

DECLARATION OF VACANCIES

Karatina University wishes to recruit qualified and interested applicants for **Academic** and **Administrative Staff** as indicated below.

EXTERNAL JOB ADVERTISEMENT

ACADEMIC POSITIONS				
S/No	Job Title	Grade	Positions	Reference
1.	Senior Lecturers	13	10	KarU/HR/SLEC/2026
2.	Lecturers	12	27	KarU/HR/LEC/2026
3.	Tutorial Fellows	11	5	KarU/HR/TF/2026
ADMINISTRATIVE POSITIONS				
S/No	Job Title	Grade	Positions	Reference
1.	Deputy Dean of Students	14	1	KarU/HR/DDS/2026
2.	Deputy Registrar (Academic Affairs)	14	1	KarU/HR/DRAA/2026
3.	Accountant I	12	2	KarU/HR/ACC/2026
4.	Chief Security Officer	12	1	KarU/HR/CSO/2026
5.	Senior Assistant Students Counsellor	11	2	KarU/HR/SASC/2026
6.	Biomedical Engineer I	10	1	KarU/HR/BE/2026
7.	Assistant Database Administrator (Developer)	10	1	KarU/HR/ADAD/2026
8.	Senior Technician I (Chemistry/Biological Sciences)	10	1	KarU/HR/ST/2026
9.	Senior Technician I (Instructional Design - ODeL)	10	1	KarU/HR/STID/2026
10.	Assistant Games Tutor II	10	1	KarU/HR/AGT/2026
11.	Clinical Officer	9	3	KarU/HR/CO/2026
12.	Nursing Officer III (Psychiatric)	9	1	KarU/HR/NOP/2026
13.	Computer Technician	8	2	KarU/HR/CT/2026
14.	Senior Driver I	7	1	KarU/HR/SDR/2026
15.	Mortician I	7	1	KarU/HR/MOI/2026
16.	Electrician	6	1	KarU/HR/EL/2026
17.	Coach (Games)	6	2	KarU/HR/CG/2026
18.	Mortician II	5	1	KarU/HR/MOII/2026
19.	Driver/Mechanic I	5	1	KarU/HR/DR/2026
20.	Ambulance Driver	4	1	KarU/HR/ADR/2026
21.	Security Attendant I	4	3	KarU/HR/SA/2026

JOB RESPONSIBILITIES AND REQUIREMENT FOR VACANT POSITIONS

ACADEMIC POSITIONS

1. JOB TITLE: SENIOR LECTURER – GRADE 13: KarU/HR/SLEC/2026

The basic salary for this position ranges from KES. 154,739.00 by KES. 6,190.00 to KES. 238,221.00

Specializations:

- | | |
|---------------------------|--------------------|
| i) Pharmacy | – one (1) Position |
| ii) Law | – one (1) Position |
| iii) Criminology | – one (1) Position |
| iv) Cyber security | – one (1) Position |
| v) Midwifery | – one (1) Position |
| vi) Public administration | – one (1) Position |
| vii) Special needs | – one (1) Position |
| viii) Actuarial science | – one (1) Position |
| ix) Animal health | – one (1) Position |
| x) Clinical Medicine | – one (1) position |

a. Job Description for Senior Lecturer

- i) Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii) Supervise undergraduate projects and other experiential learning programmes
- iii) Supervise dissertations/theses at the graduate level.
- iv) Develop undergraduate and postgraduate courses
- v) Initiate, promote and participate in research projects
- vi) Participate in academic leadership programmes
- vii) Provide professional and community services and initiate linkages and fundraising.
- viii) Carry out administrative and other duties & responsibilities as may be assigned

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Must have an earned Doctorate degree or its academic equivalent.
- ii) Must have at least four (4) years of teaching or research experience at University level since becoming Lecturer.
- iii) Show evidence of supervision of postgraduate degree students
- iv) Must have attended and contributed at academic conferences, seminars or workshops.
- v) Must have a minimum of 4 publications in refereed journals since appointment as Lecturer

2. JOB TITLE: LECTURER – GRADE 12: KarU/HR/LEC/2026

The basic salary for this position ranges from KES. 121,928.00 by KES. 4,877.00 to KES. 187,710.00

