

ALUPE UNIVERSITY

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Office of the Deputy Vice Chancellor (Administration, Finance and Development)

EXTERNAL ADVERTISEMENT

Alupe University is one of the new Universities in Kenya established vide the Alupe University Charter, 2022. The University aims to be a Bastion of Knowledge in Science, Education, Business Studies, Economics, Social Sciences, Human Resource Development, Tourism and Hospitality. Pursuant to Part III of the Alupe University Charter and Part XV of the Alupe University Statutes, the University invites applications from suitably qualified candidates to fill the following vacant positions.

ACADEMIC DIVISION (LIBRARY)

No.	Position	Grade	Area of Specialization	No. of Post	Terms of Service	Ref. No.
1.	Computer Technologist II	7	Computer Science/IT/ICT	2	Permanent	AD/10/06/2024
2.	Library Assistant I	7	Library and Information Science/Studies	2	Permanent	AD/11/06/2024

1. COMPUTER TECHNOLOGIST II (GRADE 7) - 2 POSITION

For appointment to this grade, one must have;

Qualifications and Experience

- A Diploma in Computer Science/Information Technology/Information Communication Technology or its equivalent from a recognized institution (KNEC – added advantage);
- Kenya Certificate of Secondary Examination mean Grade C (plain) or its equivalent; with passes in Mathematics/ English or its approved equivalent;
- Must have working experience in a relevant field (having worked in a University is an added advantage);
- Knowledge of computer operating systems, and hardware and Software installations;
- Knowledge of Computer Repair and Maintenance;
- Knowledge of Networking and Troubleshooting.



Job Description

The office incumbent will perform the following duties:

- i. Repair and maintenance of computer hardware, software, networking devices, electronic equipment, printers, monitors, un-interruptible power supplies (UPS) and other ICT equipment;
- ii. Perform any other duties and responsibilities that may be assigned by the immediate supervisor.

2. LIBRARY ASSISTANT I (GRADE 7) - 2 POSITION

For appointment to this grade one must have;

Qualifications and Experience


- i. A Higher National Diploma in library and information science/studies from a recognized institution;
- ii. Must possess Diploma in Library and Information Studies OR equivalent from a recognized institution;
- iii. The candidate must have served Library Assistant II or equivalent position for a period of at least three (3) years with proven integrity, honesty, independence, innovativeness and compliance to deadlines; and
- iv. Must be Computer Literate.

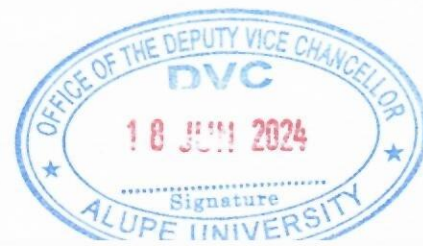
Job Description:

- i. Sorting, shelving books and shelve reading;
- ii. Shelf read and weed library materials;
- iii. Issues and receive library materials;
- iv. Classify and catalogue library materials;
- v. Compile list of over dues materials;
- vi. Record and analyse work statistics;
- vii. Prepare due date slips and affix them on relevant books and spine mark;
- viii. Dispatch books to respective destinations for further action;
- ix. Compile accession lists;
- x. Undertake short loan reservations;
- xi. Collecting monies, negotiating fines and reconciling daily accounts;
- xii. Monitoring and maintaining borrowing and overdue files;
- xiii. Provide support to ensure all library equipment is well maintained;
- xiv. Perform any other duties assigned by immediate supervisor.

TERMS OF SERVICE

The successful applicants will serve on Permanent and Pensionable Terms of Service upon successful completion of six (6) months' probation period.


(8/06/2024)



APPLICATION MODE

Applicants should submit Five (5) hard copies of their application documents to the undersigned clearly indicating the Advert Reference Number of the position of interest on the envelope. In addition, submit softcopy of a running PDF of their letter of application, detailed Curriculum Vitae, indicating academic qualifications, professional experience, e-mail address, telephone contacts, copies of academic certificates, copy of National Identity Card, and other relevant supporting documents to recruitment@au.ac.ke so as to reach not later than Tuesday 2nd July, 2024 by 5.00p.m. Each applicant for advertised posts must provide three (3) references one of which should be from the current or most recent employer.

The DVC (AFD), Alupe University
P.O. Box 845 – 50400
Busia, Kenya

OR

Dropped at Alupe University Human Resource Office

NOTE: *Only shortlisted candidates will be contacted and canvassing will result in automatic disqualification.*

Successful applicants will be required to get clearance from their immediate employers and the University reserves the right to verify their academic and professional certificates from relevant institutions.

Alupe University is an equal opportunity employer committed to diversity, gender, and equality and therefore encourages qualified persons living with disabilities, women and those from marginalized areas to apply.

Advertisement date: 18th June, 2024

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18/06/2024

