



KENYA-AIST

**KENYA ADVANCED INSTITUTE OF SCIENCE AND TECHNOLOGY**  
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**Office of the Acting Principal**  
*Council Secretariat*

**REF: Kenya-AIST/HR/13/Vol.1/1**

**DATE: 17<sup>th</sup> September, 2024**

### **JOB OPPORTUNITIES**

Kenya Advanced Institute of Science and Technology (Kenya-AIST) is a newly established specialized post-graduate only institution dedicated to advanced research, education, and training in science, engineering and technology. The Kenya-AIST is seeking competent and self-motivated individuals with high aspirations, the expertise and experience needed to contribute to the Institutes growth and development. The successful applicants will join a community of researchers and innovators and play a significant role in the future of Kenya-AIST.

**Kenya- AIST invites qualified interested individuals to apply for the under listed positions.**

	<b>Position</b>	<b>Grade</b>	<b>Ref. No</b>	<b>No of posts</b>
<b>1.</b>	Senior Technologist II	<b>11</b>	Kenya-AIST/HR/1/2024	<b>1</b>
<b>2.</b>	Technologist II	<b>9</b>	Kenya-AIST/HR/2/2024	<b>1</b>
<b>3.</b>	Estate/Maintenance Officer I	<b>10</b>	Kenya-AIST/HR/3/2024	<b>1</b>
<b>4.</b>	Assistant Housekeeper I	<b>10</b>	Kenya-AIST/HR/4/2024	<b>1</b>
<b>5.</b>	Finance and Accounts Officer II	<b>9</b>	Kenya-AIST/HR/5/2024	<b>1</b>
<b>6.</b>	Caretaker	<b>6</b>	Kenya-AIST/HR/6/2024	<b>2</b>
<b>7.</b>	Corporate Communication Officer II	<b>9</b>	Kenya-AIST/HR/7/2024	<b>1</b>
<b>8.</b>	Driver III	<b>5</b>	Kenya-AIST/HR/8/2024	<b>2</b>
<b>9.</b>	Plumber II	<b>4</b>	Kenya-AIST/HR/9/2024	<b>1</b>
<b>10.</b>	Electrician	<b>4</b>	Kenya-AIST/HR/9/2024	<b>1</b>

## How to Apply

- i. All applications should be sent to [recruitment@kenya-aist.ac.ke](mailto:recruitment@kenya-aist.ac.ke) or [applications@kenya-aist.ac.ke](mailto:applications@kenya-aist.ac.ke).
- ii. Each application shall be accompanied by detailed curriculum vitae, copies of academic and professional certificates, national identity card or passport, testimonials, and other relevant supporting documents.
- iii. Successful candidates will be required to provide clearance from (a) Kenya Revenue Authority, (b) Higher Education Loans Board, (c) Ethics and Anti-Corruption Commission, and (d) a Certificate of Good Conduct from Criminal Investigation Department.

**Deadline:** Applications must be received **on or before 7<sup>th</sup> October, 2024**

### To note:

- a) Kenya-AIST is an equal opportunity employer and is committed to implementing the provisions of Article 232 (i) of the Constitution. Therefore, persons with disability and those from marginalized and minority communities are encouraged to apply.
- b) Only shortlisted candidates will be contacted.

Job Title	Senior Technologist II
Ref. No	Kenya-AIST/HR/1/2024
Grade	11
Terms of Service	Permanent and Pensionable
Job purpose	The Senior Technologist will work closely with service providers during the installation and commissioning of laboratory equipment. The technologist will receive hands-on training on the use and maintenance and troubleshooting of laboratory of the equipment. Beyond installation, the Senior Technologist will also manage the Centre for Research Facilities, overseeing the day-to-day operations, upkeep, and optimization of lab resources. The officer will provide ongoing technical support, including training faculty and researchers on equipment use, implementing best practices, and ensuring smooth and efficient laboratory operations to advance the center's research objectives.
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities

