



MAASAI MARA UNIVERSITY

Address: P.O. Box 861 - 20500, Narok, Kenya. **Location:** Narok, Kenya. **Telephone Number:** +254 20 5131400 **Email Address:** info@mmarau.ac.ke **Website:** www.mmarau.ac.ke

INTERNAL ADVERTISEMENT

Maasai Mara University is a public University chartered in 2013. Our mission is to provide quality university education through innovative teaching, research and consultancy services for development. More details on our University can be found on our website www.mmarau.ac.ke.

In an effort to fulfill our mandate, we invite applications from suitably qualified and competent candidates for the following vacant positions.

Administrative Staff

S.No.	Position	Grade	Vacancies
1.	Administrative Assistant	8	9
2.	Artisan I	5	1
3.	Artisan II	4	4
4.	Assistant Accountant I	10	3
5.	Assistant Procurement Officer I	8	2
6.	Clerical Officer	5	5
7.	Clinical Officer III	8	1
8.	Counsellor Assistant I	7	2
9.	Customer Service Assistant	7	1
10.	ICT Officer II	9	2
11.	Library Assistant I	7	1
12.	Medical Laboratory Technologist III	8	2
13.	Pharmaceutical Technologist III	8	2
14.	Procurement Officer II	10	1
15.	Security Guard II	3	2
16.	Senior Clerical Officer	7	2
17.	Senior Cook	5	1
18.	Senior Mechanic	7	1
19.	Senior Support Staff	4	4
20.	Support Staff I	3	6

21.	Support Staff II	2	1
22.	Technologist I	10	1
23.	Technologist II	9	2
24.	Waiter II	3	2

NB: These positions are applicable to employees engaged on Temporary Terms of Service

1. REF: MMARA-U/AA/JUNE/01/2026 – ADMINISTRATIVE ASSISTANT, GRADE 8 – 9 POSTS

Job Specifications

For appointment to this position, one must have: -

- 1) A Bachelor's degree from a recognized institution
- 2) Computer Literacy

Job Description

Reporting to the Head of Department, the main duties will include:

- Processing data for planning relating to administration;
- Assisting in communication with staff/students and other stakeholders;
- Assisting in administrative records management;
- Taking minutes in various University committees;
- Coordinating general office services;
- Supervising Clerical and Messengerial staff in the Section;
- Performing any other duty assigned from time to time.

2. REF: MMARA-U /ART-I/JUNE/02/2026 - ARTISAN I, GRADE 5 – 1 POST

Job Specifications

For appointment to this position, one must have: -

- Kenya Certificate of Secondary Education D+ (Plus) or equivalent;
- Government Trade Test I or Craft III;
- served in the position of an Artisan II for at least at least three (3) years;
- shown merit and ability as reflected in work performance and results.

Job Description

Reporting to the Head of Department, the main duties will include:

- Carrying out actual construction and costing of minor repair works;
- Setting out ordinary plans according to the drawings and preparing materials for construction accordingly;
- Supervising Junior Staff in the Section;
- Perform any other duties as may be assigned from time to time.

3. REF: MMARA-U /ART- II/JUNE/03/2026 - ARTISAN II, GRADE 4 – 4 POSTS

Job Specifications

For appointment to this position, one must have: -

- Government Trade Test II or Craft I;
- Served in the position of an Artisan III for at least at least three (3) years;
- Shown merit and ability as reflected in work performance and results.

Job Description

Reporting to the Head of Department, the main duties will include:

- Carrying out actual construction and costing of minor repair works;
- Setting out ordinary plans according to the drawings and preparing materials for construction accordingly.
- Perform any other duties as may be assigned from time to time.

