



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

Advert for Fixed Term Contracts

Applicants are invited for appointment on Fixed Contract Terms as administrative assistant, clerk, clinician, nurse, library assistant, library checker, electrician and chef. Send application together with curriculum vitae, KCSE, craft, diploma, degree and professional certificates to principal@buc.ac.ke

S/No	POSITION	SCALE	JOB SPECIFICATION Applicant Must Have: -	JOB DESCRIPTION
1	Administrative Assistant (6)	BUC7	<ul style="list-style-type: none"> i. A Bachelor's Degree relevant in administration and/or management from a recognized institution; and ii. Postgraduate qualification and/ or work experience will be an added advantage. 	An officer at this level will normally work under the general guidance of a senior officer at the School, Directorate, Institute and Academic or Administrative Division of the University where he/she is expected to be exposed to broad administrative dynamics.
2	Clerical Officer (3)	BUC 6	<ul style="list-style-type: none"> i. A Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent. ii. A certificate in Business Management or records and Archive management or its equivalent from a recognized institution. iii. Possession of an Advanced Certificate in Business Management or Records and Archive management or its equivalent from a recognized institution will be an added advantage. 	This is the entry and training grade into this cadre. Specifically, duties and responsibilities will entail compiling statistical record based on routine or special sources of information and other simple duties of clerical nature under close supervision by a more senior officer.
3	Clinician (2)	BUC7	<ul style="list-style-type: none"> i. Be in possession of KCSE mean grade C (plain) or its approved equivalent ii. Have successfully completed three (3) year pre-service training in a recognized institution; iii. Diploma in Clinical Medicine and Surgery Be registered with the Clinical Officers Council of Kenya; and iv. At least five (5) years of work experience 	This will be the entry grade into the Clinical Officers cadre Duties and responsibilities at this level will involve management of clinical services at the university filter clinics. Specifically, work at this level will involve examining, diagnosing and treating patients at the university filter clinics and referring them where appropriate to the specialists.
4	Nurse (2)	BUC7	<ul style="list-style-type: none"> i. Be in possession of at least Kenya Certificate of Secondary Education mean grade (C) plain or its approved equivalent; ii. Have successfully completed a three (3) years pre-service training at the Medical 	This will be the entry grade into the Nursing Officers cadre. Duties and responsibilities at this level will entail planning and supervision of nursing services

			<p>Training Centre or at any other recognized training institution and have been awarded Diploma in Nursing;</p> <p>iii. Registered with the Nursing Council of Kenya; and</p> <p>iv. At least five (5) years' work experience.</p>	<p>within a Unit in the medical center; evaluating nursing care of patients; counseling and guiding staff and patients.</p>
5	Senior Library Assistant II (1)	BUC 8	<p>i. A Higher National Diploma in Library and Information Studies from a recognized institution;</p> <p>ii. Five years working experience in a well-established library/information centre, and</p> <p>iii. Kenya Certificate of Secondary Education with a minimum grade of C or its acceptable equivalent with at least a C- in any of the following subjects: Mathematics, History, English or Kiswahili; and</p> <p>iv. Be computer literate and show proof of working in an automated library</p>	<p>An officer at this level will be responsible for issuing publications to library clients; keeping statistics for borrowed publications; conducting reference searches, formulating user education and orientation programmes.</p>
6	Library Checker (1)	BUC 3	<p>i. Be in possession of Kenya Certificate of secondary Education mean grade D+ or its equivalent.</p> <p>ii. Be of good physique and mental fitness.</p> <p>iii. Have a clean record of discharge from any of the Kenya Uniformed Forces or the National Youth Service.</p> <p>iv. Any recommendations/ commendations or additional certificate will be an added advantage.</p>	<p>This will be the entry and training grade into the Security Personnel cadre. Duties at this level will involve guarding and patrolling: gate keeping; sanitary duties and escort duties. In addition, a guard at this level will also undertake security desk duties and search duties and security checks at Libraries.</p>
7	Assistant Maintenance Officer (Electrical) (1)	BUC 7	<p>i. Ordinary Diploma or Technician III Certificate in Electrical or its equivalent from a recognized technical institution with</p> <p>ii. At least 3 years working experience.</p>	<p>Duties and responsibilities at this level will entail interpreting electrical drainage, specifications and bill of quantities for electrical works and working out estimates for electrical works; supervising electrical contracts and maintenance works.</p>
<p align="center">Bomet University College is an Equal Opportunity Employer. Persons having difficulties in performing activities of daily life and marginalized groups are encouraged to apply.</p>				