	<ul style="list-style-type: none"> <li>i. Collaborate with service providers during the installation and commissioning of all lab equipment;</li> <li>ii. Receive training on machine operations during the installation phase;</li> <li>iii. Provide ongoing technical support and maintenance for lab equipment post-installation;</li> <li>iv. Maintain records of machine installations, maintenance schedules, and user manuals;</li> <li>v. Train teaching and research staff and students on the proper use of laboratory equipment;</li> <li>vi. Participate in the planning, designing and development of Laboratory/Workshop teaching and research manuals.</li> <li>vii. Coordinate the collection and preparation of teaching and research materials;</li> <li>viii. Conduct analytical work in specialized fields;</li> <li>ix. Maintain and manage inventory in the laboratories; and</li> <li>x. Implement quality assurance standards.</li> </ul>
Person Specification	<p>For appointment to this grade a candidate must:</p> <ul style="list-style-type: none"> <li>i. Have a Bachelor’s Degree in any of the following fields: Mechanical Engineering, Electrical &amp; Electronic Engineering or Mechatronic Engineering,</li> <li>ii. Have at least six (6) years of work experience in a relevant industry and/or in the academia,</li> <li>iii. Have knowledge of the mechanical, electrical, hydraulic and pneumatics systems of machines,</li> <li>iv. Have First Aid and Occupational Health and Safety Training;</li> <li>v. Have experience in calibration, troubleshooting and maintenance of equipment,</li> <li>vi. Experience in PLC programming will be an advantage,</li> <li>vii. Experience in computer networking will be an added advantage, and</li> <li>viii. Be registered with the relevant professional body and in good standing.</li> </ul>
Job Title	<b>Technologist II</b>
Ref. No	Kenya-AIST/HR/2/2024
Grade	9
Terms of Service	Permanent and Pensionable

Job purpose	The Technologist II will support the Senior Technologist in overseeing the installation, commissioning, and maintenance of laboratory equipment. This role includes assisting with the setup of machines, ensuring they meet operational and safety standards, and receiving training alongside the Senior Technologist on machine use and maintenance. The Technologist II will also help in troubleshooting, providing technical support, and training teaching and research staff and students in the proper use of lab equipment to ensure smooth lab operations
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>i. Support the Senior Technologist in the installation and commissioning of lab machines.</li> <li>ii. Ensure all equipment is installed according to technical and safety standards</li> <li>iii. Participate in training on operation, calibration, and maintenance of lab equipment.</li> <li>iv. Assist in conducting routine inspections to ensure proper machine functionality.</li> <li>v. Assist in troubleshooting technical issues and ensure timely repairs.</li> <li>vi. Assist in maintaining records of machine installations, maintenance schedules, and user manuals.</li> </ul>
Person Specification	<p>For appointment to this grade a candidate must:</p> <ul style="list-style-type: none"> <li>i. Have a Bachelor’s Degree in any of the following fields; Mechanical Engineering, Electrical &amp; Electronic Engineering or Mechatronic Engineering,</li> <li>ii. Have at least <b>three (3)</b> years of experience in a relevant industry and/or in the academia,</li> <li>iii. Have Knowledge of the mechanical, electrical, hydraulic and pneumatics systems of machines,</li> <li>iv. Have First Aid and Occupational Health and Safety Training;</li> <li>v. Have experience in calibration, troubleshooting and maintenance of equipment,</li> <li>vi. Experience in PLC programming and computer networking will be an advantage,</li> <li>vii. Be registered with the relevant professional body and in good standing.</li> </ul>

Job Title	<b>Estate/Maintenance Officer</b>
Ref. No	Kenya-AIST/HR/3/2024
Grade	10/9
Terms of Service	Permanent and pensionable
Job purpose	The Estate Management Officer will be responsible for overseeing the maintenance, development, and efficient operation of the Institute's physical infrastructure and facilities. This includes coordinating management of campus buildings, grounds, and utilities, ensuring safety and compliance with regulatory standards, and coordinating maintenance, repairs, and renovations to provide a conducive learning and working environment for students, staff, and faculty.
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>i. Develop and implement property management strategies, policies and plans.</li> <li>ii. Ensure compliance with all applicable laws and regulations.</li> <li>iii. Coordinate property valuations.</li> <li>iv. Coordinate the monitoring and evaluation of various Institute estates projects.</li> <li>v. Oversee and coordinate maintenance and letting of premises.</li> <li>vi. Assist administration in updating Lease Agreements.</li> <li>vii. Carry out regular inspection of the premises.</li> </ul>
Person Specification	<p>For appointment to this grade a candidate must:</p> <ul style="list-style-type: none"> <li>viii. Have a Bachelor's Degree in any of the following areas: Land Economics, Building Economics, Estate Management, Property Management and Valuation, Facilities Management, or equivalent qualifications from a recognized Institution;</li> <li>ix. Have at least <b>six (6) years</b> relevant work experience at the grade of Estate Maintenance Officer II or in a comparable position;</li> <li>x. Be proficient in computer applications; and</li> <li>xi. Shown merit and ability as reflected in work performance and results.</li> </ul>
Job Title	<b>Assistant Housekeeper I</b>
Ref. No	Kenya-AIST/HR/4/2024
Grade	10

