MURANG'A UNIVERSITY OF TECHNOLOGY

INTERNAL ADVERTISEMENT FOR ADMINISTRATIVE STAFF

Department	Designation	Grade	Reference
Registrar, ASA	Assistant Registrar	12	MUT 1/9/2023
Finance	Accountant II	11	MUT 2/9/2023
Legal	Legal Assistant	9/10	MUT 3/9/2023
ICT	ICT Technician	7/8	MUT 4/9/2023
Procurement	Supplies Assistant	7/8	MUT 5/9/2023
ICT	ICT Technician	5/6	MUT 6/9/2023
Estates	Maintenance Foreman	5/6	MUT 7/9/2023
Administration	Clerical Officer	5/6	MUT 8/9/2023
Administration	Clerk	3/4	MUT 9/9/2023
Procurement	Store man	3/4	MUT 10/9/2023
Catering and Accommodation Services	Cook	3/4	MUT 11/9/2023
Administration	Filing Clerk	3/4	MUT 12/9/2023
Security	Security Guard	3/4	MUT 13/9/2023

1. **Requirements for the position of Assistant Registrar Grade 12**

   a) Master's degree in relevant field plus six (6) years administrative experience

   b) Member of a recognized professional administration or management body

   OR for serving officers;

   a) Must have served as a Senior Administrative Assistant I or equivalent for three (3) years

   b) Must be computer literate

2. **Requirements for the position of Accountant II- Grade 11**

a) Holders of at least an MBA (Finance/Accounting option) or its equivalent and CPA (K).
b) Holder of Bcom or its equivalent from a recognized University.
c) Six (6) years' experience in financial management, three (3) at the level of Assistant Accountant or equivalent.
d) Be a member of a recognized Professional Accounting body with a current practising certificate.
e) Have outstanding professional competence and handson experience in Financial Management and reporting.
f) Demonstrated high administrative capabilities.
g) Must be computer literate (Accounting packages) with detailed understanding of ERP.

   OR

a) 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.
b) Be a member of a recognized Professional Accounting body with a current practising certificate.
c) Have outstanding professional competence and handson experience in Financial Management and reporting.
d) Demonstrated high administrative capabilities.
e) Must be computer literate (Accounting packages) with detailed understanding of ERP.

3. **Requirements for the position of Legal Assistant Grade 9/10**

   a) Have an earned Bachelor of Laws (LLB) Degree from a recognized University.

   Professional Qualifications

   a) Be an Advocate of the High court of Kenya with the current practising certificate.

   b) Registered with the Kenya School of Law (KSL).

   c) Have a postgraduate Diploma in Law from Kenya School of Law

   d) Be a Commissioner of Oaths.

   e) Those who have CPS qualifications will have an added advantage.

4. **Requirements for the position of ICT Technician Grade 7/8**

   a) Minimum BSc. in Telecommunication, Electrical/Electronic Engineering, Computer Science, Information Technology, Information Systems, Business Information Technology.

   OR

a) Higher National Diploma in Telecommunication, Electrical/Electronic Engineering, Computer Science, Information Technology, Information Systems with at least 3 years' experience or equivalent qualification from a recognized institution.

b) At least six (6) years' experience three (3) of which served as ICT Technician Grade 5/6 or in a comparable and relevant position.

c) Demonstrated Knowledge of a wide range of computer systems software, applications, hardware, networking, and communications commonly used in universities.

d) Registration with a relevant professional body and in good standing is an added advantage.

5. **Requirements for the position of Supplies Assistant Grade 7/8**

Bachelors degree or National Diploma in Economics/ Commerce (Supplies Management Option)/ Business Administration or equivalent qualification.

6. **Requirements for the position of ICT Technician Grade 5/6**

a) A Higher National Diploma in Electrical/Electronic Engineering, Computer Science, Information Systems or equivalent qualification from a recognized institution.

   OR

a) An Ordinary Diploma in Computer Science, Information Technology, Information Systems, Electrical/Electronic Engineering or equivalent qualification from a recognized institution with at least 3 years' experience performing routine preventive maintenance on systems software, applications, hardware, networking, and communications.

b) Must have the following skills:
   i. Must have technical skills in maintenance of ICT hardware, communication infrastructure and peripherals;
   ii. Must have sound systems analytical and diagnostic skills;
   iii. Must have PC Security and software installation and configuration skills; and
   iv. Must have effective communication and good interpersonal skills.

7. **Requirements for the position of Maintenance Foreman Grade 5/6**

a) At least KCSE level of education with a minimum of Grade D+ and above (KCE Division III.

b) Must have ordinary diploma in relevant area or its equivalent.

c) Three (3) years supervisory experience at Grade 3/4

8. **Requirements for the position of Clerical Officer Grade 5/6**

   a) CPS II or Diploma in Archives and Records Management or equivalent

   b) Three (3) years' experience as Records Clerk

   c) Certificate in record keeping or office management, katc final or acnc or its equivalent.

   OR

   a) KCSE C or equivalent with grade C in English and Mathematics or equivalent plus

   b) Three (3) years' experience as clerk grade 1/2.

9. **Requirements for the position of Clerical Officer Grade 3/4**

   a) Certificate in record keeping or office management, katc final or acnc or its equivalent.

   OR

   a) KCSE C or equivalent with grade C in English and Mathematics or equivalent plus

   b) Three (3) years' experience as clerk grade 1/2.

10. **Requirements for the position of Storeman Grade 3/4**

    a) KCSE Grade C Plain with 'C' in English and Mathematics or an equivalent qualification plus Advanced Certificate in Supplies Management or its equivalent.

    OR

    a) KCSE Grade D+ with at least 'C' in English and Mathematics or an equivalent qualification plus A Certificate in Supplies Management or its equivalent.

    b) Five (5) years of relevant experience three (3) of which should have been at the level of Stores Attendant Grade 1/2.

11. **Requirements for the position of Cook Grade 3/4**

    a) At least KCSE level of education or its equivalent.

    b) Certificate in food and beverage service from a recognized institution.

    c) Two (2) years working experience from a reputable institution or hotel.

12. **Requirements for the position of Security Guard Grade 3/4**

    a) Must have served in grade 1/2 for five (5) years.

    b) KCSE grade D+ (plus) with a D+ (plus) in either English or Kiswahili.

c) Preference given to candidates who have worked with Kenya Police Services, Kenya Correctional Service (Prisons) or Kenya Defense Forces, NYS or reputable security firms.
d) Should be physically and medically fit.
e) Have no criminal record.
f) Must be a person of high integrity.

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 **24th October, 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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