

REQUIREMENTS FOR CASUAL APPOINTMENT

Secretary One (1) Position

Requirement for Appointment

- Typewriting II (40 w.p.m) or its equivalent
 - Office practice II
 - Secretarial Duties II
 - Business English III
 - Commerce II
 - Kenya Certificate of Secondary Education Certificate or its equivalent.; and
 - At least One (1) year relevant work as a Secretary;
 - Strong Communication skills (written and verbal); and
 - Proficiency in relevant computer applications.
- } All should be from KNEC or its equivalent

Duties and Responsibilities

- Avail documents for meetings (if any) for presentation and reference during the weekly meetings thereby promoting informed decision making;
- Receive telephone calls from clients within and without the University and perform public relation duties in the offices;
- Maintain the office cleanliness and orderliness in order to provide conducive working environment in the various offices in the university;
- Operate office machines such as computers, typewriters, printers, and telephones so as to perform their daily duties;
- Handle documents and files and provide storage and custody for them in a systematic manner in the various offices deployed in the university;
- Receive guests and other University officers into the offices and provide the appropriate information or services sought in the offices deployed in the university;
- Coordinate and run daily operations of the office in the various offices deployed in the University for quality and timely service delivery in the university;
- Draft official correspondences for the officers in the various offices deployed and handle confidential documents and information;
- Order and control usage and maintain inventory of office equipment on a daily basis to avoid loss, wastage and destructions;
- Responsible for office furniture and stationery; and
- Any other duties as may be assigned by the supervisor from time to time.

Clerk Two (2) Positions

Requirements for Appointment

- A minimum of a Certificate in Business Management or a related field;
- At least One (1) year experience working as a Clerk;
- Strong communication skills (written and verbal); and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Receive correspondences/ mail from various sources – internal and external;
- Dispatch mail and other documents internally and externally;
- Sorting and classifying mails;
- Open/ close files as required;
- Update and maintain files by filing documents;
- Control and trace the movement of files and documents within the organization;
- Promptly retrieve and avail the files, the required records and information for Action officers; and
- Any other duty as may be assigned by the supervisor from time to time

Copy Typist

Three (3) Positions

Requirements for Appointment:

- Typewriting I (30 w.p.m) or its equivalent
 - Office Practice I
 - Business English II
 - Commerce I
 - Kenya Certificate of Secondary Education Certificate or its equivalent;
 - At least One (1) year experience working as a Copy typist;
 - Strong communication skills (written and verbal); and
 - Proficiency in relevant computer applications
- } All should be from KNEC or its equivalent

Duties and Responsibilities

- Receive telephone calls and reception duties;
- Typing from manuscripts;
- Operate office machines e.g. photocopiers/scanners/duplicating etc;
- Undertaking routine office duties; and
- Any other duties as may be assigned by the supervisor from time to time.

Office Assistant

Twenty-Two (22) Positions

Requirements for Appointment

- A minimum of Kenya Certificate of Secondary Education or its equivalent; and
- Proficiency in relevant computer applications will be an added advantage.

Duties and Responsibilities

- Clean the area of operation and the equipment for the appropriate cleanliness and hygiene;
- Manage incoming and outgoing mail, including recording, sorting, and distribution of documents;
- Assist in replenishing office supplies to ensure smooth daily operations;
- Handle the keys and ensure timely opening and closing of the office of operation;
- Perform daily routine activities in the designated area/ Office; and
- Any other duty as assigned by supervisor from time to time

Laboratory Attendant

Four (4) Positions

Requirements for Appointment

- A minimum of a Certificate in Laboratory Technology or a relevant field from a recognized institution;
- At least One (1) year experience working in a laboratory environment; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Prepare laboratory equipment and materials for practical sessions as instructed by lecturers or lab technologists;
- Clean and maintain laboratory apparatus, glassware, and workspaces to ensure a safe working environment;
- Assist in setting up and dismantling experiments before and after practical classes;
- Monitor and report damaged or faulty equipment to the supervisor;
- Maintain cleanliness and orderliness of the laboratory in compliance with safety standards;
- Support stock control by recording usage of laboratory materials and notifying shortages;
- Assist in the disposal of laboratory waste in accordance with safety and environmental guidelines; and
- Any other duty as assigned by supervisor from time to time

Research Assistant

One (1) Position

Requirements for Appointment

- A minimum of a Diploma in Social Sciences from a recognized Institution;
- Basic understanding of research methodologies (qualitative, quantitative, or mixed methods);
- Proficiency in relevant computer applications; and
- Strong communication skills (written and verbal)

