

CHUKA



UNIVERSITY

OFFICE OF THE VICE-CHANCELLOR

JOB VACANCIES

Chuka University, the 9th Public University to be established in Kenya and the second Public University to be chartered, located in serene breathtaking scenery 186 Kms from Nairobi, invites suitably qualified, highly competent and self-driven candidates to fill the following Teaching and Non-Teaching Vacancies.

	TEACHING VACANCIES		
A	FACULTY OF AGRICULTURE AND ENVIRONMENTAL STUDIES.		
	PROFESSOR GRADE 15		
1.	Agribusiness Management	1 Post	Ref: CU/AD/01/11/2017
2.	Food Science and Technology	1 Post	Ref: CU/AD/02/11/2017
ASSOCIATE PROFESSOR GRADE 14			
3.	Agribusiness Management	1 Post	Ref: CU/AD/03/11/2017
4.	Environmental Science	1 Post	Ref: CU/AD/04/11/2017
5.	Food Science and Technology	1 Post	Ref: CU/AD/05/11/2017
6.	Natural Resources Management	2 Posts	Ref: CU/AD/06/11/2017
7.	Wildlife Management	2 Posts	Ref: CU/AD/07/11/2017
8.	Tourism and Travel Management	1 Post	Ref: CU/AD/08/11/2017
9.	Hotel Management / Hospitality Management	1 Post	Ref: CU/AD/09/11/2017
10.	Agronomy	1 Post	Ref: CU/AD/10/11/2017
SENIOR LECTURER GRADE 13			
11.	Agricultural Economics	2 Posts	Ref: CU/AD/11/11/2017
12.	Agribusiness Management	2 Posts	Ref: CU/AD/12/11/2017
13.	Agricultural Education and Extension	2 Posts	Ref: CU/AD/13/11/2017
14.	Environmental Science	1 Post	Ref: CU/AD/14/11/2017
15.	Food Science and Technology	1 Post	Ref: CU/AD/15/11/2017
16.	Natural Resources Management	2 Posts	Ref: CU/AD/16/11/2017
17.	Wildlife Management	2 Posts	Ref: CU/AD/17/11/2017
18.	Tourism and Travel Operations Management	1 Post	Ref: CU/AD/18/11/2017
19.	Hotel Management / Hospitality Management	1 Post	Ref: CU/AD/19/11/2017

LECTURER GRADE 12			
20.	Agricultural Economics	2 Posts	Ref: CU/AD/20/11/2017
21.	Agribusiness Management	2 Posts	Ref: CU/AD/21/11/2017
22.	Agricultural Education and Extension	2 Posts	Ref: CU/AD/22/11/2017
23.	Livestock Production Systems	1 Post	Ref: CU/AD/23/11/2017
24.	Pharmacology OR Toxicology	1 Post	Ref: CU/AD/24/11/2017
25.	Ruminant Nutrition	1 Post	Ref: CU/AD/25/11/2017
26.	Animal Breeding	1 Post	Ref: CU/AD/26/11/2017
27.	Environmental Science	1 Post	Ref: CU/AD/27/11/2017
28.	Natural Resource Management	1 Post	Ref: CU/AD/28/11/2017
29.	Wildlife Management	1 Post	Ref: CU/AD/29/11/2017
30.	Tourism and Travel Operation Management	2 Posts	Ref: CU/AD/30/11/2017
31.	Hotel Management Or Hospitality Management	1 Post	Ref: CU/AD/31/11/2017
32.	Food Science and Technology	2 Posts	Ref: CU/AD/32/11/2017
33.	Horticulture – Pomology /Plant Biotechnology	1 Post	Ref: CU/AD/33/11/2017
34.	Soil Science	1 Post	Ref: CU/AD/34/11/2017
TUTORIAL FELLOW GRADE 11			
35.	Agricultural Economics	2 Posts	Ref: CU/AD/35/11/2017
36.	Agribusiness Management	2 Posts	Ref: CU/AD/36/11/2017
37.	Environmental Science	1 Post	Ref: CU/AD/37/11/2017
38.	Tourism and Travel Operation Management	1 Post	Ref: CU/AD/38/11/2017
39.	Agriculture	1 Post	Ref: CU/AD/39/11/2017
40.	Hotel Management Or Hospitality Management	2 Posts	Ref: CU/AD/40/11/2017
41.	Food Science and Technology	2 Posts	Ref: CU/AD/41/11/2017
42.	Horticulture – Pomology /Plant Biotechnology	1 Post	Ref: CU/AD/42/11/2017
B: FACULTY OF HUMANITIES AND SOCIAL SCIENCES			
PROFESSOR GRADE 15			
43.	Criminology	1 Post	Ref: CU/AD/43/11/2017
ASSOCIATE PROFESSOR GRADE 14			
44.	Criminology	1 Post	Ref: CU/AD/44/11/2017
45.	Religious Study	1 Post	Ref: CU/AD/45/11/2017
46.	Psychology	1 Post	Ref: CU/AD/46/11/2017
47.	Library & Information Science	1 Post	Ref: CU/AD/47/11/2017
48.	Sociology	1 Post	Ref: CU/AD/48/11/2017
49.	Geography	1 Post	Ref: CU/AD/49/11/2017
50.	Community Development	1 Post	Ref: CU/AD/50/11/2017
51.	Economics	1 Post	Ref: CU/AD/51/11/2017
52.	Law	1 Post	Ref: CU/AD/52/11/2017
SENIOR LECTURER GRADE 13			
53.	Sociology	2 Posts	Ref: CU/AD/53/11/2017
54.	Geography	2 Posts	Ref: CU/AD/54/11/2017
55.	History	1 Post	Ref: CU/AD/55/11/2017
56.	Criminology and Security Studies	1 Post	Ref: CU/AD/56/11/2017

57.	Kiswahili	1 Post	Ref: CU/AD/57/11/2017
58.	Literature	2 Posts	Ref: CU/AD/58/11/2017
59.	Community Development	1 Post	Ref: CU/AD/59/11/2017
60.	Religious Studies	2 Posts	Ref: CU/AD/60/11/2017
61.	Philosophy	2 Posts	Ref: CU/AD/61/11/2017
62.	English Language & Linguistics	1 Post	Ref: CU/AD/62/11/2017
63.	Journalism and Mass Communication	2 Posts	Ref: CU/AD/63/11/2017
64.	Library & Information Science	1 Post	Ref: CU/AD/64/11/2017
65.	Economics	1 Post	Ref: CU/AD/65/11/2017
66.	Law	2 Posts	Ref: CU/AD/66/11/2017
67.	Psychology	1 Post	Ref: CU/AD/67/11/2017
68.	French Language	1.Post	Ref: CU/AD/68/11/2017
LECTURER GRADE 12			
69.	Sociology	2 Posts	Ref: CU/AD/69/11/2017
70.	Criminology	2 Posts	Ref: CU/AD/70/11/2017
71.	History	2 Posts	Ref: CU/AD/71/11/2017
72.	Geography	2 Posts	Ref: CU/AD/72/11/2017
73.	Criminology and Security Studies	3 Posts	Ref: CU/AD/73/11/2017
74.	Kiswahili	3 Posts	Ref: CU/AD/74/11/2017
75.	Literature	2 Posts	Ref: CU/AD/75/11/2017
76.	Community Development	2 Posts	Ref: CU/AD/76/11/2017
77.	Religious Studies	1 Post	Ref: CU/AD/77/11/2017
78.	Philosophy	2 Posts	Ref: CU/AD/78/11/2017
79.	Psychology	2 Posts	Ref: CU/AD/79/11/2017
80.	English Language and Linguistics	2 Posts	Ref: CU/AD/80/11/2017
81.	Journalism and Mass Communication	2 Posts	Ref: CU/AD/81/11/2017
82.	Economics	1 Post	Ref: CU/AD/82/11/2017
83.	Law	1 Post	Ref: CU/AD/83/11/2017
84.	Library & Information Science	2 Posts	Ref: CU/AD/84/11/2017
85.	French Language	1 Post	Ref: CU/AD/85/11/2017
TUTORIAL FELLOW GRADE 11			
86.	Geography	1 Post	Ref: CU/AD/86/11/2017
87.	Religious Study	1 Post	Ref: CU/AD/87/11/2017
88.	Law	1 Post	Ref: CU/AD/88/11/2017
89.	Kiswahili	1 Post	Ref: CU/AD/89/11/2017
90.	Literature	1 Post	Ref: CU/AD/90/11/2017
91.	History	1 Post	Ref: CU/AD/91/11/2017
92.	Philosophy	1 Post	Ref: CU/AD/92/11/2017
93.	English Language and Linguistics	1 Post	Ref: CU/AD/93/11/2017
94.	Criminology	1 Post	Ref: CU/AD/94/11/2017
95.	Psychology	1 Post	Ref: CU/AD/95/11/2017
96.	Library Information Sciences	1 Post	Ref: CU/AD/96/11/2017
97.	Sociology	1 Post	Ref: CU/AD/97/11/2017
C: FACULTY OF EDUCATION AND RESOURCES DEVELOPMENT.			
SENIOR LECTURER 13			
98.	Educational Administration	1 Post	Ref: CU/AD/98/11/2017
99.	Curriculum Development/Chemistry Education	1 Post	Ref: CU/AD/99/11/2017

