



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

Email: principal@buc.ac.ke

P. O. Box 701 – 20400,
BOMET, Kenya

INTERNAL ADVERTISEMENT
DECLARATION OF VACANT POSITIONS FOR REPLACEMENT

Bomet University College (BUC) is a Constituent College of Moi University, established through the Legal Notice No. 145 of 27th July 2017. BUC is on the path towards Accreditation by the Commission for University Education; and thereafter Award of Charter. The University College is therefore in the process of recruiting and appointing staff, to fill Vacant Positions in Administration.

Applications are invited from suitably qualified candidates for the following Positions;

1. LEGAL ASSISTANT 1 – SCALE BUC. 10 REF: BUC/INT.ADV/LA/01/11/2024

Job Specification (Requirements) for Serving Officers

For appointment to this grade, an officer must have:

1. Bachelor's Degree in Law from a recognized university.
2. Post Graduate Diploma in Legal Practice.
3. Be an Advocate of the High court.
4. At least three (3) years' experience as a Legal Assistant II SCALE BUC 8 or its equivalent.
5. Shown merit and ability as reflected in work performance.

Job Description

1. Drafting of legal documents and handling cases involving the University College;
2. Advising the University College Management on all Legal matters;
3. Writing Reports and Memoranda;
4. Performing any other duties as may be assigned from time to time.

2. ADMINISTRATIVE ASSISTANT- SCALE BUC. 7- TWO (2) POSITIONS
REF: BUC/INT.ADV/AA/01/11/2024

Job Specification (Requirements) for Serving Officers

1. A Bachelor's Degree relevant in Administration and/or Management or its equivalent from a recognized Institution;
2. Served in the Grade of Clerical Officer for at least three (3) years;
3. Postgraduate qualification and/ or work experience will be an added advantage.

Job Description

An officer at this level will normally work under the general guidance of a Senior Officer at the, Academic or Administrative Division of the University where he/she is expected to be exposed to broad administrative dynamics.

3. AUXILIARY STAFF - OFFICE ASSISTANT – SCALE BUC 3 – ONE (1) POSITION
REF: BUC/INT.ADV/AS/01/11/2024

Job Specification (Requirements) for Serving Officers

1. The minimum requirement for appointment to this grade will be Trade Test III.
2. Served in Auxiliary Staff BUC 2/3 for minimum period of five (5) years.
3. Shown merit and ability in the particular work.

Job Description

1. An officer at this level will perform general and routine work in areas of deployment.
2. The job description will have added responsibility of handling confidential assignments in the section where he/she is deployed.

TERMS OF SERVICE

The Positions are on Permanent and Pensionable basis.

REMUNERATION

Staff shall be remunerated based on guiding Bomet University College Human Resource Policy Instruments.

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APPLICATION PROCEDURE

Interested and qualified candidates should submit Three (3) sealed hard copies of application package enclosing the following documents:

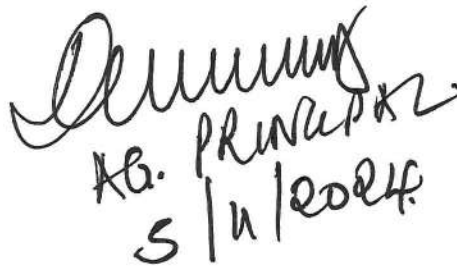
- (i) Copies of All Academic and Professional certificates/ Testimonials;
- (ii) A detailed Curriculum Vitae also indicating telephone contact, e-mail address, current position and remuneration;
- (iii) Names and contacts of three (3) Referees.

The Application should clearly indicate the Reference of the Advert and addressed to the **Principal, Bomet University College P.O Box 701-20400, BOMET**; and Delivered to the **Registry, Human Resource Office**.

The **deadline** for receiving applications for all the positions advertised will be **19th November 2024 by 5.00pm**. Any application(s) received after stated date and time shall not be considered.

Note:

- (i) *BUC is an equal opportunity employer and therefore applicants of all gender and persons living with Disability are encouraged to apply;*
- (ii) *Only Shortlisted Candidates will be contacted.*


K.G. PRINZIP
5/11/2024