Duties and Responsibilities

- Designing or administering surveys, interviews, or experiments;
- Gathering data from databases, archives, or fieldwork;
- Ensuring data is collected accurately and ethical;
- Preparing tables, charts, and visual presentations;
- Scheduling meetings and managing project timelines; and
- Maintaining research records and files

Artisan (Electrical/Painter/Masonry/Plumbing/Welding/Machine Operator/Carpentry/Road Technician/Fence Technician) - Forty Six (46) Positions

Requirements for Appointment

- A minimum of a Government Trade Test / Craft Certificate in the relevant field from a recognized institution;
- Must be physically fit; and
- Proficiency in relevant computer applications will be an added advantage.

Duties and Responsibilities

- Requisition of tools and equipment from central stores;
- Estimate and specify materials for use;
- Perform regular maintenance and repairs activities; and
- Any other relevant duties assigned by the supervisor.

Cleaner Sixty-Three (63) Positions

Requirement for Appointment

- A minimum of Kenya Certificate of Primary Education or its equivalent.

Duties and responsibility

- Clean offices, classrooms, corridors, washrooms, and other assigned areas regularly;
- Swept, mop, and polish floors to maintain cleanliness and hygiene standards;
- Dust furniture, equipment, and surfaces to ensure a tidy environment;
- Empty dustbins and disposed of waste in designated areas;
- Report maintenance issues such as broken equipment, leaks, or damages;
- Handle cleaning equipment and materials safely and efficiently;
- Refill cleaning supplies and notify supervisors of shortages;
- Ensure proper use and storage of cleaning chemicals in line with safety guidelines;
- Maintained high standards of hygiene and sanitation at all times; and
- Any other relevant duties assigned by the supervisor.

Grounds man, Twenty - Four (24) Positions

Requirement for Appointment

- A minimum of Kenya Certificate of Primary Education or its equivalent.

Duties and responsibility

- Maintain cleanliness and appearance of the compound and outdoor areas;
- Cut grass, trim hedges, and prune trees to keep the grounds neat and well-kept;
- Water plants, flowers, and lawns to ensure healthy growth;
- Collect and dispose of litter and garden waste in designated areas;
- Assist in planting flowers, trees, and landscaping activities;

- Maintain pathways, driveways, and parking areas by clearing debris and dirt;
- Operate and care for gardening tools and equipment such as slashers, hoes, and lawn mowers;
- Report damaged equipment, hazards, or maintenance issues to the supervisor;
- Support general maintenance tasks as assigned (e.g., minor repairs, moving materials); and
- Any other duty as assigned by supervisor from time to time

Flower Attendant Nine (9) Positions

Requirement for Appointment

- A minimum of Kenya Certificate of Primary Education or its equivalent.

Duties and Responsibilities

- Maintain flower gardens, floral beds, and landscaped areas within the institution;
- Plant, water, prune, and fertilize flowers and ornamental plants;
- Assist in arranging fresh flowers for events and ceremonies;
- Monitor plant health and report pests, diseases, or damage to supervisors;
- Prepare soil and support planting of new flowers and decorative plants;
- Ensure cleanliness and orderliness of flower gardens and surrounding areas;
- Water plants regularly using appropriate irrigation methods; and
- Maintain gardening tools and ensure proper storage after use

Farm Attendant Eleven (11) Positions

Requirement for Appointment

- A minimum of Kenya Certificate of Primary Education or its equivalent

Duties and responsibility

- Feeding animals and ensuring they have clean water;
- Cleaning animal housing (pens, barns, coops);
- Monitoring animal health and reporting illness or injuries;
- Assisting with milking, breeding, or vaccinations;
- Planting seeds and seedlings;
- Watering and irrigating crops;
- Weeding, pruning, and applying fertilizers;
- Harvesting crops when ready;
- Cleaning and maintaining tools and equipment;
- Repairing fences, sheds, and other farm structures; and
- Keeping farm areas clean and organized

Housekeeper Three (3) Positions

Requirements for Appointment

- A minimum of a Certificate in Institutional Management/ Housekeeping or a relevant field from a recognized institution;
- At least One (1) year relevant work experience as a Housekeeper; and
- Proficiency in relevant computer applications will be an added advantage.

Duties and Responsibilities

- Schedule cleaning of Hostels in accordance with instructions;
- Ensure constant upkeep of housekeeping standards;
- To ensure that all hostel attendants are presentable and clean;
- Keeping proper records of Hostels keys and proper count and maintenance of key rack; and
- Any other duty that may be assigned by the supervisor from time to time.

