



ALUPE UNIVERSITY

Tel: 0741217185

E-mail: [vc@au.ac.ke](mailto:vc@au.ac.ke)

P. O. Box 845-50400 Busia (k)

Website: <https://au.ac.ke>

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

### EXTERNAL 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: -

S/N	Position	Grade	Area of Specialization	Reference	Terms of Service	Vacancies
<b>OFFICE OF THE VICE CHANCELLOR</b>						
1.	Senior Legal Officer	12	Legal Studies/Law	AD/01/04/2026	Permanent & Pensionable	1
<b>ACADEMICS, RESEARCH &amp; STUDENT AFFAIRS DIVISION</b>						
<b>School of Education &amp; Social Sciences</b>						
1.	Lecturer	12	Physical Education & Sports	AC/01/04/2026	Permanent & Pensionable	1
2.	Lecturer	12	Clothing & Textile	AC/02/04/2026	Permanent & Pensionable	1
3.	Lecturer	12	Music	AC/03/04/2026	Permanent & Pensionable	1
4.	Lecturer	12	Business Analytics & Information System	AC/04/04/2026	Permanent & Pensionable	2
5.	Lecturer	12	French	AC/05/04/2026	Permanent & Pensionable	1
<b>School of Health Sciences</b>						
1.	Tutorial Fellow	11	Health Records and Information Management	AC/06/04/2026	Contract	1
2.	Tutorial Fellow	11	Nutrition and Dietetics	AC/07/04/2026	Contract	1
3.	Clinical Instructor	8	Nursing	AD/02/04/2026	Permanent & Pensionable	2
<b>School of Science, Technology &amp; Engineering</b>						



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1.	Computer Technologist	8	Cyber Security & Digital Forensics	AD/03/04/2026	Permanent & Pensionable	2
2.	Computer Technologist	8	Software Engineering	AD/04/04/2026	Permanent & Pensionable	2

## SENIOR LEGAL OFFICER (LAW) - GRADE 12

### Minimum Requirements.

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

- i. Bachelor of Laws degree from a recognized and accredited institution;
- ii. Post Graduate Diploma in Law from Kenya School of Law;
- iii. Admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate;
- iv. Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the position of Legal Officer Grade 11 or in a comparable position;
- v. Registered as a member of the Law Society of Kenya in good standing.
- vi. Demonstrated merit and ability as reflected in work performance and results.
- vii. Proficiency in computer applications.

### Duties and responsibilities

- i. Implementing legal policies, strategies, regulations and procedures;
- ii. Preparing concept papers, legal briefs and opinions;
- iii. Updating the conflict of interest and gift registers of the University;
- iv. Verifying documents issued to the University as collateral, securities or support documents for loans, assets, agreements, contracts and conveyance of property;
- v. Conducting legal research, investigation and preparation of preliminary submissions of legal issues affecting the University;
- vi. Identifying legal risks, and developing mitigation measures;
- vii. Negotiating disputes with a view to settling them out of court;
- viii. Drafting, vetting, reviewing, leases, agreements and memorandums of understanding;
- ix. Representing the University in court and other legal fora;
- x. Handling pre-litigation legal disputes and inquiries;
- xi. Examining and verifying draft records of matters to be gazetted which relate to the University;
- xii. Assist the Council in carrying out Council induction and training, updating the Council and Committee Charters, preparation of Council work plans, Council Evaluation and Governance Audit;
- xiii. Providing legal advisory on the tender documents of the University;
- xiv. Reviewing and monitoring the progress of court cases, arbitration proceedings, mediation and other quasi-judicial bodies proceedings for the University;
- xv. Participating in quality management and performance contracting processes; and
- xvi. Disseminating to the University any amendments to the law directly impacting on its projects, programs and activities.

## **LECTURER (PHYSICAL EDUCATION AND SPORTS) - GRADE 12**

### **Minimum Requirements.**

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

- i. An earned PhD or equivalent degree in Physical Education, Sports Science, Exercise Science or a closely related field from an accredited University;
- ii. A Master's degree in Physical Education or Sports Science;
- iii. Minimum of three (3) years of university teaching experience at rank of Tutorial Fellow/Assistant Lecturer;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Valid certification or registration with relevant sports bodies.

### **Duties and responsibilities**

- i. Teach undergraduate and postgraduate courses in areas of specialization.
- ii. Participate in research projects and publish findings in refereed sports journals
- iii. Design and review Physical Education programmes to incorporate modern trends like e-sports, data analytics and inclusive sports.
- iv. Manage sports laboratories and coordinate practical field assessments of students.
- v. Act as a liaison with National Sports Federations.
- vi. Engage in community service and outreach.

## **LECTURER (CLOTHING & TEXTILE) - GRADE 12**

### **Minimum Requirements.**

**For appointment to this position/grade a candidate must have: -**

- i. Holder of a PhD in Home Economics specializing in Clothing and Textile from a recognized university.
- ii. A Master's degree in Home Economics (Clothing and Textile) from a recognized university;
- iii. At least three (3) years teaching/research experience at the university level as a Tutorial Fellow/Assistant Lecturer;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Be registered with a relevant professional body (where applicable);
- vi. Proficiency in computer applications.

