



**OFFICE OF THE DEPUTY VICE-CHANCELLOR
ADMINISTRATION, FINANCE AND PLANNING**

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RONGO,

Ref: RU/AFP/HR/009/AP/003/E/2026

Date: 3rd February, 2026

POSITIONS FOR ADVERTISEMENT

Applications are invited from qualified candidates for the following positions:

ADMINISTRATIVE POSITIONS

S/N	POSITION	SCALE	NO. OF POSITIONS	REFERENCE NUMBER
1.	Senior Technologist /Public Health Officer II	Grade RU 9	1	RU/AFP/01/01/26
2.	Clerk of Works (Readvertisement)	Grade RU 10	1	RU/AFP/02/01/26

ACADEMIC POSITIONS

S/N	POSITION	SPECIALIZATION	SCALE	NO. OF POSITIONS	REFERENCE NUMBER
1.	Senior Lecturer	Law	Grade RU 13	1	RU/ASA/01/01/26
2.	Senior Lecturer	Public Health	Grade RU 13	1	RU/ASA/02/01/26

REQUIREMENTS FOR APPOINTMENT

1. SENIOR TECHNOLOGIST / PUBLIC HEALTH OFFICER II - SCALE RU 9

Requirements for Appointment

For appointment to this grade, a candidate must have:

- Bachelor's Degree in Public Health or its equivalent from a recognized training institution with at least three (3) years relevant experience;

OR,

Higher National Diploma in Public Health or its equivalent from a recognized training institution with at least six (6) years relevant experience;



- ii. Valid registration certificate from Public Health Officers and Technicians Council of Kenya;
- iii. Valid Practicing License;
- iv. Computer literacy; and
- v. Fulfilled requirements of Chapter Six of Constitution of Kenya 2010.

Job Description

Duties and Responsibilities

An Officer at this level shall:

- i. Ensure compliance with all Laboratories and equipment requirements as per the standards and guidelines provided by the regulator- the Public Health Officers' & Technicians Council (PHOTC);
- ii. Coordinate, Plan, Supervise and Assess Public Health field activities;
- iii. Coordinate placements for Industrial Attachment;
- iv. Liaise with the County and Sub-County Public Health Officers;
- v. Coordinate and plan academic visits;
- vi. Timetable and plan Public Health Laboratory Practicals;
- vii. Provide supervisory guidance to public health technologists;
- viii. Conduct Lab sessions, practical assessments, examinations, grading of laboratory; practicals, Technical drawings and skills Laboratory;
- ix. Requisition and make logistical arrangements for the collection of office supplies;
- x. Maintain Laboratory inventory and record keeping;
- xi. Ensure maintenance and Repairs of laboratories and department offices;
- xii. Prepare Laboratory practical teaching manuals, Attachment Logbooks, and updating of the same;
- xiii. Collect Laboratory Specimen, preserve and provide safe storage;
- xiv. Maintenance of Practical Class Attendance Registers;
- xv. Ensuring safety standards in the Laboratory;
- xvi. Inspect Work Spaces; and
- xvii. Perform any other duty as may be assigned from time to time.

2. CLERK OF WORKS- SCALE RU 10

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Higher National Diploma in Building and Civil Engineering awarded by Kenya National Examination Council, or its equivalent with at least six (6) years post qualification work experience.

OR

Bachelors degree in Building and Civil Engineering or Equivalent from a recognized institution with at least three (3) years post qualification work experience.



- ii. Knowledge of computer packages used in Architectural and Civil/Structural Engineering.

Job Description

Duties and Responsibilities

An Officer at this level shall:

- i. Implement the development of structural designs for new minor buildings so as to provide specifications for execution of works by Artisans;
- ii. Implement standards and specifications set regarding repair of buildings to add value and avoid more damage to the building;
- iii. Supervise repair activities on a daily basis to ensure successful delivery of services and completion of projects on a timely basis;
- iv. Record information such as personnel, production, or operational data on specified forms or reports to inform work progress and inform decision making;
- v. Implement Occupational Health and Safety regulation to minimize accidents and injuries in work sites;
- vi. Requisition materials and supplies on a timely basis to ensure adequate continuous flow of activities;
- vii. Inspect materials and supplies received to establish conformance to requisition specifications and value for money for the University;
- viii. Participate in activities of consultants involved in the project to ensure completeness and success of the project; and
- ix. Perform any other duty as may be assigned from time to time.

1. SENIOR LECTURER: LAW – SCALE RU 13

Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Have an earned earned PhD in Law from an accredited and recognized Institution.
- ii. Be registered or registerable with the relevant professional body (where applicable).
- iii. Have at least three (3) years of teaching experience at the University level as a Lecturer or six (6) years research /industry experience;
- iv. Have a minimum of eight (8) publication points as a Lecturer or equivalent, of which at least six (6) should be from refereed scholarly journals;



- v. Have supervised at least three (3) Postgraduate students at Masters or PhD level to completion as a Lecturer or equivalent. Supervision of postgraduate students at PhD level is by PhD holders;
- vi. Have participated in professional consultancies and/or community services;
- vii. Have participated in administrative duties including board, committees and other appointments within the University.
- viii. An applicant for the position of Senior Research Fellow shall have an additional four (4) publication points of which at least two (2) should be from refereed scholarly journals.

