



**BOMET UNIVERSITY COLLEGE**  
*(A Constituent College of Moi University)*  
**OFFICE OF THE PRINCIPAL**

**JOB VACANCIES – FOR REPLACEMENT**

**JOB SPECIFICATIONS AND JOB DESCRIPTIONS**

| <b>S/N</b> | <b>POSITION</b>                         | <b>NUMBER REQUIRED</b> | <b>JOB SPECIFICATION</b>  | <b>JOB DESCRIPTION</b>   |
|------------|---|------------------------|---|--|
| 1.         | <b>Senior Lecturer<br/>BUC Scale 13</b> | 1                      | <ol style="list-style-type: none"> <li>1. Must have a Doctorate degree or its academic equivalent from a recognized accredited institution.</li> <li>2. Must have cumulative or evidence of 3 years of teaching /training and research experience at the University Level since becoming Lecturer.</li> <li>3. Must have a minimum of thirty-two (32) publication points as lecturer or equivalent of which at least twenty-four (24) should be from refereed scholarly journals.</li> <li>4. Must have supervised three (3) post- graduate degree students to completion as a lecturer or equivalent.</li> <li>5. Must have attended and contributed at learned conferences, seminars or workshops.</li> <li>6. Must show evidence of continued research and evaluated effective teaching and success in student supervision.</li> <li>7. Must show evidence of contribution to University life through active participation in departmental matters, students’ academic advising, school and University meetings committee membership and others.</li> <li>8. a) Must be recognized and registered by relevant regulatory bodies where applicable.<br/>b) Must show evidence of membership affiliation of a relevant professional body where applicable.</li> <li>9. Must show evidence of having developed proposals that have attracted funding.</li> </ol> | <ol style="list-style-type: none"> <li>1. Teach and assess courses in one’s discipline at both undergraduate and graduate -level.</li> <li>2. Supervise undergraduate projects and other experimental learning programme.</li> <li>3. Supervise dissertations/theses at the graduate level</li> <li>4. Develop undergraduate and graduate courses.</li> <li>5. Initiate, promote and participate in research projects.</li> <li>6. Participate in academic leadership programme.</li> <li>7. Provide professional and community services and initiate linkages and fundraising.</li> <li>8. Carry out administrative and other duties and</li> </ol> |

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|   |                       |   |  | responsibilities as may be assigned.   |
| 2 | Lecturer BUC Scale 12 | 4 | <ol style="list-style-type: none"> <li>1.a). Must have a Doctorate degree or its academic equivalent from a recognized accredited institution.</li> <li>2. A minimum of twenty-four (24) publications points, of which at least 16 should be from refereed journal paper.</li> <li>3. Evidence of evaluated effective teaching.</li> <li>4. Been registered with the relevant professional body (where applicable).</li> </ol> | <ol style="list-style-type: none"> <li>1. Teaching and assessing courses in one's discipline at both undergraduate and graduate level;</li> <li>2. Supervising undergraduate projects and other experiential learning programmes;</li> <li>3. Supervising dissertations/theses at the graduate level.</li> <li>4. Participating in the development of undergraduate and graduate courses;</li> <li>5. Initiating, promoting and participating in research projects;</li> <li>6. Publishing in refereed Journals;</li> <li>7. Providing professional and community services;</li> <li>8. Initiate linkages and fundraising; and</li> <li>9. Any other duties that may be assigned from time to time.</li> </ol> |

