THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)
P. O. Box 24814-00502, KAREN, NAIROBI, KENYA. TELEPHONE: (020)-2430127/ 2679456/8891401, FAX (020)-8891410.
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OFFICE OF THE DEPUTY VICE-CHANCELLOR
FINANCE, PLANNING & ADMINISTRATION (FPA)

CUK/A/160D **3RD JUNE, 2025**

INTERNAL ADVERTISEMENT FOR VACANT ADMINISTRATIVE, TECHNICAL AND INFORMATION SCIENCE POSITIONS

The Co-operative University of Kenya (CUK) invites applications from suitably qualified and experienced internal staff with excellent credentials to fill the following internal vacant positions:

ADMINISTRATIVE, TECHNICAL AND INFORMATION SCIENCE POSITIONS

1. INTERNAL AUDIT DEPARTMENT

Vacant Positions:

i. Internal Auditor II (Information System Auditor)– Grade 11 – CUK/ADMIN/AUD/IA II-ISA/6/25(1)
ii. Senior Assistant Internal Auditor II – Grade 9 - CUK/ADMIN/AUD/SAIA II/6/25 (1)

A. Internal Auditor II (Information System Auditor)– Grade 11 – CUK/ADMIN/AUD/IA II-ISA/6/25(1)

APPLICANTS SHOULD MEET THE FOLLOWING REQUIREMENTS:

i. Must possess a Masters degree in Accounting/Finance/Computer Science/ Information Technology or a relevant field from an accredited/recognized institution;
ii. Must possess CPA Part II or equivalent;
iii. Must possess relevant experience as an Information Systems Auditor with exemplary performance;
iv. Must be a Certified Information Systems Auditor (CISA).

OR

i. Must possess a Bachelor degree in Accounting/Finance/Computer Science/ Information Technology or related field from an accredited/recognized institution;
ii. Must possess CPA Part III Section 5 & 6 or equivalent;
iii. Must possess three (3) years experience as an Information Systems Auditor or equivalent at Grade 10 or comparable position with exemplary performance;
iv. Must be a Certified Information Systems Auditor (CISA).

OR

i. Must possess CPA (K) with proof of registration or equivalent;

ii. Must possess three (3) years experience as an Information Systems Auditor or equivalent at Grade 10 or comparable position with exemplary performance;
iii. Must be a Certified Information Systems Auditor (CISA).

In addition, the applicant:

i. Must possess excellent analytical skills, excellent report writing, organizational, good interpersonal relationships, time management, communication, decision-making making and problem-solving skills;
ii. Must demonstrate a strong understanding of information security principles, risk management and IT governance;
iii. Must be proficient in Audit Common Language (ACL) or other audit tools is highly desirable;
iv. Must demonstrate ability to manage audits independently and meet strict deadlines;
v. Must have proven ability to work both independently and collaboratively with cross-functional teams;
vi. Must be a member of a relevant professional body;
vii. Must demonstrate excellent customer service skills;
viii. Must possess knowledge of the respective laws and regulations governing the area of specialization;
ix. Advanced knowledge of relevant ERP Systems;
x. Possession of Additional professional certifications such as Certified Information Security Manager (CISM), Cisco Certified Network Associate (CCNA), or Certified Cloud Security Professional (CCSP) and experience in a University setup or institution for Higher learning will be an added advantage.

B. Senior Assistant Internal Auditor II – Grade 9 - CUK/ADMIN/AUD/SAIA II/6/25 (1)

APPLICANTS SHOULD MEET THE FOLLOWING REQUIREMENTS:

i. Must possess a Bachelors Degree in Accounting/Finance/ Computer Science/Information Technology or a relevant field from its equivalent from a recognized University or any other acceptable professional accountancy qualification by virtue of which the holder is exempted from part I of the Certified Public Accountants (CPA) examination;
ii. Must possess three (3) years experience as an Assistant Internal Auditor I or equivalent at Grade 8 or comparable position with exemplary performance.

OR

i. Must possess CPA Part III Section 5 or equivalent;
ii. Must have served as an Assistant Internal Auditor I or equivalent at Grade 8 for three (3) years or comparable position with exemplary performance;
iii. Must be computer literate.

In addition, applicants:

i. Must be a member of a relevant professional body;
ii. Must demonstrate excellent customer service skills;
iii. Must possess knowledge of the respective laws and regulations governing the area of specialization;
iv. Must demonstrate Proficiency in Auditing Principles and Techniques;
v. Must possess excellent analytical skills, excellent report writing, organizational, good Interpersonal relationship, time management, communication, decision making and problem-solving skills;
vi. Must be proficient in Audit Common Language (ACL) or other audit tools is highly desirable;
vii. Must demonstrate ability to manage audits independently and meet strict deadlines;
viii. Must have proven ability to work both independently and collaboratively with cross-functional teams;

ix. Possession of relevant additional qualifications and experience in a University setup or institution for Higher Learning will be an added advantage.

