



ALUPE UNIVERSITY

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

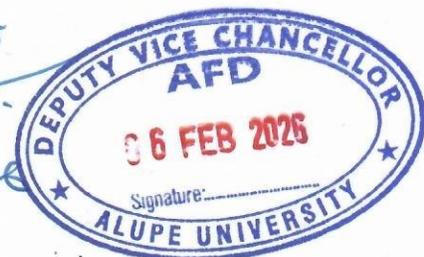
**DECLARATION OF VACANCY
(RE-ADVERTISEMENT)**

Pursuant to Part III of the Alupe University Charter and Part XV of the Alupe University Statutes and in its pursuit to be a Bastion of Knowledge in Science, Education, Business Studies, Economics, Social Sciences, Human Resource Development, Tourism, and Hospitality; Alupe University wishes to invite applications from suitable qualified candidates to fill the following vacant positions: -

OFFICE OF THE VICE CHANCELLOR					
Administration					
S/N	Position	Grade	Area of Specialization	Reference	Vacancies
1.	Corporation Secretary	XII	Law/Social Sciences	AD/01/02/26	1
ACADEMICS, RESEARCH & STUDENT AFFAIRS DIVISION					
School of Science, Technology & Engineering					
1.	Lecturer	XII	Engineering (Geotechnical engineering/Mineral processing)	AC/01/02/26	1
Student Affairs Department					
2.	Assistant Student Counsellor III	VII	Counseling Psychology	AD/02/02/26	1

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6/2/2026



CORPORATION SECRETARY- GRADE 12

The Corporation Secretary shall be answerable to the Vice Chancellor and will oversee all activities involving governance of Council functions including meetings, induction, trainings, evaluations and audit.

Job Description

- i. Guide the Council on their duties and responsibilities including on matters of governance;
- ii. Assist the Council in carrying out the following:
 - a) Council induction and training,
 - b) Updating the Council and Committee Charters,
 - c) Preparation of Council work plans,
 - d) Council Evaluation,
 - e) Governance Audit,
- iii. Ensure timely preparation and circulation of Council and Committee papers;
- iv. Timely prepare and circulate Council and Committee minutes;
- v. Maintain and update the register of the conflicts of interest;
- vi. Ensure that Council members are aware of all relevant laws affecting the Institution;
- vii. Except in exceptional circumstances, ensure that Board and Committee papers are circulated in advance of any meeting;
- viii. Perform any other relevant duty as may be assigned by the Vice Chancellor or Council from time to time.

Job Specification

- i. Bachelor Degree in Laws/Social Sciences from an accredited and recognized Institution;
- ii. Three (3) years of experience as a Corporation Secretary or in a similar position in the public sector.
- iii. Must be a Certified Secretary (CS)
- iv. Membership of the Institute of Certified Secretaries of Kenya and in good standing;
- v. Certificate in leadership course lasting not less than four weeks from a recognized institution will be an added advantage.
- vi. Proficiency in computer applications;
- vii. Demonstrated merit and ability as reflected in work performance and results


6/2/2026



DEPUTY VICE CHANCELLOR
AFD
06 FEB 2026
Signature
ALUPE UNIVERSITY

Lecturer -Grade 12

Minimum Qualification

For appointment to this grade, a candidate must be/have: -

- i. Holder of a PhD in Engineering (Geotechnical engineering/Mineral processing) from a recognized / accredited University;
- ii. At least three (3) years teaching experience at university level or three (3) years' experiences in research or in industry.
- iii. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
- iv. Be registered with the relevant professional body (where applicable);
- v. Proficiency in Computer Applications; and
- vi. Demonstrated potential for teaching and research.

Duties and Responsibilities at this level entails: -

- i. Teaching in the area of specialization in accordance with the syllabus;
- ii. Coordinating course projects and practical work;
- iii. Preparing teaching/learning materials;
- iv. Setting, invigilating and marking examinations/assignments;
- v. Carrying out research work in the field of Geotechnical engineering and Mineral processing;
- vi. Preparing students progress reports;
- vii. Developing proposals for research funding;

Assistant Student Counsellor III- Grade 7

An officer at this level will work under the supervision and guidance of the Assistant Dean of Students.

Job Description

Duties and Responsibilities at this level will entail: -

- i. Conducting client intake and individual counseling and guidance sessions;
- ii. Maintaining consistent follow-up with the students to ensure sustainable improvement;
- iii. Preparing materials to assist in organizing counseling seminars and workshops;
- iv. Participating in student's orientation exercise to familiarize them with counseling services at the University;
- v. Documenting and updating clients' records;
- vi. Maintaining safe custody and confidentiality of counseling records; and
- vii. Participating in the recruitment and training of peer educators.


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Job Specifications

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in Counseling, Psychology, Psychiatry or its equivalent qualification from a recognized institution and accredited institution;
- ii. Relevant technical and professional certification from a recognized institution;
- iii. Valid practicing license from the relevant professional body; and
- iv. Registered with relevant professional body (where applicable).

Terms of Service

The position of Corporation Secretary, Assistant Student Counsellor III and Lecturer (Geotechnical engineering/Mineral processing) shall be on Permanent & Pensionable terms upon satisfactory completion of six (6) months probation period and subject to satisfactory performance as appraised by the respective supervisor.

Mode of Application

- 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 and telephone contacts and any other relevant supporting documents.
- Applicants should also provide names, telephone numbers and contact addresses of three (3) referees and request their referees to send their confidential reports to recruitmentfebruary2026@au.ac.ke or addressed to the undersigned to be received on or before 27th February, 2026.
- Five (5) copies of the application should be sent via registered mail or courier marked with the reference number to the under-signed. **A ONE PDF running document of the application** to be sent to recruitmentfebruary2026@au.ac.ke.
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).
- 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
- For more details on the requirements please visit the AU website: www.au.ac.ke.
- Applications should be received on or before **27th February, 2026 by 5:00 p.m.**

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


6/2/2026



**Deputy Vice Chancellor (Administration, Finance and Development)
Alupe University**

P.O. Box 845-50400 BUSIA (KENYA)

Website: www.au.ac.ke.

**ALUPE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS
WITH DISABILITIES ARE ENCOURAGED TO APPLY**

AU does not levy any fee in the processing, recruitment & selection of applicants. The University reserves the right to verify academic and professional certificates from relevant institutions and not to make any appointments at any stage of the recruitment exercise.

Advertisement Date 6th February, 2026



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6/2/2026