#### ADMINISTRATIVE POSITIONS -REPLACEMENT

| S/N | POSITION                          | NUMBER REQUIRED | JOB REQUIREMENTS/SPECIFICCATION  | JOB DESCRIPTION   |
|-----|-----------------------------------|-----------------|--|---|
| 1.  | SENIOR ACCOUNTANT<br>BUC SCALE 13 | 1               | <ol style="list-style-type: none"> <li>1. A Masters Degree, such as MBA from a recognized University in a relevant field such as Accounting, finance or Business Administration and;</li> <li>2. CPA (K) with ten (10) years' experience, three (3) of which Must be at the level of Accountant 1.</li> <li>3. <b>Registered with ICPAK</b></li> <li>4. Must have undergone a Senior Management Course from Kenya School of Government lasting for not less than Six(6) weeks</li> </ol> | <ol style="list-style-type: none"> <li>1. A Senior Accountant is answerable to the Chief Accountant for the overall accounting functions in a section or sections.</li> <li>2. Organization and management of Accounting units, directing, controlling and coordinating of both routine and non-routine accounting matters.</li> <li>3. Interpreting financial policies, budgetary control system, management accounting methods</li> </ol> |

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|    |   |   | <ol style="list-style-type: none"> <li>5. Be Conversant with use of Enterprise Resource Planning (ERP) Systems</li> <li>6. Possess knowledge and experience in application of relevant computer packages; and</li> <li>7. Must demonstrate merit, initiative and ability as reflected in work performance and work results.</li> </ol>  | <ol style="list-style-type: none"> <li>and monthly/quarterly financial returns.</li> <li>4. Advising on all financial policies as well as ensuring that sound accounting principles and controls are applied on financial transactions.</li> <li>5. Train and develop Staff for high efficiency in accounting services.</li> <li>6. Supervision of work at this level is generally informal and related to results.</li> </ol>  |
| 2. | SENIOR PROCUREMENT OFFICER BUC SCALE 13 | 1 | <ol style="list-style-type: none"> <li>1. Master's Degree in Supply Chain Management or equivalent from a recognized University;</li> <li>2. Bachelor's Degree in the following disciplines; Business Administration, Economics, Commerce (Supplies Management option) or its equivalent from a recognized University;</li> <li>3. Certified Procurement and Supply Professional; with valid practicing license;</li> <li>4. A CIPS qualification or its equivalent;</li> <li>5. Ten (10) years relevant work experience five (5) of which must have been as Head of a Procurement Unit in a busy organization;</li> <li>6. Registered with the Kenya Institute of Supplies Management (KISM) and in good standing;</li> <li>7. Must have undergone a Senior Management Course from Kenya School of Government lasting for not less than Six (6) weeks;</li> <li>8. Possess knowledge and experience in application of relevant computer packages; and</li> </ol> | <ol style="list-style-type: none"> <li>1. Head of and responsible for day-to-day management of the Procurement Department; and will be the overall supervisor of all Purchasing and Supplies activities and as assigned'</li> <li>2. Coordinating all the departmental, schools and campus procurement activities;</li> <li>3. Ensuring that procurement procedures and regulations are properly implemented and continuously improved and that supplies acquired are properly accounted for;</li> <li>4. Monitor the overall University Supplies; Management of all procurement and disposal records;</li> <li>5. Ensuring that all meetings of procurement and disposal committees are adequately serviced;</li> <li>6. Coordination of the development and implementation of departmental work plans;</li> <li>7. Attending to Audit queries on purchasing operations;</li> <li>8. Preparing Procurement Reports and Professional Opinions;</li> </ol> |

