MAMA NGINA UNIVERSITY COLLEGE

INTERNAL ADVERT

CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a constituent College of Kenyatta University (KU) that was established by *Legal Notice No. 193* issued in accordance with the *University Act No. 42 of 2012* and published as the *Mama Ngina University College Order* on September 2021. The University College seeks to recruit competent and dedicated applicants to fill the following teaching positions:

LIBRARY DEPARTMENT

1. ASSISTANT LIBRARY OFFICER GRADE A/B – REF: MNUC/IA/LIB/001/2026

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

I. Issuing and receiving books;

II. Compiling statistics of borrowed books;

III. Assisting users to track reading materials;

IV. Compiling of past papers

V. Handling general inquiries;

VI. Conducting orientation and registering new library users;

VII. Filing of borrowing cards;

VIII. Sending reminder notices for overdue publications;

IX. Updating the catalogue;

X. Photocopying gazette notices with published standards and circulating to quality control officers;

XI. Shelving new and returned books;

XII. Ensuring that shelves are tidy, and publications are filed in their right places;

Job Specifications

For appointment to this grade, a candidate must have: -

Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body.

TRANSPORT DEPARTMENT

1. Driver - GRADE III/IV (1 Position) – REF: MNUC/IA/TD/001/2026

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.
Duties and Responsibilities at this level will entail: -

i Driving a motor vehicle as authorised;

ii Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure;

iii Carrying out minor repairs including oiling and greasing;

iv Detecting and reporting malfunctioning of vehicle systems;

v Maintaining work tickets for vehicles assigned;

vi Ensuring security and safety for the vehicle on and off the road;

vii Ensuring safety of the passengers and/or goods therein;

viii Ensuring the vehicle has the necessary documentation;

ix Maintaining cleanliness of the vehicle; and

x Ensuring the vehicle has relevant repair tools and serviced on time.

(b) Job Specifications

For appointment to this grade, a candidate must have: -

I. Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognised and accredited institution;
II. A valid driving licence free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
III. Attended a First-Aid Certificate Course;
IV. Passed Suitability Trade Test ;
V. A valid Certificate of Good Conduct from the Kenya Police; and
VI. At least two (2) years' driving experience.

NOTE:

1. *Only shortlisted candidates will be contacted and any canvassing will lead to automatic disqualification;*
2. *This advertisement is STRICTLY meant for members of Staff i.e. employees of Mama Ngina University College;*
3. *Applications from external candidates shall neither be acknowledged nor processed;*
4. *Mama Ngina University College is an equal opportunity employer and, therefore, applicants of both gender and persons with disability are encouraged to apply.*
5. *Interested applicants should submit* ***manual (hard copy)*** *applications to the Human Resource Office or* ***electronic applications*** *via* ***email to:*** ***recruitment@mnu.ac.ke***
6. *Applications must include*:

- *A detailed Curriculum Vitae*
- *Copy of ID/Passport*
- *Copies of academic certificates and testimonials*

7. *Deadline for application:* ***28th October, 2026*** *at* ***5:00 p.m****. (EAT)*