Specialization

- | | |
|-----------------------|---------------------|
| i) Actuarial Sciences | – two (2) Positions |
| ii) Chemistry | – one (1) Position |
| iii) Hospitality | – two (2) Positions |
| iv) Tourism | – one (1) Position |

v) Finance	– one (1) Position
vi) Clinical medicine	– two (2) Positions
vii) Religion (one in Islamic Studies)	– two (2) Positions
viii) Criminology	– two (2) Positions
ix) Public administration	– one (1) Position
x) History	– one (1) Position
xi) Linguistics	– one (1) Position
xii) Literature	– one (1) Position
xiii) Education Foundations	– one (1) Position
xiv) Special Needs (Hearing Impaired)	– one (1) Position
xv) Special Needs (Inclusive Education)	– one (1) Position
xvi) ECT – Mathematics Methods	– one (1) Position
xvii) ECT – Chemistry Methods	– one (1) Position
xviii) ECT – Physics Methods	– one (1) Position
xix) ECT – Geography/History Methods	– one (1) Position
xx) Artificial Intelligence	– one (1) Position
xxi) Cyber Security	– one (1) Position
xxii) Data Science	– one (1) Position

a. Job Description for Lecturer

- i) Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii) Supervise undergraduate projects and other experiential learning programmes
- iii) Supervise dissertations/theses at 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 and initiate linkages and fundraising.
- vii) Carry out administrative and other duties and responsibilities as may be assigned

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Should have an earned Doctorate degree or its equivalent from a recognized academic institution
- ii) Be registered or registerable with the relevant professional body (where applicable)
- iii) Those with publications shall have an added advantage.

OR

- i) A masters' degree in the relevant field from an accredited and recognized University (Health and ICT)
- ii) At least three (3) years teaching experience at the University level or in research or industry; and
- iii) Registered with the relevant professional body;
- iv) Must have at least one (1) publication.

3. JOB TITLE: TUTORIAL FELLOW – GRADE 11: KarU/HR/TF/2026

The basic salary for this position ranges from KES. 107,872.00 by KES. 4,315.00 to KES. 166,072.00.

Specialization

- i) French – one (1) Position

- | | |
|---------------------------|--------------------|
| ii) Geography | – one (1) Position |
| iii) Software Engineering | – one (1) Position |
| iv) Robotics | – one (1) Position |
| v) Criminology | – one (1) Position |

a. Job Description for Tutorial Fellow

- i) Teach and assess courses in one's discipline at undergraduate level.
- ii) Supervise undergraduate projects and other experiential learning programmes
- iii) Initiate, promote and participate in research projects and publish.
- iv) Carry out other duties and responsibilities as may be assigned

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Must have a Master's degree and a Bachelor's degree from a recognized university.
- ii) Be registered or ready to register for a Doctorate (PhD) degree programme.
- iii) Demonstrate potential for university teaching and/or research during the appointment interview.
- iv) Be registered or registerable with the relevant professional body (where applicable).

ADMINISTRATIVE POSITIONS

1. JOB TITLE: DEPUTY DEAN OF STUDENTS – GRADE 14: KarU/HR/DDS/2026

The basic salary for this position ranges from KES. 173,864.00 by KES. 6,955.00 to KES. 267,662.00

a. Job Description for Deputy Dean of Students

- i) Assisting in developing policies regarding students' life program to guide both management and students
- ii) Advising the Student Governing Council (SGC) in matters concerning its functions and regulating its expenditure; elections; and transitions;
- iii) Clearing of internal and external students' correspondence and providing secretarial assistance;
- iv) Planning, preparing and directing students' welfare activities entertainment.
- v) Planning and coordinating clubs and societies to carry out community outreach programmes per semester as per the calendar activities to create a positive link between the community and students
- vi) Receiving students' disciplinary cases and processing them for Disciplinary Committee;
- vii) Supervising and coordinating all students' publication, maintaining a communication between the University administration and the students through their organization;
- viii) Coordinating the student counselling and psychological services in liaison with the university counsellor to guarantee psychological wellness of the affected students
- ix) Coordinating the student's games and sports activities in liaison with the senior game tutor for physical wellness of the students
- x) Addressing matters concerning student conduct and discipline and provide advice to the Deputy Vice Chancellor on such cases to ensure a healthy relationship exists among students and an environment conducive to study is maintained
- xi) Receiving and attend to complaints between the students and the landlords to enable peaceful coexistence between the students and members of the community

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Doctorate degree in a relevant field from a recognized institution
- ii) At least three (3) years' work experience in the relevant field
- iii) Knowledge of Information Communication Technology
- iv) Membership registration with a relevant professional body

2. JOB TITLE: DEPUTY REGISTRAR (ACADEMIC AFFAIRS) – GRADE 14: KarU/HR/DRAA/2026

The basic salary for this position ranges from KES. 173,864.00 by KES. 6,955.00 to KES. 267,662.00

a. Job Description for Deputy Dean of Students

- i) Overseeing the Design, development, implementation and evaluation of policies and strategies related to Academics;
- ii) Overseeing administrative support services in the Academic Division;
- iii) Analyzing, reviewing and briefing on academic reports;
- iv) Coordinating and implementing quality audits;
- v) Ensuring adherence to ethical and professional conduct and compliance to relevant standards in examination processes;
- vi) Organizing for administration of examinations/assessments, marking, grading and release of results;
- vii) Coordinating the travel, accommodation arrangements and payments of External Examiners;
- viii) Supervising the process of audit, transfers, graduation and certification of the University's degrees, degree verification and production of official transcripts;
- ix) Coordinating the preparation of graduation ceremonies and all activities related to graduation matters; and
- x) Coordinating programmes and programme capacities declaration for students' placements and admissions.