4. REF: MMARA-U /AA-I/JUNE/04/2026 – ASSISTANT ACCOUNTANT I, GRADE 10 - 3 POSTS

Job Specifications

For appointment to this position, one must have: -

- Bachelor's Degree in Commerce (Accounting) or equivalent;
- CPA final (Section VI);
- Membership registration with ICPAK;
- Served in grade of Assistant Accountant II for at least 3 years;
- Shown outstanding merit and ability in work performance;
- Shown unquestionable integrity;
- Proficiency in relevant computer applications

Job Description

Reporting to the Head of Department, the main duties will include:

- Preparing financial reports;
- Maintaining accountable documents;
- Maintaining and updating assets register;
- Supervising the preparation of cash books and bank reconciliation statements;
- Ensuring the remittance of all statutory deductions as per the law;
- Preparation of statement of comprehensive income and statement of financial position;
- Supervising staff in the section;
- Perform any other duties as may be assigned by immediate supervisor.

5. REF: MMARA-U /APO/JUNE/05/2026 – ASSISTANT PROCUREMENT OFFICER I , GRADE 8 – 2 POSTS

Job Specifications

For appointment to this position, one must have: -

- Diploma in Supplies Management or its equivalent from a recognized institution;
- Served in the grade of Assistant Procurement Officer II for a minimum period of three (3) years;
- Membership of relevant professional body.

Job Description

Reporting to the Head of Department, the main duties will include:

- Analyze quotations ;
- Preparation of tender documents;
- Maintain suppliers and supplies register;
- Inventory control;
- Ensuring security and safety of stores;
- Supervise staff under them;
- Perform any other duties as may be assigned from time to time.

6. REF: MMARA-U/CO/JUNE/06/2026 – CLERICAL OFFICER, GRADE 5 – 5 POSTS

Job Specifications

For appointment to this position, one must have: -

- Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent;
- Certificate in Business Management or records and Archive management or its equivalent from a recognized institution.

Job Description

Reporting to the Head of Department, the main duties will include:

- To open files for new appointments and for General correspondence;
- To receive, sort documents and records;
- Distribute mail, documents and general correspondence to appropriate officials;
- To file and folio appropriately letters and documents;
- To channel documents and files to respective offices for action;
- To track file movements and ensure safe custody;
- To repair and replace worn out files;
- To draft simple correspondence;
- Perform any other duties as may be assigned from time to time.

7. REF: MMARA-U/CO-III/JUNE/07/2026 -CLINICAL OFFICER III, GRADE 8 – 1 POST

Job Specifications

For appointment to this position, one must have: -

- Diploma in Clinical Medicine/and Surgery or its equivalent qualification;
- Completed at least at least three (3) years pre-service training;
- Be registered with the Clinical Officers Council of Kenya

Job Description

Reporting to the Head of Department, the main duties will include:

- Examining, diagnosing and treating patients at the University filter clinics and referring them where appropriate to the specialists.
- Perform any other duties as may be assigned from time to time.

8. REF: MMARA-U /CA-I/JUNE/08/2026 – COUNSELLOR ASSISTANT I, GRADE 7– 2 POSTS

Job Specifications

For appointment to this position, one must have: -

- Kenya Certificate of Secondary Education mean grade D (plus) or its equivalent ;
- Diploma in Psychological Counselling or related field ;
- Certificate in HIV testing and Counselling certified by the relevant body;
- Registration with the Kenya Counselling and Psychological Association (KCPA);
- Computer Literate;
- Served three (3) year as Counsellor Assistant II.

Job Description

Reporting to the Head of Department, the main duties will include:

- Identification of clients with social problems;
- Undertaking psychological counselling;
- HIV testing and Counselling ;
- Organizing campaigns to promote clinical and social health;
- Planning and coordinating activities in the units;
- Keeping appropriate records;
- Supervision of staff in the unit;
- Performing any other related duties as may be assigned.

9. REF: MMARA-U/CSA/JUNE/09/2026 – CUSTOMER SERVICE ASSISTANT GRADE 7 – 1 POST

Job Specifications

For appointment to this position, one must have: -

- Kenya Certificate of Secondary Education;
- Diploma in Receptionist/Front Office Management Office/ Customer care from a recognized Institution;
- Must be Computer Literate.

