P.O BOX 591-40200 Kisii
Email: info@kamagambo.ac.ke
Website: kamagambo.ac.ke

KAMAGAMBO UNIVERSITY

JOB ADVERTISEMENT

Kamagambo University invites applications from suitably qualified, competent, and highly motivated individuals to fill the following vacant positions:

OFFICE SECRETARIES (2 POSITIONS)

Minimum Qualifications and Requirements:

- A Diploma and above in Secretarial Studies, Office Administration, or a related field from a recognized institution.
- Relevant work experience in secretarial, administrative, or office support duties.
- Proficiency in computer applications and office productivity packages.
- Excellent communication, organizational, interpersonal, and administrative skills.
- Ability to work independently, maintain confidentiality, and manage multiple responsibilities effectively.

APPLICATION PROCEDURE

Interested and qualified candidates are invited to submit their applications, accompanied by:

1. An application letter.
2. An updated Curriculum Vitae (CV).
3. Copies of relevant academic and professional certificates.
4. Names and contact details of at least three professional referees.

Applications should be addressed to: **The Director, Human Resource Kamagambo University**
Email: **applications@kamagambo.ac.ke**

Application Deadline: Friday, 13 November 2026, at 12:00 noon.

Only shortlisted candidates will be contacted and invited for interviews.

Kamagambo University is an equal opportunity employer and is committed to fair, transparent, and merit-based recruitment. Qualified applicants are encouraged to apply.

DIRECTOR, HUMAN RESOURCE
KAMAGAMBO UNIVERSITY