

## OFFICE OF THE VICE-CHANCELLOR

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### EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

**TUESDAY 19<sup>TH</sup> DECEMBER, 2023**

The University of Eldoret is a Public University chartered in 2013, with seven (7) schools namely; Agriculture and Biotechnology; Arts & Human Development; Business, Economics and Management Sciences; Education; Engineering; Environmental Sciences & Natural Resource Management and Science. It has over 12,000 students, 1058 employees and land measuring 1,057 acres.

The University has a Vision of being a "*premier University that nurtures global Leaders and Innovators*" and a Mission of "*providing quality education, training, research and consultancy in Science, Agriculture and Technology to meet the needs and aspirations of a dynamic society*".

Under Part V Section 35 of the Universities Act 2012, the University of Eldoret invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following vacant positions: -

S/No.	Position	No. of Posts	Vacancy Reference Number
1.	Assistant Nursing Officer	2	UoE/ADM/C/H/ANO/28/11/2023
2.	Artisan III	2	UoE/ADM/C/E/ART/III/28/11/2023

#### **1. ASSISTANT NURSING OFFICER**

##### **Job Description**

##### **Job Purpose**

Reporting to the Medical Officer, the Assistant Nursing Officer shall be responsible for the Provision of holistic preventive, promotive, curative, rehabilitative and palliative nursing care services using the nursing procedure manual to meet the health needs of clients/patients.

##### **Duties and Responsibilities as Assistant Nursing Officer amongst others will be:**

- i. Providing and evaluating nursing care to individuals or a group of patients;

- ii. Counselling, maintenance of patient records, planning and supervision of nursing services within a unit in the medical centre;
- iii. Ensuring availability of medical supplies and any other duties as may be assigned by immediate supervisor from time to time.

### **Requirements for Appointment.**

**For appointment to this grade, a candidate must have: -**

- i. Diploma in Nursing from a recognized institution;
- ii. Valid registration with the relevant professional body;
- iii. At least five (5) years of relevant work experience;
- iv. Evidence of continuous professional development;
- v. Proficiency in Information and Communication Technology;
- vi. Continuous Management training lasting not less than four (4) weeks from a recognized institution.

## **2. ARTISAN III**

### **Job Description**

#### **Job Purpose**

Reporting to the Head of the Estates Department, Artisan III shall be responsible for repairs and maintenance operations of infrastructure in the university such as buildings, grounds and parks, water systems and electrical systems through proper planning for the same and utilization of skills.

#### **Duties and Responsibilities as Artisan III amongst others will be:**

- i. Perform basic repair and maintenance of facilities;
- ii. Making and maintaining woodwork in buildings and other structures;
- iii. Carrying out routine checks for repairs and maintenance of water and drainage systems;
- iv. Carrying out routine checks for repairs and maintenance of electrical equipment;
- v. Repairing and maintaining electrical works.

### **Requirements for Appointment.**

**For appointment to this grade, a candidate must have: -**

- i. Government Trade Test (GTT III) in relevant field;
- ii. Kenya Certificate of Secondary Examination (KCSE) Mean Grade at least D+(plus) or its equivalent from a recognized institution;
- iii. Proficiency in computer applications;
- iv. At least three (3) years work experience in a relevant field.

## **TERMS AND CONDITIONS**

Successful candidates for the position of Assistant Nursing Officer and Artisan III shall be appointed on a locum basis of three (3) months and a fixed-term contract of three (3) months respectively.

### **Remuneration Package**

The position of Assistant Nursing Officer and Artisan III will be paid a daily rate of **Kshs. 2,000.00** and a daily rate of **Kshs. 1,241.85** per month respectively.

### **Please Note:**

- i. Application documents should include: - detailed curriculum vitae, certified copies of relevant academic certificates, professional certificates, testimonials, national identity card or passport, three (3) reference letters and other relevant supporting documents.
- ii. Applications and related documents should be addressed to the Vice-Chancellor, University of Eldoret.
- iii. Applicants are advised to indicate the title and advertisement number of the position being applied for on the cover letter subject;
- iv. The University of Eldoret is committed to implementing the provisions of Chapter 232 (1), (g,h&i) of the Constitution of Kenya by being an Equal Opportunity Employer, thus persons with disability, females, marginalized and minority groups are encouraged to apply.
- v. Any form of direct or indirect canvassing will lead to the automatic disqualification of the applicant.
- vi. Only shortlisted candidates will be contacted.

### **Application Procedure:**

1. Interested applicants possessing the above qualifications, should send the electronic scanned copy of their application documents (in PDF format) as one running document to the following email: [vc.applications@uoeld.ac.ke](mailto:vc.applications@uoeld.ac.ke) ;
2. Only shortlisted candidates will be advised to submit Chapter Six (6), except for EACC clearance certificates from various government institutions.
3. Applications must be received on or before **Tuesday 9<sup>th</sup> January, 2024** at **midnight**.
4. No applications submitted after the closing date and time will be considered.

***The University of Eldoret is an Equal Opportunity Employer.***