Pensionable	8	1
3	Computer Technologist III (<i>Systems Administrator/Network Administrator</i>)	GaU/HR/EA/3/26	Permanent and Pensionable	8	1
4	Computer Technologist III (<i>Software</i>)	GaU/HR/EA/4/26	Permanent and Pensionable	8	1
5	Assistant Computer Technologist I (<i>ICT support & electronics technologist</i>)	GaU/HR/EA/5/26	Permanent and Pensionable	7	2

6	Assistant ICT Trainer	GaU/HR/EA/6/26	Permanent and Pensionable	10	1
7	Graduate Assistant	GaU/HR/EA/7/26	One year contract	10	1
8	Accountant I	GaU/HR/EA/8/26	Permanent and Pensionable	12	1
9	Assistant Accountant II	GaU/HR/EA/9/26	Permanent and Pensionable	9	1
10	Administrative Assistant/Research assistant	GaU/HR/EA/10/26	3 years contract	8	3
11	Clinical instructor/Senior Nursing Officer	GaU/HR/EA/11/26	Permanent and Pensionable	11	1
12	Cook	GaU/HR/EA/12/26	3 years contract	4	2
13	Security Guard	GaU/HR/EA/13/26	3 years contract	2	3
14	Groundsman II	GaU/HR/EA/14/26	3 years Contract	2	2
15	Laboratory technical assistant I	GaU/HR/EA/15/26	One year Contract	6	1
16	Nutrition & Dietetics Technologist	GaU/HR/EA/16/26	One year Contract	6	1

1. ADVERT NO: GaU/HR/EA/1/26: SENIOR ICT PLANNING AND DEVELOPMENT OFFICER GaU GRADE 13 – ONE (1) POSITION

Job Description

Senior ICT Planning and Development officer duties at this level will entail:

- i. Developing, implementing and maintaining of systems;
- ii. Carrying out systems analysis, design and programmer specifications in liaison with users;
- iii. Ensuring adherence to established ICT standards;
- iv. Supervising and compiling overall systems documentation;
- v. Supervising installation certification, repairs and maintenance of Information Communication Technology equipment, solutions and associated peripherals;
- vi. Recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;

- vii. Administering and maintaining web-based systems and database server's configuration;
- viii. Documenting network configurations and passwords of critical systems;
- ix. Maintain Systems security and Databases;
- x. Enforcing implementation of ICT policies and procedures;
- xi. Assist in ICT Planning, Budgeting and Reporting;
- xii. Management of outsourced ICT services and service providers; and
- xiii. Development and maintenance of the University's intranet.
- xiv. Supervision of the installation, commissioning and implementation of ERP
- xv. 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. Masters degree in Computer Science/Information Technology/Electrical & Electronic Engineering or its equivalent from a recognized institution
- ii. Engineering or its equivalent from a recognized institution.
- iii. Eight (8) years work experience in a relevant field, three (3) of which should be in a university set up.
- iv. At least any one (1) certification from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- v. Demonstratable cyber security skills.
- vi. Experience and knowledge of ERP system, specifically Microsoft Navision Dynamics and Student Management information systems (SMIS).
- vii. Advance knowledge and experience in deployment of e-learning technologies to support blended and remote learning.
- viii. Fulfill the requirements of Chapter 6 of the Constitution.

2. ADVERT NO: GaU/HR/EA/2/26: SENIOR LIBRARY ASSISTANT II (SYSTEM LIBRARIAN) GaU GRADE 8 – ONE (1) POSITION

Job Description

The system Librarian duties will entail:

- (i) Administer and maintain the KOHA Integrated Library Management System (ILMS), including system configuration, updates, backups, and troubleshooting to ensure optimal performance.
- (ii) Manage and integrate all library e-resources to ensure seamless access, authentication, and discoverability for users.

- (iii) Develop, implement, and manage the Institutional Repository using platforms such as DSpace or Greenstone, ensuring proper metadata standards and digital preservation.
- (iv) Provide technical support and training to library staff and users on automated library systems and digital platforms.
- (v) Identify, recommend, and support appropriate library hardware and software solutions, including network administration and system security.
- (vi) Maintain and update the library website and other digital access platforms to enhance online service delivery.
- (vii) Prepare system performance reports, maintain documentation, and advise management on emerging trends and improvements in library automation and digital information management.

