



**GARISSA UNIVERSITY**  
**HUMAN RESOURCE DEPARTMENT**  
**INTERNAL ADVERT FOR NON-TEACHING STAFF**  
**ADVERT NO. GaU/HR/IA/NT/21/01**

Garissa University (GaU) was established by the legal notice No.116 of 9<sup>th</sup> September 2011 under The Moi University Act (Cap. 210A) as a constituent college of Moi University. It received its Charter on 23<sup>rd</sup> October, 2017 to become a fully-fledged University.

Following the approval of the University Management Board, applications are invited from suitably qualified candidates for non-teaching staff promotion in the 2021/22 FY.

**Requirement for the promotions**

- i. Participated in 2020/21 staff performance appraisal with satisfactory rating and attached evidence for higher rating of more than 4.2.
- ii. Not involved in Disciplinary case (s) for the last 6 months.
- iii. Served for **at least three years** in the current grade.
- iv. Should possess skills, experience, academic and professional qualification for the position applying for.
- v. ALL certificates **MUST** be certified by the issuing University/institutes. KCSE certificates must be **authenticated** by the Kenya National Examinations Council (KNEC). Candidates are required to present letter of authentication by KNEC on application.
- vi. Foreign certificates should be equated by the Commission for University Education.
- vii. Candidates should quote the advert number and clearly indicate the position and the grade s/he is applying for in the cover letter.

**METHOD OF APPLICATION**

The applicants should provide full details of educational and professional qualification, work experience, applicant's telephone number and e-mail address. Copies of certificates and testimonials should also be enclosed. Applicants should write directly to:

**THE VICE CHANCELLOR**  
**GARISSA UNIVERSITY**  
**PO BOX 1801-70100**  
**GARISSA**

*Garissa University is an equal opportunity employer and canvassing will lead to automatic disqualification. Youth, Women and persons living with disability are encouraged to apply. Only shortlisted candidates will be contacted.*

**Applications should be received at HR offices not later than Friday, 12<sup>th</sup> November, 2021 at 5.00pm. Incomplete applications will NOT be accepted.**



**GARISSA UNIVERSITY**  
**HUMAN RESOURCE DEPARTMENT**  
**INTERNAL ADVERT FOR CONVERSION OF CASUALS**  
**ADVERT NO: GaU/HR/IA/CAS/21/02**

Garissa University (GaU) was established by the legal notice No.116 of 9<sup>th</sup> September 2011 under The Moi University Act (Cap. 210A) as a constituent college of Moi University. It received its Charter on 23<sup>rd</sup> October, 2017 to become a fully-fledged University.

Following the approval of the University Management Board, applications are invited from interested casuals who did not apply to be converted and were not interviewed in the last financial year.

**Guidelines**

- i. Not involved in Disciplinary case (s) for the last 6 months.
- ii. ALL certificates **MUST** be certified by the issuing University/institutes (if any). KCSE certificates must be **authenticated** by the Kenya National Examinations Council (KNEC). Candidates are required to present letter of authentication by KNEC on application.
- iii. Foreign certificates should be equated by the Commission for University Education.
- iv. Candidates should quote the advert number and clearly indicate the position and the grade s/he is applying for in the cover letter.

**METHOD OF APPLICATION**

Applicants should submit a copy of their national ID card, academic and professional certificates (if any) and a cover letter to:

**THE VICE CHANCELLOR**  
**GARISSA UNIVERSITY**  
**PO BOX 1801-70100**  
**GARISSA**

*Garissa University is an equal opportunity employer and canvassing will lead to automatic disqualification. Youth, Women and persons living with disability are encouraged to apply. Only shortlisted candidates will be contacted. Applications should be received at HR offices not later than Friday, 5<sup>th</sup> November, 2021 at 5.00pm. Incomplete applications will NOT be accepted.*

**NB: This advert is for those casuals who did not apply and were not given opportunity to be interviewed last year. All those who were interviewed earlier need not apply.**



**GARISSA UNIVERSITY**  
**HUMAN RESOURCE DEPARTMENT**  
**INTERNAL ADVERT FOR ACADEMIC STAFF**

**General Guidelines**

- i. Participated in 2020/21 staff performance appraisal with satisfactory rating and attached evidence for higher rating of more than 4.2.
- ii. Not involved in Disciplinary case (s) for the last 6 months.
- iii. ALL certificates MUST be certified by the issuing University/institutes. KCSE certificates must be authenticated by the Kenya National Examinations Council (KNEC). Candidates are required to present letter of authentication by KNEC on application.
- iv. Foreign certificates should be equated by the Commission for University Education.
- v. Candidates should quote the advert number and clearly indicate the position and the grade applying for in the cover letter.

Applicants are invited from interested and qualified candidates for promotion to the following positions;

**1. ADVERT NO. GaU/HR/IA/AC/21/03: ASSOCIATE PROFESSOR/ASSOCIATE RESEARCH PROFESSOR – SCALE GU 14**

- i. Should have a PhD or equivalent degree qualification in the relevant area from a recognized/accredited University/academic institutions,
- ii. Must have at least three (3) years teaching and research experience since becoming senior lecturer.
- iii. Must have at least eight (8) equivalent publications (i.e. one university level scholarly books and four articles in refereed journals etc) since appointment as Senior Lecturer/Senior Research Fellow (Minimum publication score – 16 points)
- iv. Should have supervised 5 postgraduate degree students to completion, including one doctoral student, and attracted research funds as a Senior Lecturer/Senior Research Fellow.
- v. Should show participation leadership in academic affairs and management of academic activities.
- vi. Should have attended and contributed at learned conferences, seminars or workshops.
- vii. Should show evidence of membership of professional societies.
- viii. Should show evidence of continued research and effective teaching.

- ix. Should be recognized and registered by relevant professional boards.
- x. Should show evidence of contribution to University life as well as national and international life.

**2. ADVERT NO. GAU/HR/IA/AC/21/04: PROFESSOR/RESEARCH  
PROFESSOR – SCALE GU 15**

- i. Must have a PhD or equivalent degree qualification in the relevant area from a recognized/accredited University.
- ii. Must have at least 3 years of teaching and research since being appointed Associate Professor/Associate Research Professor.
- iii. Must have at least ten (10) equivalent publications (i.e. two university level scholarly books and five articles in refereed journals etc) since appointed as Associate Professor (Minimum publication score – 20 points).
- iv. Should have supervised at least six (6) postgraduate degree students to completion, including two doctoral students, and attracted research funds since attaining Associate Professorship.
- v. Should show evidence of continued research and effective teaching.
- vi. Must be recognized and registered or registerable by relevant professional boards.
- vii. Should show evidence of contribution to University life as well as national and international life.
- viii. Should show evidence of academic leadership in his/her area of specialization and participation in administration and management of academic activities in the University.

**METHOD OF APPLICATION**

The applicants should provide full details of educational and professional qualification, work experience, applicant's telephone number and e-mail address. Copies of certificates and testimonials should also be enclosed. Applicants should write directly to:

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GARISSA UNIVERSITY  
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