



NATIONAL DEFENCE UNIVERSITY - KENYA

DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1) (a) (i) and Section 24 of the Universities Act, 2012 (Revised 2020) the Charter and Statutes, National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the following positions;

S/N	POSITION	REFERENCE	VACANCIES
OFFICE OF THE VICE CHANCELLOR			
SUPPLY CHAIN MANAGEMENT DIRECTORATE			
1.	Deputy Director, Supply Chain Management - Grade 5	NDU/1/2025	1
2.	Supply Chain Management Officer I - Grade 9	NDU/2/2025	1
INTERNAL AUDIT DIRECTORATE			
3.	Assistant Director, Internal Auditor - Grade 6	NDU/3/2025	1
4.	Senior Internal Auditor - Grade 8	NDU/4/2025	1
5.	Internal Auditor I - Grade 9	NDU/5/2025	1
INFORMATION AND COMMUNICATION TECHNOLOGY DIRECTORATE			
6.	Principal ICT Officer - Grade 7	NDU/6/2025	1
CORPORATE COMMUNICATION DIRECTORATE			
7.	Deputy Director, Corporate Communications - Grade 5	NDU/7/2025	1
QUALITY ASSURANCE DIRECTORATE			
8.	Principal Quality Assurance Officer - Grade 7	NDU/8/2025	1
OFFICE OF THE DEPUTY VICE CHANCELLOR (FINANCE AND ADMINISTRATION)			
HUMAN RESOURCE MANAGEMENT DIRECTORATE			
1.	Assistant Director, Human Resource - Grade 6	NDU/9/2025	1
FINANCE AND ACCOUNTS DIRECTORATE			
2.	Principal Finance and Accounts Officer - Grade 7	NDU/10/2025	1
3.	Accounts Assistant I - Grade 9	NDU/11/2025	2
OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)			
ACADEMIC AFFAIRS DIRECTORATE			
1.	Senior Lecturer - Grade 5 (Academic) i. Nursing (Medical Surgical Nursing/Critical Care Nursing) ii. Gender Studies	NDU/12/2025	2
2.	Lecturer - Grade 6 (Academic) i. Nursing (Medical Surgical Nursing/Critical Care Nursing) ii. Disaster Management iii. Geography (Remote Sensing and GIS)	NDU/13/2025	3
3.	Assistant Director, Library Services (Systems Librarian) - Grade 6	NDU/14/2025	1
4.	Senior Librarian - Grade 8	NDU/15/2025	1
5.	Principal Librarian-Cataloguing & Metadata - Grade 7	NDU/16/2025	1
REGISTRATION AND ADMISSIONS DIRECTORATE			
6.	Senior Records Management Assistant II - Grade 8	NDU/17/2025	1

INTERESTED APPLICANTS ARE REQUESTED TO NOTE THAT:

Shortlisted candidates will be required to present originals of the following documents during the interviews;

(a) National Identity Card; (b) Academic and Professional Certificates and transcripts; (c) Any other supporting documents and testimonials; (d) Clearances from the following bodies: (i) Kenya Revenue Authority; (ii) Ethics and Anti-Corruption Commission; (iii) Higher Education Loans Board; (iv) Any of the Registered Credit Reference Bureaus; (v) Directorate of Criminal Investigations (Police Clearance Certificate); (e) Letter of recognition of qualifications from the Commission for University Education (CUE) for any degree obtained from foreign universities; and (f) Recommendations from relevant professional bodies (where applicable).

MODE OF APPLICATION

Applications should be submitted either as hard copy(manual) or electronic (online), together with a detailed curriculum vitae, a copy of ID/Passport, copies of academic and professional certificates and transcripts.

(i) The Hard Copy applications should be clearly Addressed to as;

"Application for Advert Name and Number" National Defence University-Kenya and delivered to:
THE DEPUTY VICE-CHANCELLOR (FINANCE AND ADMINISTRATION)
NATIONAL DEFENCE UNIVERSITY-KENYA
P.O BOX 3812-20100
NAKURU

(ii) Online applications should be submitted via e-mail to: Recruitment2025@ndu.ac.ke with the advert name and number on the subject line.
(iii) Detailed job Specifications can be found at www.ndu.ac.ke.
All applications should reach the National Defence University-Kenya on or before 25th June 2025 latest 5.00pm (East Africa Time).

WARNING: Application for employment in National Defence University-Kenya is **FREE TO ALL** qualified candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be disqualified, arrested and prosecuted in a court of law.