Job Specification

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

- (i) A Higher National Diploma in Library and Information Studies from a recognized institution;
- (ii) Five years working experience in a well-established library/information centre,
- (iii) Kenya certificate of secondary education with a minimum grade of C (Plain) or its acceptable equivalent with at least a C- (minus) in any of the following subjects: mathematics, history, English or Kiswahili.
- (iv) Be computer literate and show proof of working in an automated library.
- (v) Have ability to identify suitable hardware and software for the library system and skills in network administration and website authoring tools such as html, Apache, MySQL, Perl and Linux.
- (vi) He/she must have the ability to administer the library management system (KOHA) and ensuring the integration and accessibility of all library e-resources.
- (vii) Experience in developing and managing institutional repository system and management of an integrated library system as well as digital information management systems such as Dspace and green stone.
- (viii) Familiarity with emergence of institutional repository issues, policies, service models and strategies will be an added advantage.
- (ix) Fulfill the requirements of Chapter 6 of the Constitution.

3. ADVERT NO: GaU/HR/EA/3/26: COMPUTER TECHNOLOGIST III (SYSTEMS & NETWORK ADMINISTRATOR) GaU GRADE 8 –ONE (1) POSITION

Job Description

Duties will entail:

- i. Responsible for the design, implementation, and high availability of the university's campus-wide network infrastructure. This role ensures seamless connectivity across academic and administrative departments while maintaining a robust security posture.
- ii. Assist in systems installation, configuration and maintenance of university networks;

- iii. Assist in the implementation and management of server security systems and procedures.
- iv. Monitor and fine-tune the performance of servers and Network devices
- v. Installation and maintenance of data communication infrastructure and services;
- vi. Provide systems administration services for university servers;
- vii. Install, configure, optimize and maintain internet and intranet servers;
- viii. Ensure that the network security measures are maintained;
- ix. Ensure effectiveness and efficiency of network performance;
- x. Designing of quality network systems in schools and departments;
- xi. Design and maintain high-performance cabled (Fiber/UTP) and wireless (WLAN) enterprise networks.
- xii. Implement 24/7 proactive monitoring to ensure 99.9% uptime for critical university services.
- xiii. Manage network security, including firewalls (Fortinet/Cisco), VPNs, and Intrusion Detection Systems (IDS).
- xiv. Optimize traffic flow using Load Balancing and Quality of Service (QoS) for e-learning platforms.
- xv. Design and manage the hybrid connectivity (Site-to-Site VPN/ExpressRoute) required for the Microsoft Dynamics 365 Business Central ERP ecosystem.
- xvi. Implement Network Access Control (NAC) to manage the surge of "Bring Your Own Device" (BYOD) from students while maintaining departmental VLAN isolation.
- xvii. Automate routine network tasks using scripting (Python/Bash) to increase operational efficiency.

Job Specification: -

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

- i. A degree in Computer Science/Information Technology or its equivalent from a recognized institution.
- ii. At least four (4) years of relevant work experience.
- iii. Expert proficiency in Zabbix, Nagios, or ManageEngine OpManager for infrastructure health; Wireshark for deep packet analysis
- iv. At least any one (1) certification from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- v. Should have demonstratable cyber security skills.
- vi. Must have technical skills in System Administration on different platform i.e Ms Windows, Linux
- vii. Experience with Virtualization (VMware/Hyper-V), Cloud Integration (Azure/AWS), and Infrastructure as Code (IaC) is recommended.
- viii. Proven experience in managing High Density Wireless environments (Stadiums/Lecture Halls) and Power over Ethernet (PoE) budgeting for IP-CCTV and VoIP.

- ix. Familiarity with Identity Management (Active Directory/Azure AD) integration for Single Sign-On (SSO) across university portals.
- x. Knowledge of Disaster Recovery (DR) planning and "Off-site" backup synchronization strategies.
- xi. Expert-level administration of Microsoft 365 Education (A3/A5 plans); including the configuration of Azure AD (Microsoft Entra ID) for identity management, implementing Conditional Access policies, and managing Data Loss Prevention (DLP) across the Faculty and Student modules to protect sensitive university intellectual property.
- xii. Expert administration of Google Workspace for Education, including the management of organizational units (OUs), automated user provisioning, and the implementation of advanced security protocols such as DMARC/SPF/DKIM and Multi-Factor Authentication (MFA) to secure student and staff corporate communications.
- xiii. Fulfil the requirements of Chapter 6 of the Constitution.

