

**KIRINYAGA UNIVERSITY**  
**INTERNAL ADVERTISEMENT**

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**17<sup>th</sup> April, 2019**

**VACANCIES**

The University invites suitably qualified, competent and self-driven internal candidates for the following positions;

**1. PROCUREMENT OFFICER                      GRADE 11                      KyU/INT/NT/056/2019**

**Job Summary**

Work at this level entails implementation and enforcement of procurement regulations and procedures, procurement planning, preparations of supplies estimates and expenditure, control of supplies vote and keeping record of pre-qualified suppliers.

**REQUIREMENTS**

**Applicants shall:**

- Have a Masters degree in Purchasing/Supply Management;
- Have relevant experience of not less than five (5) years;
- Be proficient in computerized procurement and inventory information systems;
- Have thorough understanding of the Procurement Laws and be conversant with Public Procurement Procedures;
- Be a member of the Kenya Institute of Supplies Management.

**2. SENIOR SECURITY OFFICER II                      GRADE 11                      KyU/INT/NT/057/2019**

**Job summary**

The Senior Security Officer will be responsible for maintaining a safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.

**REQUIREMENTS**

**Applicants shall;**

- Have a Masters degree in Security Management, Criminology or in any other relevant field.
- Have relevant experience of not less than five (5) years;
- Have valid certificate of Good conduct
- Must demonstrate exemplary work performance.

**OR**

- Be Commissioned Officer in the Disciplined Forces at the level of Major or equivalent or Superintendent of Police or Administration Police Forces

Members of Staff who meet the qualifications above are advised to apply for consideration for appointment.

**Mode of application**

Applicants must submit three (3) copies of applications giving details of the educational and professional qualifications, age, detailed work experience, present post and salary, applicant's telephone number and e-mail address. Enclose certified copies of certificates and testimonials giving names and addresses of three (3) referees who are knowledgeable about the applicant's competence and areas of specialization, accompanied by a detailed curriculum vitae and a copy of most recent letter of appointment.

Interested applicants should send the applications to the undersigned, quoting the reference number for the job applied for so as to be received on or before **17<sup>th</sup> May, 2019**.

**THE VICE CHANCELLOR  
KIRINYAGA UNIVERSITY  
P.O. BOX 143-10300  
KERUGOYA**