Janitor Four (4) Positions

Requirements for Appointment

- A minimum of a Kenya Certificate of Primary Education or its equivalent;
- Post-Secondary qualifications will be an added advantage; and
- Proficiency in relevant computer applications will be an added advantage.

Duties and Responsibilities

- Perform regular checks on the state of security measures in place around the hostels such as outdoor lighting within the hostels to ensure continued guarantee of safety to students;
- Support head janitors in the daily checks of students 'behavior within the hostels to enforce discipline through direct intervention or escalation of misconduct cases;
- Respond to any emergency cases reported by students such as sicknesses to help in obtaining the necessary assistance;
- Participate in daily patrols within the University hostels to identify any accommodation challenges experienced by students to aid in offering solutions where possible or escalate to seek intervention;
- Monitor daily use of hostel facilities such as water taps to ensure responsible handling of the same by students and reporting of any damage for charging those responsible; and
- Perform any other duties assigned by the supervisor

Hostel Attendant Thirty (30) Positions

Requirement for Appointment

- A minimum of Kenya Certificate of Primary Education or its equivalent

Duties and Responsibilities

- Maintain cleanliness of hostel, corridors, staircases, and common areas;
- Clean and sanitized washrooms, bathrooms, and shared facilities regularly;
- Ensure availability of basic supplies such as water, and cleaning materials
- Report maintenance issues (e.g., broken furniture, plumbing problems, electrical faults) to the supervisor;
- Monitor hostel facilities to ensure proper use and prevent damage or misuse;
- Control access to hostel areas and guide visitors in accordance with regulations;
- Respond to student concerns and report any incidents or emergencies;
- Assist in enforcing hostel rules and maintaining discipline within the premises; and
- Any other duty that may be assigned by the supervisor from time to time.

Kitchen Attendant/Kitchen Steward Five (5) Positions

Requirement for Appointment

- A minimum of Kenya Certificate of Primary Education or its equivalent

Duties and Responsibilities

- Cleaning and Sanitation;
- Kitchen Support;
- Basic Food preparation;
- Stock and Inventory Handling; and
- Any other duty that may be assigned by the supervisor from time to time.

Waiter/ Waitress Five (5) Positions

Requirements for Appointment:

- A minimum of an Artisan Certificate in Food Production/Beverage Sales or its equivalent from a recognized institution;
- At least One (1) year relevant work experience in Catering; and
- Proficiency in relevant Computer applications will be an added advantage.

Duties and Responsibilities:

- Enhance guest experience through menu knowledge;
- Delivering exceptional customer service by greeting guests;
- Taking accurate food and drink orders;
- Serving orders promptly and managing payments;
- Active involvement in menu planning;
- Responsible for induction of new waiters;

- Ensure cleanliness and hygiene of service equipment; and
- Any other duty that may be assigned by the Senior Cateress.

Cook Four (4) Positions

Requirement for Appointment

- A minimum of an Artisan Certificate in Food Production or its equivalent from a recognized institution; and
- At least One (1) year experience working as a Cook.

Duties and Responsibilities

- Prepare food in good time to present well-balanced meals and beverages of the better quality incorporating dietary of clients on a daily basis;
- Prepare ingredients for cooking as well as the working area to ensure smooth flow of work and have meals ready in goodtime for customers/ clients;
- Maintain good standard of hygiene and clean lines in the kitchen to meet the required standards of practice on a daily basis;
- Maintain all equipment used in the kitchen in good working order to enable efficiency in the flow of work on a daily basis;
- Prepare food and beverages in highest standard and service daily to satisfy clients' needs and expectations;
- Constantly check the service counter and ensure smooth running of operations in the kitchen area; and
- Any other duty that may be assigned by the supervisor from time to time.

Room Steward One (1) Positions

Requirement for Appointment

- Artisan Certificate in Institutional Management/ Housekeeping or its equivalent from a recognized institution will be an added advantage;
- Kenya Certificate of Primary Education or its equivalent
- At least One (1) year relevant work experience as a Room steward; and
- Proficiency in relevant computer applications will be an added advantage

Duties and Responsibilities

- Make beds, change linens, and replace pillowcases;
- Clean floors (sweeping, mopping, vacuuming);
- Dust furniture, fixtures, and surfaces;
- Clean bathrooms (toilets, sinks, showers, mirrors);
- Empty trash bins and dispose of waste properly;
- Follow hotel hygiene and sanitation policies;
- Use cleaning chemicals safely and correctly; and
- Ensure rooms meet the required standard before guest check-in.