**4. ADVERT NO: GaU/HR/EA/4/25: COMPUTER TECHNOLOGIST III (SOFTWARE)
GaU GRADE 8 – ONE (1) POSITION**

Job Description

Duties at this level will entail:

- i. Assisting in the design, development, installation, configuration and maintenance of software;
- ii. Maintaining and upgrading of computer software
- iii. Assisting in organizing the operation and maintenance of computer hardware, uninterruptible power supplies (ups), printers, scanners and other ICT electronic equipment; and any other duties as may be assigned by the ICT director.
- iv. Develop and maintain secure, scalable web applications using PHP frameworks (Laravel/Symfony).
- v. Design high-fidelity Mobile UI/UX and deploy cross-platform apps (Flutter/React Native) or native apps (Swift/Kotlin).
- vi. ERP Customization: Customize Microsoft Dynamics 365 Business Central using AL (Application Language)
- vii. Administer and optimize large-scale relational (MS SQL, MariaDB, Oracle) and NoSQL (Cassandra) databases.
- viii. Develop and document RESTful APIs to facilitate seamless data exchange between the Student Management System (SMS) and the 365BC Finance module.
- ix. Implement Automated Testing and Version Control (Git) to ensure code stability and track system changes across the development team.
- x. Design and implement secure Single Sign-On (SSO) authentication for all university-developed applications using OAuth2 or SAML protocols.

- xi. Optimize application performance by implementing caching mechanisms (Redis/Memcached) for high-traffic student registration periods.

Job specification: -

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

- i. A degree in Computer Science/Information Technology or its equivalent from a recognized institution.
- ii. At least four (4) years of relevant work experience.
- iii. At least any one (1) certification from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- iv. Should have demonstrable cyber security skills. specifically in Secure Coding Practices (OWASP Top 10) to prevent SQL Injection and Cross-Site Scripting (XSS).
- v. Proficient in Modern Frontend Frameworks (React.js, Vue.js, or Angular) to build responsive, user-friendly administrative dashboards.
- vi. Hands-on experience with Containerization (Docker) and CI/CD pipelines for rapid deployment of university services.
- vii. Strong understanding of Business Process Mapping to translate university requirements into functional software workflows.
- viii. Expertise in the development, theme customization, and administration of Enterprise Content Management Systems (CMS), with a primary focus on WordPress or Drupal; including the ability to develop custom plugins/modules, manage multisite installations for different departments, and ensure robust security hardening against common web vulnerabilities.
- ix. Fulfil the requirements of Chapter 6 of the Constitution.

5. ADVERT NO: GAU/HR/EA/5/26: ASSISTANT COMPUTER TECHNOLOGIST I (ICT SUPPORT & ELECTRONICS TECHNOLOGIST) –GaU GRADE 7 – TWO (2) POSITIONS

Job Description

Duties and responsibilities at this level will include:

- i) Repair and maintenance of computer hardware, software, networking devices, electronic equipment, printers, monitors, un-interruptible power supplies (UPS) and other ICT equipment;
- ii) preparation and monitoring of maintenance procedures; installation, upgrading and maintenance of computer software and hardware; assisting end-users and students in the departments and computer labs;
- iii) Obtaining and setting of computer software for ICT training labs;
- iv) Guiding students on practical attachments
- v) Perform diagnostic repairs and preventative maintenance on high-volume printers, desktop computers, and laboratory equipment.
- vi) Assist in the installation, configuration, and maintenance of IP-based CCTV systems and

- biometric access control.
- vii) Assist in the termination and testing of structured cabling (Fiber/Ethernet).
- viii) Provide dedicated technical support to faculty and students, ensuring minimal disruption to the learning process
- ix) Manage the Video Management System (VMS) and Network Video Recorders (NVRs), ensuring consistent recording, storage optimization, and remote viewing availability.
- x) Perform regular firmware updates and physical cleaning of outdoor/indoor camera lenses and biometric sensors to ensure high-quality security feeds.
- xi) Implement and use Remote Helpdesk Tools to provide swift software troubleshooting for staff offices across various campus locations.
- xii) Maintain an accurate inventory of all ICT assets and track the lifecycle of consumables like printer toners and UPS batteries to prevent downtime.

Job specification

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

- (i) Kenya Certificate of Secondary Examination mean Grade C (plain) or its equivalent; with passes in Mathematics/ English or its approved equivalent;
- (ii) A Diploma in any of the following disciplines: - Information Technology, Computer Science, Software Engineering, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution.
- (iii) Three (3) years working experience in a relevant field.
- (iv) Practical certification or demonstrable experience in IP Surveillance (e.g., Hikvision, Dahua, or Milestone) and Electronic Security Systems.
- (v) Proficient in Operating Systems (Windows 10/11, Linux) and common productivity suites (Office 365/Google Workspace).
- (vi) Ability to perform basic soldering and component-level electronics repair is highly desirable.
- (vii) Fulfil the requirements of Chapter 6 of the Constitution.