Job Description

Duties and Responsibilities

An Officer at this level shall:

- i. Teach and evaluate/assess courses in one's discipline at undergraduate and graduate levels;
- ii. Conduct research to inform knowledge, policy and practice;
- iii. Develop proposals to attract research funding;
- iv. Manage and supervise project teams in order to develop innovative approaches and models that influence positively national and global policies in related subject area;
- v. Disseminate research findings through publications in peer reviewed journals, monographs, policy briefs, conferences and other creative works;
- vi. Develop innovation and inventions and register patents;
- vii. Supervise and examine undergraduate and graduate projects, thesis, dissertations, and other experiential learning programs;
- viii. Supervise and examine undergraduate and graduate projects, tutorials, practicals/ practicums, and field attachment sessions;
- ix. Provide mentorship and career counselling to students and junior staff;
- x. Initiate and execute research projects;
- xi. Provide leadership in curriculum development, execution and review;
- xii. Collaborate with academic faculty on curriculum development and review;
- xiii. Provide academic leadership in their discipline;
- xiv. Responsible for quality assurance and compliance of internal and external policy frameworks for academic programs;
- xv. Participate in preparation of departmental budget;
- xvi. Collaborate with the industry and other stakeholders for consultancy services in their areas of expertise;
- xvii. Establish partnerships, linkages and networks through projects and source donors for community projects;
- xviii. Provide professional and community service; and



xix. Perform any other duty as may be assigned from time to time.

2. SENIOR LECTURER: PUBLIC HEALTH – SCALE RU 13

Requirements for Appointment:

For appointment to this grade, a candidate must:

- i. Have an earned PhD in Public Health /Environmental Health from an accredited and recognized Institution;
- ii. Be a registered or registerable member of the Public Health Officers and Technicians Council (PHOTC);
- iii. Have at least three (3) years of teaching experience at the university level as a Lecturer or six (6) years research /industry experience;
- iv. Have a minimum of eight (8) publication points as a Lecturer or equivalent, of which at least six (6) should be from refereed scholarly journals;
- v. Have supervised at least three (3) Postgraduate students at Masters or PhD level to completion as a Lecturer or equivalent;
- vi. Have participated in professional consultancies and/or community services;
- vii. Must have participated in administrative duties including board, committees and other appointments within the University.
- viii. An applicant for the position of Senior Research Fellow shall have an additional four (4) publication points of which at least two (2) should be from refereed scholarly journals.

Job Description

Duties and Responsibilities

An Officer at this level shall:

- i. Teach and evaluate/assess courses in one's discipline at undergraduate and graduate levels;
- ii. Conduct research to inform knowledge, policy and practice;
- iii. Develop proposals to attract research funding;
- iv. Manage and supervise project teams in order to develop innovative approaches and models that influence positively national and global policies in related subject area;
- v. Disseminate research findings through publications in peer reviewed journals, monographs, policy briefs, conferences and other creative works;
- vi. Develop innovation and inventions and register patents;



- vii. Supervise and examine undergraduate and graduate projects, thesis, dissertations, and other experiential learning programs;
- viii. Supervise and examine undergraduate and graduate projects, tutorials, practicals/ practicums, and field attachment sessions;
- ix. Provide mentorship and career counselling to students and junior staff;
- x. Initiate and execute research projects;
- xi. Provide leadership in curriculum development, execution and review;
- xii. Collaborate with academic faculty on curriculum development and review;
- xiii. Provide academic leadership in their discipline;
- xiv. Responsible for quality assurance and compliance of internal and external policy frameworks for academic programs;
- xv. Participate in preparation of departmental budget;
- xvi. Collaborate with the industry and other stakeholders for consultancy services in their areas of expertise;
- xvii. Establish partnerships, linkages and networks through projects and source donors for community projects;
- xviii. Provide professional and community service; and
- xix. Perform any other duty as may be assigned from time to time.

Mode of Application

Interested applicants are required to submit ten (10) copies of their applications containing copies of the application letters, updated Curriculum Vitae, ALL academic and professional qualifications including transcripts, work experience and other relevant certificates and testimonials. The reference number of the position applied for **MUST** be indicated on the application letter and the envelope.

Applications should be addressed to:

**Deputy Vice Chancellor,
Administration, Finance & Planning,
P.O. Box 103-40404,
RONGO.**

Applicants are advised to contact their referees and request them to send reference letters to the above address on sealed envelopes. For further details and job requirements regarding the positions, please visit the Rongo University website www.rongovarsity.ac.ke/vacancies. Rongo University is an equal opportunity employer and, therefore, applicants of either gender, people with disabilities or those from marginalized areas are encouraged to apply. Interested applicants should submit their applications to be received on or before 20th February, 2026 at 5:00 pm.



Applications received later than the deadline will not be considered. Only shortlisted candidates will be contacted, and any form of canvassing will lead to automatic disqualification.



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P. O. Box 103 - 40404, RONGO

Rongo University is ISO 9001:2015 Certified

