



## ALUPE UNIVERSITY

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### EXTERNAL ADVERTISEMENT

Alupe University is one of the newest University 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 below-listed positions on terms and conditions of service of Alupe University.

#### TEACHING POSITIONS

##### **1. ASSISTANT LECTURER (PHYSICAL THERAPY) SCALE 11 - 1 POST – AU/AC/1/18/7/24**

#### **Requirements for Appointment**

#### **For appointment to this grade one must have: -**

- i) MUST have a Bachelor's degree and a Master's degree from an accredited university in Physiotherapy with
- ii) Have at least three (3) years post qualification work experience;
- iii) Have a demonstrable potential for University teaching/training and research by registering for a Doctorate degree (PhD) and producing publications
- iv) Be registered by the Physiotherapists Council
- v) Have evidence of Membership or affiliation to the Kenya Society of Physiotherapists
- vi) Must be ICT competent

**2. ASSISTANT LECTURER (MEDICAL PSYCHOLOGY) SCALE 11 - 1 POST – AU/AC/2/18/7/24**

**Requirements for Appointment**

**For appointment to this grade one must have: -**

- i. A Bachelor's degree and a Master's degree from an accredited university in Medical Psychology;
- ii. At least three (3) years post qualification work experience;
- iii. A demonstrable potential for University teaching/training and research by registering for a Doctorate degree (PhD) and producing publications
- iv. Be registered by the Kenya Counselors and Psychologists Board (KCPB)
- v. Have evidence of Membership or affiliation to the Kenya counselors and Psychologists Association (KCPA)
- vi. Must be ICT competent

**ADMINISTRATIVE POSITIONS**

**3. ASSISTANT CATERING OFFICER II 9- 1 POST – (AU/AD/1/18/8/24)**

**Requirements for Appointment**

**For appointment to this grade one must have: -**

- a) A Bachelor's degree in Hotel and Hospitality Management or relevant field.
- b) Have three (3) work experience as a **Senior Caterer III Grade 8** or comparable position.
- c) Be computer literate.

**OR**

- a) Higher National Diploma in Hotel and Hospitality Management or relevant field.
- b) Have three (3) work experience as a **Senior Caterer III Grade 8** or comparable position.
- c) Computer literate.

**4. SUPPLY CHAIN ASSISTANT I GRADE 8 - 1 POST – (AU/AD/2/18/8/24)**

**Requirements for Appointment**

**For appointment to this grade one must have: -**

- i. A Bachelor's Degree in Procurement/ Supplies Management) or equivalent.

- ii. Be a Member of the Kenya Institute of Supplies Management (KISM) or its equivalent in good standing
- iii. Computer literacy in the relevant area

#### **5. ADMINISTRATIVE ASSISTANT II SCALE 8 - 1 POST- (AU/AD/3/18/8/24)**

##### **Requirements for Appointment**

##### **For appointment to this grade one must have: -**

- i. A bachelor's degree in the relevant field
- ii. At least three (3) years working experience
- iii. Must possess relevant professional qualifications
- iv. Membership to a relevant professional body where applicable
- v. Computer literate

#### **6. ASSISTANT TECHNICIAN SCALE 7 - 1 POST – (AU/AD/4/18/8/24)**

Work at this level will involve: assisting the Laboratory Technician in the collection and preparation of teaching and research materials; ensuring that the Laboratory, glassware and equipment are clean and available for practical; supervising Technical Assistants and performing any other duties as may be assigned by the Head of Department.

##### **Requirements for Appointment**

##### **For appointment to this grade one must have: -**

- (i) A Diploma in relevant field from a recognized institution
- (ii) A degree in the relevant field will be an added advantage
- (iii) Five (5) years working experience
- (iv) Shown merit and ability as reflected in work performance and results;

## **APPLICATION MODE**

Applicants are required to submit ten (10) 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 soft copy of a running PDF of their letter of application, detailed Curriculum Vitae, indicating academic qualifications, professional experience, email address, telephone contact, copies of academic certificates, copy of National Identity Card, and other relevant supporting documents to [recruitment@au.ac.ke](mailto:recruitment@au.ac.ke) so as to reach not later than Thursday 1<sup>st</sup> August, 2024 by 5:00pm. Each applicant for the advertised posts must provide three (3) references one of which should be from the current or most recent employer.

Applications should be addressed and sent to:

**The Vice Chancellor,  
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 18<sup>th</sup> July 2024**