



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY RE-ADVERTISEMENT

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Estates Officer II Grade 10**.

ESTATES OFFICER II GRADE 10 1 POSITION:

REF: PU/ADV/03/07/2026

REQUIREMENTS FOR THE POSITION OF ESTATES OFFICER II GRADE 10

Academic Qualification

The candidate must have a Bachelor's degree in Land Economics, Estates Management or relevant field from a recognised institution.

Experience

The candidate must have **seven (7) years** of continuous relevant work experience, **three (3)** of which should be at the level of **Estate Officer III** or comparable grade with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

In addition, the candidate must have experience in handling the following:

- Budgeting
- Valuer
- Conducting Environmental Impact Assessment
- Coordination of the allocation of accommodation to staff
- Coordination of maintenance of buildings, stations and equipment
- Interpreting architectural drawings
- Liaising with Public Works on tendering of civil, mechanical and electrical works
- Planning and administration as relates to the construction and maintenance of institutional property
- Running the maintenance workshop
- Preparing small-scale drawings and Bills of Quantities
- Preparing annual reports
- Supervising staff under his/her charge



Skills

The candidate must have the following:

- Communication skills
- Computer proficiency skills
- Financial Management skills
- Interpersonal skills
- Leadership skills
- Project Management skills
- Team teamwork skills



Interested applicants should submit **four (4) copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names, and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and recommendations letters from referees should be addressed to:

The Vice Chancellor

Pwani University

P. O Box 195-80108, Kilifi

Candidates with foreign qualifications MUST submit a Certificate of Recognition from the Commission of University Education.

Pwani University is an equal opportunity employer committed to Diversity, Equity and Inclusion. The University encourages applications from qualified applicants of all genders, persons with disabilities, and members of marginalized groups.

Reasonable accommodation will be provided to applicants with disabilities during the recruitment process upon request. Applicants who wish to be considered under the category of persons with disabilities should attach a valid National Council for Persons with Disabilities (NCPWD) registration certificate.

The deadline for submitting applications is **Wednesday 5th August, 2026**. Applications received later than this date **will not be** considered.

Please Note: Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Those who applied earlier should not reapply

NO FEE

PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)