6. ADVERT NO: GaU/HR/EA/6/26: ASSISTANT ICT TRAINER GaU GRADE 10 – ONE (1) POSITION

Job Description

Duties at this level will entail:

- i. Organizing, designing, scheduling and managing ICT training in the University
- ii. Developing ICT training course materials;
- iii. Developing, planning, coordinating, tutoring and delivering courses in accordance with identified ICT needs;
- iv. Keep students records in accordance with university procedures
- v. Assisting in repair and maintenance of computer hardware, software, networking devices, electronic equipment, printers, monitors, un- interruptible power supplies (UPS) and other ICT equipment
- vi. Any other duties assigned from time to time.

Requirements for appointment: -

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

- i. A degree in Computer Science/Information Technology or its equivalent from a recognized institution.
- ii. Six (6) years working experience in a relevant field.
- iii. Registered and Certified as a trainer by the Technical and Vocational Education and Training Authority (TVETA) in Information, Communication Technology with a valid practising license of KNQF Level six (6).
- vii. MCSE Certification, CCNA certification Demonstratable cyber security skills will be an added advantage.
- viii. A Masters Degree in a relevant field will be an added advantage.
- ix. Fulfill the requirements of Chapter 6 of the Constitution.

7. ADVERT NO: GaU/HR/EA/7/26: GRADUATE ASSISTANT GaU GRADE 10 – ONE (1) POSITION

Duties at this level will entail:

- (i) Teach and assess courses in one's discipline
- (ii) Supervise students
- (iii) Initiate, promote and participate in research projects
- (iv) Provide professional and community services and initiate linkages and fundraising
- (v) Carry out other duties & responsibilities as may be assigned

Job specification

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

- (i) Must have an Upper Second Class Honours Bachelor's degree in Business Management/Commerce/Human Resource Management/Finance/Accounting/Procurement or equivalent qualification from a recognized University.
- (ii) Should demonstrate potential for university teaching and/or research.
- (iii) Registered and Certified as a trainer by the Technical and Vocational Education and Training Authority (TVETA) in Business Management/Commerce/Human Resource Management/Finance/Accounting or Procurement with a valid practicing license of KNQF Level six (6).
- (iv) Should have three (3) years relevant teaching working experience.
- (v) A Masters Degree in a relevant field will be an added advantage
- (vi) Fulfill the requirements of Chapter 6 of the Constitution.

8. ADVERT NO: GaU/HR/EA/8/26: ACCOUNTANT I - GaU GRADE 12 – ONE (1) POSITION

Job Description

Duties at this level will entail:

- (i) Verification of payment vouchers, payment schedules, ledger postings etc in accordance with laid down rules and regulations.
- (ii) Deal with all accounting procedures and routine matters effectively
- (iii) Preparation of final accounting statements.
- (iv) Organization and management of accounting units,
- (v) Directing, controlling and coordinating of both routine and non-routine accounting matters.
- (vi) Interpreting financial policies, budgetary control system, management of accounting methods and monthly/quarterly financial returns.
- (vii) Supervision and development of staff in the section.
- (viii) Carry out other duties & responsibilities as may be assigned

Job specification

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

- i) A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or Business Administration and;
- ii) Should be a Certified Public Accountant of Kenya (CPA – K) and a registered member of ICPAK or equivalent accounting body.
- iii) Should have five (5) years of relevant experience.
- iv) Should demonstrate Practical Knowledge of ICT
- v) Consistently demonstrated outstanding qualities for leadership, coordination and organization capabilities.
- vi) A Masters Degree in a relevant field will be an added advantage
- vii) Fulfill the requirements of Chapter 6 of the Constitution.

9. ADVERT NO: GaU/HR/EA/9/26: ASSISTANT ACCOUNTANT II - GaU GRADE 9– ONE (1) POSITION

Job Description

An officer at this level will be responsible for performing a variety of accounting work of limited scope and complexity under appropriate guidance of a more Senior Officer. Specifically work at this level will involve, specialized duties in financial Accounting. Other duties will entail preparation of budgets, ensuring that all transactions are properly recorded, ensuring that transactions recorded are in accordance with University regulations and policies ,supervising staff in a small section and making monthly reports.

