



# BUKURA AGRICULTURAL COLLEGE

P. O. Box 23 – 50105, BUKURA

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Sigalagala – Butere Road

## JOB ADVERT

Bukura Agricultural College is a government middle level College offering training in Agriculture and related fields. The College seeks to recruit and retain self-motivated, dynamic and result oriented person to fill the following vacancy.

### Office Administrator - Job Grade: BAC 7 – one (1) Post

Job Reference- OA BAC7/2024/11

#### Job Specification

This will be the entry and training grade for the Office Administrator cadre. An officer at this level will work under the supervision and guidance of a senior officer. Duties and responsibilities will entail: -

#### Person Specification

For appointment to this grade, a candidate must have: -

- i. Diploma in Secretarial studies from the Kenya National Examination Council OR  
Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council or equivalent qualifications from a recognized Institution;
  - Shorthand III (120 W.P.M)
  - Typewriting III (50 W.P.M.)/ Computerized Document Processing III
  - Office Management III/Office Administration and Management III
  - Business English III/Communication II
  - Commerce II
  - Office Practice II
  - Secretarial Duties II
- ii. Kenya National Secretaries Association Membership;
- iii. Certificate in Computer application skills; and.
- iv. Fulfil the requirements of Chapter six of the Constitution.

#### Terms of Service

The post will be offered on Permanent and Pensionable Terms.

#### Basic Salary Scale for the Advertised Post.

Ksh. 46,980 x 2,310 – 49,290 x 2,460 – 51,750 x 2,610 – 54,360 x 2,760 – 57,120 x 2,910 – 60,030 x 3,060 – 63,090 pm

Interested and qualified candidates are invited to submit written applications accompanied with detailed CV and copies of the relevant certificates/testimonials by **Monday, 6<sup>th</sup> February, 2024** to:

**The Principal/CEO  
Bukura Agricultural College  
P.O. Box 23-50105  
BUKURA**

**Or email to: [principal@bukuracollege.ac.ke](mailto:principal@bukuracollege.ac.ke)**

Bukura Agricultural College is an Equal Opportunity Employer Committed to Diversity, Disability and Gender Equality. Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.