



EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

Gretsa University wishes to recruit qualified and interested applicants for the vacant positions listed below:

A. DIVISION OF ACADEMIC & STUDENT AFFAIRS

No	Position	Grade	Area of specialization	No. of Post	Terms of Service	Ref No.
SCHOOL OF EDUCATION, HUMANITIES & SOCIAL SCIENCES						
1	Lecturer	12	English & Literature	1	Contract	GU/001/ENGLIT/1/26
SCHOOL OF BUSINESS & ECONOMICS						
2	Lecturer	12	Finance	1	Contract	GU/002/FIN/2/26
SCHOOL OF HEALTH SCIENCES						
3	Tutorial Fellow	11	Public Health & Medical Laboratory Science	1	Contract	GU/003/HS/3/26
SCHOOL OF HOSPITALITY, TOURISM AND LEISURE STUDIES						
4	Senior Lecturer	13	Hospitality	1	Contract	GU/004/HOS/4/26

1. SENIOR LECTURER (GRADE 13)

For appointment to this position the applicants Must:

- i. Possess an earned PhD or equivalent Doctoral degree in the area of specialization from an accredited and recognized University.
- ii. Possess an earned Master's and Bachelor's degree or equivalent degree in the area of specialization from an accredited and recognized university.
- iii. Have at least three (3) years of teaching experience at the university level as a Lecturer or six (6) years research /industry experience
- iv. Have a minimum of thirty two (32) publication points as a Lecturer or equivalent, of which at least twenty four (24) should be from refereed scholarly journals;
- v. Supervised at least three (3) post-graduate students to completion as Lecturer or equivalent;
- vi. Be Registered with the relevant professional body (where applicable).

2. LECTURER (GRADE 12)

For appointment to this position the applicants Must:

- i. Possess an earned PhD or equivalent Doctoral degree in the area of specialization from an accredited and recognized University.
- ii. Possess an earned Master's and Bachelor's degree or equivalent degree in the area of specialization from an accredited and recognized university.
- iii. Have at least three (3) years teaching experience at university level or research industry.
- iv. Have a minimum of twenty four (24) publication points as a Lecturer or equivalent; at least sixteen (16) of them from refereed scholarly journals.

- v. Be registered and in good standing with a relevant professional body (where applicable)

DUTIES AND RESPONSIBILITIES

- i. Teach and assess courses in one's discipline at both undergraduate / postgraduate level
- ii. Develop undergraduate and postgraduate programs
- iii. Initiate, promote and participate in research projects
- iv. Participate in academic conferences /seminars/ workshops
- v. Participate in preparation of Faculty/School development plans.
- vi. Set, invigilate, administer examinations to test the understanding of course content and give progressive report to the Department.
- vii. Perform any other duty as assigned by the supervisor.

3. TUTORIAL FELLOW/ LAB TECHNICIAN

For appointment to this position the applicants Must:

- i. Possess a Master's degree in Public Health and a valid PHOTC license, along with a Diploma or Degree in Medical Laboratory Science
- ii. Possess a Bachelor's degree in Public Health.
- iii. Possess a Diploma in Medical Laboratory Science from a recognized institution.
- iv. At least 3 years of experience in the Medical laboratory or university set up.

DUTIES & RESPONSIBILITIES

- i. Teach and assess courses in one discipline at Undergraduate Level.
- ii. Responsible for performing laboratory tests, maintaining equipment and supplies, and supporting student practical learning and instruction in line with safety and academic standards.
- iii. Prepare, maintain, and manage accurate records of laboratory procedures, experiments, and results.
- iv. Perform routine and specialized tests on samples, including chemical, microbiological, and histological analyses.
- v. Operate, clean, calibrate, and maintain laboratory equipment to ensure proper functioning and accurate results.
- vi. Manage laboratory supplies and inventory, including ordering, receiving, storing, and handling reagents and materials safely.
- vii. Ensure laboratory safety, cleanliness, and adherence to protocols and regulations.
- viii. Assist lecturers in preparing laboratories, supervising students during practical sessions, and marking students' reports.
- ix. Develop and review laboratory manuals, practical instructions, and student guidelines to support teaching and curriculum compliance.
- x. Perform any other duty as assigned by your supervisor.