### **Duties and responsibilities at this level; -**

- i. Teach in specialized areas like Nutrition, Fashion and textiles, Family Studies or Interior Design.
- ii. Initiate and lead original research projects, seeking external funding and publishing in refereed journals,
- iii. Review and update Home Science degree to align with current industry trends and Commission for University Education (CUE) standards.



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- iv. Serve in administrative positions or member of university committees as directed from time to time.
- v. Provide professional consultancy or community service related to home economics and family welfare.

#### **LECTURER (MUSIC TECHNOLOGY) - GRADE 12**

##### **Minimum Requirements.**

**For appointment to this position/grade a candidate must have: -**

- i. Holder of a PhD in Music or Technology Education (Music teaching methods) from a recognized university.
- ii. A Master's degree in Music or Technology Education (Music teaching methods) from a recognized university;
- iii. At least three (3) years teaching/research experience at the university level as a Tutorial Fellow/Assistant Lecturer;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Be registered with a relevant professional body (where applicable);
- vi. Proficiency in computer applications.

**Duties and responsibilities at this level; -**

- i. Teach in specialized area of music
- ii. Offer technical and creative art support to the school
- iii. Initiate and lead original research projects, seeking external funding and publishing in refereed journals.
- iv. Review and update Music Technology programme to align with current industry trends and Commission for University Education (CUE) standards.
- v. Serve in administrative positions or member of university committees as directed from time to time.
- vi. Provide professional consultancy or community service related to music technology across the university community.

#### **LECTURER (BUSINESS ANALYTICS & INFORMATION SYSTEMS) - GRADE 12**

##### **Minimum Requirements.**

**For appointment to this position/grade a candidate must have: -**

- i. Holder of a PhD in Business Information Technology, Information Systems Management or related field from a recognized university.
- ii. A Master's degree in Business Information Technology, Information Systems Management or related field from a recognized university;
- iii. At least three (3) years teaching/research experience at the university level as a Tutorial Fellow/Assistant Lecturer;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Be registered with a relevant professional body (where applicable);

- vi. Proficiency in computer applications.

**Duties and responsibilities at this level; -**

- i. Teach in specialized area of Business Intelligence (BI), data analytics, information systems management, and digital transformation at undergraduate or graduate levels.
- ii. Conducting high-quality research, often published in academic journals, focusing on areas like artificial intelligence (AI), Information Systems (IS), and organizational change.
- iii. Initiate and lead original research projects, seeking external funding and publishing in refereed journals.
- iv. Review and update Business Analytics & Information System programme to align with current industry trends and Commission for University Education (CUE) standards.
- v. Serve in administrative positions or member of university committees as directed from time to time.
- vi. Provide professional consultancy or community service related to Business Analytics & Information System across the university community.

**LECTURER (FRENCH) - GRADE 12**

**Minimum Requirements.**

**For appointment to this position/grade a candidate must have: -**

- i. Holder of a PhD in French, French Studies, Linguistics or related field from a recognized university.
- ii. A Master's degree in French, French Studies, Linguistics or related field from a recognized university;
- iii. At least three (3) years teaching/research experience at the university level as a Tutorial Fellow/Assistant Lecturer of French;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Strong knowledge of French language pedagogy including modern teaching methodologies and communicative approaches;
- vi. Evidence of academic research or publications in French language, literature, linguistics or education;
- vii. Proven fluency in French; spoken and written;
- viii. Ability to supervise and mentor students including guiding research projects and academic writing in French;
- ix. Be registered with a relevant professional body (where applicable);
- x. Proficiency in computer applications.

**Duties and responsibilities at this level; -**

- i. Teach in specialized area of French, French Studies, Linguistics at undergraduate or graduate levels.
- ii. Conducting high-quality research, often published in academic journals, focusing on the areas of French, French Studies, Linguistics.
- iii. Initiate and lead original research projects, seeking external funding and publishing in refereed journals.



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- iv. Review and update French, French Studies, Linguistics programme to align with current industry trends and Commission for University Education (CUE) standards.
- v. Serve in administrative positions or member of university committees as directed from time to time.
- vi. Provide professional consultancy or community service related to French, French Studies, Linguistics across the university community.

### **TUTORIAL FELLOW - GRADE 11**

#### **Minimum Requirements.**

**For appointment to this position/grade a candidate must have:**

- i. Have a Bachelor's degree and Master's degree from a recognized and accredited University in the relevant field;
- ii. Be registered or registerable for a Doctor in Philosophy (PhD);
- iii. Must be registered with a relevant professional body (where applicable);
- iv. Must be recognized or registered by the relevant regulatory body where applicable.
- v. Must show evidence of proficiency in Computer Applications;
- vi. Demonstrated potential for university teaching and/or research.

**Duties and responsibilities at this level entails; -**

- i. Teaching in the area of specialization in accordance with the curriculum up to Bachelor's level.
- ii. Prepare teaching/ learning materials.
- iii. Setting invigilating and marking examinations/assignments.
- iv. Carrying out research work under the guidance and supervision of a senior academic member of Staff.
- v. Supervise undergraduate students' projects and other experiential learning programme.
- vi. Preparing students progress reports.
- vii. Preparing publications and/or books.

