



BOMET UNIVERSITY

OFFICE OF THE PRINCIPAL

Email: principal@buc.ac.ke
Website: www.buc.ac.ke

P. O. Box 701-20400
 BOMET

VACANCIES

Bomet University College (BUC) is a Constituent College of Moi University established through the Legal Notice No. 145 of 27th July, 2017. In pursuit of its mission to provide a conducive environment for discovery, preservation and dissemination of knowledge, BUC invites applications from suitably qualified candidates for the following vacant positions.

S/N	Position	SCALE	Advert Reference	Vacancies
ADMINISTRATIVE POSITIONS				
1.	Chief Internal Auditor (<i>Re-Advertisement</i>)	BUC 15	BUC/AD/01/09/2025	1
2.	Senior Procurement Officer (<i>Re-Advertisement</i>)	BUC 13	BUC/AD/02/09/2025	1
3.	Quantity Surveyor (<i>Re-Advertisement</i>)	BUC 10	BUC/AD/03/09/2025	1
ACADEMIC POSITIONS				
School of Education				
1.	Senior Lecturer, BUC 13 (<i>Area of specialisation: Educational Foundations/Science Education</i>)		BUC/AC/01/09/2025	1
School of Arts and Social Sciences				
2.	Senior Lecturer, BUC 13 (<i>Area of specialisation: Kiswahili</i>)		BUC/AC/03/09/2025	1
3.	Lecturer, BUC 12 (<i>Area of specialisation: Geography, History, Psychology, Linguistics, Communication</i>)		BUC/AC/04/09/2025	5
School of Pure and Applied Sciences				
4.	Lecturer, BUC 12 (<i>Area of specialisation: Physical, Inorganic Chemistry</i>)		BUC/AC/05/09/2025	2
School of Business and Economics				
5.	Lecturer, BUC 12 (<i>Area of Specialisation: Economics/CPA (K), Project Planning & Management</i>)		BUC/AC/06/09/2025	2

ADMINISTRATIVE POSITIONS

1) CHIEF INTERNAL AUDITOR – SCALE BUC 15

a) Job Purpose

Reporting to the Principal administratively and functionally to the University College Council on the internal audit matters of the University, the Chief Internal Auditor shall formulate and implement annual strategic plans for the audit department in order to ensure departmental strategy meets the university set objectives.

b) Job Description

- i) Developing internal audit and audit committee charters to guide the work of audit staff and committee for effective implementation of departmental tasks and objectives;
- ii) Developing and implementing annual work plans for systematic execution of audit activities and proper time management;
- iii) Developing internal audit policies and procedure manuals periodically to standardize work output of staff;
- iv) Chairing departmental staff meetings to review progress in execution of annual work plans and staff welfare matters;
- v) Advising management on the development and implementation of the risk management frame work of the university in order to mitigate risks;
- vi) Preparing quarterly fundamental audit matters to indicate risk exposure and present it to the audit committee;
- vii) Providing secretarial services to audit committee of Council to facilitate their oversight role and enable smooth operations of activities;
- viii) Planning, guiding and monitoring execution of special audit investigations and testify as an expert witness investigation findings;
- ix) Ensuring that sound practices adopted in the department conform to professional standards and legislative regulatory requirements;
- x) Coordinating preparation of final audit reports to management and follow up on implementation of recommendations;
- xi) Collaborating with external auditors and follow up on implementation of their requested implementation for effectiveness;
- xii) Ensuring fixed assets are properly recorded, valued and safeguarded for confidentiality and security purposes;
- xiii) Reviewing credibility of financial statements to ensure proper preparation in accordance to the international public sector accounting standards; and
- xiv) Any other duties as assigned from time to time by the Principal.

c) Job Specification

Minimum requirements:-

- i) Masters Degree in any of the following: Commerce, Finance, Economics, Accounting, Business Administration or their equivalent qualification from a recognized institution with fifteen(15) years' of experience, three (3) of which as as Deputy Chief Internal Auditor, BUC 14 or its equivalent.
- ii) Certified Public Accountant (CPA-K) or its equivalent.
- iii) Member of the Institute of Certified Public Accountants of Kenya (ICPAK)/Institute of Internal Auditors of Kenya – IIA (K) and in good standing.
- iv) Proficiency in relevant computer applications (Integrated Data Extraction and Analysis - IDEA /TEAM MATE/TEAM MATE PLUS).
- v) PhD in a relevant field will be an added advantage.