LECTURER GRADE 12			
100.	Educational Administration	2 Posts	Ref: CU/AD/100/11/2017
101.	Curriculum Development/Chemistry Education	1 Post	Ref: CU/AD/101/11/2017
102.	Psychology/Sociology of Education	1 Post	Ref: CU/AD/102/11/2017
103.	Educational Technology	1 Post	Ref: CU/AD/103/11/2017
104.	Early Childhood Education & Development	1 Post	Ref: CU/AD/104/11/2017
TUTORIAL FELLOW GRADE 11			
105.	Educational Technology	1 Post	Ref: CU/AD/105/11/2017
106.	Early Childhood Education& Development	1 Post	Ref: CU/AD/106/11/2017
D: FACULTY OF BUSINESS STUDIES			
LECTURER GRADE 12			
107.	Cooperative Management	1 Post	Ref: CU/AD/107/11/2017
108.	Management Science	1 Post	Ref: CU/AD/108/11/2017
109.	Entrepreneurship & Enterprise Management	1 Post	Ref: CU/AD/109/11/2017
TUTORIAL FELLOW GRADE 11			
110.	Cooperative Management	1 Post	Ref: CU/AD/110/11/2017
111.	Management Science	1 Post	Ref: CU/AD/111/11/2017
112.	Entrepreneurship & Enterprise Management	1 Post	Ref: CU/AD/112/11/2017
E: FACULTY OF SCIENCE, ENGINEERING AND TECHNOLOGY			
SENIOR LECTURER GRADE 13			
113.	Computer Science	2 Posts	Ref: CU/AD/113/11/2017
114.	Biotechnology/ Genetics	1 Post	Ref: CU/AD/114/11/2017
115.	Microbiology	1 Post	Ref: CU/AD/115/11/2017
116.	Plant Pathology	1 Post	Ref: CU/AD/116/11/2017
117.	Plant Physiology	1 Post	Ref: CU/AD/117/11/2017
118.	Electrical/ Electronic Engineering	2 Posts	Ref: CU/AD/118/11/2017
119.	Biochemistry	1 Post	Ref: CU/AD/119/11/2017
120.	Biomedical Sciences & Technology	1 Post	Ref: CU/AD/120/11/2017
121.	Midwifery, Medical-Surgical Nursing or Community Health Nursing	1 Post	Ref: CU/AD/121/11/2017
122.	Surgery, Internal Medicine or Human Pathology	1 Post	Ref: CU/AD/122/11/2017
LECTURER GRADE 12			
123.	Computer Science	1 Post	Ref: CU/AD/123/11/2017
124.	Biotechnology/ Genetics	1 Post	Ref: CU/AD/124/11/2017
125.	Plant Pathology	1 Post	Ref: CU/AD/125/11/2017
126.	Plant Physiology	1 Post	Ref: CU/AD/126/11/2017
127.	Immunology	1 Post	Ref: CU/AD/127/11/2017
128.	Vertebrate zoology	1 Post	Ref: CU/AD/128/11/2017
129.	Terrestrial Ecology	1 Post	Ref: CU/AD/129/11/2017
130.	Mammology /Ornithology	1 Post	Ref: CU/AD/130/11/2017

131.	Chemistry	1 Post	Ref: CU/AD/131/11/2017
132.	Electrical / Electronic Engineering	2 Posts	Ref: CU/AD/132/11/2017
133.	Midwifery, Medical-Surgical Nursing or Community Health Nursing	1 Post	Ref: CU/AD/133/11/2017
134.	Surgery, Internal Medicine or Human Pathology	1 Post	Ref: CU/AD/134/11/2017
135.	Environmental health and Public Health	1 Post	Ref: CU/AD/135/11/2017
136.	Human Nutrition & Dietetics	1 Post	Ref: CU/AD/136/11/2017
137.	Health Records & Information Management	1 Post	Ref: CU/AD/137/11/2017
138.	Clinical Medicine & Surgery	1 Post	Ref: CU/AD/138/11/2017
TUTORIAL FELLOW GRADE 11			
139.	Biotechnology/ Genetics	1 Post	Ref: CU/AD/139/11/2017
140.	Microbiology	1 Post	Ref: CU/AD/140/11/2017
141.	Immunology	1 Post	Ref: CU/AD/141/11/2017
142.	Electrical / Electronic Engineering	2 Posts	Ref: CU/AD/142/11/2017
143.	Biochemistry	1 Post	Ref: CU/AD/143/11/2017
144.	Biomedical Sciences & Technology	1 Post	Ref: CU/AD/144/11/2017
145.	Surgery, Internal medicine or human pathology	1 Post	Ref: CU/AD/145/11/2017
SENIOR TECHNOLOGISTS			
146.	Animal Science	3 Posts	Ref: CU/AD/146/11/2017
147.	Plant Sciences	2 Posts	Ref: CU/AD/147/11/2017
148.	Biological Sciences	1 Post	Ref: CU/AD/148/11/2017
149.	Electrical / Electronic Engineering	1 Post	Ref: CU/AD/149/11/2017
150.	Biomedical Sciences	2 Posts	Ref: CU/AD/150/11/2017
151.	Food Science and Technology	1 Post	Ref: CU/AD/151/11/2017
TECHNOLOGISTS			
152.	Animal Sciences	3 Posts	Ref: CU/AD/152/11/2017
153.	Plant Sciences	2 Posts	Ref: CU/AD/153/11/2017
154.	Biological Sciences	1 Post	Ref: CU/AD/154/11/2017
155.	Electrical / Electronic Engineering	1 Post	Ref: CU/AD/155/11/2017
156.	Food Science and Technology	2 Posts	Ref: CU/AD/156/11/2017
157.	Biomedical Sciences	2 Posts	Ref: CU/AD/157/11/2017

NON-TEACHING STAFF VACANCIES

HUMAN RESOURCE DEPARTMENT			
158	Registrar (Administration and Planning) Grade 15	1 Post	Ref: CU/AD/158/11/2017
159	Senior Assistant Registrar(Planning & Development) Grade 13	1 Post	Ref: CU/AD/159/11/2017
160	Legal Officer Grade 13	2 Posts	Ref: CU/AD/160/11/2017
161	Assistant Registrar Grade 12	2 Posts	Ref: CU/AD/161/11/2017
162	Executive Secretary Grade 12	1 Post	Ref: CU/AD/162/11/2017
163	Senior Administrative Assistant Grade 9/10	6Posts	Ref: CU/AD/163/11/2017
164	Administrative Assistant Grade 8	20 Posts	Ref: CU/AD/164/11/2017
165	Assistant Public Relations Officer Grade 8	1 Post	Ref: CU/AD/165/11/2017
166	Clerk Grade 3	12 Posts	Ref: CU/AD/166/11/2017
FINANCE DEPARTMENT			
167	Finance Officer Grade 15	1 Post	Ref: CU/AD/167/11/2017
168	Accountant II Grade 11	1 Post	Ref: CU/AD/168/11/2017
169	Assistant Accountant Grade 9/10	2 Posts	Ref: CU/AD/169/11/2017
170	Senior Accounts Assistant II Grade 8	1 Post	Ref: CU/AD/170/11/2017
171	Accounts Assistant Grade 6	4 Posts	Ref: CU/AD/171/11/2017
INTERNALAUDIT DEPARTMENT			
172	Internal Auditor I Grade 12	1 Post	Ref: CU/AD/172/11/2017
173	Assistant Internal Auditor Grade 9/10	1 Post	Ref: CU/AD/173/11/2017
174	Senior Internal Audit Assistant Grade 8	1 Post	Ref: CU/AD/174/11/2017
LIBRARY DEPARTMENT			
175	University Librarian Grade 15	1 Post	Ref: CU/AD/175/11/2017
176	Assistant Librarian I Grade 12	1 Post	Ref: CU/AD/176/11/2017
177	Assistant Librarian II Grade 11	1 Post	Ref: CU/AD/177/11/2017
178	Senior Library Assistant I Grade 8	2 Posts	Ref: CU/AD/178/11/2017
179	Library Assistant I Grade 7	3 Posts	Ref: CU/AD/179/11/2017
180	Library Assistant II Grade 6	3 Posts	Ref: CU/AD/180/11/2017
COMPUTER SCIENCE/ ICT DEPARTMENT			
181	Deputy ICT Manager Grade 13	1 Post	Ref: CU/AD/181/11/2017
182	Programmer/Webmaster Grade 11	2 Posts	Ref: CU/AD/182/11/2017
183	Computer/Network Attendant Grade 5/6	3 Posts	Ref: CU/AD/183/11/2017
UNIVERSITY HEALTH UNIT			
184	Medical Officer of Health Grade12	1 Post	Ref: CU/AD/184/11/2017
185	Medical Laboratory Technologist II Grade 8	1Post	Ref: CU/AD/185/11/2017
186	Pharmaceutical Technologist I Grade 8	1 Post	Ref: CU/AD/186/11/2017
187	Health Records Information Officer Grade 8	1 Post	Ref: CU/AD/187/11/2017
PROCUREMENT AND SUPPLIES DEPARTMENT			
188	Procurement Assistant Grade 5/6	3 Posts	Ref: CU/AD/188/11/2017