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|    |   |   | <p>9. Shown ability, initiative and merit in managing Purchasing and Supplies function in a busy organization.</p>  | <p>9. Ensure compliance with the relevant Procurement Act, Policies and Procedures; and</p> <p>10. Any other duties as may be assigned from time to time.</p>  |
| 3. | SENIOR ADMINISTRATIVE ASSISTANT<br>BUC SCALE 10 | 1 | <p>1. A Bachelor's Degree relevant in administration and/or management from a recognized institution;</p> <p>2. Served for at least six (6) years in relevant administrative position in a comparable institution; and</p> <p>3. Registered or registerable with a relevant Professional body;</p> <p>4. Computer skills in relevant areas from recognized institution;</p> <p>5. Demonstrated outstanding administrative ability in managing Staff under them;</p> <p>6. Postgraduate, CPS II and/or any other relevant; and Management qualification will be an added advantage.</p> <p>7. For those conversant with Performance Contracting; Strategic Planning and International Standards Organization (ISO) will be an added advantage.</p> | <p>1. Work under the guidance of a senior officer in Academic or Administrative division to be exposed to broad administrative dynamics to:</p> <p>2. Supervising staff under them;</p> <p>3. Processing data for administrative/academic planning;</p> <p>4. Facilitate information processing and dissemination;</p> <p>5. Assisting in communication with staff / students and other stakeholders;</p> <p>6. Ensure effective administrative/academic records management;</p> <p>7. Taking minutes in various University committees;</p> <p>8. Coordinating general office services; and</p> <p>9. Any other duties that may be assigned from time to time.</p> |
| 4. | QUANTITY SURVEYOR BUC SCALE 10                  | 1 | <p>1. Must have Bachelor degree in Quantity Survey or Building Economics or its equivalent</p> <p>2. Must have score at Least C (Plain) in KCSE</p> <p>3. Be registered by the Board of Registration of Architects and Quantity Surveyors of Kenya.</p> <p>4. Be a member of the Institute of Quantity Surveyors of Kenya (IQSK); with good standing.</p> <p>5. Must have worked for a large firm or Government Institutions for a minimum of three (3) years since being registered by the Board of Registration of Architects and Quantity Surveyors of Kenya.</p> <p>6. Must demonstrate merit and ability as reflected in work performance and work</p>   | <p>1. Implementation of tender/contract procedures which entails preparation of Bills of Quantities</p> <p>2. Preparations of specifications;</p> <p>3. Working on cost Estimates for Projects</p> <p>4. Planning and analysis, valuation, site measurements and preparation of final accounts</p>   |

|    |                                       |   | results while working with the last employer.   |   |
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| 5. | LEGAL ASSISTANT II<br>BUC SCALE 8     | 1 | <ol style="list-style-type: none"> <li>1. Bachelor's Degree in law from a recognized University.</li> <li>2. Three (3) years relevant work experience.</li> <li>3. Computer skills from a recognized institution.</li> <li>4. Those who possess Post Graduate Diploma in Legal Practice will have a Competitive Advantage</li> </ol>  | <ol style="list-style-type: none"> <li>1. Drafting of legal documents and handling cases involving the University in liaison with University external lawyers.</li> <li>2. Writing reports and memoranda.</li> <li>3. Performing any other duties as may be assigned from time to time.</li> </ol>  |
| 6. | SECRETARY<br>BUC SCALE 7              | 1 | <ol style="list-style-type: none"> <li>1. KCSE mean grade C- and above or its equivalent with C+ in languages 194; <ol style="list-style-type: none"> <li>(i) Business English III</li> <li>(ii) Office Practice I</li> <li>(iii) Good communication skill</li> <li>(iv) Office Management III</li> <li>(v) Secretarial Duties II</li> <li>(vi) Commerce II</li> <li>(vii) Shorthand III (Minimum 100wpm)</li> <li>(viii) Typewriting III (50wpm) or equivalent</li> <li>(ix) Working experience (minimum 5 years)</li> <li>(x) Must have good public relations skills</li> <li>(xi) Must be computer literate – Ms Office Applications</li> </ol> </li> <li>2. Those who possess Bachelor's Degree in Business and Office Management or a Degree in a relevant area</li> </ol> | <ol style="list-style-type: none"> <li>1. Undertake some administrative work of the Office as assigned;</li> <li>2. Manage Office appointments; dealing with inquiries; answering and making telephone calls;</li> <li>3. Receiving and attending to visitors effectively;</li> <li>4. Manage incoming and outgoing of the office effectively;</li> <li>5. File, maintain and manage records effectively;</li> <li>6. Maintain the diary of meetings and itineraries;</li> <li>7. Handling visitors' effectively;</li> <li>8. Writing routine correspondences;</li> <li>9. Maintain record of office equipment and plant;</li> <li>10. Co-ordination of messagerial and cleaning services in the office;</li> <li>11. Be responsible for supervision and guidance of junior staff in the office;</li> <li>12. Ensuring security of the Office; and</li> <li>13. Any other duties as may be assigned from time to time.</li> </ol> |
| 7. | ASSISTANT FARM MANAGER<br>BUC SCALE 7 | 1 | <ol style="list-style-type: none"> <li>1. Diploma in Farm management or General Agriculture or Animal Health;</li> <li>2. Six (6) years working experience from a large scale commercial farm.</li> <li>3. Computer skills in relevant field from recognized institution.</li> <li>4. Those who possess Bachelor of Science Degree or Higher National Diploma in Agriculture, Agricultural Extension Animal Science, Horticulture or any other related field, will have a competitive advantage.</li> </ol>   | <ol style="list-style-type: none"> <li>1. Undertake the farm management operations of the farm on day to day basis.</li> <li>2. Implementing Monthly and yearly farm work Plans, Budgets and Reports.</li> <li>3. Ensuring production Targets of each farm units are achieved.</li> <li>4. Supervising Staff and keeping attendance Records.</li> </ol>   |