B. ADMINISTRATIVE POSITIONS

No	Position	Department	Grade	No. of Post	Terms of Service	Ref No.
5	Administrative Assistant	Student Welfare	8	1	Contract	GU/005/ASW/5/26
6	Administrative Assistant	Examination Department	8	1	Contract	GU/006/AED/6/26

5. ADMINISTRATIVE ASSISTANT – STUDENT WELFARE DEPARTMENT

The primary mandate of this role is to coordinate student activities, both administratively and in terms of identifying, nurturing, and coordinating student talent.

For appointment to this position the applicants Must:

- i. Possess a Bachelor's degree in social sciences from a recognized institution.
- ii. Be Computer literate with proficiency in common computer applications; proven data entry experience is required, and familiarity with ERP systems will be an added advantage.
- iii. Demonstrate good interpersonal and communication skills, with the ability to interact effectively at all levels.
- iv. Have High standards of integrity, with proven moral uprightness, professionalism, and personal maturity.
- v. Have the ability to work with minimal supervision, demonstrating initiative and reliability.
- vi. Have Strong team leadership and collaboration skills, with the ability to work effectively in team-based environments.
- vii. Be Flexible to work in a multicultural and diverse environment.
- viii. Have the ability to relate well with students, demonstrate a balanced combination of high energy, approachability, and professional maturity.

DUTIES & RESPONSIBILITIES

- i. Identify and nurture students' talents in arts, leadership, innovation, and co-curricular activities.
- ii. Plan and coordinate talent development programs, training sessions, and student events.
- iii. Support and oversee student clubs, societies, and talent teams.
- iv. Provide mentorship, guidance, and developmental support to students.
- v. Coordinate student participation in competitions, exhibitions, and showcases.
- vi. Assist in administrative duties within the Student Welfare Department, including documentation, coordination, and reporting.
- vii. Build partnerships with industry, alumni, and external organizations to support student talent and development initiatives.
- viii. Maintain confidentiality, discretion, and professionalism at all times
- ix. Perform any other duty as assigned by your supervisor.

6. ADMINISTRATIVE ASSISTANT- EXAMINATION DEPARTMENT

For appointment to this position the applicants Must:

- i. Possess a Bachelor's degree in Library and Information Science, Statistics or Social Sciences.
- ii. Be Computer literate with proficiency in common computer applications; proven data entry experience is required, and familiarity with ERP systems will be an added advantage.
- iii. Demonstrate good interpersonal and communication skills, with the ability to interact effectively at all levels.
- iv. Have High standards of integrity, with proven moral uprightness, professionalism, and personal maturity.
- v. Have the ability to work with minimal supervision, demonstrating initiative and reliability.
- vi. Have Strong team leadership and collaboration skills, with the ability to work effectively in team-based environments.

vii. Be Flexibility and adaptability to work in a multicultural and diverse environment.

DUTIES & RESPONSIBILITIES

- i. Coordinating the production of examination booklets;
- ii. Coordinating printing and safe custody of examinations;
- iii. Dispatching printed examination scripts to invigilators as per the schedule;
- iv. Ensuring all marked scripts are received, recorded and kept securely according to examination regulations;
- v. Verifying received examinations scripts against submission lists, guidelines and University examination timetables
- vi. Developing departmental annual procurement plans;
- vii. Ensuring security of records, stationery, office equipment and furniture.
- viii. Offering secretariat services to University committees
- ix. Undertaking management of administrative records;
- x. Participating in departmental quality management and performance contract activities.
- xi. Maintain confidentiality, discretion, and professionalism at all times
- xii. Perform any other duty as assigned by your supervisor.

APPLICATION PROCEDURE

- i. Interested applicants should submit four (4) copies of their application accompanied by a detailed curriculum vitae (detailing academic qualifications, professional experience, academic leadership, publications, awards/scholarships/funding, membership to professional association and linkages) as well as copies of relevant certificate.
- ii. In addition send a soft copy of the same as one running document to hr@gretsauniversity.ac.ke.
- iii. Applicants should also provide names and contact addresses of three referees who are knowledgeable of their competence.
- iv. Hard copy applications should be submitted in a sealed envelope clearly marked for the position being applied for and delivered to:

**VICE CHANCELLOR
GRETSA UNIVERSITY
P.O BOX 3 -01000 THIKA**

Applications To be received on or before Wednesday 14th January 2026.

Gretsa University is an equal opportunity employer and canvassing will lead to automatic disqualification. PWD's are encouraged to apply. Only short-listed candidates will be contacted.