2) SENIOR PROCUREMENT OFFICER– SCALE BUC 13

a) Job Purpose

This position is responsible for the implementation of strategies, policies and manuals in the University's Supply Chain Management function in accordance with the Public Procurement and Asset Disposal Act (PPADA), 2015 and Public Procurement and Asset Disposal Regulations (PPADR), 2020.

b) Job Description

- i) Coordinating development and implementation of policies, procedures, systems, structures and frameworks for all procurement related activities to deliver best practice procurement and contract management solutions to the University College;
- ii) Overseeing adherence to contractual agreements, recommending amendments and advising vendors and requisitioners on contractual rights and obligation as well as coordinating all phases of negotiation of disputes arising from contracts;
- iii) Supervising/overseeing preparation and distribution of invitations to tender and managing/ conducting all aspects of the tender exercise;
- iv) Establishing and maintaining work program and time frames for processing requests in accordance with the procurement manual;
- v) Providing expert, authoritative advice to key University stakeholders on all aspects of procurement strategy and practice to inform business planning and action, encourage innovative approaches and enhancing value through improved procurement efficiency and outcomes;
- vi) Consolidating the annual procurement plan for the University based on departmental procurement estimates so as to offer input in development of the University's budget;
- vii) Overseeing the development and implementation of internal procurement policies for use in directing procurement activities in the University;
- viii) Participating and overseeing the development of long term and short-term sourcing strategies for the University to enable attraction and retention of reliable suppliers;
- ix) Establishing and leading University College wide procurement governance and risk management framework to monitor, manage and drive procurement performance, ensuring compliance with relevant laws and policies, and managing risks related to procurement;
- x) Preparing, implementing and reviewing of the department's strategic plan and annual work plan;
- xi) Conducting annual appraisal of members of staff in the Department;
- xii) Preparing the Departmental's annual budget and procurement plan; and
- xiii) Any other duties as assigned from time to time by the Deputy Principal (Administration and Finance).

(c) Job specification

Minimum requirements: -

- i) Masters Degree in the following disciplines; Business Administration, Economics, Commerce (Supplies Management option) or its equivalent from a recognized University.
- ii) Ten (10) years relevant work experience three (3) of as a Procurement and Supplies Officer I Grade 12 or its equivalent.
- iii) Be registered with the relevant professional body and in good standing.
- iv) Valid practicing license
- v) Attended management course(s) not lasting four (4) weeks.
- vi) Proficiency in relevant computer applications

3) QUANTITY SURVEYOR – SCALE BUC 10

a) Job Purpose

This position is responsible for the management of project costs from initial to completion, preparation of budget, contract administration, ensuring cost effectiveness and efficiency while adhering to the legal and quality standards.

b) Job Description

- i) Developing and managing budgets for all projects and ensuring work is completed within its projected budget;
- ii) Conducting feasibility studies and advising on the cost-effectiveness and viability of proposed projects;
- iii) Preparing of tender documents, bills of quantities and contracts for projects and subcontractors;
- iv) Assisting in contract administration including contract valuation, site measurement, pre-contract documentation, post-contract documentation and records;
- v) Negotiating contracts and work schedules with designers and contractors;
- vi) Auditing and valuing of completed work, processing payments and assisting in preparing of final accounts and claims;
- vii) Ensuring that all projects adhere to the statutory building regulations, health and safety standards and other legal requirements;
- viii) Providing advice on the ongoing maintenance costs for the university facilities;
- ix) Producing regular budget reports for the University College stakeholders;
- x) Training and supervising junior staff;
- xi) Any other duties as assigned from time to time by the Principal.

(c) Job specification

Minimum requirements: _

- i) Higher National Diploma in Quantity Surveying from Kenya National Examination Council (KNEC) or other approved equivalent qualifications recognized by KNEC with six (6) years relevant work experience preferably in a Quantity Surveying firm or Ministry of Public Works or a large organization since obtaining the HND OR:
- ii) Diploma in Quantity Surveying from KNEC or other approved equivalent qualifications recognized by KNEC with nine (9) years relevant work experience preferably in a Quantity Surveying firm or Ministry of Public Works or a large organization since obtaining the Diploma;
- iii) Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain), or Division II, with credits in English, Mathematics, Physics, Chemistry or Physical Sciences;
- iv) Proficiency in computer applications (Quantity Surveying packages)

ACADEMIC POSITIONS

1) SENIOR LECTURER - GRADE XIII

a) Job Purpose

This position is responsible for teaching, supervision of postgraduate and undergraduate students as well as undertaking research that influences theory and practice in a given field.