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Master's degree in a relevant field from a recognized institution
- ii) At least four (4) years relevant work experience at the level of Senior Assistant Registrar or a comparable position.
- iii) Knowledge of Information Communication Technology.
- iv) Membership registration with relevant professional body.
- v) Should be a person of high integrity
- vi) Doctorate Degree in a relevant field from a recognized institution will be an added advantage.

3. JOB TITLE: ACCOUNTANT I – GRADE 12: KarU/HR/ACC/2026

The basic salary for this position ranges from KES. 119,858.00 by KES. 4,795.00 to KES. 184,523.00

a. Job Description for Accountant 12

- i. Prepare University quarterly and annual financial statements and reports to assist management in decision making
- ii. File statutory returns with the relevant authorities to ensure compliance with statutory requirements.
- iii. Prepare the finance department risk matrix and ensure that finance department members are aware of risk prone areas to develop ways to mitigate the risk

- iv. Assist in preparation of the finance department work plan and ensure adherence by the members of department to plan for departmental activities
- v. Prepare the finance department procurement plan and ensure that the University procurement plan is within the approved University budget for budgetary control
- vi. Supervise operations in the cash office, expenditure section, student finance and salaries section to ensure smooth running of the operations within these sections
- vii. Prepare management reports to facilitate decision making
- viii. Conduct analysis of financial data within each section to guide future operations
- ix. Oversee the Maintenance of Fixed assets register on regular basis and ensure that the assets are correctly coded to safeguard University assets

b. Job Requirements for Appointment

- i. Master's degree in finance or accounting field from a recognized institution
- ii. CPA III
- iii. At least four (4) years' work experience as an Accountant II or a comparable position.
- iv. Membership registration with ICPAK or any other relevant professional body
- v. Knowledge of Information Communication Technology

4. JOB TITLE: CHIEF SECURITY OFFICER – GRADE 12: KarU/HR/CSO/2026

The basic salary for this position ranges from KES. 119,858.00 by KES. 4,795.00 to KES. 184,523.00

a. Job Description for Chief Security Officer

- i) Develop University Security and Safety Policies and Procedures to guide operations of security department and standardize security operations
- ii) Prepare annual work plan which outlines the projected activities of the security department and their timeline
- iii) Prepare and submit to the Vice Chancellor monthly security reports containing security status of the university, incidences and cause of actions taken to inform decision making on security matters.
- iv) Allocate work to and supervise both the internal and outsourced security staff to ensure that tasks assigned are performed competently.
- v) Evaluate performance of security staff by carrying out appraisals to identify training gaps and for reward purposes.
- vi) Coordinate security operations by liaising with other external security agents for the purposes of reinforcing security within the university community and effective enforcement of law.
- vii) Review reported cases involving students and staff and advising the relevant agents accordingly on the cause of action.
- viii) Prepare and sign gate pass for to authorize movement/passage of university property outside.
- ix) Advise the Vice Chancellor on security matters
- x) Keep abreast with emerging security challenges and devising appropriate interventions to ensure the university security is maintained at all times
- xi) Develop specifications for security contracts which including determination of the areas to be guarded and the numbers of security guards for purposes of procurement.
- xii) Train subordinate security officers on security rules and procedures to ensure compliance with university procedures.
- xiii) Develop emergency management and contingency procedures to facilitate safe evacuation during emergencies.

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Bachelor's degree in a security related field from a recognized institution

- ii) Worked in disciplined/uniformed forces as Security Officer, Chief Inspector or Captain for at least five (5) years.
- iii) A clean record of discharge from the uniformed forces
- iv) Demonstrate outstanding administrative ability in controlling security attendants
- v) Physical and mental fitness
- vi) Current Certificate of good conduct
- vii) Good knowledge of Information Communications Technology
- viii) Has acquired skills and knowledge in firefighting and rescue or fire prevention and protection
- ix) Valid driving license
- x) Master's degree in the relevant field from a recognized institution is an added advantage

