



## 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](mailto:info@mmarau.ac.ke) **Website:** [www.mmarau.ac.ke](http://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](http://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.

#### ADMINISTRATION, FINANCE AND STRATEGY DIVISION

##### I.

**NB: This position is applicable to employees engaged on regular employment, Casual, Locum and Part -time employment in the University.**

S. No.	Position	Grade	Vacancies
1.	Senior Nursing Officer (Clinical Instructor), Department of Health Sciences	11	1

##### II.

**NB: These positions are applicable to employees employed on Casual basis in the University.**

S/ No.	Position	Grade	Vacancies
1.	Assistant Public Relations Officer	9	1
2.	Senior Technologist II (Bio Systems Engineering)	11	1
3.	Senior Cook	5	2
4.	Cook	4	1
5.	Artisan I (Plumbing)	5	2
6.	Binder Assistant II	5	1
7.	Security Guard I	4	3
8.	Waitress I/ Waiter I	4	1

**1. REF: MMARA-U /SNO/JUNE/25/2026, SENIOR NURSING OFFICER (CLINICAL INSTRUCTOR), GRADE 11 – 1 POST**

**Job Specifications**

**For appointment to this position, one must have: -**

- At least four (4) years work experience as a Nursing Officer I;
- Be registered with Nursing Council of Kenya;
- Higher Diploma in relevant specialization;
- Bachelor of Science Degree in Nursing from a recognized University advanced from Diploma;
- Master's degree in the relevant field will be an added advantage;
- Shown professional competence and administrative ability in handling Nursing work;
- Actively participated in curriculum development and evaluation in a relevant continuous education programme in the field of nursing.

**Job Description**

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

- Facilitating nursing care of patients in the units;
- Maintaining discipline in nursing care;
- Monitoring patients admitted in hospitals;
- Ensuring availability of medical supplies;
- Participating in the counseling of staff and patients;
- The officer may also be called upon to take charge of a unit in the medical centre;
- Perform any other duties as may be assigned from time to time.

**2. REF: MMARA-U /APRO/JUNE/26/2026, ASSISTANT PUBLIC RELATIONS OFFICER, GRADE 9 – 1 POST**

**Job Specifications**

**For appointment to this position, one must have: -**

- Bachelors' degree in Public Relations/ Mass Communication or its equivalent from recognized institution;
- Proficiency in Computer Applications;
- At least three (3) years working experience;
- Membership of relevant professional body.

**Job Description**

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

- Prepare and disseminate corporate publicity information materials like posters, banners, Calendars, Diaries, prospectus, monthly update newsletters;
- Contribute stories, photos and editing of the internal newsletter;

- Coverage of University activities (both video and photography);
- Prepare advertisements for media houses;
- Participate in organizing and coordinating University exhibitions and marketing activities;
- Supervise Staff under his/her section;
- Any other duty assigned by the supervisor;

### **3. REF: MMARA-U /ST-II/JUNE/27/2026, SENIOR TECHNOLOGIST II (BIOSYSTEMS ENGINEERING), GRADE 11 – 1 POST**

#### **Job Specifications**

**For appointment to this position, one must have: -**

- Degree in relevant discipline or its equivalent from a recognized university;
- Served in the position of Technologist 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:**

- Planning, designing and development of laboratory teaching and research activities;
- Supervising collection and preparation of teaching and research material;
- Carrying out analytical work in specialized discipline;
- Supervising and training personnel on specialized applications;
- Keeping proper inventory records of the equipment, teaching and research materials;
- Carrying out quality assurance programs;
- Perform any other duties as may be assigned from time to time.

### **4. REF: MMARA-U /SC/JUNE/28/2026 – SENIOR COOK, GRADE 5 – 2 POSTS**

#### **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 a 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.

**5. REF: MMARA-U /C/JUNE/29/2026, COOK, GRADE 4 – 1 POST**

**Job Specifications**

**For appointment to this position, one must have: -**

- Kenya Certificate of secondary Education (KCSE) mean grade D+ (plus) or its approved equivalent;
- At least three (3) years relevant work experience as an Assistant Cook;
- Been declared medically fit by the Public Health Officer.

**Job Description**

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

- Preparation of food in accordance with the day's menu and service;
- Ensuring that his/her working area is kept clean;
- Maintaining high standards of personal hygiene;
- Taking care of kitchen machinery and equipment;
- Maintaining good public relations with staff and students;
- Perform any other duties as may be assigned from time to time.

**6. REF: MMARA-U /ARTN-I/JUNE/30/2026, ARTISAN I(PLUMBING), GRADE 5 – 2 POSTS**

**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 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;
- Preparing materials for construction accordingly;
- Supervising Junior Staff in the Section;
- Perform any other duties as may be assigned from time to time.

**7. REF: MMARA-U /BA-II/JUNE/31/2026, BINDER ASSISTANT II, GRADE 5 – 1 POST**

**Job Specifications**

**For appointment to this position, one must have: -**

- Advanced certificate in machine printing, print originator and or book binding and print finishing from a recognized institution;
- At least three (3) years relevant work experience.

**Job Description**

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

- Assist in material preparation for printing, all binding processes and print origination work and clear all that has been printed to the next process;
- Undertake all bindery work.
- Perform any other duties as may be assigned from time to time.

**8. REF: MMARA-U /SG-I/JUNE/32/2026, SECURITY GUARD I, GRADE 4 – 3 POSTS**

**Job Specifications**

**For appointment to this position, one must have: -**

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

**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;
- Undertaking surveillance duties;
- Any other duties assigned by immediate supervisor.

**9. REF: MMARA-U /W-II/JUNE/33/2026, WAITER I/WAITRESS I, GRADE 4 – 1 POST**

**Job Specifications**

**For appointment to this position, one must have: -**

- KCSE Certificate;
- Certificate in Food & Beverages Production;

- Exemplary work performance;
- 3 years' experience as Waiter II.

### **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 11**

- **Senior Nursing Officer**
- **Senior Technologist II**

**Salary Progression:** Kshs. 96,006 x 3,842 – 103, 842 x 4,154 - 112,317 x 4,493- 121,482 x 4,860– 131,395 x 5,258- 142,119 – 147,805 p.a.

**House Allowance:** Kshs. 47,915/=

#### **Salary Grade 9**

- **Assistant Public Relations Officer**

**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:** Kshs.31,845/=p.m

#### **Salary Grade 5**

- **Artisan I(Plumbing)**
- **Senior Cook**
- **Binder Assistant II**

**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**

- **Security Guard I**
- **Waiter/Waitress I**
- **Cook**

**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:** Kshs.11,800/=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 Non- Teaching staff.

## Application Guidelines for Applicants

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

- a) Submit two (2) copies 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](http://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. ,Tuesday ,7<sup>th</sup> July , 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**