EXAMINATIONS AND TIME TABLING UNIT			
189	Copy Typist Grade 4	1 Post	Ref: CU/AD/189/11/2017
190	Machine Operator Grade 4	1 Post	Ref: CU/AD/190/11/2017
TRANSPORT DEPARTMENT			
191	Deputy Transport Officer Grade 11	1 Post	Ref: CU/AD/191/11/2017
192	Driver I Grade 3	5 Posts	Ref: CU/AD/192/11/2017
ACCOMMODATION AND CATERING UNIT			
193	Custodian Grade 3	2 Posts	Ref: CU/AD/193/11/2017
194	Cook Grade 3	2 Posts	Ref: CU/AD/194/11/2017
195	Waiters/Waitress II Grade 3	2 Posts	Ref: CU/AD/195/11/2017
ESTATE DEPARTMENT			
196	Assistant Estate Manager Grade 11	1 Post	Ref: CU/AD/196/11/2017
197	Painter/Sign Writer II Grade 3	1 Post	Ref: CU/AD/197/11/2017
198	Carpenter Grade 3	1 Post	Ref: CU/AD/198/11/2017
199	Plumber II Grade 3	2 Posts	Ref: CU/AD/199/11/2017
200	Locksmith II Grade 3	1 Post	Ref: CU/AD/200/11/2017
UNIVERSITY FARMS			
201	Principal Technologist (Irrigation) Grade 12	1 Post	Ref: CU/AD/201/11/2017
202	Livestock attendant Grade 3	1Post	Ref: CU/AD/202/11/2017

FURTHER DETAILS

Interested applicants are advised to visit Chuka University website **www.chuka.ac.ke** for the conditions for eligibility, requirements and other details for all the positions

METHOD OF APPLICATION:

Applicants must submit ten (10) copies of application letters giving details of their age, Education and professional qualifications, detailed work experience, present post and salary, applicant's day telephone and email address, and enclosing duly certified copies of certificates and testimonials and giving names and addresses of three (3) referees who are knowledgeable about the applicants competence accompanied by a detailed Curriculum Vitae.

Applicants should request their referees to write and submit their confidential recommendation letters on their behalf directly to the undersigned. The name and the reference number of the position for which application is made should be clearly indicated on the envelope.

Applications should reach the undersigned not later than **Thursday 21st December, 2017**

**Vice-Chancellor
Chuka University
P.O. Box 109-60400
Chuka**

Chuka University is an equal opportunity employer. Physically Challenged People are encouraged to apply.

**(I) JOB DESCRIPTIONS AND QUALIFICATION REQUIREMENTS FOR
TEACHING STAFF**

PROFESSOR

This is a supervisory grade and the appointee shall be expected to provide academic, administrative and research leadership to members of lower grades.

Applicants:

- Must have an earned Ph.D. degree or its equivalent in the relevant field from a recognized academic institution.
- Must have least Twelve years (12) years of University teaching, Seven (7) of which as Associate Professor.
- Must have successfully supervised at least Five (5) Masters Students and Two (2) Ph.D. students, since being appointed Associate Professor.
- Must have published at least four (4) articles in refereed journals since being appointed as Associate Professor.
- Should show evidence of successfully applying for a grant either individually or as a group since being appointed as Associate Professor.
- Should show evidence of active participation in departmental activities and good quality teaching
- Should show evidence of attendance and contribution at learning conferences, seminars and workshops.

Duties and Responsibilities

The responsibilities of an Associate Professor are as follows:

- Teaching and evaluation of undergraduate and postgraduate students
- Setting, moderating, administering, processing and marking examinations
- Academic advising and mentoring undergraduate and postgraduate students.
- Providing academic leadership to the academic staff in the Department and Faculty.
- Carrying out research in the area of specialization, and providing consultancy services to the community.
- Supervising of postgraduate and undergraduate students in research and other educational activities.
- Participating in planning, development and evaluation of curricula in the Department and Faculty.
- Participating in planning, development and implementation of educational activities in the department and faculty.
- Establishing of inter-institutional linkages.
- Initiating, planning and implementing research and/or development activities in the department.
- Participating in planning and development of Department and Faculty strategic plans.

- Attending and contributing in conferences, seminars, workshops, meetings in the relevant fields.
- Providing direction and guidance on new areas of study to both Faculty staff and students.
- Planning and development of educational learning and teaching materials in the area of specialization.
- Initiating, planning and coordinating capacity building programmes for the improvement of the university in the area of research, training and consultancy.
- Attending and Participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- Performing any other duties as may be assigned or delegated by the Head of Department or other Chief Officer of the University in accordance with the University statutes.

ASSOCIATE PROFESSOR: GRADE 14

This is a supervisory grade and the appointee shall be expected to provide academic, administrative and research leadership to members of lower grades.

Applicants:

- Must have an earned Ph.D. degree or its equivalent in the relevant field from a recognized academic institution.
- Must have at least eight (8) years of University teaching, four (4) of which as full-time Senior Lecturer.
- Must have at least four (4) articles in refereed journals since last promotion **OR** one (1) scholarly book plus two (2) articles, or two scholarly book chapters plus two (2) articles **OR** Two (2) scholarly books
- Must have successfully supervised at least one (1) Ph.D. student and 2 Masters Degree students **OR** four Masters students since last promotion.
- Should have attended and contributed at learned conferences, seminars or workshops.
- Should show evidence of successfully applying for a grant either individually or as a group since being appointed as a Senior Lecturer
- Should show evidence of continued research and effective teaching.
- Should show evidence of being a member of recognized relevant professional body.
- Should show evidence of leadership (administrative experience, active participation in departmental/university activities as well as national and international activities)

Duties and Responsibilities

The responsibilities of an Associate Professor are as follows:

- Teaching and evaluation of undergraduate and postgraduate students
- Setting, moderating, administering, processing and marking examinations
- Academic advising and mentoring undergraduate and postgraduate students.
- Providing academic leadership to the academic staff in the Department and Faculty.
- Carrying out research in the area of specialization, and providing consultancy services to the community.
- Supervising of undergraduate and postgraduate students in research and other educational activities.

- Participating in planning, development and evaluation of curricula in the Department and Faculty.
- Participating in planning, development and implementation of educational activities in the department and faculty.
- Establishing of inter-institutional linkages.
- Initiating, planning and implementing research and/or development activities in the department.
- Participating in planning and development of Department and Faculty strategic plans.
- Attending and contributing in conferences, seminars, workshops, meetings in the relevant fields.
- Providing direction and guidance on new areas of study to both Faculty staff and students.
- Planning and development of educational learning and teaching materials in the area of specialization.
- Initiating, planning and coordinating capacity building programmes for the improvement of the University in the area of research, training and consultancy.
- Attending and Participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- Performing any other duties as may be assigned or delegated by the Head of Department or other Chief Officer of the University in accordance with the University statutes.

SENIOR LECTURER

This is a supervisory grade and the appointee shall be expected to provide academic and research leadership to members of lower cadres.

Applicants:

- Must have an earned Ph.D. degree or its equivalent in the relevant field from a recognized academic institution.
- Must have at least three (3) years of University full time teaching at the level of a Lecturer.
- Must have at least four (4) articles in refereed journals since becoming a Lecturer. **OR** at least one (1) refereed book in candidate's professional area published by recognized publishers, **plus** two (2) articles **OR** two (2) scholarly books
- Should show evidence of having supervised at least three (3) Masters students.
- Evidence of applying for a grant either individually or as a group since being appointed as Lecturer.
- Should have attended and contributed at learned conferences, seminars and workshops.
- Should have evidence of affiliation with recognized and relevant professional bodies.
- Should have evidence of contribution to University life through active participation in Departmental and Faculty matters or meetings, student academic advising and committee membership.