Job Description

Reporting to the Head of Department, the main duties will include:

- Typing and collating documents;
- Performing clerical/secretarial duties, as and when required;
- Undertaking word processing and simple computer/data processing work and to operate telefax and email services;
- Operating the reception desk of the University and the telephone switchboard (PABX)
- Maintaining a register of all visitors;
- Assisting visitors by providing information to them to facilitate their contact with officers of the University;
- Controlling access to offices of the University
- Taking messages from outside callers and transmitting the same to officers concerned;
- Performing any other duties as assigned from time to time.

10. REF: MMARA-U /ICT-II/JUNE/10/2026, ICT OFFICER II, GRADE 9 – 2 POSTS

Job Specifications

For appointment to this position, one must have: -

- KCSE or its equivalent;
- Bachelor's degree in ICT or its equivalent from a recognized institution;
Or
- A Diploma in ICT or its equivalent from a recognized institution; and
- Three(3) years experience as ICT Officer III

Job Description

Reporting to the Head of Department, the main duties will include:

- To manage the Helpdesk system;
- Follow-up on reported faults;
- To quantify the faults reported;
- Ensuring staff mailing system is running effectively;
- Assign intranet and e-mail accounts to staff members;
- Carrying out staff needs assessment;
- Coordination of staff training on ICT;
- Supervising staff under them;
- Any other duties that may be assigned by the immediate supervisor.

11. REF: MMARA-U/LA-I/JUNE/11/2026 – LIBRARY ASSISTANT I, GRADE 7 – 1 POST

Job Specifications

For appointment to this position, one must have: -

- Diploma in Library and Information Studies from a recognized institution;
- Kenya Certificate of Secondary Education with a minimum grade of C (plain) or its acceptable equivalent with at least a C- (minus) in any of the following subjects: Mathematics, History, English or Kiswahili, and;
- Served in the grade of Library Assistant I for at least at least three (3) years;
- shown merit and ability as reflected in work performance and results.

Job Description

Reporting to the Head of Department, the main duties will include:

- Classifying and cataloguing books;
- Preparing catalogue cards for books and compiling list for books;
- Charging and discharging;
- Reservation of books ;
- Keeping statistics for borrowed publications;
- Ensuring that the library is orderly in addition to infrastructure processing;
- Performing any other duties as assigned from time to time.

12. REF: MMARA-U/MLT-III/JUNE/12/2026 -MEDICAL LABORATORY TECHNOLOGIST III, GRADE 8 – 2 POSTS

Job Specifications

For appointment to this position, one must have: -

- A Diploma in Medical Laboratory Science from a recognized institution;
- Be registered by the Kenya Laboratory Technician and Technologist Board (KMLTTB); and
- Have at least three (3) years work experience.

Job Description

Reporting to the Head of Department, the main duties will include:

- Performing general laboratory procedures for pathological investigations;
- Maintaining laboratory records;
- Collection and postage of medical results; and
- Perform any other duties as may be assigned from time to time.

13. REF: MMARA-U /PT-III/JUNE/13/2026, PHARMACEUTICAL TECHNOLOGIST III, GRADE 8 – 2 POSTS

Job Specifications

For appointment to this position, one must have: -

- Diploma in Pharmacy or its approved equivalent from a recognized institution;
- At least three (3) years post qualification work experience;

- Be registered with Medical Laboratory and Technicians Board.

Job Description

Reporting to the Head of Department, the main duties will include:

- Dispensing and compounding medicine;
- Verifying and maintaining information relating to drugs issued to patients;
- Ordering and recording of drugs and other supplies;
- Perform any other duties as may be assigned from time to time.