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|    |   |   |  | <ol style="list-style-type: none"> <li>5. Staff development and capacity building.</li> <li>6. Developing and Managing Demonstration farms.</li> <li>7. Provide Technical Support during Farm Demonstrations.</li> <li>8. Keeping all the Records of the farm in hard and soft copies.</li> <li>9. Development of the farm forest and related programmes.</li> <li>10. Performing any other duties that may be assigned from time to time.</li> </ol>   |
| 8. | CLERICAL OFFICER<br>BUC SCALE 5             | 2 | <ol style="list-style-type: none"> <li>1. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent;</li> <li>2. Certificate in Business Management or records and Archive management or its equivalent from a recognized institution;</li> <li>3. Computer skills in relevant packages from a recognized institution;</li> <li>4. Advanced Certificate in Business Management or Records and Archive management or its equivalent from a recognized institution will be an added advantage; and</li> <li>5. Demonstrate competence and ability.</li> </ol>   | <ol style="list-style-type: none"> <li>1. Receive correspondences /mail from various sources – internal and external;</li> <li>2. Dispatch mail and other documents internally and externally;</li> <li>3. Control and trace the movement of files and documents within the organization;</li> <li>4. Open / close files as required;</li> <li>5. Update and maintain files by filing documents; Promptly retrieve and avail the required records and information;</li> <li>6. Compile statistical records, and avail information to action officers; and</li> <li>7. Any other duties that may be assigned by the immediate supervisor.</li> </ol> |
| 9. | ASSISTANT SECURITY OFFICER<br>BUC SCALE 5/6 | 1 | <p><b><i>Job specification (Requirements) for Direct Appointment For appointment to this grade, one Must have: -</i></b></p> <ol style="list-style-type: none"> <li>1. Served in the grade of security supervisor or in a comparable and relevant position in a security firm for at least five (5) years;</li> <li>2. Demonstrated outstanding administrative ability in controlling security guards;</li> <li>3. A Diploma in criminology or social order or its equivalent from a recognized institution;</li> <li>4. Those who have trained in National Youth Service or Equivalent Training have competitive advantage</li> </ol> | <p>Work at this level will entail:</p> <ol style="list-style-type: none"> <li>1. General Security duties Beat/ Patrol;</li> <li>2. Prevention and detection of crime; offenders;</li> <li>3. Preserving the scenes of crime;</li> <li>4. Initial investigation in area of supervision;</li> <li>5. Investigating breaking, rape cases, fraud, burglaries and stealing;</li> <li>6. Ensuring that guard report on duty in time and allocating duties in assignment;</li> </ol>   |