Duties and Responsibilities

The responsibilities of a Senior Lecturer are as follows:

- Teaching and evaluation of undergraduate and postgraduate students
- Setting, moderating, administering, processing and marking examinations

- Academic advising and mentoring undergraduate and postgraduate students.
- Articulating the vision and mission of the University, the Department and the Faculty
- Initiating, planning and conducting research in the area of specialization, and providing consultancy services to the community
- Developing teaching and learning materials.
- Supervising undergraduate and postgraduate students in research activities.
- Participating in preparation of Department and Faculty development plans.
- Organizing and supervising educational activities for undergraduate and postgraduate students.
- Attending and participating in seminars, workshops, conferences in relevant fields.
- Participating in planning, development, implementation and evaluation of curricula in the Department.
- Attending and Participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- Performing any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of Faculty or other Chief Officers of the University in accordance with the University statutes.

LECTURER

Applicants:

- Must have an earned Ph.D. degree in the relevant area or its equivalent from a recognized academic institution. **OR**
- Must have a Master's degree from a recognized academic institution.
- Must have at least three (3) years of teaching or research experience at University level after obtaining a Master's degree.
- Must have at least two (2) publications in refereed journals or one (1) book or 2 (two) book chapters in relevant areas.

Duties and Responsibilities

The responsibilities of a Lecturer are as follows:

- Teaching and evaluation of undergraduate and postgraduate students
- Setting, moderating, administering, processing and marking examinations
- Academic advising and mentoring undergraduate and postgraduate students.
- Articulating the Vision and Mission of the University, Department and the Faculty.
- Initiating, planning and conducting research.
- Development of teaching and learning materials.
- Supervising undergraduate and postgraduate students in research activities. Developing research proposals for funding. Participate in meetings and conferences related to research and building inter-disciplinary collaboration within and outside the department.
- Participating in preparation of Department and Faculty strategic plans.
- Organizing and supervising educational activities for undergraduate and postgraduate students.
- Attending and participating in seminars, workshops, conferences etc, in relevant fields.

- Participating in administrative, academic and consultancy activities in the Department and other organizations.
- Participating in planning, development, implementation and evaluation of curricula in the Department.
- Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- Performing any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of Faculty or other Chief Officer of the University in accordance with the University statutes

TUTORIAL FELLOW /ASSISTANT LECTURER

Applicants:

- Must have a Master's Degree or its equivalent in a relevant field, from a recognized academic institution
- Should have at least one (1) year teaching experience in a University.
- Should demonstrate potential for University teaching and/or research by registering for Ph.D. studies

Duties and Responsibilities

The responsibilities of a Tutorial Fellow/Assistant Lecturer are as follows:

- Teaching, evaluation and mentoring undergraduate students.
- Setting, administering and marking examinations
- Pursuing higher degrees.
- Articulating the Vision and Mission of the University the Department and the Faculty.
- Initiating, planning and conducting research.
- Developing teaching and learning materials.
- Participating in preparation of Department and Faculty development plans.
- Organizing and supervising educational activities for undergraduate students.
- Attending and participating in seminars, workshops and conferences in relevant fields.
- Participating in planning, development, implementation and evaluation of curricula in the Department.
- Participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- Performing any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of Faculty or other Chief Officer of the University in accordance with the University Statutes

SENIOR TECHNOLOGIST (ANIMAL SCIENCES) GRADE 9/10

Applicants

- Must have a Higher National Diploma in Analytical Chemistry
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance.
- Should have 3 years' experience as Technologist Grade 8 or equivalent

- A Bachelor's Degree in a relevant field from a recognized Institution will be an added advantage

Duties and Responsibilities

- Responsible for providing all technical support for the department
- Prepares reagents and apparatus for laboratory lessons
- Supervises laboratory lessons / undertakes animal samples analysis
- Ensures availability of suitable materials and equipment for all laboratory lessons
- Participates in research and student projects.
- Under guidance of the Head of the Department ensure both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard as per the operational instruction manuals.
- Ensures that equipment spare parts and supplies are available.
- Assess, determine and evaluate requirements for assigned practical work.
- Keeps detailed records of Laboratory stock lists and liaises with the head of department regarding the sourcing and ordering of equipment, Chemicals and materials.
- To ensure maintenance of a healthy and safe working environment through
 - Contributing to assessment, monitoring and review of health and safety procedures
 - Providing technical advice and support on health and safety issues to teaching staff and students including use of hazardous and risk assessment
 - Safe disposal of waste materials
 - Organizing , storing and checking the conditions of chemicals and equipment
 - Keeping up to date with current procedures of health and safety management in a laboratory set up
- Performs any other duties that may be assigned by the immediate supervisor

SENIOR TECHNOLOGIST (PHYSICS) GRADE 9/10

Applicants

- Must have Higher National Diploma in Electrical/ Electronic Engineering OR Mechanical or Mechatronic Engineering
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance.
- Should have 3 years' experience as Technologist Grade 8 or equivalent
- A Bachelor's Degree in a relevant field from a recognized Institution will be an added advantage

Duties and Responsibilities

- Service and maintain scientific equipment as per the operational instruction manuals.
- Ensures that equipment spare parts and supplies are available.
- Assess, determine and evaluate requirements for assigned practical work.
- Responsible for providing all technical support for the department
- Prepares reagents and apparatus for laboratory lessons
- Supervises Laboratory lessons

- Ensures availability of suitable materials and equipment for all laboratory lessons
- Participates in research and student projects.
- Under guidance of the Head of the Department ensure both routine and no routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard as per the operational instruction manuals.
- Ensures that equipment spare parts and supplies are available.
- Assess, determine and evaluate requirements for assigned practical work.
- Keeps detailed records of Laboratory stock lists and liaises with the head of department regarding the sourcing and ordering of equipment, Chemicals and materials.
- To ensure maintenance of a healthy and safe working environment through
 - Contributing to assessment, monitoring and review of health and safety procedures
 - Providing technical advice and support on health and safety issues to teaching staff and students including use of hazardous materials and risk assessment of the materials
 - Safe disposal of waste materials
 - Organizing , storing and checking the conditions of chemicals and equipment
 - Keeping up to date with current procedures of health and safety management in a laboratory set up
- Performs any other duties that may be assigned by the immediate supervisor

SENIOR TECHNOLOGIST (PLANT SCIENCES) GRADE 9/10

Applicants

- Must have Higher National Diploma in the relevant field from recognized institution.
- Must have knowledge of soil analysis techniques
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance.
- Should have 3 years' experience as Technologist grade C/D or equivalent

Duties and Responsibilities

- Prepare, conducting and supervising practical classes or courses.
- Participate in research and student projects.
- Service and maintain scientific equipment as per the operational instruction manuals.
- Ensure that equipment spare parts and supplies are available.
- Assess, determine and evaluate requirements for assigned practical work.
- To be responsible for providing all technical support for the department
- To prepare reagents and apparatus for laboratory lessons
- To undertake Laboratory Samples analysis.
- To ensure availability of suitable materials and equipment for all laboratory lessons
- Participate in research and staff/student projects.
- Under guidance of the Head of the Department ensure both routine and no routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard as per the operational instruction manuals.

- Ensure that equipment spare parts and supplies are available.
- Assess, determine and evaluate requirements for assigned practical work.
- To keep detailed records of Laboratory stock lists and to liaise with the head of department regarding the sourcing and ordering of equipment, Chemicals and materials.
- To ensure maintenance of a healthy and safe working environment through
 - Contributing to assessment, monitoring and review of health and safety procedures
 - Providing technical advice and support on health and safety issues to teaching staff and students including use of hazardous materials and risk assessment of the materials
 - Safe disposal of waste materials
 - Organizing , storing and checking the conditions of chemicals and equipment
 - Keeping up to date with current procedures of health and safety management in a laboratory set up
- Performs any other duties that may be assigned by the immediate supervisor

SENIOR TECHNOLOGIST (BIOLOGICAL SCIENCES) GRADE 9/10

Applicants

- Must have a Higher National Diploma in Applied Biology from recognized institution.
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance.
- Should have 3 years' experience as Technologist grade 8 or equivalent
- A Bachelor's Degree in a relevant field from a recognized Institution will be an added advantage

Duties and Responsibilities

- Responsible for providing all technical support for the department
- Prepares reagents and apparatus for laboratory lessons
- Supervises Laboratory lessons
- Ensures availability of suitable materials and equipment for all laboratory lessons
- Participates in research and student projects.
- Under guidance of the Head of the Department ensures both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard as per the operational instruction manuals.
- Ensures that equipment spare parts and supplies are available.
- Assess, determine and evaluates requirements for assigned practical work.
- Keeps detailed records of Laboratory stock lists and liaises with the head of department regarding the sourcing and ordering of Equipment, Chemicals and Materials.
- Ensures maintenance of a healthy and safe working environment through
 - Contributing to assessment, monitoring and review of health and safety procedures

