



## JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

### Office of the Deputy Vice Chancellor (Planning Administration & Finance)

#### INTERNAL ADVERT FOR ADMINISTRATIVE STAFF

In pursuit of its mission to provide excellent University education, training and research through integrating science, technology and innovation into quality programmes to suit the needs of a dynamic world, Jaramogi Oginga Odinga University of Science and Technology invites applications from administrative staff serving on permanent and pensionable terms who have achieved the required promotion milestones as per the JOOUST Criteria for Appointments and Promotions to apply for consideration for Career Progression review in the financial year 2024/2025 in the following internal vacant positions.

S.No	Narration	Advert Reference
1	Positions in Grade II	ADM/02/08/24
2	Positions in Grade III	ADM/03/08/24
3	Positions in Grade IV	ADM/04/08/24
4	Positions in Grade V	ADM/05/08/24
5	Positions in Grade VI	ADM/06/08/24
6	Positions in Grade VII	ADM/07/08/24
7	Positions in Grade VIII	ADM/08/08/24
8	Positions in Grade IX	ADM/09/08/24
9	Positions in Grade X	ADM/10/08/24
10	Positions in Grade XI	ADM/11/08/24
11	Positions in Grade XII	ADM/12/08/24
12	Positions in Grade XIII	ADM/13/08/24
13	Positions in Grade XIV	ADM/14/08/24

#### How to apply:-

- Applications should be accompanied by an application letter, a detailed Curriculum Vitae and copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, e-mail addresses and telephone contacts and any other relevant supporting documents.
- **A soft copy in PDF format of the application documents** should be sent to [internalreviewadm@jooust.ac.ke](mailto:internalreviewadm@jooust.ac.ke). Applications should be addressed to the undersigned to be received on or before **27<sup>th</sup> August, 2024 by 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.

NOTE:

- a) Applicants must have the requisite qualifications as outlined in the JOOUST Criteria for Appointment and Promotions which is available at the JOOUST main campus Library, Kisumu Campus Library and the School of Agricultural and Food Sciences Library at Siaya.
- b) This review exercise will consider staff for promotion to the next Grade availability of vacancies.

**The Deputy Vice Chancellor (Administration & Finance)**  
**Jaramogi Oginga Odinga University of Science and Technology**  
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