



**KENYA ADVANCED INSTITUTE OF SCIENCE AND TECHNOLOGY**  
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Office of the Acting Principal

REF: Kenya-AIST/HR/13/Vol.1/1

DATE: 27<sup>th</sup> February, 2025.

### **JOB OPPORTUNITIES**

Kenya Advanced Institute of Science and Technology (Kenya-AIST) is a newly established specialized post-graduate only institution dedicated to advanced research, education, and training in science, engineering and technology. The Kenya-AIST is seeking competent and self-motivated individuals with high aspirations, the expertise and experience needed to contribute to the Institutes growth and development. The successful applicants will join a community of researchers and innovators and play a significant role in the future of Kenya-AIST.

**Kenya- AIST invites qualified interested individuals to apply for the position listed below:**

	<b>Position</b>	<b>Grade</b>	<b>Ref. No</b>	<b>No of posts</b>
<b>1.</b>	Caretaker/Security Officer	<b>6</b>	Kenya-AIST/HR/6/2024	<b>2</b>

### **How to Apply**

- i. Applicants are required to fill out the following **Google Form**:  
<https://forms.gle/51pwALcR25WSXMMH7>
- ii. Additionally, all applications must be sent to: **applications@kenya-aist.ac.ke**.
- iii. Each application shall be accompanied by detailed curriculum vitae, copies of academic and professional certificates, national identity card or passport, testimonials, and other relevant supporting documents.
- iv. Successful candidates will be required to provide clearance from (a) Kenya Revenue Authority, (b) Higher Education Loans Board, (c) Ethics and Anti-Corruption Commission, and (d) a Certificate of Good Conduct from Criminal Investigation Department.
- v. Advert details can be found on the next two pages.

**Deadline:** Applications must be received **on or before 31<sup>st</sup> March, 2025**

**To note:**

- a) Kenya-AIST is an equal opportunity employer and is committed to implementing the provisions of Article 232 (i) of the Constitution. Therefore, persons with disability and those from marginalized and minority communities are encouraged to apply.
- b) Only shortlisted candidates will be contacted.

<b>Job Title</b>	<b>Caretaker/ Security officer</b>
Ref. No	Kenya-AIST/HR/6/2024
Grade	6
Terms of Service	Permanent and Pensionable
<b>Basic Salary Range</b>	<b>Ksh. 36, 914.00 to 56,833.00</b>
Job purpose	The Caretaker/Security Officer will be responsible for ensuring the safety and security of Kenya AIST's premises and facilities. The Security Officer will be in charge of monitoring access to the institution, responding to emergencies, and upholding the overall security standards for staff, students, and visitors. The Caretaker/Security Officer will oversee basic upkeep and maintenance tasks to ensure that the physical environment is well-maintained and functional, contributing to a safe, secure, and conducive atmosphere for living, learning and research.
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities: <ol style="list-style-type: none"><li>i. Conduct and oversee regular patrols to maintain the safety of all buildings and grounds.</li><li>ii. Supervise and coordinate daily activities of the outsourced security team to ensure campus safety.</li><li>iii. Monitor and control access to Institute facilities and ensure only authorized personnel enter.</li><li>iv. Respond to security breaches, alarms, and emergencies promptly and efficiently.</li><li>v. Monitor security equipment such as surveillance cameras and alarms.</li><li>vi. Lead responses to security breaches, alarms, and emergencies in coordination with the outsourced security team.</li><li>vii. Enforce Institute security policies and regulations to ensure a safe environment.</li></ol>

Person Specification	<p>For appointment to this grade a candidate must:</p> <ol style="list-style-type: none"><li data-bbox="553 163 1299 247">i. Be a holder of a Diploma in Criminology or its equivalent from a recognized institution.</li><li data-bbox="553 258 1372 384">ii. Have a certificate of Good Conduct, Firefighting Certificate, and First Aid among other short courses certificates.</li><li data-bbox="553 394 1372 426">iii. Have at least <b>six (6) years</b> relevant work experience.</li><li data-bbox="553 436 1356 520">iv. Demonstrate outstanding administrative ability in controlling security guards.</li><li data-bbox="553 531 1404 615">v. Candidates who have served in the Disciplined Forces of Kenya shall have an added advantage.</li><li data-bbox="553 625 1185 655">vi. Be proficient in computer applications.</li></ol>
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