5. JOB TITLE: SENIOR ASSISTANT STUDENTS COUNSELLOR – GRADE 11: KarU/HR/SASC/2026

The basic salary for this position ranges from KES. 96,006.00 by KES. 3,842.00 to Kshs. 147,805.00

a. Job Description for Senior Assistant Students Counsellor

- i) Work at this level entails providing individual and group counseling services; Assisting with Provide counselling services to students to enhance their psychological well being
- ii) Provide career guidance and placement services to steer students towards fulfilling career paths
- iii) Mount training programmes for peer counsellors to enable them provide better support to their peers
- iv) Assist in student orientation to enable students settle into university life
- v) Deal with matters related to the handicapped staff and students, mature age students and foreign students in collaboration with relevant service departments
- vi) Provide family life education in conjunction with the health unit to create awareness on emerging family life issues
- vii) Organize, coordinate and facilitate psycho-education seminars and public lectures for students to equip them with relevant life skills
- viii) Participate in the development and review of policies and strategies for the control and management of HIV/AIDS, alcohol and drug abuse
- ix) Respond to psychological crisis and trauma management to enhance students' psychological wellbeing
- x) Engage parents and University authorities in managing students' issues to ensure such issues are properly addressed and resolved
- xi) Maintain an updated client's record and ensure all information shared is confidential
- xii) Organize and coordinate mentorship programmes for students to provide adequate advice and guidance to students on various issues
- xiii) Liaise and network with other professionals to create network for purposes of future referrals

b. Job Requirements for appointment

To be appointed to this grade, a candidate must have:

- i) Master's degree in a relevant field from a recognized Institution.
- ii) At least four (4) years relevant work experience
- iii) Knowledge in information communication technology

- iv) Membership registration with a relevant professional body

6. JOB TITLE: BIOMEDICAL ENGINEER I– GRADE 10: KarU/HR/BE/2026

The basic salary for this position ranges from KES. 63,647.00 by KES. 2,547.00 to KES 97,988.00

a. Job Description for Biomedical Engineer

- i. Provide technical expertise and operational support for the University's medical simulation laboratories.
- ii. Prepare simulation rooms, high-fidelity mannequins, and medical props before scheduled classes. Clean and store equipment after use.
- iii. Operate mannequin software, programming specific physiological responses (e.g., heart rate changes, wheezing) during live training scenarios.
- iv. Apply realistic mock injuries, makeup, and fake bodily fluids to mannequins to enhance clinical realism.
- v. Operate audio-visual recording equipment used to capture student performances for debriefing sessions.
- vi. Preventatively maintain, calibrate, and troubleshoot high-fidelity mannequins (e.g., Laerdal, Gaumard, CAE) and standard medical devices.
- vii. Coordinate with equipment manufacturers for specialized repairs, software updates, and warranty servicing.
- viii. Guide learners on the safe and correct handling of simulators during self-directed lab practice.

b. Job Requirements for appointment

To be appointed to this grade, a candidate must have:

- i. Higher Diploma/ Bachelor's Degree in Biomedical Engineering, Medical Engineering, Medical Technology.
- ii. At least three years' experience handling medical equipment or working in a clinical skills/simulation laboratory.
- iii. Prior training or certification on medical equipment.

7. JOB TITLE ASSISTANT DATABASE ADMINISTRATOR (DEVELOPER)– GRADE 10: KarU/HR/ADAD/2026

The basic salary for this position ranges from KES 63,647.00 by KES. 2,547.00 to KES. 97,988.00

a. Job Description for Database Administrator (Developer)

- i. Installing and configuring Dynamics Navision/Dynamics 365 Solution
- ii. Create new and modify existing components (extensions, code units, pages, reports and other objects) of Dynamics Navision/Dynamics 365 Solution to meet the organization's needs
- iii. Integrate Dynamics Navision /Dynamics 365 NAV with other systems and applications using APIs/web services
- iv. Debug and fix errors identified in the Dynamics Navision/Dynamics 365 Solution
- v. Develops and maintains the server-side functionality.
- vi. Creates and implements APIs for data exchange between the frontend and backend.
- vii. Collaborates with instructional designers and web masters to integrate learning materials.
- viii. Analyze user requirements and translate them into efficient and secure backend solutions using Dynamics Navision/Dynamics 365 Solution development tools (C/AL, C/SIDE).
- ix. Develop, test, debug, and deploy backend code extensions and customizations for the MS NAV platform.

- x. Integrate Dynamics NAV 2016 or higher/ Dynamics 365 with external systems and APIs using web services or other established methods.
- xi. Design and develop database structures using SQL Server (or similar) to support the application's data needs.
- xii. Write clean, well-documented, and maintainable code according to best practices.
- xiii. Perform code reviews and collaborate with other developers and technical staff.
- xiv. Troubleshoot and resolve backend issues related to Dynamics NAV 2016 or higher/ Dynamics 365, databases, and integrations.
- xv. Optimize database performance and scalability to ensure smooth operation of the system.
- xvi. Stay up-to-date on the latest backend development technologies in Dynamics NAV 2016 or higher/ Dynamics 365 development, database technologies, and security best practices

b. Job Requirements for appointment

To be appointed to this grade, a candidate must have:

- i. Bachelor's degree in Computer Science, Information technology, Software Engineering, or a related field.
- ii. At least eleven (11) relevant work experience, with five (5) years in developing solutions with Microsoft Dynamics NAV 2016 or higher/ Dynamics 365,
- iii. Certification in Dynamics 365. Proven proficiency in C/AL programming language.
- iv. Membership registration in a relevant professional body
- v. Masters Degree in a relevant field from a recognized institution and any other professional qualifications is an added advantage.

