

**EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY**

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 has a vacancy for the position of **Office Assistant II Grade 3**.

**OFFICE ASSISTANT II                      GRADE 3      1 POSITION      REF: PU/ADV/06/07/2026**

**REQUIREMENTS FOR THE POSITION OF OFFICE ASSISTANT II GRADE 3**

This is an entry level position in the University to this cadre and appointment shall be on such terms and conditions as may be determined by the Council from time to time depending on age, citizenship or any other reason as may be stipulated in the Kenyan Labour Laws.

**Academic Qualification**

The candidate must have a minimum mean grade of D+ (plus) at KCSE or equivalent.

**Experience**

The candidate must have **at least six (6) years** of continuous relevant work experience.

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

- Assist in office organisation
- Assist in photocopying of documents
- Collection of items from stores
- Dispatch of documents and records
- Distribution of toiletries
- Running office errands

**Responsibilities**

As stipulated in the Job Description for this grade.

**Skills**

The candidate should have the following:

- Organisational skills
- Interpersonal skills
- Team work skills
- Communication skills
- Time management skills



## **TERMS OF SERVICE**

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependents, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should submit **four (4) hard 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 letters of recommendation 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 that:** Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

### **NO FEE**

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

