

# EGERTON

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# UNIVERSITY

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**OFFICE OF THE REGISTRAR  
(HUMAN CAPITAL & ADMINISTRATION)**

**EU/AFP/DRHCA/52**

**15<sup>th</sup> May, 2026**

## **INTERNAL ADVERTISEMENT**

Egerton University invites applications from suitably qualified and experienced staff to fill the following post:

### **DIVISION OF ADMINISTRATION, FINANCE AND PLANNING**

#### **HUMAN CAPITAL & ADMINISTRATION DEPARTMENT**

#### **EXECUTIVE SECRETARY I GRADE 12 (2 posts)**

Applicants **MUST** have the following academic / professional qualifications:

KCSE Certificate (C-) with at least (C-) in English.

Typewriting III (50 w.p.m)

Office Management III

Business English III

Secretarial Studies II

Commerce II

Shorthand III (120 w.p.m)

Office Practice II

The above qualification should be from KNEC.

Proficiency in Microsoft Office programs.

**or**

Bachelor Degree in Secretarial Studies from a recognized institution

**AND**

Masters Degree in the relevant field

Exemplary work performance.

#### **Experience**

- 3 years experience as Executive Secretary II.

## APPLICATION PROCEDURE

All applications **MUST** be sent to <https://recruitment.egerton.ac.ke/> and a copy to: [applications.afp@egerton.ac.ke](mailto:applications.afp@egerton.ac.ke) Only shortlisted applicants will be contacted. Women, marginalized and persons living with disability are encouraged to apply.

The applications should reach the address indicated below not later **Friday, 29<sup>th</sup> May, 2026**

Deputy Vice-Chancellor  
Administration, Finance & Planning  
Egerton University  
P. O. Box 536-20115  
**EGERTON**



**Leonard K. Chesang**

**FOR: REGISTRAR (HUMAN CAPITAL & ADMINISTRATION)**



Copy to: VC Principal, Nakuru City Campus College  
DVC (AFP) Registrar Academic Affairs  
DVC (ARE)  
Deans/Directors/CODs

LKC/AK/ak