

LAIKIPIA

P.O. Box 1100 - 20300,
NYAHURURU,
KENYA



UNIVERSITY

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OFFICE OF THE REGISTRAR [ADMINISTRATION AND HUMAN CAPITAL]

ADVERT REF: LU/ADMIN/R[ADMIN]/132/IA/117

THURSDAY, JULY 10TH, 2025

INTERNAL ADVERTISEMENT

DECLARATION OF A VACANCY FOR THE POSITION OF THE DIRECTOR DIRECTORATE OF CORPORATE AFFAIRS

Laikipia University [LU] is a Public Chartered University located approximately 11 km from Nyahururu Town and 50 km from Nakuru City, along the Nyahururu-Nakuru Highway. LU is a Premier University endowed with a serene environment conducive for teaching, learning and academic excellence.

The University's vision is to Nurture and Transform for the World. The mission is to contribute to the World through *Education, Research, Training, Consultancy, Innovation, Outreach and Collaboration*. To effectively fulfil its mandate, the University invites applications from suitably qualified candidates with excellent credentials to be considered for appointment to the position of Director, Corporate Affairs.

POSITION	DIRECTOR, DIRECTORATE OF CORPORATE AFFAIRS
Ref No.	LU/AD/26/7/IA/DCA/2025
TERMS OF SERVICE	FOUR [4] YEARS CONTRACT WITH ELIGIBILITY FOR RE-APPOINTMENT UPON SATISFACTORY PERFORMANCE

Reports To: The Vice Chancellor, Laikipia University.

DUTIES AND RESPONSIBILITIES:

The Director shall be expected to:

1. Develop and implement strategies to ensure maintenance of the University's corporate image;
2. Ensure participation and coverage of the University in relevant exhibitions and marketing activities;
3. Undertake market analysis and research to identify trends and opportunities for the furtherance of the mission of the University;
4. Issue press releases, arrange interviews, and compile press kits;
5. Be responsible for marketing of the University and its products;
6. Coordinate Trade Fairs and Exhibitions and the participation of the University in such activities;
7. Develop and maintain a University newsletter, web and social media presence;
8. Regularly update the University website for currency;
9. Maintain a customer service desk;
10. Coordinate resolution of public complaints in the University; and
11. Undertake such other responsibilities that may be assigned by the Vice-Chancellor.

ACADEMIC AND PROFESSIONAL REQUIREMENTS:

For appointment to this position, a candidate MUST have a minimum qualification of a Master's Degree in Communications or Marketing or any other relevant field from a university recognized in Kenya.

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Mission: To contribute to the world through Education, Research, Training, Consultancy, Innovation, Outreach, and Collaboration.



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



HOW TO APPLY:

Applicants should:-

1. In sealed envelope(s) submit to the undersigned, **Two [2] hard copies** of the letter of application; certificates; ID/Passport; testimonials and updated curriculum vitae to include full details of academic and professional qualifications; experience; where applicable publications, membership to professional bodies, and NCPWD Certificate; names and addresses of three [3] referees, one of whom should be your present or previous employer.
2. In addition to the hard copies, submit a **running PDF file [soft copy]** of the whole package of application specified in one[1] above, to recruitment@laikipia.ac.ke
3. On the sealed envelope(s)/application letter(s), indicate the vacancy reference number of the specialization areas on which your application is based. **For example:** LU/AD/26/7/IA/DCA/2025 – Director, Directorate of Corporate Affairs.

**The Registrar
Administration and Human Capital [AHC]
Laikipia University
P. O. Box 1100 – 20300
Nyahururu, KENYA**

Your application, should be received not later than **Friday, July 23rd, 2025** by close of business at **5:00 p.m.**

NOTE:

*Laikipia University is an Equal Employment Opportunity employer and as such, all suitably qualified applicants of either gender, persons with disabilities (PWDs) and those from marginalized group/areas are encouraged to apply.
Only shortlisted candidates will be contacted.*