8. JOB TITLE: SENIOR TECHNICIAN I (CHEMISTRY/BIOLOGICAL SCIENCES)– GRADE 10: KarU/HR/ST/2026

The basic salary for this position ranges from KES 63,647.00 by KES. 2,547.00 to KES. 97,988.00

a. Job Description for Senior Technician I (Chemistry/Biological Sciences)

- i) Supervise collection and preparation of teaching and research materials by students to ensure the correct materials are used in the practical.
- ii) Participate in planning, designing and developing teaching and research activities in liaison with senior officers.
- iii) Provide professional support to students and lecturers to improve and manage the consultancy services undertaken in the laboratories/workshops.
- iv) Organize, direct, coordinate and administer teaching and research activities.
- v) Supervision of undergraduate and postgraduate practicals in order to produce reliable and precise data to support scientific investigations.
- vi) Ensure proper disposal of laboratory waste by segregating all wastes by how they are managed in order to minimize risks associated with the disposal of laboratory waste

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Bachelor's degree and Higher National Diploma with seven (7) years relevant experience
- ii) Knowledge in information communication technology
- iii) First Aid and Occupational Health and Safety Training
- iv) Membership of a professional body where applicable

9. JOB TITLE: SENIOR TECHNICIAN I (INSTRUCTIONAL DESIGN - ODEL)– GRADE 10: KarU/HR/STID/2026

The basic salary for this position ranges from KES 63,647.00 by KES. 2,547.00 to KES. 97,988.00

a. Job Description for Senior Technician I (Instructional Design – ODeL)

- i. Design, develop and review high-quality ODeL learning materials, online and blended courses and digital multimedia resources in collaboration with academic staff.
- ii. Provide expertise and support in digital pedagogy, learner-centred instructional strategies and effective online course delivery.
- iii. Support the implementation, management and effective use of the LMS and other ODeL technologies.
- iv. Promote accessibility, learner engagement and quality assurance in the design and delivery of online and blended courses.
- v. Provide technical support on instructional design tools and digital learning technologies.
- vi. Participate in monitoring, evaluation and continuous improvement of ODeL courses and learning resources.
- vii. Participate in research, innovation and emerging practices in digital learning.
- viii. Maintain instructional design documentation, records and related reports.
- ix. Responsible to the Director, ODeL

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i. Relevant bachelor's degree in educational technology, Computer Science, Information Technology or a related field.
- ii. Training in pedagogy and eLearning / instructional design.
- iii. At least eleven (11) relevant work experience, with five (5) years in instructional design, e-learning or digital learning, curriculum development and digital content production.
- iv. Relevant postgraduate qualification may be an added advantage.
- v. Be a member of a professional body

10. JOB TITLE: ASSISTANT GAMES TUTOR II – GRADE 10: KarU/HR/AGT/2026

The basic salary for this position ranges from KES 63,647.00 by KES. 2,547.00 to KES. 97,988.00

a. Job Description for Clinical Officer III

- i. Coaching various sports activities
- ii. Taking charge of all sports equipment and facilities
- iii. Officiating various games and sports activities
- iv. Responsible for students going for external fixtures
- v. Popularizing sports and games activities among students
- vi. Conducting specialized training
- vii. Designing and implementing income generating units

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i. Bachelor's degree in the relevant field from a recognized institution
- ii. At least eleven (11) years relevant work experience
- iii. Physical and mental fitness
- iv. Good knowledge of Information Communications Technology
- v. Master's degree in the relevant field from a recognized institution is an added advantage

11. JOB TITLE: CLINICAL OFFICER III– GRADE 9: KarU/HR/CO/2026

The basic salary for this position ranges from KES 55,373.00 by KES. 2,215.00 to KES. 85,250.00

a. Job Description for Clinical Officer III

- i. Management of clinical services at the University clinics
- ii. Examining, diagnosing and treating patients at the University and referring them where appropriate to the specialists
- iii. Participate in development of department policies and work plans to guide smooth delivery of health services;
- iv. Participation in continuous medical education through seminars within and outside the university for emerging diseases and medications;
- v. Provide counselling services to patients and clients with health challenges;
- vi. Participate in preparation of financial year departmental budget to ensure the department is running under the financial year budgetary allocation

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i. Diploma in Clinical Medicine and Surgery from a recognized institution
- ii. At least two (2) years relevant work experience
- iii. Valid registration certificate with the relevant professional body
- iv. Knowledge of Information Communication Technology

12. JOB TITLE: NURSING OFFICER III (PSYCHIATRIC)– GRADE 9: KarU/HR/NOP/2026

Basic Salary for this position is between Kshs. 55,373/= by Kshs. 2,215/= to Kshs. 85,250/=

a. Job Description for Nursing Officer III (Psychiatric)

- i. Delivers specialized mental health and psychiatric nursing care.
- ii. Conduct initial mental health screenings, intake evaluations and risk assessments to patients seeking psychiatric care.
- iii. Respond to acute psychiatric or emotional crises, providing de-escalation, safety planning and emergency transfers as necessary
- iv. Administer prescribed psychotropic medications, monitor side effects, track compliance and document patient responses.
- v. Collaborate with counselors, academic advisors, off-site mental health providers and family members to coordinate continuity of care.
- vi. Sensitize students, faculty and staff on mental health awareness, stress management, coping skills and suicide prevention resources.
- vii. Maintain accurate, confidential health records by strictly adhering to all applicable policies.

