ALUPE UNIVERSITY

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

EXPRESSION OF INTEREST FOR CONVERSION OF TERMS OF SERVICE FROM CONTRACT TO PERMANENT AND PENSIONABLE

Alupe University wishes to invite eligible members of non-teaching staff who wish to be considered for conversion of terms of employment from Contract to Permanent and Pensionable.

Eligibility

- Must be a regular employee of Alupe University on Contract terms for a cumulative period of not less than six (6) months.

Terms of Service

The appointments shall be on Permanent & Pensionable terms at the current Salary Grade.

How to apply: -

Applications should consist of:

- A request letter for conversion showing the roles undertaken and notable contributions/achievements at the area of work.
- Detailed Curriculum Vitae.
- Copies of relevant academic and professional certificates.
- Appraisal report for 2025/2026 by immediate supervisor, National Identity Card or Passport and testimonials.

One (1) copy of the application addressed to the undersigned should be delivered to the Human Resource Office. **A ONE PDF running document of the application** to be sent to recruitmentconversion2026@au.ac.ke to be received on or before **30th October, 2026 by 5:00 p.m.**

Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

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)
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.

19/10/2026

DEPUTY VICE CHANCELLOR AFD 19 OCT 2026 Signature:---------- ALUPE UNIVERSITY

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