- Providing technical advice and support on health and safety issues to teaching staff and students including use of hazardous materials and risk assessment of the materials
- Safe disposal of waste materials
- Organizing, storing and checking the conditions of chemicals and equipment
- Keeping up to date with current procedures of health and safety management in a laboratory set up

Performs any other duties that may be assigned by the immediate supervisor

SENIOR TECHNOLOGIST (BIOMEDICAL SCIENCES) GRADE 9/10

Applicants

- Must have a Higher National Diploma in relevant field from recognized institution.
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance.
- Should have 3 years' experience as Technologist grade 8 or equivalent
- A Bachelor's Degree in a relevant field from a recognized Institution will be an added advantage

Duties and Responsibilities

- Responsible for providing all technical support for the department
- Prepares reagents and apparatus for laboratory lessons
- Supervises Laboratory lessons
- Ensures availability of suitable materials and equipment for all laboratory lessons
- Participates in research and student projects.
- Under guidance of the Head of the Department ensure both routine and no routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard as per the operational instruction manuals.
- Ensures that equipment spare parts and supplies are available.
- Assess, determine and evaluate requirements for assigned practical work.
- Keeps detailed records of Laboratory stock lists and liaises with the head of department regarding the sourcing and ordering of equipment, Chemicals and materials.
- To ensure maintenance of a healthy and safe working environment through
 - Contributing to assessment, monitoring and review of health and safety procedures
 - Providing technical advice and support on health and safety issues to teaching staff and students including use of hazardous materials and risk assessment of the materials
 - Safe disposal of waste materials
 - Organizing, storing and checking the conditions of chemicals and equipment
 - Keeping up to date with current procedures of health and safety management in a laboratory set up
- Performs any other duties that may be assigned by the immediate supervisor

SENIOR TECHNOLOGIST (FOOD SCIENCE AND TECHNOLOGY) GRADE 9/10

Applicants

- Must have a Higher National Diploma in relevant field from recognized institution.
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance.
- Should have 3 years' experience as Technologist Grade 8 or equivalent
- A Bachelor's Degree in a relevant field from a recognized Institution will be an added advantage

Duties and Responsibilities

- Responsible for providing all technical support for the department
- Prepares reagents and apparatus for laboratory lessons
- Supervises Laboratory lessons
- Ensures availability of suitable materials and equipment for all laboratory lessons
- Participates in research and student projects.
- Under guidance of the Head of the Department ensure both routine and non routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard as per the operational instruction manuals.
- Ensures that equipment spare parts and supplies are available.
- Assess, determine and evaluate requirements for assigned practical work.
- Keeps detailed records of Laboratory stock lists and liaises with the head of department regarding the sourcing and ordering of equipment, Chemicals and materials.
- To ensure maintenance of a healthy and safe working environment through
 - Contributing to assessment, monitoring and review of health and safety procedures
 - Providing technical advice and support on health and safety issues to teaching staff and students including use of hazardous materials and risk assessment of the materials
 - Safe disposal of waste materials
 - Organizing, storing and checking the conditions of chemicals and equipment
 - Keeping up to date with current procedures of health and safety management in a laboratory set up
- Performs any other duties that may be assigned by the immediate supervisor

TECHNOLOGIST (ANIMAL SCIENCES) GRADE 8

Applicants

- Must have an Ordinary Diploma in Analytical Chemistry
- Should have a certificate or ordinary diploma in animal Health and production
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance.
- Should have 3 years' experience in a feed analysis laboratory and current methods at the level of Technologist grade C/D or equivalent

Duties and Responsibilities

- Prepare, conducting and supervising practical classes or courses.
- Participate in research and student projects.
- Service and maintain scientific equipment as per the operational instruction manuals.
- Ensure that equipment spare parts and supplies are available.
- Assess, determine and evaluate requirements for assigned practical work.

TECHNOLOGIST (FOOD SCIENCE AND TECHNOLOGY) GRADE 8

Applicants

- Must have an ordinary Diploma in analytical Chemistry
- Must have 1 year work experience
- Should Show exemplary work performance
- Must be Computer literate

Duties and Responsibilities

- Preparation of practical classes/ courses and keeping of student records
- Ensure that all the equipment, supplies, and bench solutions are available.
- Assist in the student research activities.
- Maintenance of laboratory equipment and apparatus
- Supporting the lecturer in class in laboratory session and giving technical advice to staff and students
- Ensure proper storage and stock control of chemicals and equipment
- Ensure that all health and safety procedures are understood and followed correctly
- Develop new or improved methods of testing
- Assist in interpretation and analysis of data and report compilation
- Timely acquisition of laboratory wares and equipment through proper procurement procedures
- Performs any other duties that may be assigned by the immediate supervisor.

TECHNOLOGIST (PHYSICS) GRADE 8

Applicants

- Must have an ordinary Diploma in Electrical/ Electronic Engineering OR Mechanical Or Mechatronic Engineering
- Must have 1 year work experience
- Should Show exemplary work performance
- Must be Computer literate

Duties and Responsibilities

- Preparation of practical classes/ courses and keeping of student records
- Ensure that all the equipment, supplies, and bench solutions are available

- Assist in the student research activities.
- Maintenance of laboratory equipment and apparatus
- Supporting the lecturer in class in laboratory session and giving technical advice to staff and students
- Ensure proper storage and stock control of chemicals and equipment
- Ensure that all health and safety procedures are understood and followed correctly
- Develop new or improved methods of testing
- Assist in interpretation and analysis of data and report compilation
- Timely acquisition of laboratory wares and equipment through proper procurement procedures
- Performs any other duties that may be assigned by the immediate supervisor

TECHNOLOGIST (BIOMEDICAL SCIENCES) GRADE 8

Applicants

- Must have an Ordinary Diploma in a relevant field
- Should have a certificate or ordinary diploma in animal Health and production
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance.
- Should have 3 years' experience in a feed analysis laboratory and current methods at the level of Technologist grade 8 or equivalent

Duties and Responsibilities

- Preparation of practical classes/ courses and keeping of student records
- Participate in research and student projects
- Ensure that all the equipment, supplies, and bench solutions are available Service and maintain scientific equipment as per the operational instruction manuals.
- Ensure that equipment spare parts and supplies are available.
- Assess, determine and evaluate requirements for assigned practical work.

TECHNOLOGIST (PLANT SCIENCES) GRADE 8

Applicants

- Must have an ordinary Diploma in a relevant field
- Must have 1 year work experience
- Should Show exemplary work performance
- Must be Computer literate

Duties and Responsibilities

- Preparation of practical classes/ courses and keeping of student records
- Ensure that all the equipment, supplies, and bench solutions are available.
- Assist in the student research activities.
- Maintenance of laboratory equipment and apparatus

- Supporting the lecturer in class in laboratory session and giving technical advice to staff and students
- Ensure proper storage and stock control of chemicals and equipment
- Ensure that all health and safety procedures are understood and followed correctly
- Develop new or improved methods of testing
- Assist in interpretation and analysis of data and report compilation
- Timely acquisition of laboratory wares and equipment through proper procurement procedures
- Performs any other duties that may be assigned by the immediate supervisor.