### **CLINICAL INSTRUCTOR – GRADE 8**

#### **Minimum Requirements.**

**For appointment to this position/grade a candidate must have:**

- i. Bachelor's degree in Nursing from a recognized and accredited institution;
- ii. At least three (3) year working experience in clinical practice;
- iii. Must have valid Practicing License from Nursing Council of Kenya.
- iv. Proficiency in computer applications; and
- v. Demonstrated merit and ability as reflected in work performance and results.

**Duties and responsibilities at this level entails; -**

- i. Supervising students while they are in their clinical rotation areas;
- ii. Coordinating with laboratory scientific officers at the clinical sites to achieve excellence in student-patient assignment;
- iii. Teaching students how to perform duties and procedures in the clinical sites;

- iv. Evaluating student's laboratory work;
- v. Provide active clinical, classroom and clinical simulation instructions;
- vi. Maintain laboratory standards and course expectations throughout each course or term;
- vii. Maintain clinical standards and course expectations throughout each course or term;
- viii. Evaluate student clinical work as per Nursing Council of Kenya, Equity Africa College of Medical and Health Sciences, Ministry of Health and the clinical site requirements;
- ix. Attend faculty meetings, professional development workshops and ongoing instructional meetings as required; and
- x. Handle students concerns with regard to their clinical experience.

### **COMPUTER TECHNOLOGIST (CYBER SECURITY & DIGITAL FORENSICS) – GRADE 8**

#### **Minimum Requirements.**

**For appointment to this position/grade a candidate must have:**

- i. Bachelor's of Science degree in Cyber Security & Digital Forensics from a recognized and accredited institution;
- ii. At least three (3) years working experience in specialized forensics laboratories;
- iii. Must have Professional Certification in either Cyber Security or Digital Forensics;
- iv. Proficiency in operating systems and network protocols;
- v. Demonstrated merit and ability as reflected in work performance and results.

**Duties and responsibilities at this level entails; -**

- i. Supervising students while they are in their practical sessions;
- ii. Maintain specialized forensic laboratories, ensuring all software (e.g., FTK, EnCase, Wireshark) and hardware are updated;
- iii. Assist lecturers in conducting practical sessions on ethical hacking, computer forensics, and network security;
- iv. Evaluating student's laboratory work;
- v. Conduct penetration testing (ethical hacking) to proactively identify weaknesses in network defenses.
- vi. Provide technical guidance to students on final year projects, research and hands-on laboratory exercises;
- vii. Maintain laboratory standards and course expectations throughout each course or term;
- viii. Assist in drafting and updating university IT security policies and procedures;
- ix. Attend faculty meetings, professional development workshops and ongoing instructional meetings as required; and
- x. Handle students concerns with regard to their laboratory experience.

### **COMPUTER TECHNOLOGIST (SOFTWARE ENGINEERING) – GRADE 8**

#### **Minimum Requirements.**

**For appointment to this position/grade a candidate must have:**

- i. Bachelor's of Science degree in Software Engineering from a recognized and accredited institution;



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30/4/2026

- ii. At least three (3) years working experience in specialized software development or related specialization.
- iii. Practical experience in building applications, maintaining software and debugging;
- iv. Proficiency in modern programming languages;
- v. Demonstrated merit and ability as reflected in work performance and results.

**Duties and responsibilities at this level entails; -**

- i. Designing, coding, testing, and debugging software applications and tools for academic use or specialized research.
- ii. Installing, configuring, and updating operating systems (e.g., Linux, Windows) and specialized software in computer labs.
- iii. Assisting students and faculty with software installation, debugging code, and resolving IT system issues in academic environments.
- iv. Creating technical manuals, user guides, and documentation for developed applications and troubleshooting procedures.
- v. Assisting faculty and researchers with software development, simulations, and data analysis tools.
- vi. Implementing and updating software security measures, including anti-virus systems and user authentication, to keep systems safe.

**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 [recruitmentapril2026@au.ac.ke](mailto:recruitmentapril2026@au.ac.ke) or addressed to the undersigned to be received on or before **20<sup>th</sup> May, 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 [recruitmentapril2026@au.ac.ke](mailto:recruitmentapril2026@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](http://www.au.ac.ke).
- Applications should be received on or before **20<sup>th</sup> May, 2026 by 5:00 p.m.**

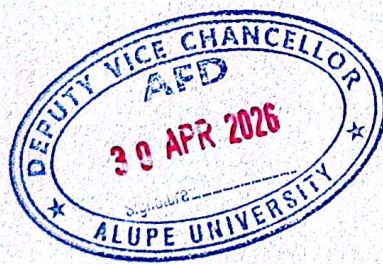
Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**Deputy Vice Chancellor (Administration, Finance and Development)**  
**Alupe University**  
**P.O. Box 845-50400 BUSIA (KENYA)**  
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**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 30<sup>th</sup> April, 2026**



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