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|     |                                      |   | <p><b>Job specification (Requirements) for Serving Officers</b><br/> <b>For appointment to this grade an officer Must have: -</b></p> <ol style="list-style-type: none"> <li>1. Served in the grade of Security Supervisor for at least three (3) years;</li> <li>2. A Diploma in criminology or social order or its equivalent from a recognized institution;</li> <li>3. No criminal record;</li> <li>4. Been confirmed in the service of Bomet University College.</li> </ol>  | <ol style="list-style-type: none"> <li>7. Issue the guards with instructions/ briefs during parade;</li> <li>8. Ensuring that handing and taking over duties is carried out and signed by both incoming and outgoing guards; and</li> <li>9. Conveying information as communicated by the Assistant Security Officer who is the duty officer to all the guards</li> </ol>   |
| 10. | SECURITY SUPERVISOR<br>BUC SCALE 4/5 | 1 | <p><b>Job specification (Requirements) for Direct Appointment</b><br/> <b>For appointment to this grade</b></p> <ol style="list-style-type: none"> <li>1. Served in the grade of Senior Security Guard/Checker or in a comparable and relevant position for at least three (3) years</li> <li>2. Demonstrated outstanding administrative ability in controlling security guards/ checkers.</li> <li>3. A certificate in criminology or social order or its equivalent from a recognized institution.</li> </ol> <p><b>Job specification (Requirements) for Serving Officers:</b></p> <ol style="list-style-type: none"> <li>1. Served in the grade of Senior Security Guard for at least three (3) years;</li> <li>2. A certificate in Criminology or Social Order or its equivalent from a recognized institution;</li> <li>3. No criminal record;</li> <li>4. Been confirmed in the service of Bomet University College.</li> </ol> | <ol style="list-style-type: none"> <li>1. General Security duties Beat/ Patrol; Prevention and detection of crime; Apprehension of crime offenders;</li> <li>2. Preserving the scenes of crime;</li> <li>3. initial investigation in area of supervision; Investigation of breaking, rape cases, fraud, burglaries and stealing;</li> <li>4. Ensuring that guards report on duty in time and allocating duties in assignments;</li> <li>5. Issue the guards with instructions/ briefs during parade;</li> <li>6. Ensuring that Handling/Taking over duties is carried out and signed by both incoming and outgoing guards;and</li> <li>7. Conveying information as communicated by the Assistant Security Officer who is the duty officer to all the guards.</li> </ol> |

**Remuneration - Salary Scales:**

**Academic Staff:**

**Scale 13** - Basic Salary - (*Minimum of Ksh.144,450/= p.m. - Maximum of Ksh.206,563= p.m*)  
and a House Allowance *Kshs.58, 972/= p.m.*

**Scale 12** - Basic Salary - (*Minimum of Ksh.110,590/= p.m. - Maximum of Ksh.160,357/= p.m*)  
and a House Allowance *Kshs.55, 286/= p.m.*

**Administrative Staff:**

**Scale 13** - Basic Salary - (*Minimum of Ksh.127, 116/= p.m. - Maximum of Ksh.184, 318/= p.m*)  
and a House Allowance *Kshs.58, 972/= p.m.*

**Scale 10** - Basic Salary - (*Minimum of Ksh.57,729 /= p.m. - Maximum of Ksh.82,552 /= p.m*)  
and a House Allowance *Kshs.35, 383 /= p.m.*

**Scale 8** - Basic Salary - (*Minimum of Ksh.43,193 /= p.m. - Maximum of Ksh.60,470 /= p.m*)  
and a House Allowance *Kshs.28,307 /= p.m.*

**Scale 7** - Basic Salary - (*Minimum of Ksh.38, 973 /= p.m. - Maximum of Ksh.54, 423 /= p.m*)  
and a House Allowance *Kshs24,768 /= p.m.*

**Scale 5** - Basic Salary - (*Minimum of Ksh.29,464 /= p.m. - Maximum of Ksh.39, 776 /= p.m*)  
and a House Allowance *Kshs17, 692 /= p.m.*

**Scale 4** - Basic Salary - (*Minimum of Ksh.25, 633 /= p.m. - Maximum of Ksh.34, 605 /= p.m*)  
and a House Allowance *Kshs11, 800 /= p.m.*