



BOMET UNIVERSITY (BU)

Office of the Deputy Vice Chancellor (Administration & Finance)

Email: dvcaf@bu.ac.ke P. O. Box 701 – 20400, BOMET, Kenya

VACANT POSITIONS

Bomet University (BU) is a Chartered University located in Bomet town, Bomet County in the South Rift region of Kenya approximately 2.7km off Kaplong -Narok Highway. In pursuit of its mission and mandate, the University invites application from suitably qualified candidates to fill the following vacant positions:

ACADEMIC POSITIONS

S/N	POSITION	SPECIALIZATION	BU GRADE	NO.	JOB REFERENCE NO.
1.	Senior Lecturer	ICT	BU 13	1	BU/ACD/01/09/2026
2.	Lecturer	Agricultural Extension and Education	BU 12	1	BU/ACD/02/09/2026
3.	Lecturer	Educational Foundations: Philosophy of Education	BU 12	1	BU/ACD/03/09/2026
4.	Lecturer	GIS and remote sensing	BU 12	1	BU/ACD/04/09/2026
5.	Lecturer	Kiswahili	BU 12	1	BU/ACD/05/09/2026
6.	Lecturer	Accounting	BU 12	1	BU/ACD/06/09/2026
7.	Lecturer	Communication	BU 12	1	BU/ACD/07/09/2026
8.	Lecturer	Economics	BU 12	1	BU/ACD/08/09/2026

ADMINISTRATION POSITIONS

S/N	POSITION	BU GRADE	NO	JOB REFERENCE NO.
1.	Deputy Registrar (Academics)	BU 14	1	BU/AD/01/09/2026
2.	Deputy Registrar, (Administration)	BU 14	1	BU/AD/02/09/2026
3.	Senior Internal Auditor	BU 13	1	BU/AD/03/09/2026
4.	Internal Auditor 1	BU 12	1	BU/AD/04/09/2026
5.	Assistant Registrar (HR)	BU 12	1	BU/AD/05/09/2026
6.	Assistant Internal Auditor I	BU 10	1	BU/AD/06/09/2026
7.	Senior Administrative Assistant	BU 10	1	BU/AD/07/09/2026
8.	Senior Security Officer	BU 10	1	BU/AD/08/09/2026
9.	Computer Technologist	BU 7	1	BU/AD/09/09/2026
10.	Administrative Assistant	BU 7	5	BU/AD/10/09/2026
11.	Research Assistant	BU 7	2	BU/AD/11/09/2026
12.	Library Assistant	BU 6	1	BU/AD/12/09/2026
13.	Security Supervisor	BU 5	1	BU/AD/13/09/2026
14.	Clerical Officer	BU 5	1	BU/AD/14/09/2026
15.	Driver	BU 5	1	BU/AD/15/09/2026
16.	Driver	BU 4	1	BU/AD/16/09/2026
17.	Office Assistant	BU 3	2	BU/AD/17/09/2026

The qualifications for the advertised positions are based on the current Scheme of Service and Career Progression Guidelines for Staff of Bomet University. Please visit Bomet University website for more information.

How to apply:-

- 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, telephone contacts and any other relevant supporting documents.
- Only successful candidates shall be required to submit valid clearances from the following bodies;
 - Kenya Revenue Authority;
 - Higher Education Loans Board;
 - Ethics and Anti-Corruption Commission;
 - Directorate of Criminal Investigation (Certificate of Good Conduct);
 - Registered Credit Reference Bureau.
- They should also provide names, telephone numbers and contact addresses of three (3) referees.
- Applicants should request their referees to submit their confidential reports to the undersigned to be received on or before 28th September, 2026.
- Interested applicants should visit the Bomet University website <https://www.bu.ac.ke> for detailed Job Specifications, Remuneration and other job requirements. The Reference Number of the Position applied for should be clearly indicated in the Application letter addressed to: **The Deputy Vice Chancellor (Administration & Finance) Bomet University, P.O Box 701-20400, BOMET.**
- A signed application letter, together with the required testimonials, should be consolidated into one running document and emailed to recruitment3@bu.ac.ke on or before **28th September 2026 at 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.**

Terms of Service:

All the positions listed above are on Permanent and Pensionable terms, subject to successful completion of Probation period of six (6) months

Beware of fraudsters soliciting for bribes from the public while masquerading as Bomet University Staff. Bomet University does not charge any fee for job applications, shortlisting, interviews or appointments.

**BOMET UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MARGINALIZED AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY**

Deputy Vice Chancellor (Administration & Finance)

**Bomet University
P.O. Box 701 - 20400 BOMET**

GREEN ECONOMY FOR SUSTAINABILITY