



MURANG'A UNIVERSITY OF TECHNOLOGY

INTERNAL ADVERTISEMENT FOR ADMINISTRATIVE STAFF

Department	Designation	Grade	Reference No.
ICT	Computer Technologist	12	MUT 1/12/2022
	Network Administrator	12	MUT 2/12/2022
Procurement	Senior Procurement Officer	12	MUT 3/12/2022
	Supplies Assistant	7/8	MUT 4/12/2022
	Senior Storeman	5/6	MUT 5/12/2022
Finance	Accountant II	11	MUT 6/12/2022
	Senior Accounts Assistant	7/8	MUT 7/12/2022
Payroll	Assistant Accountant	9/10	MUT 8/12/2022
Electrical and Electronics Engineering	Senior Technologist	11	MUT 9/12/2022
Hospitality and Tourism Management	Technologist	9/10	MUT 10/12/2022
Information Technology	Technologist	9/10	MUT 10/12/2022
Agriculture	Technologist	5/6	MUT 12/12/2022
Administration	Senior Administrative Assistant	9/10	MUT 13/12/2022
	Administrative Assistant	7/8	MUT 14/12/2022
	Secretary I	7/8	MUT 15/12/2022
	Clerk	5/6	MUT 16/12/2022
	Clerk	3/4	MUT 17/12/2022
Transport	Senior Driver II	7/8	MUT 18/12/2022
Library	Library Assistant	5/6	MUT 19/12/2022
Catering and Accommodation	Catering Officer	11	MUT 20/12/2022
	Cook	5/6	MUT 21/12/2022
	Cook	3/4	MUT 22/12/2022

a) Requirements for the position of Computer Technologist Grade 12

- i. Master's degree in Computer Science/Information Technology or its equivalent from a recognized institution;



MUT IS ISO 9001:2015 CERTIFIED

- ii. Have at least eight (8) years working experience in a relevant field, three (3) of which should have been at the level of Assistant Systems Analyst/Programmer/Assistant Systems/Database/Network Administrator Grade 11.

b) Requirements for the position of Network Administrator Grade 12

- i. Master's degree in Computer Science/Information Technology or its equivalent from a recognized institution;
- ii. Have at least eight (8) years working experience in a relevant field, three (3) of which should have been at the level of Assistant Systems Analyst/Programmer/Assistant Systems/Database/Network Administrator Grade 11.

c) Requirements for the position of Senior Procurement Officer Grade 12

- i. Master's degree in Commerce (Supplies Management Option) or Business Administration or equivalent qualification;
- ii. Professional qualification in Procurement & Supply;
- iii. Six (6) years experience three (3) years of which should have been at the level of Supplies Officer/Procurement Officer Grade 11.

d) Requirements for the position of Supplies Assistant Grade 7/8

- i. Bachelor's degree or National Diploma in Economics/ Commerce (Supplies Management Option)/ Business Administration or equivalent qualification.

e) Requirements for the position of Senior Storeman Grade 5/6

- i. Ordinary Diploma in Supplies Management plus three (3) years of relevant experience.

OR

- i. KCSE Grade C with 'C' in English and Mathematics or an equivalent qualification plus Advanced Certificate in Supplies Management or its equivalent;
- ii. Five (5) years of relevant experience three (3) of which should have been at Grade 3/4.

f) Requirements for the position of Accountant II Grade 11

- i. Holders of at least an MBA (Finance/Accounting option) or its equivalent and CPA (K);
- ii. Holder of BCom or its equivalent from a recognized University;
- iii. Six (6) years' experience in financial management, three (3) at the level of Assistant Accountant or equivalent;
- iv. Be a member of a recognized Professional Accounting body with a current practising certificate;



- v. Have outstanding professional competence and hands-on experience in Financial Management and reporting;
- vi. Demonstrated high administrative capabilities;
- vii. Must be computer literate (Accounting packages) with detailed understanding of ERP.

OR

- i. Holders of at least an MBA (Finance/Accounting option) or its equivalent and CPA (K) with At least Six (6) years relevant experience, three (3) at the level of assistant accountant or equivalent;
- ii. Be a member of a recognized Professional Accounting body with a current practising certificate;
- iii. Have outstanding professional competence and hands-on experience in Financial Management and reporting;
- iv. Demonstrated high administrative capabilities;
- v. Must be computer literate (Accounting packages) with detailed understanding of ERP.

g) Requirements for the position of Assistant Accountant Grade 9/10

- i. Holders of at least an MBA (Finance/Accounting option) or its equivalent and CPA (K);
- ii. Holders of at least an MBA (Finance/Accounting option) or its equivalent and CPA (K);
- iii. Holder of BCom or its equivalent from a recognized University;
- iv. Three (3) years' experience in financial management at the level of Senior Account Assistant 7/8 or equivalent;
- v. Be a member of a recognized Professional Accounting body with a current practising certificate;
- vi. Have outstanding professional competence and hands on experience in Financial Management and reporting;
- vii. Demonstrated high administrative capabilities;
- viii. Must be computer literate (Accounting packages) with detailed understanding of ERP.

