



OFFICE OF THE ELECTORAL COMMISSION
THIKA ROAD CAMPUS
INTERNAL MEMO

FROM: ELECTORAL COMMISSION
TO: ALL STUDENTS

REF: ZU/17/ ELECTIONS/Vol.1/3
DATE: 31/01/2025

SUBJECT: VACANT ZETECH UNIVERSITY STUDENT COUNCIL POSITIONS

You are hereby informed that Zetech University Student Council (ZUSC) positions have been declared vacant. The following are the ZUSC positions to be contested in the forthcoming elections as stipulated by the Kenya Universities Amendment Act 42 (2016).

1. Chairperson
2. Vice Chairperson (Kindly note that the running mate must be of the opposite gender)
3. Secretary General
4. Finance Secretary
5. Academic Secretary
6. Sports & Entertainment Secretary (Must be involved in sporting activities)
7. Social Welfare and Clubs Secretary (Reserved for female candidates)

NOTE: A nomination fee will be required when applying for any stated positions. Any inquiries should be made at Electoral Commission offices (Ruiru Campus L208).

All those holding leadership positions must resign from their posts, e.g. Clubs, Class representatives, etc. Kindly, attach the approved resignation letter when applying.

Kindly see below the required qualifications for the advertised positions.

To qualify for election to the executive council, an aspirant must be an active and full time student of Zetech University and must:

- a) Be an ordinary member who has at least three semesters left for study inclusive of the semester in the course they are currently pursuing (attachment period not included).



- b) Have based on the available grades in the September - December 2024 results slip, an average of at least a B grade.
- c) Not have any pending academic issues e. g supplementary, retakes, repeats etc.
- d) The result slip provided should be of the current course and level of study.
- e) Have completed at least a semester with a full load of academic study and with 75% class attendance in the previous semester of the course & level they currently pursuing.
- f) Have cleared at least 60% of the total semester fee and registered for the semester's units.
- g) Be endorsed by students from Mang'u, TRC, and Town campus as per the matrix provided (pick the matrix from the Electoral Commission's office L208)
- h) Have no recorded disciplinary case in Zetech University.

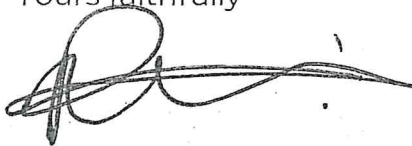
Those applying MUST:

- Quote the above REF number in their application letter.
- Attach Curriculum Vitae
- Attach a verified copy of the September - December 2024 semester's result slips
- Attach a clearance form from the Electoral Commission office
- Certificate of Good Conduct from the Dean of Student Affairs
- Attach duly filled nomination form
- Attach a colored passport sized photo
- Attached a verified fee statement
- Attach an approved and signed resignation letter if applicable
- If applying for the position of Sports & Entertainment Secretary; you must provide a signed and stamped sporting activities participation letter from the relevant office e.g. team manager, coach etc.

All required documents should be submitted to the ZUSA office room L208, Thika Road campus, between 9 am and 4 pm, Monday to Friday. The deadline for submission of all documents will be on 10th of February 2025, 1600hrs.

Late submissions will not be accepted.

Yours faithfully



FRANCIS NGARUIYA
DEPUTY CHAIRPERSON ELECTORAL COMMISSION



Cc. DVC (AR&S), Registrar Academics, Dean of Student Affairs