



MACHAKOS UNIVERSITY
INTERNAL ADVERTISEMENT 19TH MARCH 2025

DECLARATION OF A VACANCY

Institution Profile

Machakos University was awarded a Charter on 7th October 2016 and is a successor of Machakos University College. It is located one (1) Km from Machakos Town along the main Machakos – Wote road.

The Vision of the University is: “Excellence in transformative scholarship and community service;” whereas the Mission of the University is: “To Provide scholarship through teaching, training, research and innovation; and community service for sustainable industrial and socioeconomic transformation.”

Machakos University invites applications from internal applicants who are suitably qualified and experienced with excellent credentials to fill the following non-teaching vacant positions.

Terms of Engagement

The terms for the advertised position is on as indicated against every position.

NON-TEACHING POSITION

INFORMATION, COMMUNICATION AND TECHNOLOGY - ICT DEPARTMENT

1. ASSISTANT SYSTEMS ADMINISTRATOR 1– Grade 7/8 (1 Post) – MKsU/ASA/01/25, Permanent

Applicants should meet the following requirements:

- i) Must have an earned Bachelors' degree/ Higher National Diploma in Computer Science/ Information Technology or its equivalent from a recognized Institution.

OR

- i) Must have an earned Diploma in Computer Science/ Information Technology or its equivalent from a recognized institution with six (6) years' experience three (3) of which at Grade 5/6 or equivalent.
- ii) Registration with a professional body and relevant professional certifications is an added advantage.

Duties and Responsibilities

- i) Participate in installation and configuration of new Information Communication Technology equipment and accessories.
- ii) Carry out preventive maintenance to avoid breakdown of equipment.

- iii) Provide user support; maintain computer systems and training users to ensure operation stability.
- iv) Design, develop and test simple computer programs according to instructions and specifications to relate computer hardware and software in carrying out employee duties.
- v) Support and maintain backup systems for restoration and retrieval of data and information in case of security breaches and disaster situations.
- vi) Write simple computer programs to customize end-user equipment usage.
- vii) Participate in design and implement of maintenance procedures.
- viii) Maintenance of computer hardware, un-interruptible power supplies (UPS), printers, scanners and general electronic & computing equipment
- ix) Design, development, installation, configuration, upgrading and maintenance of software and information systems
- x) Collection and preparation of teaching and research materials
- xi) Assisting the computer technologist in installing new software and upgrading the old software
- xii) Ensuring that the computer laboratory/workshop and the computer equipment are clean and available
- xiii) Participate in maintenance of server based anti-virus software to ensure clean and working servers
- xiv) Any other duties as may be assigned by a senior officer

SUPPLY CHAIN MANAGEMENT DEPARTMENT

2. Assistant Supply Chain Management Officer – Grade 7/8 (POST 1) MKsU/ASCMO/02/25, Permanent

Applicants should meet the following requirements:

- i) Must have an earned Bachelor's Degree in Supplies Management/Commerce (Supplies Management Option) / Business Administration (Supplies Management Option) or Equivalent qualification plus Post Graduate Diploma in Supplies Management;
- ii) Membership to professional body.

OR

- i) Must have an earned Diploma in Procurement/Supplies Management;
- ii) Six (6) years' work experience three (3) of which as Supply Chain Management Assistant
- iii) Membership to professional body;
- iv) Must be computer literate.

Duties and Responsibilities

- i) Supervise staff under them
- ii) Analyze quotations
- iii) Preparation of tender documents
- iv) Maintain suppliers and supplies register.
- v) Inventory control.
- vi) Ensuring security and safety of stores
- vii) Any other duties allocated by the supervisor

3. Supply Chain Management Assistant – Grade 5/6 (POST 1) MKsU/SCMA/03/25, Permanent

Applicants should meet the following requirements:

- i) Must have an earned Diploma in Supplies Management;
- ii) Membership to professional body.

OR

- i) KCSE Grade C~(minus);
- ii) Must have an earned Certificate in Supplies Management or equivalent;
- iii) Six (6) years' work experience three (3) of which as Stores Clerk Grade 3/4 or equivalent
- iv) Membership to professional body;
- v) Must be computer literate.

Duties and Responsibilities

- i) Ensure smooth flow of documents between the sections
- ii) Supervise clerks in their sections
- iii) Take charge of assigned functions in their relevant Purchasing and Supplies duties.
- iv) Any other duties and responsibilities as may be assigned by their supervisors or Head of Section.

Mode of Application

Applicants must:

- i) Submit two (2) hard copies of a letter of application, certificates, national Identity Card/ Passport, testimonials and updated curriculum vitae to include full details of education, professional qualifications, experience, names and addresses of three referees one of whom should be present or previous employer.
- ii) Type the required information in the Job Application Form available on the University website, print, sign and attach to the application.
- iii) Contact three (3) referees and request them to send their recommendations, under sealed envelopes to the provided address, before the advert deadline.
- iv) Send a soft copy (one running pdf file) of the application to recruitmentAPF@mksu.ac.ke, hr@mksu.ac.ke and a copy to careers@mksu.ac.ke.
- v) Submit the two (2) applications in a sealed envelope indicating the position applied for to:

**The Deputy Vice-Chancellor
Administration, Planning and Finance
Machakos University
P. O. BOX 136 – 90100
MACHAKOS**

So as to be received not later than **Wednesday, 2nd April, 2025.**

N/B: Only short-listed candidates will be contacted. Machakos University is an Equal Employment Opportunity employer and therefore, staff of either gender, ethnicity or persons with disability are encouraged to apply.