OR

- i. Bachelor's Degree in Commerce in a relevant field from a recognized university with at least six (6) years relevant experience, three (3) at the level of Senior Account Assistant or equivalent;



- ii. Certified Public Accountant and a registered member of the Institute of Certified Public Accountants of Kenya;
- iii. Demonstrated high administrative capabilities;
- iv. Must be computer literate (Accounting packages) with detailed understanding of ERP.

h) Requirements for the position of Senior Accounts Assistant Grade 7/8

- i. B.(com) degree accounting option with CPA (K) or its equivalent;
 - ii. Must be computer literate (Accounting packages) with detailed understanding of ERP.
- OR
- i. CPA(K) with at least Six (6) years relevant experience in a reputable organization, three (3) years as an Accounts Assistant Grade 5/6;
 - ii. Kenya Certificate of Secondary Education C Plain and above or its equivalent qualification;
 - iii. Must be computer literate (Accounting packages) with detailed understanding of ERP.

i) Requirements for the position of Senior Technologist II Grade 11

- i. Master's degree in the relevant discipline or related professional qualification.

OR

On promotion for serving officers:

- i. Bachelor's degree in the relevant area or discipline; plus, six (6) years' experience three (3) of which as a Technologist in Grade 9/10;
- ii. Must be Computer literate.

j) Requirements for the position of Technologist Grade 9/10

- i. Master's degree in the relevant discipline or related professional qualification.

OR

On promotion for serving officers:

- i. Bachelor's degree in the relevant discipline;
- ii. Must have served as a technologist Grade 7/8 for three (3) years;
- iii. Must be computer literate.

k) Requirements for the position of Technologist Grade 5/6

- i. Ordinary Diploma in a relevant field or its equivalent from a recognized institution;
- ii. Must be computer literate.

l) Requirements for the position of Senior Administrative Assistant Grade 9/10

- i. Master's degree in Social Science or relevant professional or post-graduate qualification management;



ii. Must be computer literate.

OR

On promotion for serving officers:

- i. A Bachelor degree in Social Science or relevant professional qualification;
- ii. Must have served as an Administrative Assistant Grade 7/8 for at least three (3) years;
- iii. Must satisfy other administrative requirements through satisfactory performance;
- iv. Must be computer literate.

m) Requirements for the position of Administrative Assistant Grade 7/8

- i. Bachelor's degree (at least lower 2nd Class Hons.) from a recognized university.

n) Requirements for the position of Secretary Grade 7/8

- i. At least KCSE D+ and above or KCE Div. III or an equivalent qualification;
- ii. Must have credits in the following Secretarial Studies subjects:
 - (i) Credit in English, Grade C and above
 - (ii) Business Studies III - pass
 - (iii) Commerce I Pass
 - (iv) Office Practice and Management III - Pass
 - (v) Shorthand (minimum 100 wpm) Typewriting 60 wpm
- iii. Must be computer literate with a certificate in Word Processing, Spreadsheets and Data Base packages;
- iv. Six (6) years relevant working experience three (3) of which as Secretary II Grade 5/6.

o) Requirements for the position of Clerk Grade 5/6

- i. CPS II or Diploma in Archives and Records Management or equivalent;
- ii. Three (3) years' experience as Records Clerk.

p) Requirements for the position of Clerk Grade 3/4

- i. Certificate in record keeping or office management, KATC final or ACNC or its equivalent.

OR

- i. KCSE C or equivalent with grade C in English and Mathematics or equivalent; plus
- ii. Three (3) years' experience as clerk grade 1/2.

q) Requirements for the position of Senior Driver II Grade 7/8

- i. Have at least KCSE level of education;
- ii. Have a clean valid driving license classes ABCE and PSV;



- iii. Have passed in Occupational Test Grade I;
- iv. Have a certificate in First Aid;
- v. Have passed Government Trade Test I (Mechanic);
- vi. Have at least five (5) years satisfactory previous driving experience at Grade 5/6;
- vii. Certificate of good conduct;
- viii. Must be at least 35 years old.

r) Requirements for the position of Library Assistant Grade 5/6

- i. Ordinary Diploma in Library and Information Science;
- ii. At least one (1) year work experience;
- iii. Must be computer literate.

s) Requirements for the position of Catering Officer Grade 11

- i. Master's Degree in Institutional Management or its equivalent .
- OR
- ii. Bachelor's Degree/National Diploma in Institutional or Hotel Management or its equivalent;
 - iii. Nine (9) years working experience in institutional management or hotel management experience, three (3) of which should have been at the level of Catering Officer Grade 9/10;
 - iv. Must be Computer Literate.

t) Requirements for the position of Cook Grade 5/6

- i. At least KCSE level of education or its equivalent;
- ii. Certificate in Food and Beverage service from a recognized institution;
- iii. Three (3) years working experience in a reputable institution or hotel.

u) Requirements for the position of Cook Grade 3/4

- i. At least KCSE level of education or its equivalent;
- ii. Certificate in food and beverage service from a recognized institution;
- iii. Two (2) years working experience from a reputable institution or hotel.



How to apply:

Applicants are required to submit six (6) copies of the applications together with detailed curriculum vitae indicating academic qualifications, professional experience, leadership and management roles, membership of professional associations, email address and telephone contacts, copies of academic certificates and other relevant documents. The deadline for submitting application is **Wednesday, 4th January, 2023 at 5.00 p.m.** Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Applications clearly sealed and marked on the envelope “application for the position of specific area applying for” should be sent to the undersigned. Besides, applicants should send a soft copy of the application to jobapplication@mut.ac.ke

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