

# KIRINYAGA UNIVERSITY

## ADVERTISEMENT

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**27<sup>th</sup> March, 2019**

Kirinyaga University seeks qualified and dedicated individual to fill the following vacant position on **casual basis for one (1) month**.

### SECRETARY

#### Requirements

- Applicants must possess a Certificate in Secretarial Studies from Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized institution.

OR

- Must possess KCSE Certificate
- Must possess Type Writing III (50 wpm)
- Must possess Office Management III
- Must possess Business English III
- Must possess Secretarial Studies II
- Must possess Commerce II
- At least (2) years working experience.
- Must possess certificate in computer applications

#### **Mode of application**

Candidates who meet the above requirements should forward their applications and copies of academic certificates to the address below to be received not later than **Wednesday, 3<sup>rd</sup> April, 2019**.

**The Vice Chancellor**

**Kirinyaga University**

**P O Box 143-10300**

**KERUGOYA**