Tree Nursery Attendant

Six (6) Positions

Requirement for Appointment

- A minimum of Kenya Certificate of Primary Education or its equivalent; and
- Experience in Tree Nursery Management will be an added advantage

Duties and Responsibilities

- Prepare seedbeds or containers, sow seeds, and transplant seedlings. This involves ensuring proper spacing, depth, and timing for different plant species;
- Regular watering, monitor moisture levels and use watering cans, hoses, or irrigation systems to keep plants healthy without overwatering;
- Mixing soil with compost or fertilizers, fill pots or nursery beds, and occasionally apply nutrients to promote growth;
- Removing weeds and identifying pests or diseases early is key;
- Set up shade nets, mulches, or simple structures;
- Transplanting and pricking out; and
- Nursery maintenance

Yard Attendant

One (1) Positions

Requirement for Appointment

- A minimum of Kenya Certificate of Primary Education or its equivalent; and
- At least One (1) year relevant work experience as a Yard Attendant.

Duties and responsibility

- Arrange equipment or materials in a neat and accessible way;
- Ensure items are stored safely and according to company procedures;
- Label or track inventory locations;
- Report issues to supervisors;
- Perform basic maintenance like cleaning or fueling equipment;
- Keep the yard clean and free of hazards;
- Follow safety regulations and wear protective gear;
- Ensure walkways and work areas are clear; and
- Operate basic tools and equipment used for yard maintenance

Clinical Attendant

Three (3) Positions

Requirement for Appointment

- Certificate in Patient Attendant / Nurse Aide / Healthcare Assistant or its equivalent from a recognized institution will be an added advantage;
- Kenya Certificate of Primary Education or its equivalent;
- Strong Communication skills (written and verbal); and
- At least One (1) year relevant work experience as a Clinical Attendant

Duties and responsibilities

- Maintain cleanliness and hygiene within the Health Unit, including consultation rooms, waiting areas, and treatment rooms;
- Sterilize and clean medical equipment and instruments under supervision;
- Support nurses and clinical officers during patient care and minor procedures;
- Receive and direct patients to appropriate service points;
- Help in preparing examination rooms and ensuring availability of basic supplies;
- Collect and dispose medical waste in accordance with infection prevention guidelines;
- Monitor and replenish non-medical supplies such as gloves, linen, and cleaning materials;
- Maintain orderliness in the dispensary and ensure patient comfort; and
- Report shortages, equipment faults, or incidents to the in-charge staff

Tailor Two (2) Positions

Requirement for Appointment

- A minimum of a Craft Certificate in Tailoring, Dressmaking and/or its equivalent from a recognized institution; and
- At least One (1) year relevant work experience as a Tailor.

Duties and responsibilities

- Measuring clients accurately (chest, waist, hips, length, etc.)
- Advising clients on proper fit and style;
- Sketching or customizing designs based on client preferences;
- Cutting fabric according to patterns and measurements;
- Sewing garments using hand stitching or sewing machines;
- Assembling different parts of clothing (sleeves, collars, zippers, etc.);
- Adjusting clothes to fit properly (tightening, loosening, shortening);
- Repairing damaged garments (tears, broken zippers, missing buttons);
- Conducting fittings to ensure proper size and comfort;
- Making final adjustments;
- Pressing/ironing garments for a neat finish;
- Selecting appropriate fabrics and materials;
- Maintaining sewing machines and tools;
- Managing stock such as threads, needles, and accessories;
- Handling customer inquiries and feedback; and

TERMS OF SERVICE

The Terms of Service for **ALL** the positions will be on a Fixed Term Contract, non-renewable for a maximum period of Six (6) months.

MODE OF APPLICATION

Interested applicants should submit Two (2) hard copies of the application, **clearly indicating the reference number for the position applied for**. Each application should be submitted together with an updated Curriculum Vitae, **ALL** academic and professional certificates and **ALL** transcripts (*where applicable*). Applications received after the deadline will not be considered. **Only qualified candidates will be contacted** and canvassing will lead to automatic disqualification. Submission of fake or falsified documents is a criminal offence and will result in disqualification and possible prosecution.

Maseno University is an equal opportunity employer and therefore applicants of all gender, marginalized groups and Persons With Disabilities are encouraged to apply. The latter should attach the NCPWD certificate. The University does not charge any fee for the recruitment and selection process.

Applications must be submitted on or before **5th May, 2026** and addressed to:

**The Ag. Deputy Vice-Chancellor,
(Administration, Finance and Development)
MASENO UNIVERSITY
P. O. Box 333 - 40105
MASENO**