Job specification

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

- i. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or Business Administration
- ii. Passed CPA III (finalist)
- iii. At least 6 years relevant work experience
- iv. Should demonstrate Practical Knowledge of ICT
- v. Fulfill the requirements of Chapter 6 of the Constitution.

10. ADVERT NO: GAU/HR/EA/10/26: ADMINISTRATIVE ASSISTANT/RESEARCH ASSISTANT GaU GRADE 8– THREE (3) POSITIONS

Job Description

Duties and Responsibilities will entail:

- (i) Performing administrative operational duties in specific arrears of assignment
- (ii) Preparing reports and records as may be required
- (iii) Analyzing data as may be required.
- (iv) Processing data for administrative planning.
- (v) Processing and dissemination of information.
- (vi) Participating in development of research and data collection and analysis tools;
- (vii) Assist in Designing and executing of surveys and making recommendations to inform policy and intervention measures
- (viii) Compiling research data and conducting data analysis
- (ix) Liaising with the faculty members in organising for research surveys, compilation and analysis.
- (x) Assisting in preparation of regular scheduled reports and implementation of strategies.
- (xi) Assist in applying research innovations that have practical significance in conjunction with the respective research Fellows.
- (xii) Carry out other duties & responsibilities as may be assigned

Job specification

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

- (i) A Bachelors Degree in informatics, Statistics, computing, economics, mathematics or actuarial science from a recognized University.
- (ii) A Postgraduate qualification will be an added advantage
- (iii) Must be registered with the relevant Professional body and in good standing (where applicable);
- (iv) Proficiency in computer applications;
- (v) Fulfill the requirements of Chapter 6 of the Constitution.

11. ADVERT NO: GAU/HR/EA/11/26: CLINICAL INSTRUCTOR/ SENIOR NURSING OFFICER GaU GRADE 11– ONE (1) POSITION

Job Description

- (i) Demonstrate nursing procedures, conduct Objective Structured Clinical Exam (OSCEs), maintain student attendance, manage inventory, and ensure proper equipment maintenance in the skills lab.
- (ii) Prepare clinical and skills lab schedules, and liaise with clinicians at clinical sites for effective student-patient assignments.
- (iii) Supervise students during clinical rotations, ensure presence in facilities, and facilitate hands-on learning and professional skill development.
- (iv) Supervise and show practical skills to students on Clinical work in line with Nursing Council of Kenya, Garissa University, Ministry of Health, and clinical site standards.
- (v) Provide classroom, clinical, and simulation-based teaching while maintaining clinical standards, course expectations, and professional practice knowledge.
- (vi) Participate in faculty meetings, professional development workshops, and other institutional responsibilities as required by the university.
- (vii) Address and escalate student concerns regarding clinical experiences to ensure quality learning and well-being.

Job Specification

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

- (i) A Bachelor's Degree in Nursing from a recognized university.
- (ii) Been registered as a Kenya Registered Community Health Nurse by the Nurses, Midwives and Nursing Council of Kenya.
- (iii) At least eight (8) years' relevant work experience
- (iv) Fulfill the requirements of Chapter 6 of the Constitution.

12. ADVERT NO: GaU/HR/EA/12/26: COOK GaU GRADE 4– TWO (2) POSITIONS

Job Description

- (i) Prepare food
- (ii) Clean works station
- (iii) Developing menus and item pricing
- (iv) Identifying new culinary techniques and presentations
- (v) Present food and serve.
- (vi) Ensure maximum care is being taken in use of dangerous machinery and equipment.

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

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade of D+ (plus) or its approved equivalent;
- (i) Certificate in Food Production from a recognized institution.
- (ii) Three (3) years work experience

13. ADVERT NO: GaU/HR/EA/13/26: SECURITY GUARD GaU GRADE 2– THREE (3) POSITIONS

Job Description

Duties at this level will involve general Security duties Beat and Patrol; Prevention and detection of crime and Apprehension of crime offenders; Preserving the scenes of crime and reporting to relevant offices and authorities.

Job Specification

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

- (i) Be in possession of Kenya Certificate of secondary Education mean grade D+ or its equivalent.
- (ii) Be of good physique and mental fitness.
- (iii) Have a clean record of discharge from any of the Kenya Uniformed Forces or the National Youth Service.
- (iv) Any recommendations/ commendations or additional certificate will be an added advantage.