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i. Higher National Diploma in Nursing (Mental Health and Psychiatry or equivalent) from a recognized Institution
- ii. Valid registration with the Nursing Council of Kenya
- iii. At least five (5) years relevant work experience
- iv. Evidence of continuing professional development

- v. Knowledge of Information Communication Technology
- vi. Bachelor's degree in a relevant field is an added advantage

13. JOB TITLE: COMPUTER TECHNICIAN I– GRADE 8: KarU/HR/CT/2026

The basic salary for this position ranges from KES. 47,621.00 by KES. 1,906.00 to KES. 73,317.00

a. Job Description for Computer Technician I

- i. Troubleshoot, analyze and repair problems of computer elements such as desktop computers, laptops and various components/peripherals of an IT network
- ii. Initiate procurement process for required ICT equipment through provision of equipment specifications for different university sections/departments
- iii. Prepare reports on conditions of ICT equipment within the university and submit them to the Director, ICT for decision making.
- iv. Maintenance of computing systems (hardware, software and networks), data communication systems and preventive maintenance and repair of ICT equipment.
- v. Troubleshoot software and hardware compatibility issues and ensure all failed computer products and processes are identified and solved.
- vi. Obtain, set and install computer software for ICT training laboratories to enable user perform their activities effectively.
- vii. Assist the ICT Trainers and Computer Technologists in carrying out various laboratory/workshop activities to support learning in the university.
- viii. Supervise and guide students on practical attachments in order to produce reliable and precise information to support research findings.
- ix. Installation and configuration of Enterprise Resource and Planning software system for university computers to ensure efficient execution of operational activities.
- x. Distribution of procured ICT equipment to departments/campuses to ensure equitable and effective use of ICT resources.
- xi. Management of ICT equipment inventory by updating the database regularly to identify any losses and recommend for upgrade.
- xii. Management and track user work tickets to ensure proper use of university resources and assets.
- xiii. Create user accounts in the Domain Name Server for all staff members for official communication.
- xiv. Install and configuring antivirus software and manage the antivirus server software to combat new viruses and protect university computers and information from any vulnerability.

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i. Bachelor's degree in the relevant field from a recognized institution
- ii. At least three (3) years relevant work experience from an institution of higher learning or a large commercial enterprise.
- iii. Any other professional qualifications will be an added advantage.

14. JOB TITLE: SENIOR DRIVER I GRADE 7: KarU/HR/SDR/2026

The basic salary for this position ranges from KES 42,858.00 by KES. 1,715.00 to KES. 65,986.00

a. Job Description for Driver

- i. Operations, detecting and carry out minor mechanical repairs; and reporting common faults to ensure the vehicle is in a good working condition for effective delivery of services for the university

- ii. Maintain cleanliness of assigned vehicle to ensure a good environment for its users
- iii. Observe traffic rules and highway regulations while on and off the road
- iv. Ensure compliance with government rules and regulations governing road safety and proper use of transport facilities
- v. Maintain daily work ticket and strictly adhere to authorized travel schedules
- vi. Report on time, all motor vehicle defects to the transport officer and follow up for proper and timely repair of the same.

b. Job Requirements for appointment

To be appointed to this grade, a candidate must have:

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (Plus) or its equivalent
- ii) Valid driving license at least class BCE free from any endorsement
- iii) P.S.V license for bus and mini/bus (for bus and minibus drivers)
- iv) At least fifteen (15) years' work experience in heavy Commercial transport
- v) Certificate of Good conduct
- vi) Computer literate
- vii) Occupational Trade Test I
- viii) Basic certificate on first Aid and occupational health and safety
- ix) Public relations, defensive driving and professional tests qualifications
- x) Additional qualifications in a relevant field will be an added advantage.

