



**BOMET UNIVERSITY COLLEGE**  
(A Constituent College of Moi University)  
**OFFICE OF THE PRINCIPAL**

<b>Advert for Fixed Term Contracts</b>			
Applicants are invited for appointment on Fixed Contract Terms as administrative assistant, clerk, clinician, nurse, library assistant, library checker, electrician and chef. Send application together with curriculum vitae, KCSE, craft, diploma, degree and professional certificates to <a href="mailto:principal@buc.ac.ke">principal@buc.ac.ke</a> .			
<b>S/No</b>	<b>POSITION</b>	<b>JOB SPECIFICATION</b> Applicant Must Have: -	<b>JOB DESCRIPTION</b>
1	Administrative Assistant	<ul style="list-style-type: none"> <li>i. A Bachelor's Degree relevant in administration and/or management from a recognized institution; and</li> <li>ii. Postgraduate qualification and/ or work experience will be an added advantage.</li> </ul>	An officer at this level will normally work under the general guidance of a senior officer at the School, Directorate, Institute and Academic or Administrative Division of the University where he/she is expected to be exposed to broad administrative dynamics.
2	Clerk	<ul style="list-style-type: none"> <li>i. A Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent.</li> <li>ii. A certificate in Business Management or records and Archive management or its equivalent from a recognized institution.</li> <li>iii. Possession of an Advanced Certificate in Business Management or Records and Archive management or its equivalent from a recognized</li> </ul>	This is the entry and training grade into this cadre. Specifically, duties and responsibilities will entail compiling statistical record based on routine or special sources of information and other simple duties of clerical nature under close supervision by a more senior officer.

		institution will be an added advantage.	
3	Clinician	<ul style="list-style-type: none"> <li>i. Be in possession of KCSE mean grade C (plain) or its approved equivalent</li> <li>ii. Have successfully completed three (3) year pre-service training in a recognized institution;</li> <li>iii. Diploma in Clinical Medicine and Surgery Be registered with the Clinical Officers Council of Kenya; and</li> <li>iv. At least five (5) years of work experience</li> </ul>	This will be the entry grade into the Clinical Officers cadre Duties and responsibilities at this level will involve management of clinical services at the university filter clinics. Specifically, work at this level will involve examining, diagnosing and treating patients at the university filter clinics and referring them where appropriate to the specialists.
4	Nurse	<ul style="list-style-type: none"> <li>i. Be in possession of at least Kenya Certificate of Secondary Education mean grade (C) plain or its approved equivalent;</li> <li>ii. Have successfully completed a three (3) years pre-service training at the Medical Training Centre or at any other recognized training institution and have been awarded Diploma in Nursing;</li> <li>iii. Registered with the Nursing Council of Kenya; and</li> <li>iv. At least five (5) years' work experience.</li> </ul>	This will be the entry grade into the Nursing Officers cadre. Duties and responsibilities at this level will entail planning and supervision of nursing services within a Unit in the medical center; evaluating nursing care of patients; counseling and guiding staff and patients.
5	Library Assistant	<ul style="list-style-type: none"> <li>i. A certificate in Library and Information Studies from a recognized institution;</li> <li>ii. Three (3) years working experience in a well-established library/information centre, and</li> <li>iii. Kenya Certificate of Secondary Education with a minimum grade of D+ or its acceptable equivalent with at least a C- in any of the following subjects: - Mathematics, History, English or Kiswahili.</li> </ul>	An officer at this level will be responsible for shelving, circulation tasks and information outreach activities; cataloguing, classification; OPAC's and CD-ROMS including electronic information searching for library users; and sending reminder notices for overdue publications
6	Library Checker	<ul style="list-style-type: none"> <li>i. Be in possession of Kenya Certificate of secondary Education mean grade D+ or its equivalent.</li> <li>ii. Be of good physique and mental fitness.</li> </ul>	This will be the entry and training grade into the Security Personnel cadre. Duties at this level will involve guarding and

		<ul style="list-style-type: none"> <li>iii. Have a clean record of discharge from any of the Kenya Uniformed Forces or the National Youth Service.</li> <li>iv. Any recommendations/commendations or additional certificate will be an added advantage.</li> </ul>	patrolling: gate keeping; sanitary duties and escort duties. In addition, a guard at this level will also undertake security desk duties and search duties and security checks at Libraries.
7	Electrician- (Senior Artisan /Charge Hand)	<ul style="list-style-type: none"> <li>i. Craft Certificate III or its equivalent;</li> <li>ii. Five (5) post qualification experience with two (2) years in a supervisory level.</li> </ul>	An electrician installs, maintains, and repairs electrical systems and equipment, ensuring they operate safely and efficiently. This involves reading blueprints, wiring circuits, troubleshooting problems, testing components, and adhering to safety standards
8	Chef- (Senior Cook)	<ul style="list-style-type: none"> <li>i. Certificate in Food Production from a National Polytechnic in Kenya;</li> <li>ii. A Kenya Certificate of Secondary Education (KCSE) mean grade of D+ (plus) or its approved equivalent; and</li> <li>iii. Five (5) years' work experience</li> </ul>	Duties and responsibilities at this level will entail ensuring that food produced in the kitchens is of high standards, supervising and ensuring that the staff working under him/her are properly dressed and well-groomed and that their working areas are kept clean during and after work
<p align="center"><b>Bomet University College is an Equal Opportunity Employer.</b>  <b>Persons having difficulties in performing activities of daily life and marginalized groups are encouraged to apply.</b></p>			