2. SECURITY DEPARTMENT

Vacant Positions:

i. Security Officer II - Grade 10 - CUK/ADMIN /SECURITY/SO II//6/25 (1)
ii. Assistant Security Officer Grade 7 - CUK/ADMIN /SECURITY/ASO/6/25 (1)

A. Security Officer II - Grade 10 - CUK/ADMIN /SECURITY/SO II//6/25 (1)

APPLICANTS SHOULD MEET THE FOLLOWING REQUIREMENTS:

i. Must possess a Bachelors degree in security studies or a relevant field with basic training in disciplined forces;
ii. Must possess three (3) years' experience in grade 9 or a comparable position with an exemplary performance;
iii. Should have worked with any of the Disciplined Forces of Kenya or any other reputable security firm with a Discharge Certificate;
iv. Must possess a valid Police clearance certificate;
v. Must be computer literate;
vi. Must demonstrate excellent customer service skills;
vii. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures; and
viii. Experience in a university or institution of higher education and possession of relevant additional training will be an added advantage.

OR

i. Must be a Commissioned officer in the Disciplined Forces at the level of Chief Inspector of Police or Administration Police or equivalent or Major in the Armed Forces with exemplary performance and a discharge certificate;
ii. Must possess a valid Police clearance certificate;
iii. Must be computer literate;
iv. Must demonstrate excellent customer service skills;
v. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures; and
vi. Experience in a university or institution of higher education and possession of relevant additional training will be an added advantage.

B. Assistant Security Officer Grade 7 - CUK/ADMIN /SECURITY/ASO/6/25 (1)

APPLICANTS SHOULD MEET THE FOLLOWING REQUIREMENTS:

i. Must possess a Diploma in Security Studies or a relevant field from a recognized institution;
ii. Must possess three (3) years' experience in grade 6 or a comparable position with exemplary performance;
iii. Should have worked with any of the Disciplined Forces of Kenya or any other reputable security firm with a Discharge Certificate;
iv. Must possess a valid Police Clearance Certificate.
v. Must possess a current First Aid Certificate;
vi. Must possess a current Fire Fighting Certificate;
vii. Must be computer literate;
viii. Must demonstrate excellent customer service skills;
ix. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures; and
x. Experience in a University or institution of Higher learning and possession of relevant additional training will be an added advantage.

OR

i. Should have been Non-commissioned officers in Disciplined forces;
ii. Must possess three (3) years' experience in grade 6 or a comparable position with exemplary performance;
iii. Must possess a valid Police Clearance Certificate;
iv. Must be computer literate;
v. Must demonstrate excellent customer service skills;
vi. Must demonstrate knowledge of relevant policies, strategies, regulations and procedures; and
vii. Experience in a University or institution of Higher learning and possession of relevant additional training will be an added advantage.

3. ICT DEPARTMENT

Vacant Positions:

i. ICT Officer I (Database Administrator) - Grade 10 - CUK/ADMIN/ICT/ICTO I-DBA/6/25 (1)

APPLICANTS SHOULD MEET THE FOLLOWING REQUIREMENTS:

i. Must possess a Bachelors Degree in Computer Science, Information Technology or a related field from an accredited or recognized institution;
ii. Must possess three (3) years' experience in grade 9 or comparable position with exemplary track record experience in database administration or applications development, including system customizations, Integrations, & Report designs for/in a University setting;
iii. Must have demonstrable experience with Oracle, MSSQL, MySQL/MariaDB, SQLite and PostgreSQL databases and database abstraction tools e.g. ADO.NET, ORM, LINQ to SQL etc.
iv. Must have demonstrable knowledge in database performance housekeeping such as tuning, indexing etc.
v. Must have demonstrable knowledge in Systems Integrations using both RESTful and SOAP-based APIs;
vi. Advanced knowledge of relevant ERP Systems;
vii. Must demonstrate Systems development experience with any modern programming tools/platforms e.g. PHP, NET, JavaScript, Java etc. is an added advantage.

How to apply

All applications **MUST** be submitted **ONLINE.** Applicant should:

i. Visit the University website **www.cuk.ac.ke** under the QUICK LINKS section, CLICK ONLINE RECRUITMENT PORTAL, log in and fill out the application form, attach testimonials. Submission of the online application and the attachments is **MANDATORY.**

ii. Indicate the position and the reference number on the application letter and on the envelope which should be addressed to:

The Deputy Vice-Chancellor, Finance, Planning & Administration
The Co-operative University of Kenya
P.O. Box 24814 - 00502
Karen- Kenya.

iii. Recommendations from at least three (3) referees should be sent separately to the address above on or before **17th June, 2025** at **noon;**
iv. All applications must be received by **17th June, 2025** at **noon.** Applications received later than this period will not be considered.

Note 1: The Co-operative University of Kenya is an Equal opportunity employer; Female applicants, persons with disabilities and those from marginalized areas are encouraged to apply.