14. REF: MMARA-U /PO-II/JUNE/14/2026, PROCUREMENT OFFICER II, GRADE 10 – 1 POST

Job Specifications

For appointment to this position, one must have: -

- Bachelor's Degree in Business Administration, Economics, Commerce (Supplies Management option) or its equivalent from a recognized University;
- Served in the grade of Procurement Officer III or in a comparable and relevant position for at least at least three (3) years;
- Shown merit and ability as reflected in work performance and results;
- Membership of relevant professional body

Job Description

Reporting to the Head of Department, the main duties will include:

- Supervising staff under them;
- Preparation of LPO's and following up payments for suppliers;
- Efficient management and distribution of stores;
- Supervision of stores staff and training;
- Procurement of stores, goods, services, works and carrying out stock taking;
- Perform any other duties as may be assigned from time to time

15. REF: MMARA-U/SG/JUNE/15/2026 –SECURITY GUARD II, GRADE 3 – 2 POSTS

Job Specifications

For appointment to this position, one must have: -

- KCSE Certificate;
- Valid Certificate of Good Conduct;
- On-the-job training or service in the disciplined forces;
- 3 years' experience as Security Guard III

Job Description

Reporting to the Head of Department, the main duties will include:

- Undertake day and night patrols;
- To carry out perimeter checks;

- Protect university/student property by physical guarding;
- Escort student/staff offenders;
- Assist in firefighting ;
- Dispatch security items;
- Traffic control;
- Undertake surveillance duties;
- Any other duties assigned by immediate supervisor.

16. REF: MMARA-U/SCO/JUNE/16/2026 -SENIOR CLERICAL OFFICER, GRADE 7 – 2 POSTS

Job Specifications

For appointment to this position, one must have: -

- Served in the grade of a higher clerical officer or in a comparable and relevant position for a period of at least three (3) years;
- A Diploma in Business Management or records and Archive Management or its equivalent from a recognized institution;
- Shown merit and ability as reflected in work performance and results.

Job Description

Reporting to the Head of Department, the main duties will include:

- Preparation and checking simple documents;
- Compiling statistical records from routine source of data;
- Computation of financial or statistical data including dealing with simple correspondence with less supervision;
- Perform any other duties as may be assigned from time to time.

17. REF: MMARA-U /SC/JUNE/17/2026 – SENIOR COOK, GRADE 5 – 1 POST

Job Specifications

For appointment to this position, one must have: -

- Kenya Certificate of Secondary Education (KCSE) mean grade of D+ (plus) or its approved equivalent;
- Certificate in Food Production from recognized institution;
- Served in the position of Cook for at least at least three (3) years;
- Shown merit and ability as reflected in work performance and results;
- Been declared medically fit by the Public Health Officer.

Job Description

Reporting to the Head of Department, the main duties will include:

- Ensuring that food produced in the kitchens is of high standards;
- Supervising and ensuring that the staff working under him/her are properly dressed and well groomed and that their working areas are kept clean during and after work;
- Perform any other duties as may be assigned from time to time.

18. REF: MMARA-U /PT-III/JUNE/18/2026, SENIOR MECHANIC, GRADE 7 – 1 POST

Job Specifications

For appointment to this position, one must have: -

- Kenya certificate of Secondary Education;
- Diploma in Automotive Engineering or its equivalent ;
- Five years (5) years working experience in a busy workshop of which 2 years must have been on supervisory position;
- Valid driving license classes ABCE and PSV
- Certificate of good conduct;
- Conversant with garage safety rules;
- Computer literacy is an added advantage.

Job Description

Reporting to the Head of Department, the main duties will include:

- Routine maintenance of vehicles;
- Diagnose and repair of motor vehicles;
- Identify spare parts required for repair;
- Ensure proper care in the use and maintenance of equipment and supplies;
- Perform any other duties as may be assigned from time to time.

19. REF: MMARA-U /SSS/JUNE/19/2026, SENIOR SUPPORT STAFF, GRADE 4 – 4 POSTS

Job Specifications

For appointment to this position, one must have: -

- At least at least three (3) years relevant work experience;
- At least Kenya Certificate of Secondary Education (KCSE) minimum mean grade D+(plus);
- Served in the position of Support Staff I for at least at least three (3) years.

