MURANG'A UNIVERSITY OF TECHNOLOGY

ADVERTISEMENT FOR ADMINISTRATIVE STAFF

S/NO.	POSITION	DEPARTMENT	GRADE	NO. OF POSITIONS	REFERENCE
1.	Library Assistant	Library	7/8	2	MUT 1/10/2023
2.	Library Assistant	Library	5/6	1	MUT 2/10/2023
3.	Assistant Students Counsellor	Student Counselling Personnel	9/10	1	MUT 3/10/2023

1. Requirements for the position of Library Assistant Grade 7/8

   a) Bachelors degree in Library/Information science.

   b) Must be computer literate.

2. Requirements for the position of Library Assistant Grade 5/6

   a) Ordinary Diploma in Library and Information Science.

   b) At least one (1) year work experience.

   c) Must be computer literate.

3. Requirements for the position of Assistant Student Counsellor Grade 9/10

   a) Masters degree in Social Science or relevant professional or postgraduate qualification in management.

   b) Must be computer literate

   OR

   c) A Bachelors degree in either Education or Social Sciences or its equivalent from a recognized University.

d) Minimum six (6) years working experience in student counselling.

e) Must be computer literate

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 **15th November 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

The Vice Chancellor
Murang'a University of Technology
P. O. Box 75 – 10200,
Murang'a