TECHNOLOGIST (BIOLOGICAL SCIENCES) GRADE 8

Applicants

- Must have an ordinary Diploma in Applied Biology
- Must have 1 year work experience
- Should Show exemplary work performance
- Must be Computer literate

Duties and Responsibilities

- Preparation of practical classes/ courses and keeping of student records
- Ensure that all the equipment, supplies, and bench solutions are available
- Assist in the student research activities.
- Maintenance of laboratory equipment and apparatus
- Supporting the lecturer in class in laboratory session and giving technical advice to staff and students
- Ensure proper storage and stock control of chemicals and equipment
- Ensure that all health and safety procedures are understood and followed correctly
- Develop new or improved methods of testing
- Assist in interpretation and analysis of data and report compilation
- Timely acquisition of laboratory wares and equipment through proper procurement procedures
- Performs any other duties that may be assigned by the immediate supervisor

(II). JOB DESCRIPTIONS AND QUALIFICATION REQUIREMENTS FOR NON-TEACHING STAFF

1. HUMAN RESOURCE DEPARTMENT

REGISTRAR (Administration & Planning) Grade 15

This is a senior position in the University and the Registrar (Administration) will report to Deputy Vice-Chancellor (Administration, Finance Planning and Development). The successful candidate will under minimum supervision coordinate performance contracting, Human Resources matters in relation to appointments, promotions, retirement, pensions, gratuity, resignations, disciplinary actions, sanction of leave, staff welfare, development and implementation of appropriate human resources policies, procedures and systems that attract and retain qualified and experienced Human resource

Applicants:

- Must have an earned Ph.D. degree in Public Administration, Business Administration or Human Resource Management or equivalent from an institution recognized in Kenya.
- Must have a Master's Degree in either Public Administration or Business Administration or Human Resource Management or Social Science or Equivalent from an institution recognized in Kenya.
- Must have at least five (5) years administrative experience, three (3) of which as Deputy Registrar Administration Grade 14 or an equivalent position in Public or Private Sectors.
- Applicants with CPS (K) or equivalent professional qualification will have an advantage
- Should demonstrate outstanding professional competence in Administration or Management.
- Must have ability to lead, guide, coordinate and facilitate strategic planning activities in the University
- Must demonstrate ability to analyze complex problems, interpret operational needs, and develop integrated creative solutions.
- Should be able to develop, plan and implement short and long range goals for the University
- Should have strong interpersonal skills and ability to effectively communicate with a wide range of stakeholders
- Must be a member of a recognized professional administration or management body
- Should have knowledge and understanding of computerized management information systems, applications and tools

Duties and Responsibilities

- Reports to the Deputy Vice-Chancellor Administration, Finance, Planning and Development
- Recommends and participates in the development of appropriate University policies and Procedures and systems that attract and retain qualified and experienced Human resource.
- Will be in consultation with the University Management responsible for Personnel Administration in relation to welfare, discipline, leave, gratuity, pensions and

resignations

- Administers human resources functions of the University including staff appointments, promotions, deployment, and disciplinary action, sanction of leave, staff retention, retirement and separation.
- Will be responsible for the day today smooth running of the personnel division. He/She will be responsible for the personnel Registries, keeps record on all personnel on post and out of post and advises the University Management of changes in status of each employee
- Represents the University in collective bargaining negotiations, including labour relations, grievances handling, retirement benefits management, contract interpretation and staff compensations.
- Oversees provision of health services, insurance, catering, accommodation, registry and estates management services in the University
- Will institute and execute an annual system of staff work performance evaluation reports periodic job evaluation and appraisals
- Will advise DVC(AFPD) on all staff Union matters and all litigations
- Design and conduct surveys to obtain feedback and ensure the University delivers quality services to both its internal and external customers
- Performs any other duties and responsibilities assigned by the Vice-Chancellor or the Deputy Vice-Chancellor (Administration, Finance, and Planning & Development).

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Applicants for this position MUST meet the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity and will be required to produce clearance/compliance certificates from the following agencies:

- Ethics and Anti-Corruption Commission(EACC)
- Higher Education Loans Board (HELB)
- Kenya Revenue Authority (KRA)
- Credit Reference Bureau (CRB)
- Directorate of Criminal Investigation(DCI)

SENIOR ASSISTANT REGISTRAR (Planning and Development) Grade 13

This is a senior position in the University and the Senior Assistant Registrar (PD) will work under the direction of Deputy Vice Chancellor (Administration, Finance, Planning and Development).The successful candidate will under minimum supervision provide strategic planning and guidance in the development, coordination and implementation of physical plants and modernization projects in the University. She/he will identify and assess university capital projects for renovation, repair and maintenance. She/he will provide timely and accurate information to the University for planning and managerial decision-making; administer key university investigative research into areas of needs. She/he will coordinate performance contracting of employees

Applicants:

- Must have a Master's Degree in Management, Planning, Public Administration, Business Administration, Human Resource Management or Economics from a recognized institution.
- Must have three (3) years' work experience as an Assistant Registrar or comparable position in a busy organization.

- Must have ability to lead, guide, coordinate and facilitate strategic planning processes
- Must demonstrate ability to analyze complex problems, interpret operational needs, and develop integrated creative solutions.
- Should demonstrate skills in organizing resources and establishing priorities
- Should demonstrate skills in examining and re-engineering operations and procedures, formulating policy, and developing new strategies and procedures

Duties and Responsibilities

- Assists in planning, directing, controlling, organizing, coordinating the planning activities of the University;
- Participate in formulation and oversee the implementation of all planning policies and procedures;
- Under limited supervision, provides strategic planning and guidance in the development, coordination and modernization of projects in the University
- Coordinates research, identification, assessment and prioritization of University-wide existing physical infrastructural facilities requiring repair, renovation and maintenance
- Coordinate University Physical Master Plan;
- Oversee University Infrastructure Development;
- Leads and Coordinates the preparation of annual capital project proposals for funding, develops project plans, justification and cost estimates for integration into the university's short and medium term plan for presentation to the Council and the Government
- Ensure that planning and building quality standards are adhered to
- Assist in the planning of the staff development and capacity building;
- Collate and analyze University information, data and records for effective planning;
- Prepares annual development plans of the University for Submission to the University Management.
- Recommends and participates in the development of University policies and Procedures and serves in the University Planning and policy- making Committee
- Compiles and analyses statistical data for use in general planning, strategic planning, and budgeting and sundry management requirement.
- Monitors resources allocation and utilization in line with the plans of the University
- Develops resources allocation parameter
- Determines manpower needs, controls and staff development
- Design and conduct surveys to obtain feedback and ensure the University delivers quality services to both its internal and external customers
- Performs other duties and responsibilities assigned by the Deputy Vice Chancellor in charge of Administration, Finance, Planning and Development.

LEGAL OFFICER GRADE 13

The legal officer will provide assistance in the provision of expert legal advice to the University and provide general legal counsel to staff.

Applicants

- Be a holder of a Bachelor's Degree in law from a recognized University. Those possessing CPS (K) or Master's Degree in Law will have an added advantage

- Must be an Advocate of the High Court of Kenya with a current practicing certificate
- Must have 3 years post-admission experience in civil and criminal litigation, commercial law, labor law, insurance law and conveyance.
- Be conversant with the Public Procurement and Disposal Act and Regulations and all related Laws
- Have sound knowledge of the Kenya Labour laws
- Have experience in contract negotiation and drafting
- Be self-motivated, confident and possessing good communication skills, exemplary interpersonal and team building skills, with good persuasion and negotiation skills
- Be a strong team player, creative and innovative
- Should have knowledge and experience in using computerized management information systems applications and tools
- Be a person of high level integrity, commitment, and professional responsibility, with high moral and ethical value.

Duties and Responsibilities

- Provision and handling of all in-house legal matters of the University
- Protecting the University from possible litigation by offering legal counsel to the management and staff
- Preparing briefs and documents to be used as evidence in Courts
- Preparing updates for the Management in relation to the reviews and interpretation of University statutes
- Crafting of charges for staff and students violating the regulations governing the conduct and discipline of staff and students
- Exercising due diligence and research to ensure the University complies with applicable law
- Formulation and guidance on the preparation of documents such as Memoranda of Understanding and Collaboration agreements
- Preparation of general Contracts and Agreements that bind the University to ensure they are not ambiguous
- Attending courts and ensuring that witnesses attend court sessions when called upon to do so and briefing the University Management on the development of litigations
- Formulation of statutes and policies that govern the conduct and discipline of staff and students from time to time
- Preparation of staff and students indemnities
- Ensuring that the University adheres to the laid down procedures and regulations in employees matters, disciplinary measures and any other matter which has legal implications
- Performs any other duty assigned by the University management.

ASSISTANT REGISTRAR GRADE 12

The Assistant Registrar will be responsible for effective coordination of administrative, planning and development activities of the University and ensures efficient utilization of University infrastructure and physical facilities.

Applicants

- Must have Master's degree in either Public Administration, Business Administration or Human Resource Management from a recognized institution or its equivalent
- Must have Bachelor's degree from a recognized institution

- Should have knowledge and experience in using computerized management information systems applications and tools
- Should demonstrate successful projects leadership and management skills including completing projects and meeting established timelines within allocated budget
- Demonstrated successful experience in redesigning services and processes to support the provision of excellent customer service
- Should demonstrate proven ability to exercise judgment and to make sound decisions in a busy organization.
- Should demonstrate proven ability to work independently, to maintain confidentiality and to initiate action on matters relating to the division of Administration, Planning and development.