Terms of Service	Permanent and Pensionable
Job purpose	The Housekeeper will be responsible for ensuring the cleanliness, hygiene, and overall upkeep of Institute facilities, including lecture rooms, offices, halls of residence, and common areas. Their main role will be to maintain a clean, safe, and conducive living, working and learning environment for students, staff, and visitors by performing regular cleaning duties, managing cleaning supplies, and ensuring that all spaces meet the Institute's standards for cleanliness and order.
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> <li>i. Oversee allocation of residential houses/units to students and staff per the approved policy.</li> <li>ii. Maintain high standards of cleanliness in the Institute.</li> <li>iii. Coordinate and supply necessary cleaning materials and detergents to facilitate smooth operation of housekeeping services.</li> <li>iv. Inspect conditions of the allocated houses/rooms and ensure maintenance requests are received by the Estates Department in a timely manner.</li> <li>v. Maintain upto date housekeeping inventory at the Institute</li> </ol>
Person Specification	<p>For appointment to this grade a candidate must:</p> <ol style="list-style-type: none"> <li>i. Have a Bachelor's degree in either of the following specializations: Hotel Management, Hospitality Management, Institutional Management or equivalent qualification from a recognized institution,</li> <li>ii. Have a cumulative period of <b>six (6)</b> years relevant work experience,</li> <li>iii. Have Firefighting and First Aid Certificate among other short courses certificates; and</li> <li>iv. Be proficient in computer applications; and</li> <li>v. Shown merit and ability as reflected in work performance and results.</li> </ol>
Job Title	<b>Finance and Accounts Officer II</b>
Ref. No	Kenya-AIST/HR/5/2024
Grade	9
Terms of Service	Permanent and Pensionable

Job purpose	The purpose of the Finance and Accounts Officers will be to provide quality accounting and financial advisory services through implementation of accounting policies, monitoring revenue collection and expenditure as approved by the Institute Management Board and the Council.
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities: <ul style="list-style-type: none"> <li>i. Preparing payment vouchers and committal documents for examination;</li> <li>ii. Verifying data recorded in the cash book;</li> <li>iii. Validating bank transactions and entries in bank statements;</li> <li>iv. Validating receipts and payments;</li> <li>v. Updating ledgers and supporting preparation of financial reports;</li> <li>vi. Verifying balance cashbooks, imprests, and advance ledgers;</li> <li>vii. Undertaking bank deposits, dispatch of cheques and cash withdrawal; and</li> <li>viii. Preparing bank reconciliation statements.</li> </ul>
Person Specification	For appointment to this grade a candidate must: <ul style="list-style-type: none"> <li>i. Have a Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized Institution.</li> <li>ii. Must have at least <b>three (3) years</b> of relevant experience.</li> <li>iii. Must be proficient in computer application skills.</li> </ul>
Job Title	<b>Caretaker/ Security officer</b>
Ref. No	Kenya-AIST/HR/6/2024
Grade	6
Terms of Service	Permanent and Pensionable
Job purpose	The Caretaker/Security Officer will be responsible for ensuring the safety and security of Kenya AIST's premises and facilities. The Security Officer will be in charge of monitoring access to the institution, responding to emergencies, and upholding the overall security standards for staff, students, and visitors. The Caretaker/Security Officer will oversee basic upkeep and maintenance tasks to ensure that the physical environment is well-