14. ADVERT NO: GaU/HR/EA/14/26: GROUNDSMAN II - GAU GRADE 2– TWO (2) POSITIONS

Job Description

The Gardener will be responsible for:

- i. Maintaining University lawns, gardens, trees, shrubs, and flower beds.
- ii. Planting, watering, pruning, trimming, and weeding of flowers, hedges, trees, and lawns.
- iii. Applying fertilizers, manure, and pesticides in accordance with safety and environmental guidelines.
- iv. Operating and maintaining basic gardening tools and equipment such as lawn mowers, hedge trimmers, and watering systems.
- v. Keeping outdoor areas clean by collecting and disposing of garden waste appropriately.
- vi. Assisting in landscaping projects, tree planting, and beautification programs.
- vii. Reporting damaged plants, irrigation systems, or tools to the supervisor promptly.
- viii. Observing workplace health and safety standards, including proper use of protective equipment.
- ix. Supporting environmental conservation initiatives within the University.
- x. Performing any other related duties as may be assigned by the University from time to time.

Job Specification

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

- (i) Should have at least K.C.S.E D+ (PLUS)
- (ii) Should have at least three (3) years relevant work experience.
- (iii) Should be Physically fit

**15. ADVERT NO: GaU/HR/EA/15/26: LABORATORY TECHNICAL ASSISTANT I
GRADE 6 - ONE (1) POSITION**

Job Description

- (i) Cleaning of glassware and apparatus for teaching and research;
- (ii) Dusting of all equipment used for teaching and research; ensuring the storage of chemicals in clean, well labeled shelves arranged in order;
- (iii) Keeping the Laboratory clean, proper arrangement of the laboratory/workshop
- (iv) Assist in Obtaining and setting of equipment for practicals and demonstrations;
- (v) Assist in Ensuring safe keeping and disposal of waste left behind after practicals;
- (vi) Assist in Assisting the teaching staff and students in carrying out various laboratory/workshop and field activities and carrying out basic routine analysis in any relevant discipline in the laboratory/workshop,
- (vii) performing any other duties as may be assigned by the Head of Department.

Job Specification

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

- (i) Science Laboratory Technology Certificate from a recognized institution;
- (ii) At least (3) three years of relevant work experience
- (iii) Shown merit and ability as reflected in work performance and results;

**16. ADVERT NO: GaU/HR/EA/16/26: NUTRITION & DIETETICS TECHNOLOGIST GaU
GRADE 6 - ONE (1) POSITION**

Job Description

The Nutritionist & Dietician will be responsible for:

- (i) Conducting nutrition assessments for patients attending the University Clinic.
- (ii) Providing individualized dietary counseling and nutrition care plans for patients with special dietary needs (e.g., diabetes, hypertension, obesity, malnutrition, HIV/AIDS, pregnancy, and chronic illnesses).
- (iii) Offering nutrition education and health promotion to students and staff through talks, workshops, and outreach programs.
- (iv) Supporting preventive healthcare programs, including lifestyle disease management and wellness initiatives.
- (v) Advising the University Clinic on therapeutic diets and meal planning where applicable.
- (vi) Participating in maternal, child, adolescent, and reproductive health nutrition services where required.
- (vii) Maintaining accurate patient nutrition records, reports, and statistics in line with Ministry of Health requirements.

- (viii) Collaborating with medical officers, nurses, and other healthcare professionals to provide integrated patient care.
- (ix) Supporting nutrition surveillance, screening, and referrals as necessary.
- (x) Ensuring compliance with professional ethics, infection prevention, and patient confidentiality standards.
- (xi) Performing any other duties as may be assigned by the University from time to time.

Job Specification

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

- (i) Have at least a Diploma in Nutrition and Dietetics from a recognized institution
- (ii) Registration and valid practicing license from the Kenya Nutritionists and Dieticians Institute (KNDI).
- (iii) At least five (5) years relevant work experience.
- (iv) Proficiency in nutrition assessment, counseling, and reporting.
- (v) Ability to work in a multidisciplinary healthcare environment.
- (vi) Computer literacy and basic record-keeping skills.

METHOD OF APPLICATION

Vacancy details are available on the Garissa University website at www.gau.ac.ke. Interested applicants are required to complete the "Application for Employment" form (Form FM–HR–009) and provide full details of their educational and professional qualifications, work experience, telephone number, and e-mail address. Applicants should attach an updated Curriculum Vitae (CV), copies of academic and professional certificates, and testimonials. The application must 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 20th March 2026 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