



# UNIVERSITIES FUND (UF)



## CAREER OPPORTUNITIES

The Universities Fund (UF) was established under section 53 of the Universities Act, 2012 for financing universities in Kenya. The Fund is managed by a Board of Trustees known as the Universities Funding Board (UFB) which has been in operation since 2016. The functions of the trustees are to: advise the Cabinet Secretary in matters of university education funding; develop a transparent and fair criterion for allocation of funds to universities; apportion funds to universities; establish the maximum differentiated unit cost for the programs offered and to mobilize and receive funds for purposes of the Fund from the Government, donors, and from any other source.

In order to realize its mandate and its new Strategic Plan 2024 -2027, the Fund seeks to recruit suitable and qualified Kenyan Citizens to fill the vacancies below.

NO	Designation	Grade	Positions	Terms of Service
1.	Director Resource Mobilization and Partnerships	UF 2	1	Contract
2.	Deputy Director, Grants Management	UF 3	1	Permanent and Pensionable
3.	Deputy Director, Human Resources and Administration	UF 3	1	Permanent and Pensionable
4.	Assistant Director, Legal	UF 4	1	Permanent and Pensionable
5.	Principal Grants Management Officer	UF 5	1	Permanent and Pensionable
6.	Principal Corporate Communications Officer	UF 5	1	Permanent and Pensionable
7.	Principal Internal Auditor	UF 5	1	Permanent and Pensionable
8.	Senior Resource Mobilization and Partnerships Officer	UF 6	1	Permanent and Pensionable

Please note that the following clearances will be required from successful candidates not at the application stage;

- **Clearance from Directorate of Criminal Investigations (Good Conduct Certificate);**
- **Clearance from Ethics and Anti-corruption Commission;**
- **Clearance from Kenya Revenue Authority (Tax Compliance Certificate);**
- **Clearance from Higher Educations Loans Board (HELB);**

### Please Note:

- Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application.
- Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates, as well as transcripts during interviews.
- It is a criminal offence to present fake certificates/documents.
- Academic Qualifications of external origin MUST be accompanied with a recognition and equation certificate from the relevant body in Kenya.
- Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Interested candidates are hereby called upon to apply in confidence on our website [www.universities-fund.go.ke](http://www.universities-fund.go.ke) latest **9<sup>th</sup> April 2024 at 5.00 PM East African time (EAT)**. Enclosing cover letter, CV with full details of education background, professional qualifications and relevant experience together with copies of testimonials, academic certificates and National Identity card. The detailed Job Description and Bio-Data Form can be accessed in our website; [www.universitiesfund.go.ke](http://www.universitiesfund.go.ke).

**CHIEF EXECUTIVE OFFICER UNIVERSITIES FUND  
HAZINA TRADE CENTRE  
5<sup>TH</sup> FLOOR  
MONROVIA STREET  
PO. BOX 28237 – 00100 NAIROBI**

The Universities Fund is an equal opportunity employer and encourages all qualified persons including the Youth, Women, Persons with Disability and Persons from Minority groups to apply. Only successful candidates shall be contacted for interviews and canvassing will lead to automatic disqualification.

The Universities Fund does **NOT** charge any fee at any stage of recruitment.