15. JOB TITLE: MORTICIAN I – GRADE 7: KarU/HR/MOI/2026

The basic salary for this position ranges from KES. 42,858.00 by KES. 1,715.00 to KES. 65,986.00

a. Job Description for Mortician

- i) Handling of human remains to ensure safe, dignified and legally compliant management of cadavers and anatomical materials.
- ii) Be responsible for the lawful sourcing, transportation, preservation, documentation, and management of cadavers.
- iii) Assist in laboratory cleaning and disinfection, cadaver preparation, specimen maintenance, waste management, practical preparation, storage management and implementation of laboratory safety procedures

b. Job Requirements for appointment

To be appointed to this grade, a candidate must have:

- i) Diploma in Mortuary Science, Mortuary Technology, Funeral Services, Anatomy Laboratory Technology, or related field from a recognized institution
- ii) At least three years' work experience work in a mortuary/ anatomy laboratory
- iii) Be licensed by the Kenya Health Professions Oversight Authority (KHPOA)
- iv) Be a member of Morticians and Allied Practitioners of Kenya (MAPAKe)

16. JOB TITLE: SENIOR ARTISAN (ELECTRICIAN) – GRADE 6: KarU/HR/EL/2026

The basic salary for this position ranges from KES. 36,914.00 by KES. 1,478.00 to KES. 56,833.00

a. Job Description for Senior Artisan (Electrician)

- i) Carrying out works in areas of specialization;
- ii) Supervising repair and maintenance works;
- iii) Supervising cleaning & maintenance of machines, tools and equipment;
- iv) Carrying out routine checks for repairs and maintenance;
- v) Coordinating inspection of various works;
- vi) Coordinating troubleshooting on buildings system;
- vii) Preparing cost estimates and submitting requests for maintenance materials;
- viii) Installing, maintaining and operating building equipment;
- ix) Testing equipment for proper operation; and
- x) Interpreting drawings.

b. Job Requirements for appointment

To be appointed to this grade, a candidate must have:

- i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Artisan I or in a comparable position;
- ii) Trade Test Grade I certificate from an accredited examining body; and
- iii) Demonstrate merit and ability as reflected in work performance and results.

17. JOB TITLE: COACH (GAMES)– GRADE 6: KarU/HR/CG/2026

The basic salary for this position ranges from KES 36,914.00 by KES. 1,478.00 to KES. 56,833.00

a. Job Description for Coach (Games)

- i) Coordinate and supervise assigned sports disciplines to ensure students participate in the various sports disciplines
- ii) Assisting in developing and executing physical education programs
- iii) Present teams for community organized competitions to encourage social integration
- iv) Supervise teams assigned during training to ensure adherence to the various programmes
- v) Write sports participation reports on assigned sports for presentation to the Games Tutor to monitor progress and initiate the necessary action
- vi) Sanitize the work area to ensure it is safe for use by students
- vii) Administer first aid and life guard services during sports activities to ensure all student injuries and accidents are attended to promptly
- viii) Assist in the design and implementation of sports programmes to encourage student involvement
- ix) Coach teams assigned to enable good performance during competitions

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Diploma or its equivalent in the relevant field from a recognized institution
- ii) At least three (3) years' work experience in the relevant field
- iii) Physical and mental fitness
- iv) Knowledge of Information Communication Technology
- v) Higher National diploma in the relevant field from a recognized institution is an added advantage

18. JOB TITLE: MORTICIAN II – GRADE 5: KarU/HR/MO//2026

The basic salary for this position ranges from KES 32,485.00 by KES. 1,300.00 to KES. 50,014.00

a. Job Description for Mortician

To be appointed to this grade, a candidate must have:

- i) Handling of human remains to ensure safe, dignified and legally compliant management of cadavers and anatomical materials.
- ii) Be responsible for the lawful sourcing, transportation, preservation, documentation, and management of cadavers.
- iii) Assist in laboratory cleaning and disinfection, cadaver preparation, specimen maintenance, waste management, practical preparation, storage management and implementation of laboratory safety procedures

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have: -

- i) Certificate in Mortuary Science, Mortuary Technology, Funeral Services, Anatomy Laboratory Technology, or related field from a recognized institution
- ii) At least two years' work experience work in a mortuary/ anatomy laboratory
- iii) Be licensed by the Kenya Health Professions Oversight Authority (KHPOA)
- iv) Be a member of Morticians and Allied Practitioners of Kenya (MAPAKe)

19. JOB TITLE: DRIVER/MECHANIC I – GRADE 5: KarU/HR/DR/2026

The basic salary for this position ranges from KES 32,485.00 by KES. 1,300.00 to KES. 50,014.00

a. Job Description for Driver I

- i) Operation of vehicles, detection and carry out minor mechanical repairs; and reporting common faults to ensure the vehicle is in a good working condition for effective delivery of services for the university
- ii) Maintain cleanliness of assigned vehicle to ensure a good environment for its users
- iii) Observe traffic rules and highway regulations while on and off the road
- iv) Ensure compliance with government rules and regulations governing road safety and proper use of transport facilities
- v) Maintain daily work ticket and strictly adhere to authorized travel schedules
- vi) Report on time, all motor vehicle defects to the transport officer and follow up for proper and timely repair of the same.

