



# 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 12<sup>th</sup> August 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.

The University seeks to recruit qualified and competent persons to fill the following vacant positions:-

Position	Advert number	Terms of service	Grade	Number of posts
ICT Systems Administrator	GaU/HR/EA/4/22	Permanent and Pensionable	12	1
Clerk of works	GaU/HR/EA/5/22	One (1) year Contract	9	1
Welder	GaU/HR/EA/6/22	Casual terms		1

#### 1. ADVERT NO. GAU/HR/EA/4/22: SYSTEMS ADMINISTRATOR GRADE 12

##### **Job Description**

ICT Systems Administrator duties at this level will entail:

- i. Installation, configuration and maintenance of web servers,
- ii. Design, development, planning and implementation of Information Systems;
- iii. Carry out feasibility study on existing and proposed systems to determine economic viability of the system;

- iv. Coordinate the installation, maintenance and administration of on-line services like e-learning;
- v. Designing, development, planning, implementation and maintenance of university websites on both internet and intranet;
- vi. Designing, scheduling and managing ICT training for end users in the University;
- vii. Coordinate the preparation ICT training course materials;
- viii. Organize ICT end-user training and seminars for members of staff on relevant ICT teaching and research tools and resources.

### **Job competencies**

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

- i) Masters degree in Computer Science/Information Technology or its equivalent from a recognized institution.
- ii) Six (6) years work experience in a relevant field.
- iii) MCSE or CCNA certification
- iv) Demonstratable cyber security skills.
- v) Experience and knowledge of ERP system, specifically Microsoft Navision Dynamics.
- vi) Demonstratable knowledge in at least two Content Management Systems (e.g.Drupal, Word Press, Joomla)
- vii) Knowledge in Computerized graphic design and creation using web authoring tools will be an added advantage

## **2. [ADVERT NO. GaU/HR/EA/5/22: CLERK OF WORKS GRADE 9](#)**

### **Job Description**

Duties and Responsibilities at this level will involve:

- i) Control and supervision of buildings under construction or specialized work of running a repair and maintenance depot.
- ii) Ensure construction work in progress is in accordance with the specifications of the drawings by architects, structural engineers and electrical engineers, and measuring work in progress as per progress schedule in addition to estimating costs.
- iii) Preparation of monthly progress returns and reports of expenditure and progress of individual projects.

### **Job competencies**

For appointment to this grade, an officer must have:

- (i) A Kenya Certificate of Secondary Education mean grade of C plain or Division II, with credits in English, Maths, Physics, Chemistry or Physical Science;
- (ii) At least a Higher National Diploma in Building and Civil Engineering awarded by Kenya National Examination Council, or equivalent qualifications recognized by KNEC.
- (iii) Worked with a large organization or preferably government for a minimum of eight (8) years since he/she obtained the HND.
- (iv) A thorough knowledge of computer particularly in Architectural and Civil/Structural Engineering packages.
- (v) Ability to read and interpret drawings and make reports.
- (vi) Ready to work long hours
- (vii) Exhibit understanding of duties and responsibilities of Clerk of Works / Inspector of Buildings for Building Construction.

### **3. ADVERT NO. GaU/HR/EA/6/22: WELDER-CASUAL TERMS**

#### **Job description**

Duties and Responsibilities at this level will involve: -

- i. Repair broken seats and Jikos.
- ii. Fabricate cashier booth
- iii. Repair broken or loosely hanging steel doors
- iv. install window grills and supporting brackets to long hanging fans.

#### **Job competencies**

For appointment to this grade, an officer must have:

- i. A mean grade of D plus at KCSE or equivalent.
- ii. At least a certificate in welding from a recognized institution or Government Trade Test III or Craft I certificate.
- iii. At least three (3) years 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](mailto:vc@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, 2<sup>nd</sup> December 2022 at 5.00pm. Incomplete and late applications will NOT be accepted.**