Duties and Responsibilities

- Coordinates preparation and implementation of administrative strategic plan and budget
- Appraise performance of staff under His/her supervision
- Identify training needs of University staff
- Coordinate and manage the maintenance and efficient use of University facilities
- Supervise all physical works and renovation in the University
- Ensure efficient utilization of resources by enforcing University policies and procedures to reduce costs damages and wastage
- Manage relevant outsourced services on the behalf of the University to ensure they meet the University expectations
- Allocation of space to ensure optimal accommodation of the University needs
- Servicing the relevant University committees and meetings including taking minutes
- Manage University Vehicles for efficient utilization to meet Chuka University transport needs
- To coordinate security and safety operations in the University premises.
- To supervise cleaners and ensure that the environment is all the time tidy
- Performs any other duty assigned by the University management

EXECUTIVE SECRETARY GRADE 12

The executive secretary will ensure that all administrative and secretarial functions at the Vice-Chancellors Office are carried out effectively and efficiently.

Applicants

- Must have a Master's degree in Public Administration or Business Administration or Human Resource, or any other relevant field
- Must have a Bachelor's degree in Business Administration or Human Resource , or Secretarial studies or any other relevant field
- Should have six years work experience in a busy organization
- Be a Certified Public Secretary (CPS) of good professional standing.
- Possess excellent communication, negotiation and leadership skills.
- Have strong analytical, report writing and work planning skills.
- Have strong team building skills.
- Possess knowledge of the organization and functions of the University and the Government

- Have thorough knowledge of the structural, legislative and regulatory framework of the University
- Have the capacity to work under pressure to meet strict deadlines.
- Be committed to be part of a team that will enable the University to
- Must be highly organized with a high level of computer literacy and report writing skills
- Have proven integrity, ethics, transparency and accountability and must have shown merit and ability as reflected in previous work performance and results
- Should possess good interpersonal and communication skills as well as self-drive

Duties and Responsibilities

- To ensure that business of the University is conducted in accordance with its objects as contained in the statutes, Charter and the Universities Act.
- To attend Council Meetings in order to ensure that the legal requirements are fulfilled and provide such information as are necessary
- To prepare the agenda in consultation with the Vice-Chancellor and the other documents for all the meetings of the Council.
- Ensure that all documents relating to any matter subject to consideration by the Council are submitted timely to the Council Members.
- To prepare, approve, sign and seal agreements leases, legal forms, and other official documents on behalf, of the University when authorized by the Council or the Vice-Chancellor
- Recording and keeping Minutes of the Management Board and Council meetings
- Exercising due diligence and research to ensure the University complies with applicable law
- Formulation and guidance on the preparation of documents such as Memoranda of Understanding and Collaboration agreements
- Preparation of general Contracts and Agreements that bind the University to ensure they are not ambiguous
- Exercising due diligence and research to ensure the University complies with applicable law

SENIOR ADMINISTRATIVE ASSISTANT GRADE 9/10

Applicants

- Must have a Bachelor's degree from a recognized institution
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should have a three (3) years exemplary work experience as an Administrative Assistant Grade 8 or equivalent
- A Master's degree from a recognized institution would be an added advantage

Duties and Responsibilities

- Supervise staff under him/her
- Process data for administrative planning
- Assist in information processing and dissemination

- Prepares procurement plan and
- Prepare annual budget for the section
- Assist in communication with staff/ students and other Stakeholders
- Assist in Administrative records management
- Take minutes in various university committees
- Coordinate general office services
- Performs any other duties assigned by immediate supervisor

ADMINISTRATIVE ASSISTANT GRADE 8

Applicants

- Must have a Bachelor's degree from a recognized institution
- Should have knowledge and experience in using computerized management information systems applications and tools
- Exemplary work performance
- 1 year experience in Administrative Duties would be an added advantage

Duties and Responsibilities

- Assist in the implementation of administrative functions of the department or sections
- Manage appearance of the office and order replacement of furniture and equipment
- Taking minutes and typing minutes of meetings in section, departments and University committees.
- Ascertain meetings and workshop venues conducted by the head of departments and sections
- Ascertain Scheduled times and calendar dates
- Circulate agendas, programs and action points to relevant officers
- Any other duties assigned by immediate supervisor

ASSISTANT PUBLIC RELATIONS OFFICER GRADE 8

Applicants must

- Have a Bachelor's Degree in Communication / Journalism or equivalent from recognized institution.
- Have excellent communication skills both orally and in writing
- Have excellent Computer skills including use of graphic communication (videography and photography skills).
- Posses ability to edit video footages and photographs.
- Posses great Media Relations skills with ability to know how to interact with other media outlets.
- Have ability to write press releases and speeches
- Show exemplary work performance
- Have 3 years in Public Relations
- Be member of Public Relations Society of Kenya, will be an added advantage

Duties and Responsibilities

- Prepare and disseminate corporate publicity information materials like posters, banners, calendars, diaries, prospectus and brochures
- Managing the PR exercise of potential crisis

- Participate in the production of the monthly newsletter publication by collecting and writing news stories, photos and editing of the newsletters
- Coverage of University activities (both video and photography)
- Prepare advertisements for media houses.
- Media monitoring
- Participate in organizing and coordinating University exhibitions and marketing activities
- Any other duties that may be assigned by the immediate supervisor

CLERK III-GRADE 3

Applicants

- Must have KCSE Certificate with a minimum mean grade C- with a C- in English or Kiswahili
- Should have a Basic professional Certificate
- Must be computer literate
- Should show exemplary work performance
- Should have 1 year experience as Clerk

Duties and Responsibilities

- Receive correspondence / mail from various sources – internal and external
- Dispatch mail and other documents internally and externally
- Responding to all inquiries, welcoming visitors and making them comfortable, making and confirming appointments as directed
- Open/close files as required, Update and maintain files by filing documents, control and trace the movement of files and documents within the organization
- Promptly retrieve and avail the required records and information
- Prepare and administer documents and records as required
- Carrying out general office administration duties from time to time
- Keeps record and monitor stock levels of office supplies and makes requisition to replenish the stocks
- Any other duties that may be assigned by the immediate supervisor

2. FINANCE DEPARTMENT

FINANCE OFFICER GRADE 15

This is a senior position in the University and the Finance Officer will work under the direction of the Deputy Vice-Chancellor (Administration, Finance, Planning and Development). The successful candidate will be responsible for maintaining financial, accounting, administrative and personnel services to meet legislative requirements and support University operations. He/She will be a seasoned and mature leader with broad finance experience in accounting and financial information and should have experience in managing the finance functions (accounting, budgeting, control and reporting) in a large modern organization.

Applicants:

- Must have Masters or its equivalent in relevant field
- Must have Bachelor of Commerce (Accounting option)
- Must have CPA (K)

- Must be a registered member of ICPAK
- Must have 3 years' experience as a Deputy Finance Officer grade 14 or equivalent in a busy organization
- Must have Computer skills including ability to operate computerized accounting, spreadsheet and word-processing.
- Knowledge of ERP and specifically Management Information System and accounting software would be an added advantage

Duties and Responsibilities

- The Finance officer reports to the Deputy Vice-Chancellor (AFPD) and is responsible for the supervision and management of all administrative and operational functions of the office of Finance Officer
- Responsible for the administration and monitoring of the financial system in order to ensure that the University finances are maintained in an accurate and timely manner.
- Responsible for effective co-ordination and implementation of all financial policies and procedures
- Responsible for adherence to the International Financial reporting standards(IFRS)
- Ensure the maintenance of effective accounting systems in the University in line with the generally accepted accounting principles (GAAP).
- Responsible for the developing and managing reliable cash flow projection process.
- Liaise with Government and other agencies on all University financial matters.
- In-charge of financial and personnel matters in the department.
- Responsible for the coordination and generation of financial reports.
- Responsible for compliance with all relevant laws on financial matters.
- Ensure transactions are properly recorded and accurately entered into the computerized accounting system.
- Responsible for formulation and implementation of the departmental strategic plan.
- Responsible for the preparation and submission of the university budget to Management and University Council.
- Ensures that the University Computerized accounting system, financial files and records are well maintained
- Responsible for the submission of the University end year financial statements and accounts to University Council and Kenya National Audit Office.
- Monitors and advises University Management and the Council on the University cash reserves and investments.
- Coordinates preparation and reconciliation of monthly bank statements reports
- Advise University Management and Council on all financial matters.
- Establish employees files in the computerized accounting system
- Oversees computation of employees' salaries, statutory and any other deductions and contributions and remit the same to statutory bodies
- Performs other duties and responsibilities assigned by the Deputy Vice Chancellor in charge of Administration, Finance, Planning and Development.