b. Job Requirements for appointment

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (plus) or its equivalent
- ii) Valid driving license at least class BCE free from any endorsement
- iii) P.S.V license for bus and mini/bus (for bus and minibus drivers)
- iv) At least nine (9) years driving experience
- v) Certificate of Good conduct
- vi) Occupational/Motor Vehicle Mechanic Trade Test II
- vii) Defensive driving and professional tests qualifications
- viii) Computer literacy

- ix) Basic certificate on first Aid and occupational health and safety

OR

- i) Diploma or Craft I/Technician I certificate in automotive engineering or its equivalent from a recognized institution
- ii) At least three (3) years relevant work experience in a busy workshop
- iii) Computer literate
- iv) Basic certificate on first Aid and occupational health and safety

20. JOB TITLE: AMBULANCE DRIVER – GRADE 4: KarU/HR/ADR/2026

The basic salary for this position ranges from KES 28,261.00 by KES. 1,131.00 to KES. 43,515.00

a. Job Description for Ambulance Driver

- i) Operation of Ambulance, detection and carry out minor mechanical repairs; and reporting common faults to ensure the Ambulance is in a good working condition for effective delivery of services for the university
- ii) Maintain cleanliness of assigned Ambulance to ensure a good environment for its users
- iii) Observe traffic rules and highway regulations while on and off the road
- iv) Ensure compliance with government rules and regulations governing road safety and proper use of transport facilities
- v) Maintain daily work ticket and strictly adhere to authorized travel schedules
- vi) Report on time, all motor Ambulance defects to the transport officer and follow up for proper and timely repair of the same.

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (plus) or its equivalent
- ii) Valid driving license classes BCE free from any endorsement
- iii) At least seven (7) years driving experience
- iv) Certificate of Good conduct
- v) Occupational trade Test III.
- vi) Valid certifications in Basic Life Support (BLS) and CPR from recognized institutions like the Kenya Red Cross Training Institute or St John Ambulance.
- vii) Computer literacy
- viii) Occupational/Motor Vehicle Mechanic Trade Test II will be an added advantage
- ix) Accident free record or if any the records show that they were not in any way attributable to the driver's negligence

21. JOB TITLE: SECURITY ATTENDANT I – GRADE 4: KarU/HR/SA/2026

The basic salary for this position ranges from KES 28,261.00 by KES. 1,131.00 to KES. 43,515.00

a. Job Description for Security Attendant I

- i) Perform general Security duties, patrols, detection and prevention of crime;
- ii) Preserving the scenes of crime and carrying out initial investigation in area of supervision;
- iii) Apprehend crime offenders for purpose of investigation, handing over to police to commence prosecution or take appropriate action.
- iv) Preserve scene of crime in order to keep pertinent evidence uncontaminated until it can be recorded and collected.
- v) Conduct daily security searches and checks within the University premises for Surveillance Purpose to identify any suspicion.
- vi) Conduct random spot checks to ensure that the outsourced guards are at their stations for work and performing tasks assigned.
- vii) Attend to distress calls to enquire and investigate the scene.
- viii) Record incidents in the real-time in the Security Occurrence Book to ensure reported incidences are recorded and for preparation of security reports.
- ix) Ensure that signing in and signing out is carried out by security attendants to enhance efficiency during shifts.

b. Job Requirements for Appointment

To be appointed to this grade, a candidate must have:

- i) Certificate in the relevant field from a recognized institution
- ii) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (Plus).
- iii) Skills and knowledge in firefighting and rescue or fire prevention and protection.
- iv) At least five (5) years' work experience in the relevant field
- v) Physical and mental fitness
- vi) Current Certificate of good conduct
- vii) Computer literacy
- viii) A clean record of discharge from the uniformed forces

The specific details of the specializations are indicated in the University website www.karu.ac.ke

All applicants are required to submit their applications online through the job's portal (<https://jobs.karu.ac.ke>) available on the University website (under the careers section). The application should include a detailed Curriculum Vitae; Academic and Professional Certificates; Academic Transcripts; KCSE/KACE/KCE; recognition from CUE for any foreign certificate; and National ID or Passport; In addition, applicants **MUST** submit a continuously scanned copy of the application via email (jobs@karu.ac.ke) with the subject clearly stating the job title and the reference number (**e.g. Deputy Dean of Students (KarU/HR/DDS/2026)**) on or before **Monday 16th November, 2026; 5.00 p.m.**

For information relating to job specifications and general requirements, kindly download the pdf advertisement (<https://karu.ac.ke/careers/>)

Karatina University is an equal opportunity employer and therefore applicants of either gender, persons with disability (evidence of NCPWD certificate) and those from marginalized areas are encouraged to apply. Please note that the University does not charge any fee for recruitment and selection process; only shortlisted candidates will be contacted; and canvassing leads to automatic disqualification

Only shortlisted Candidates will be communicated



Karatina University: ISO 9001:2015 Certified