



KENYA METHODIST UNIVERSITY

INTERNAL ADVERTISEMENT

VACANCIES

The University invites applications from suitably qualified and eligible internal candidates for appointment to the following vacant positions in Human Resource Department and Finance Department.

S/No.	REFERENCE	DEPARTMENT	DESIGNATION	POSITIONS	GRADE
ADMINISTRATION POSITIONS					
1	KeMU/ADM/HR/1/09/2026	Human Resource	Human Resource Officer Payroll	1	10
2.	KeMU/ADM/HR/2/09/2026	Human Resource	Human Resource Assistant	1	8
3.	KeMU/ADM/FIN/1/09/2026	Finance	Assistant Accountant	1	10
4.	KeMU/ADM/FIN/1/09/2026	Finance	Accounts Assistant I	1	8

HUMAN RESOURCE OFFICER - PAYROLL, JOB GROUP MU 10, KeMU/ADM/HR/1/09/2026 (1) POST

Reports to the Head of Human Resource.

Duties and Responsibilities

The successful candidate will be responsible for:-

1. Maintaining accurate payroll information by collecting, verifying, calculating and capturing payroll data for full-time and part-time employees.
2. Updating payroll records to reflect changes in salaries, exemptions, allowances, insurance coverage, savings, deductions, job titles, departmental/divisional transfers and other approved changes.
3. Maintaining and managing the staff payroll database.
4. Assisting in the management and processing of employee exit procedures.
5. Preparing termination, redundancy and other applicable employee separation payments.
6. Compliance with statutory and regulatory requirements and ethical standards relating to human resource.
7. Compiling of payroll reports and other relevant payroll information within the given timelines.
8. Preparing and facilitating the distribution of monthly staff payslips.
9. Processing staff loan applications, deductions, pension payments and any other related payroll updates.

10. Ensuring that statutory returns and payroll-related schedules, including PAYE, NSSF, NHIF/SHIF and HELB obligations are prepared and submitted to the relevant departments within the prescribed timelines.
11. Providing payroll information as may be required by authorized officers and responding to payroll-related staff enquiries and complaints.
12. Ensuring efficient payroll operations through adherence to approved policies, procedures and internal controls and making recommendations on areas requiring improvement.
13. Participating in the review and development of departmental policies, procedures and processes.
14. Participating in quality management and performance contracting processes.
15. Performing any other duties as may be assigned by the supervisor.

Minimum Requirements

The candidate should possess:-

1. An undergraduate degree in Business Administration or a related discipline, preferably with a specialization in Finance or Accounting
2. At least CPA Part I qualification.
3. Relevant work experience in payroll administration and management and in a human resource office.
4. Proficiency in the use of payroll software, preferably ERP-based systems
5. Knowledge of applicable legislation, policies and regulations governing payroll and Human Resource administration;
6. Strong analytical and numerical skills;
7. A high level of integrity, confidentiality and attention to detail; and
8. Good interpersonal, communication and organizational skills.

HUMAN RESOURCE ASSISTANT, JOB GROUP MU 8, KeMU/ADM/HR/2/09/2026, (1) POST
Reports to the Human Resource Officer.

Duties and Responsibilities

The successful candidate will be responsible for:

1. Managing the Human Resource Registry and ensuring efficient staff records management.
2. Maintaining of an up-to-date employee database.
3. Ensuring proper filing and maintenance of staff records and personal files and any other departmental documents, records and policies as required.
4. Providing front-office and general administrative support to the Human Resource Office
5. Maintaining the departmental file movement register and ensuring proper accountability for staff files.
6. Retrieving and availing staff records as and when required by authorized personnel.
7. Capturing and updating employee information in the University's Human Resource Information Management/ERP system.
8. Managing the archival process of staff personal files.
9. Facilitating the requisition and management of stationery and other office supplies.

10. Ensuring the confidentiality, security and proper custody of employee records.
11. Performing any other duties as may be assigned by the immediate supervisor.
12. Preparation and organizing of departmental meetings and general internal staff trainings, seminars and workshops as necessary.
13. Participating in quality management and performance contracting processes.
14. Any other duties as assigned by the supervisor.

Minimum Requirements

The candidate should possess:-

1. A Diploma in Human Resource Management or Business Management or any other related field from a recognized institution.
2. Relevant experience working in a human resource office.
3. Proficiency in use of computer applications and use of electronic record management systems.
4. A high level of integrity and confidentiality.
5. Strong attention to detail and accuracy.
6. Good organizational, interpersonal and communication skills.

ASSISTANT ACCOUNTANT, GRADE MU 10 - KeMU/ADM/FIN/1/09/2026 (1) POST

Reports to the Section Head.

Job Description

The Assistant Accountant will be expected to:-

1. Prepare financial reports.
2. Maintain accountable documents (Register).
3. Maintain and update assets register.
4. Supervise the preparation of cash books and bank reconciliation statements.
5. Ensure the remittance of all statutory deductions as per the law.
6. Carry out any other duties that may be assigned by immediate supervisor.

Minimum Requirements

1. Bachelor's degree in Commerce/Administration (Accounting Option) or its equivalent
2. Have qualified to CPA II.
3. Relevant work experience as an Accounts Assistant or comparable position.
4. Membership to a relevant professional body will be an added advantage.
5. Computer literacy and proficiency in use of ERP systems.
6. Possess good interpersonal skills.

ACCOUNTANT ASSISTANT 1, GRADE MU 8 - KeMU/ADM/FIN/2/09/2026 (1) POST

Reports to the Section Head.

Job Description

The Assistant Accountant will be expected to:-

1. Management of the filing and circulation of files for the Finance Office
2. Ensure proper custody of finance records and documents
3. Manage the university vehicle fueling cards and the fueling of Motor vehicles.

4. Assist in the posting of payments
5. Support in the general administrative duties.
6. Participate and ensure smooth day to day running of the various activities within the finance office.
7. Carry out any other duties that may be assigned by immediate supervisor.

Minimum Requirements

1. CPA II or Diploma in Accountancy or its equivalent from
2. Relevant work experience as an Accounts Assistant or comparable position.
3. Membership to a relevant professional body will be an added advantage.
4. Computer literacy and proficiency in use of ERP systems.
5. Possess good interpersonal and communication skills.

Terms and Conditions of Employment

Appointment will be on permanent and pensionable terms.

How to apply:

Interested candidates should send **three (3) hard copies** of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card, passport and any other relevant testimonials to the following address:-

1. Hard copies to be marked and submitted as per the position and reference number to:-

**The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA**

2. An electronic copy of the application should be submitted via the email address: applicationseptember2026@kemu.ac.ke.

Applications should be received on or before **Friday, 18th September, 2026** by close of business at **5.00pm**.

Only shortlisted candidates will be contacted.