	maintained and functional, contributing to a safe, secure, and conducive atmosphere for living, learning and research.
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities:</p> <ul style="list-style-type: none"> <li>i. Conduct and oversee regular patrols to maintain the safety of all buildings and grounds.</li> <li>ii. Supervise and coordinate daily activities of the outsourced security team to ensure campus safety.</li> <li>iii. Monitor and control access to Institute facilities and ensure only authorized personnel enter.</li> <li>iv. Respond to security breaches, alarms, and emergencies promptly and efficiently.</li> <li>v. Monitor security equipment such as surveillance cameras and alarms.</li> <li>vi. Lead responses to security breaches, alarms, and emergencies in coordination with the outsourced security team.</li> <li>vii. Enforce Institute security policies and regulations to ensure a safe environment.</li> </ul>
Person Specification	<p>For appointment to this grade a candidate must:</p> <ul style="list-style-type: none"> <li>i. Be a holder of a Diploma in Criminology or its equivalent from a recognized institution.</li> <li>ii. Have served as a Commissioned Officer, Disciplined Forces of Kenya or any other reputable security firm with a Discharge Certificate.</li> <li>iii. Have a certificate of Good Conduct, Firefighting Certificate, and First Aid among other short courses certificates.</li> <li>iv. Have at least <b>six (6) years</b> relevant work experience.</li> <li>v. Demonstrate outstanding administrative ability in controlling security guards.</li> <li>vi. Be proficient in computer applications.</li> </ul>
<b>Job Title</b>	<b>Corporate Communication Officer II</b>
Ref. No	Kenya-AIST/HR/7/2024
Grade	9
Terms of Service	Permanent and Pensionable
Job purpose	The Corporate Communication Officer will coordinate, direct and manage internal and external public relations activities within the



	Institute; and promote good working relations with the public and stakeholders.
Duty Station	Konza Technopolis
Job Specification	<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> <li>i. Implementing corporate communications policies, strategies and programmes;</li> <li>ii. Implementing media relations and internal communications programmes;</li> <li>iii. Reviewing media supplements and documentaries, press/media releases and features;</li> <li>iv. Managing and updating social media platforms;</li> <li>v. Developing a public Technopolis framework for purposes of public awareness;</li> <li>vi. Maintain a photo gallery for the Institute;</li> <li>vii. Coordinating media/advocacy fora;</li> <li>viii. Developing and updating a database for media contacts;</li> <li>ix. Providing communication linkage between the Institute and stakeholders;</li> <li>x. Editing and production of communication materials, publications, press, statements/releases and writing opinions;</li> <li>xi. Ensuring adherence to the corporate brand;</li> <li>xii. Developing information education communication materials;</li> <li>xiii. Analyzing information on communication needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures; and</li> <li>xiv. Reviewing communication materials, including press releases, talking points, reports, speeches, web material and videos.</li> </ul>
Person Specification	<p>For appointment to this grade a candidate must:</p> <ul style="list-style-type: none"> <li>i. Have a Bachelor’s degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognized institution;</li> <li>ii. Must have at least <b>three (3) years</b> of relevant experience, and</li> <li>iii. Be Proficient in computer applications.</li> </ul>
Job Title	<b>Driver III/II</b>

Ref. No	Kenya-AIST/HR/8/2024
Grade	5
Terms of Service	Permanent and Pensionable
Job purpose	The Driver will be responsible for providing safe and efficient transportation services for Institute staff, students, and visitors
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> <li>i. Carrying out routine checks on vehicles;</li> <li>ii. Driving motor vehicle as authorized;</li> <li>iii. Maintaining work tickets for vehicles assigned;</li> <li>iv. Ensuring security and safety for the vehicle on and off the road;</li> <li>v. Ensuring safety of persons and/or goods in the vehicle;</li> <li>vi. Timely reporting of accidents and follow up of police abstract;</li> <li>vii. Maintaining cleanliness of the vehicle;</li> <li>viii. Detecting and reporting malfunctioning of vehicles; and</li> <li>ix. Maintaining records on repairs and maintenance.</li> </ol>
Person Specification	<p>For appointment to this grade a candidate must:</p> <ol style="list-style-type: none"> <li>i. Have at least three (3) years relevant work experience.</li> <li>ii. Have Kenya Certificate of Secondary Education mean Grade D (plain) or equivalent qualification;</li> <li>iii. Have a Valid driving license free from any current endorsements and valid for any of the classes of vehicles or plants which the officer is required to drive;</li> <li>iv. Have Passed Occupational Trade Test for Drivers Grade III from Kenya Institute of Highway and Building Technology (KIHBT) or Ministry of Roads and Public Works;</li> <li>v. Have a Refresher Driving Course lasting not less than one week from KIHBIT or any other recognized institution</li> <li>vi. Have First-Aid Refresher Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;</li> <li>vii. Have passed Suitability Test for Drivers Grade III from Kenya Institute of Highway and Building Technology or Ministry of Roads and Public Works;</li> </ol>