b) Job Description

- i) Undertaking teaching at undergraduate and graduate levels in area of specialization as allocated by the Chair of the Department;
- ii) Supervising undergraduate student's projects, postgraduate research and any other experiential learning programmes;
- iii) Developing of learning materials for knowledge dissemination on a variety of platforms;
- iv) Conducting research and producing publications or other research outputs;
- v) Participating and writing of research winning grant proposals to enhance University College research funds;
- vi) Contributing to the development, planning and implementation of quality curriculums;
- vii) Participating in departmental and School seminars aimed at sharing research outcomes and building multi-disciplinary collaborations within and outside the department;
- viii) Participating in the development , administration and managing of examinations in the University;
- ix) Participating in the departmental, School and University wide committees;
- x) Providing guidance and counselling of students;
- xi) Participating in community outreach activities;
- xii) Assessing students on teaching and industrial attachment;
- xiii) Providing mentorship to both students and staff in the Department or School;
- xiv) Attending and participating in research conferences and seminars; and
- xv) Any other duties as assigned from time to time by the Chairperson of Department.

c) Job Specification

Minimum requirements:-

- i) An earned PhD or its academic equivalent from an accredited and recognized University;
- ii) At least three (3) cumulative years of teaching experience at the University College level as a Lecturer;
- iii) Research output points comprising at least twenty-four (24) points from refereed journal, six (6) points from postgraduate students' supervision and two (2) points from publications in conference proceedings since appointment to the position of Lecturer;
- iv) Evidence of attraction of funding to the University College;
- v) Evidence of participation in conferences, seminars or workshops;
- vi) Be registered with at least one (1) professional body where applicable;
- vii) Evidence of participation in community service.

2) LECTURER- GRADE XII**a) Job Purpose**

This position is responsible for teaching, supervision of postgraduate and undergraduate students as well as undertaking research that influences theory and practice in a given field.

b) Job Description

- i) Undertaking teaching at undergraduate and graduate levels;
- ii) Conducting research and producing publications or other research outputs;
- iii) Supervising undergraduate and postgraduate research;
- iv) Participating in curriculum development and review;
- v) Preparing, administering and managing of examinations in the University;
- vi) Administering and managing of School and departmental programmes/activities;
- vii) Developing learning materials;
- viii) Assessing students on teaching and industrial attachment;
- ix) Involving in community outreach activities;
- x) Guiding and counselling students;
- xi) Writing research winning grant proposals for the university College;

- xii) Attending and participating in research conferences and seminars; and
- xiii) Any other duties as assigned from time to time by the Chairperson of Department.

c) Job Specification

Minimum requirements:-

- i) An earned PhD or its academic equivalent from an accredited and recognized University;
- ii) At least twelve (12) research publication output points from refereed journal and two (2) points from publications in conference proceedings;
- iii) Evidence of evaluated effective teaching and/or research;
- iv) Evidence of participation in conferences, seminars or workshops;
- v) Be registered with at least one (1) professional body where applicable;
- vi) Evidence of participation in community service.

Tenure of Service

The appointment of the position of Chief Internal Auditor shall be on Contract terms of service for five (5) years. The positions of Senior Procurement Officer, Quantity Surveyor, Senior Lecturer, Lecturer/Tutorial Fellow shall be on Permanent & Pensionable upon satisfactory completion of six (6) months probation period and subject to satisfactory performance.

How to apply:-

- Applications should be accompanied by a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, e-mail addresses, telephone contacts and any other relevant supporting documents.
- Only successful candidates shall be required to submit valid clearances from the following bodies;
 - 1. Kenya Revenue Authority;
 - 2. Higher Education Loans Board;
 - 3. Ethics and Anti-Corruption Commission;
 - 4. Directorate of Criminal Investigation (Certificate of Good Conduct);
 - 5. Registered Credit Reference Bureau.
- They should also provide names, telephone numbers and contact addresses of three (3) referees.
- Applicants should request their referees to submit their confidential reports to the undersigned to be received on or before **28th October, 2025**.
- One (1) copy of the application should be sent via registered mail or courier marked with the reference number on the envelope to the under-signed. **A Soft copy in PDF running format should** be sent to recruitmentseptember2025@buc.ac.ke. Applications should be addressed to the undersigned to be received on or before **28th October, 2025 by 5:00 p.m.**
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Principal
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**BOMET IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH DISABILITIES ARE
ENCOURAGED TO APPLY**

**BOMET does not levy any fee in the processing, recruitment & selection of applicants.
The University College reserves the right not to make any appointments at any stage of the
recruitment exercise.**