Job Description

Reporting to the Head of Department, the main duties will include:

- Ensure cleanliness of offices and all workstations;
- Dispatch letters and other official documents to their various destinations;
- Make record entries for official documents;
- Perform clerical duties;
- Perform any other duties as may be assigned from time to time.

20. REF: MMARA-U /SS-I/JUNE/20/2026, SUPPORT STAFF I, GRADE 3 – 6 POSTS

Job Specifications

For appointment to this position, one must have: -

- Kenya Certificate of Secondary Education (KCSE) minimum grade D (plain);
- Served in the position of Support Staff II for at least at least three (3) years.

Job Description

Reporting to the Head of Department, the main duties will include:

- Ensure cleanliness of offices and all workstations;
- Dispatch letters and other official documents to their various destinations;
- Make record entries on official documents;
- Perform any other duties as may be assigned from time to time.

21. REF: MMARA-U /SS-II/JUNE/21/2026, SUPPORT STAFF II, GRADE 2 – 1 POST

Job Specifications

For appointment to this position, one must have: -

- Kenya Certificate of Primary Education (KCPE) ;
- Served in the position of Support Staff III for at least at least three (3) years.

Job Description

Reporting to the Head of Department, the main duties will include:

- Ensure cleanliness of offices and all workstations;
- Dispatch letters and other official documents to their various destinations;
- Perform any other duties as may be assigned from time to time.

22. REF: MMARA-U /T-I/JUNE/22/2026, TECHNOLOGIST I, GRADE 10 – 1 POST

Job Specifications

For appointment to this position, one must have: -

- Higher National Diploma in relevant discipline or its equivalent from a recognized Institution;
- Served in the position of Technologist II for at least at least three (3) years;
- Shown merit and ability as reflected in work performance and results.

Job Description

Reporting to the Head of Department, the main duties will include:

- Collection and preparation of teaching and research materials;
- Ensuring proper arrangements of workshops/laboratory and assisting in carrying out various laboratory/workshop including field activities.
- Carry our analytical work in specialized disciplines;
- Perform any other duties as may be assigned from time to time.

23. REF: MMARA-U /T-II/JUNE/23/2026, TECHNOLOGIST II, GRADE 9 – 2 POSTS

Job Specifications

For appointment to this position, one must have: -

- Higher National Diploma in relevant discipline or its equivalent from a recognized Institution;
- At least three (3) years work experience.

Job Description

Reporting to the Head of Department, the main duties will include:

- Supervising Technical Assistants and Assistant Technicians;
- Collection and preparation of teaching and research materials;
- Obtaining and setting of equipment for practical and demonstrations;
- Ensuring safe keeping and disposal of waste left behind after practical;
- Assisting the teaching staff and students in carrying out various laboratory/workshop and field activities and carrying out basic routine analysis in any relevant discipline in the laboratory/workshop;
- Carrying out basic maintenance of laboratory/workshop equipment;
- Perform any other duties as may be assigned from time to time.

24. REF: MMARA-U /W-II/JUNE/24/2026, WAITER II, GRADE 3 – 2 POSTS

Job Specifications

For appointment to this position, one must have: -

- KCSE Certificate;
- Certificate in Food and Beverage Production;
- Exemplary work performance.

Job Description

Reporting to the Head of Department, the main duties will include:

- Take and forward orders from customers;
- Serve food and drinks to customers;
- Maintain cleanliness and order in the dining hall;
- Any other duty assigned by the immediate supervisor.

REMUNERATION

Salary Grade 10

- Assistant Accountant I
- Procurement Officer II
- Technologist I

Salary Progression: Kshs. 63,647 x 2,547 – 68,843 x 2,753 – 74,460 x 2,979- 80,538 x 3,221– 87,110 x 3,484- 94,218 – 97,988 p.a.