	<ul style="list-style-type: none"> <li>viii. Have a Valid certificate of good conduct from the Directorate of Criminal Investigations;</li> <li>ix. Be Proficient in computer applications; and</li> <li>x. Have Shown merit and ability as reflected in work performance and results.</li> </ul>
<b>Job Title</b>	<b>Plumber II/II</b>
Ref. No	Kenya-AIST/HR/9/2024
Grade	4
Terms of Service	Permanent and Pensionable
Job purpose	The Plumber is responsible for maintaining, and repairing plumbing systems and fixtures in the Institute. The Plumber will ensure that all plumbing systems are functioning efficiently, addressing any plumbing issues that arise, and performing routine inspections and preventative maintenance. The Plumber will work to ensure that all plumbing installations meet safety and regulatory standards, contributing to the smooth operation and safety of the infrastructure.
Duty Station	Konza Technopolis
Job Specification	<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> <li>i. Perform routine maintenance and emergency repairs on plumbing systems and fixtures.</li> <li>ii. Identify and troubleshoot plumbing problems, including leaks, blockages, and system failures.</li> <li>iii. Adhering to safety standards and plumbing codes to ensure all installations and repairs are up to code.</li> <li>iv. Conduct regular inspections of plumbing systems to prevent issues and ensure proper functionality.</li> <li>v. Work with maintenance and construction teams to support facility upgrades and repairs.</li> </ul>
Person Specification	<p>For appointment to this grade a candidate must:</p> <ul style="list-style-type: none"> <li>i. Have at least <b>three (3)</b> years relevant work experience at the grade of Artisan III or comparable position.</li> <li>ii. Have passed Government Trade Test Certificate Grade III in Plumbing.</li> <li>iii. Be Proficient in computer applications; and</li> <li>iv. Show merit and ability as reflected in work performance and results.</li> </ul>

Job Title	Electrician II/II
Ref. No	Kenya-AIST/HR/10/2024
Grade	4
Terms of Service	Permanent and Pensionable
Job purpose	The Electrician will be responsible for installing, maintaining, and repairing electrical systems, ensuring safe and reliable operations. The officer will be responsible for troubleshooting matters related to electrical supply, conducting regular inspection, and ensuring operations of the Institute run uninterrupted.
Duty Station	Konza Technopolis
Job Specification	<p>Duties and Responsibilities;</p> <ol style="list-style-type: none"> <li>i. Perform routine maintenance and repairs on electrical systems and equipment.</li> <li>ii. Ensure continuous electrical power supply.</li> <li>iii. Diagnose and resolve electrical problems, including faults in wiring, circuits, and devices.</li> <li>iv. Carry out routine checks on electrical works and equipment.</li> <li>v. Conduct inspections of electrical systems to identify and address potential issues.</li> <li>vi. Work with other maintenance and construction staff to support building projects and facility improvements.</li> </ol>
Person Specification	<p>For appointment to this grade a candidate must</p> <ol style="list-style-type: none"> <li>i.</li> <li>ii. Have passed Government Trade Test Certificate Grade III in Electrical Installation.</li> <li>iii. Have at least <b>three (3) years</b> relevant work experience.</li> <li>iv. Be Proficient in computer applications; and</li> <li>v. Have shown merit and ability as reflected in work performance and results.</li> <li>vi. First Aid certificate will be an added advantage.</li> </ol>