



OFFICE OF THE REGISTRAR (ADMINISTRATION AND HUMAN CAPITAL)

JOB ADVERTISEMENT

Ref: LU/ADMIN/R (ADMIN)/132/EA/114

Dated: 5th December, 2024

Laikipia University is a Public Chartered University located 11 kilometres from Nyahururu Town along Nyahururu -Nakuru Road and 50 kilometres from Nakuru along Nakuru - Nyahururu Road. Laikipia 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 teaching/administrative position listed below:

| POSITION : RESEARCH ASSISTANT - GRADE AC 11 | | | | |
|---|-------------------------------|---------|--|------------------------------|
| TERMS OF SERVICE : THREE (3) YEARS CONTRACT WITH ELIGIBILITY FOR RE-APPOINTMENT UPON SATISFACTORY PERFORMANCE | | | | |
| DEPARTMENT/OFFICE | INPOST | VACANCY | SPECIALIZATION | VACANCY REFERENCE |
| VICE CHANCELLOR'S OFFICE | Research Assistant - Grade 11 | 1 | Healthcare/Statistics/ Social Sciences. | LU/ADM/VC/RA/EA/DEC./17/2024 |
| Reports to: The Vice Chancellor. | | | | |
| DUTIES AND RESPONSIBILITIES: | | | | |
| <ol style="list-style-type: none"> 1. Maintain effective time management practices for the Vice Chancellor including coordinating diary appointments, prioritizing/filtering information and correspondences depending on the urgency to minimize unnecessary interruptions with other calendar events; 2. Provide full personal assistant support and administrative operational duties by dealing with all correspondences, emails, and calls, drafting routine letters to a high standard, minute taking in meetings, taking and working out messages, day-to-day public relations including the Right to Information as requested from the office of the Vice Chancellor; 3. Serve as a primary point of direct administrative contact and liaison with other offices, individuals, and external organizations and agencies on a range of specified issues and organize for facilitation of meetings, accommodation and travel clearance within and outside the University by ensuring approvals are given by relevant authorities; 4. Coordinate office functions to ensure matters requiring attention in the absence of the Vice Chancellor are referred or delegated to the right office or person to minimize the impact caused by his absence from the office; 5. Develop and implement quarterly reports on research performance and filing system for grant applications, and monitor progress and success rates for internal and external stakeholders' research protocols, procedures, objectives, and activities in compliance with regulations and ethical guidelines; 6. Coordinate research activities and assist with writing, collecting, analysing, interpreting, managing, and maintaining research databases and files for creating grant proposals and publication of research papers/work; 7. Participate in the development and review of research management policies and procedures; and | | | | |

8. Work independently with professionalism and effectiveness in a multicultural setting and on strict deadlines to produce high-quality control standards to preserve the integrity of data and research-finding assignments, with the aim of meeting the objectives of the projects or assignments.

ACADEMIC AND PROFESSIONAL REQUIREMENTS:

For appointment to this position, a candidate MUST:

- a. Be in possession of a Master's degree in the relevant field from an accredited and recognized university or research industry;
- b. Additionally, have a Bachelor's degree in a related field, such as healthcare, statistics, or social sciences;
- c. Demonstrate with evidence, the publication/participation in research activities;
- d. Be proficient in statistical analysis software (e.g., SPSS, SAS, R, RedCap or Qualtrics);
- e. Have strong interpersonal, communication, and organizational skills;
- f. Have experience with grant writing and project management, which will be an added advantage;
- g. Be knowledgeable in research regulations and ethical guidelines;
- h. Be registered with the relevant professional body (where applicable);
- i. Have fulfilled the requirements of Chapter 6 of the constitution of the Kenya 2010.

The successful candidate will be offered a competitive remuneration package, including:

- Basic Salary;
- House Allowance;
- Medical cover as per the University Medical Scheme; and
- Leave allowance.

HOW TO APPLY:

1. Applicants should:
 - a. Submit an application letter containing email address, daytime telephone contacts, detailed Curriculum Vitae (elaborating academic qualifications, professional experience, and membership to professional associations), and certified copies of certificates;
 - b. Provide names, daytime telephone numbers, and contact addresses of three (3) referees;
2. Ensure compliance with the requirements of Chapter Six (6) of the Constitution;
3. Successful candidates will be required to submit valid clearances from the following bodies upon receipt of an offer of appointment:
 - a. Kenya Revenue Authority;
 - b. Higher Education Loans Board;
 - c. Ethics and Anti-Corruption Commission;
 - d. Criminal Investigation Department (Certificate of Good Conduct); and
 - e. Registered Credit Reference Bureau.
4. Ten (10) copies of the application and referees' confidential reports on the applicant's suitability for the post should be sent to the undersigned via registered mail or courier or delivery by hand in an envelope marked with the *Reference for the Position Applied* at the *Top Left-Hand Side* of the envelope to be received on or before the close of business on **Thursday 19th December, 2024**.

**THE REGISTRAR
ADMINISTRATION AND HUMAN CAPITAL
LAIKIPIA UNIVERSITY
P.O. BOX 1100-20300
NYAHURURU, KENYA.
Email: radmin@laikipia.ac.ke**

Laikipia University is an equal opportunity employer. Women, minority groups, and persons living with disabilities are encouraged to apply.

*Applications received after Thursday, **19th December, 2024** will not be considered.*

Only shortlisted candidates will be contacted.