



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Estates Officer II Grade 10**.

ESTATES OFFICER II GRADE 10 1 POSITION: REF: PU/ADV/03/09/2025

REQUIREMENTS FOR THE POSITION OF ESTATES OFFICER II GRADE 10

Academic Qualification

The candidate must have a Bachelor's degree in Land Economics, Estates Management or relevant field from a recognised institution.

Experience

The candidate must have **seven (7) years** of continuous relevant work experience, **three (3)** of which should be at the level of **Estate Officer III** or comparable grade with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

In addition, the candidate must have experience in handling the following:

- Budgeting
- Valuer
- Conducting Environmental Impact Assessment
- Coordination of the allocation of accommodation to staff
- Coordination of maintenance of buildings, stations and equipment
- Interpreting architectural drawings
- Liaising with Public Works on tendering of civil, mechanical and electrical works
- Planning and administration as relates to the construction and maintenance of institutional property
- Running the maintenance workshop
- Preparing small-scale drawings and Bills of Quantities
- Preparing annual reports
- Supervising staff under his/her charge

Skills

The candidate must have the following:

- Communication skills
- Computer proficiency skills
- Financial Management skills
- Interpersonal skills
- Leadership skills
- Project Management skills
- Team teamwork skills

Interested applicants should submit **four (4) copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names, and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and recommendations letters from referees should be addressed to:

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Thursday 25th September, 2025**. Applications received later than this date **will not be** considered.

Please Note: Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

NO FEE

PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)