House Allowance: Ksh.35,383/=p.m

Salary Grade 9

- ICT Officer I
- Technologist II

Salary Progression: Kshs. 55,373 x 2,215 – 59,892 x 2,396 – 64,779 x 2,593- 70,067 x 2,803– 75,785 x 3,033 - 81,971 – 85,250 p.a.

House Allowance: Ksh.31,845/=p.m

Salary Grade 8

- **Administrative Assistant**
- **Assistant Procurement Officer I**
- **Clinical Officer III**
- **Pharmaceutical Technologist III**
- **Medical Laboratory Technologist III**

Salary Progression: Kshs.47,621 x 1,906 – 51,507 x 2,061 – 55,711 x 2,230- 60,259 x 2,412– 65,177 x 2,608- 70,497 – 73,317 p.a.

House Allowance: Kshs. 28,307/= p.m

Salary Grade 7

- **Counsellor Assistant I**
- **Customer Service Assistant**
- **Library Assistant I**
- **Senior Clerical Officer**
- **Senior Mechanic**

Salary Progression: Kshs. 42,858 x 1,715 – 46,357 x 1,854 – 50,140 x 2,007- 54,233 x 2,169– 58,660 x 2,347- 63,448 – 65,986 p.a.

House Allowance: Ksh.24,768/=

Salary Grade 5

- **Artisan I**
- **Senior Cook**
- **Clerical Officer**

Salary Progression: Kshs. 32,485 x 1,300 – 35,137 x 1,406 – 38,004 x 1,521- 41,106 x 1,644– 44,461 x 1,778- 48,089 – 50,014 p.a.

House Allowance: Ksh.17,692, /= p.m

Salary Grade 4

- **Artisan II**
- **Senior Support Staff**

Salary Progression: Kshs. 28,261 x 1,131 – 30,569 x 1,223 – 33,065 x 1,323- 35,763 x 1,432– 38,684 x 1,547 – 41,841 – 43,151 p.a.

House Allowance: Ksh.11,800/=p.m

Salary Grade 3

- **Security Guard II**
- **Support Staff I**
- **Waiter II**

Salary Progression: Kshs. 25,436 x 1,017 – 27,512 x 1,101 – 29,759 x 1,190- 32,187 x 1,289– 34,184 x 1,395 – 37,657 – 39,164 p.a.

House Allowance: Kshs.10,784/=p.m

Salary Grade 2 Support Staff II

Salary Progression: Kshs. 22,637 x 907 – 24,486 x 980 – 26,486 x 1,059- 28,648 x 1,146 – 30,986 x 1, 240 – 33,515 – 34856 p.a.

House Allowance: Ksh.7,233/=p.m

Terms & Conditions of Service

Successful candidate will be offered a competitive remuneration package, including House Allowance, Commuting Allowance and benefits in accordance with the Maasai Mara University Terms of Service for Teaching and Non- Teaching staff.

Application Guidelines for Applicants

Applicants are advised to adhere to the following guidelines when submitting their applications:

- a) Submit one (1) copy of the application letter for employment and a detailed curriculum vitae (cv) together with copies of academic and professional certificates, transcripts, testimonials and other relevant supporting documents.
- b) Clearly indicate the Job Reference Number and the position applied for on the envelope containing the application documents.
- c) Detailed information on the Advertised position including the duties, responsibilities and minimum requirements may be obtained from the University website: www.mmarau.ac.ke
- d) Only shortlisted candidates will be contacted.

Applications should reach the Deputy Vice-Chancellor (Administration, Finance & Strategy) on the address indicated below on or **before 5.00 p.m. on Tuesday ,23rd June, 2026.**

The Deputy Vice Chancellor (Administration, Finance & Strategy)
Maasai Mara University
P. O. Box 861-20500
Narok.

Maasai Mara University is an equal opportunity employer committed to diversity; persons with disability, women, youth and those from marginalized communities are encouraged to apply.

Canvassing in any form will lead to automatic disqualification.

Maasai Mara University is ISO 9001:2015 Certified Institution