Applicants **MUST** meet the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity and will be required to produce clearance/compliance certificates from the following agencies:

- Ethics and Anti-Corruption Commission(EACC)
- Higher Education Loans Board (HELB)

- Kenya Revenue Authority (KRA)
- Credit Reference Bureau (CRB)
- Directorate of Criminal Investigation(DCI)

ACCOUNTANT II GRADE 11

Applicants

- Must have Bachelor's degree in Commerce (Accounting option) or its equivalent
- Must be Certified Public Accountant (CPA) (K) or its equivalent
- Must have 3 years' work experience
- Should have excellent computer skills and demonstrate good working knowledge of accounting packages and financial systems
- Must be a member of ICPAK
- Should demonstrate exemplary work performance
- Should demonstrate ability to work under minimum supervision
- Should be a team player

Duties and Responsibilities

- In charge of a section.
- Preparation of Ledger accounts.
- Supervise staff under him/her
- Custodian of accountable documents.
- Prepare final accounts.
- Verify accountable documents under his/ her section.
- Any other duties that may be assigned by supervisor

ASSISTANT ACCOUNTANT GRADE 9/10

Applicants

- **Must** have Bachelor's degree in Commerce(Accounting option) or its equivalent and CPA part 3
- Should have excellent computer skills and demonstrate good working knowledge of accounting packages and financial systems
- Should show exemplary work performance
- Must have 2 years' work experience as a Senior Accounts Assistant

Duties and Responsibilities

- Prepare financial reports.
- Maintain accountable documents (Register)
- Maintain and update Assets Register.
- Should undertake the preparation of cash books and bank reconciliation statements.
- Ensures the remittance of all statutory deductions as per the la
- Preparation of quarterly reports
- Consolidation of Departmental Budgets
- Maintenance of students financial records
- Processing of Lecturers claims.
- Any other duties that may be assigned by immediate supervisor.

SENIOR ACCOUNTS ASSISTANT GRADE 8

Applicants

- Must have Bachelor's degree in Commerce (Accounting Option), for direct appointment
OR
- **Must** have CPA Part II with 3 years' experience as Senior Accounts Assistant I
- Should have excellent computer skills and demonstrate good working knowledge of accounting packages and financial systems
- Should show exemplary work performance.

Duties and Responsibilities

- Prepare and balance cash books.
- Prepare bank reconciliation statements.
- Prepare sales and purchases day book.
- Summarize statutory deductions.
- Preparation and maintenance of general ledger accounts.
- Preparation of monthly financial reports.
- Any other duties as may be assigned by immediate supervisor.

ACCOUNTS ASSISTANT I GRADE 6

Applicants

- **Must** have grade a mean of C Plain in KCSE or equivalent and at least C minus in mathematics at KCSE
- **Must** have CPA I
- **Must** have a certificate in Computer Literacy.
- Should show exemplary work performance
- Should have 2 years' experience as an account assistant or its equivalent

Duties and Responsibilities

- Receive and bank revenue.
- Petty cash and cheque payments
- Maintain ledger books and preparation of cash flow statements.
- Maintain cheque movement register
- Prepare payment vouchers for all payments
- Maintenance of creditors schedule
- Vote book control
- Filing of documents
- Any other duties assigned by immediate supervisor.

3. AUDIT DEPARTMENT

INTERNAL AUDITOR I Grade 12

Applicants

- Must have Bachelor's degree in Commerce (Accounting) and CPA(K) OR CIA(Certified Internal Audit) or CISA(Certified Information System Auditor)
- Must have 3 years' experience as Internal Auditor II or in equivalent position
- Should demonstrate exemplary work performance.
- Must have Computer skills including ability to operate computerized auditing, accounting, spreadsheet and word-processing.
- Knowledge of ERP and specifically Management Information System and auditing software would be an added advantage
- Applicants with MBA degree would have an added advantage

Duties and Responsibilities

- Ensure implementation of the Audit plan and programmes
- Lead Internal Audit teams
- Prepare audit reports.
- Review adequacy of existing internal control systems and procedures..
- Ensure implementation of Audit policies and procedures.
- Supervise and guide staff under him/her

ASSISTANT INTERNAL AUDITOR II Grade 9/10

Applicants

- Must have Bachelor's degree in Commerce (Accounting Option) or its equivalent and CIA II or CPA II. Or CISA
- **OR** Must have CPA(K) or CIA(Certified Internal Audit) or CISA(Certified Information System Auditor)
- Should demonstrate exemplary work performance.
- Must have 3 years work experience as Assistant Internal Auditor I or equivalent
- Must have Computer skills including ability to operate computerized auditing, accounting, spreadsheet and word-processing.
- Knowledge of ERP and specifically Management Information System and auditing software would be an added advantage

Duties and Responsibilities

- Ensure implementation of the Audit plan and programmes
- Lead Internal Audit teams
- Prepare audit reports.
- Review adequacy of existing internal control systems and procedures..
- Ensure implementation of Audit policies and procedures.
- Supervise and guide staff under him/her

SENIOR INTERNAL AUDIT ASSISTANT GRADE 8

Applicants

- Must have Bachelor's degree in Commerce (Accounting) or its equivalent for direct appointment.
- **OR** Must have CPA(II) or CIA(II) or CISA
- Should demonstrate exemplary work performance.
- Must have Computer skills including ability to operate computerized auditing, accounting, spreadsheet and word-processing.
- Knowledge of ERP and specifically Management Information System and auditing software would be an added advantage

Duties and Responsibilities

- Vouch payroll and verify accuracy of creditor's documents.
- Collect and compile data for Audit report.
- Perform audit checks.
- Implement internal audit policies
- Any other duties that may be assigned by the immediate supervisor.

4. LIBRARY DEPARTMENT

UNIVERSITY LIBRARIAN GRADE 15

This is a senior position in the University and the Librarian will work under the direction of Deputy Vice Chancellor (Academic, Research and Students Affairs). She/He will provide leadership to ensure the library excels in the provision of support for teaching, learning and research at University. The Librarian will be responsible for the overall administration, Supervision and management of Human resource and operational functions of the University Library

Applicants:

- Must have Ph.D. in Library or Information Science or any other relevant field
- Must have four publications in refereed journals and
- Must have three (3) years' experience as Deputy University Librarian or comparable position in a busy organization..

OR

- Must have Master degree in Library or Information Science or any other relevant field
- Must have four publications in refereed journals and
- Must have Five (5) years' experience as Deputy University Librarian or comparable position in a busy organization..
- Knowledge of ERP and specifically Management Information System would be an added advantage

Duties and Responsibilities:

- Advise the University Management Board and other users on matters pertaining to the library.

- Guiding the selection and acquisition of informational materials for teaching and research.
- Ensure adequate library and research resources are available to meet Department, Faculty, Students and other users' needs, within assigned budget.
- Develops, directs and evaluates the University needs and service quality assessment and survey of the library.
- Presents University library utilization report to Management Board.
- Responsible for proper deployment of professional library staff within the Library Department.
- Responsible for all staff matters in the department.
- Responsible for the implementation of University policies and procedures relevant to the Library.
- Responsible for the formulation, planning and control of the departmental budget.
- Responsible for formulation and implementation of departmental strategic plan
- Perform any other duties assigned by Deputy Vice Chancellor (Academic, Research and Students Affairs).

Applicants MUST meet the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity and will be required to produce clearance/compliance certificates from the following agencies:

- Ethics and Anti-Corruption Commission(EACC)
- Higher Education Loans Board (HELB)
- Kenya Revenue Authority (KRA)
- Credit Reference Bureau (CRB)
- Directorate of Criminal Investigation(DCI)

ASSISTANT LIBRARIAN 1 GRADE 12

Applicants

- Must have a Master's degree in library and information studies or its equivalent from recognized institution.
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance
- Must have served as Senior Library Assistant II equivalent post

Duties and responsibilities

- Supervise staff under the section.
- Identify and acquire publishers and manufacturers catalogues selection.
- Solicit for inspection copies of books from Publishers.
- Maintain and coordinate book selection with teaching departments.
- Provide feedback on selection of books made by teaching departments.
- Source and procure selected materials, stores and equipment for the library.
- Catalogue and classify library materials.
- Maintain and distribute accession lists.
- Register and compile user profiles.

- Charge and implement fines on over-dues, losses and damages.
- Facilitate inter library loans services, information and reference services.
- Loan operations establishing and maintaining national collections.
- Compile journal holdings.
- Compile user statistics.
- Perform any other duties assigned by immediate supervisor.

ASSISTANT LIBRARIAN II GRADE 12

Applicants

- Must have a Master's degree in library and information studies or its equivalent from recognized institution.
- Should have knowledge and experience in using computerized management information systems applications and tools
- Should show exemplary work performance
- Must have served as Senior Library Assistant II for 3 years or its equivalent

Duties and responsibilities

- Supervise staff under the section.
- Identify and acquire publishers and manufacturers catalogues selection.
- Solicit for inspection copies from publishers.
- Maintain and coordinate book selection with teaching departments.
- Provide feedback on selection made by teaching departments.
- Source and procure selected materials, stores and equipment.
- Catalogue and classify library materials.
- Maintain and distribute accession lists.
- Register and compile user profiles.
- Charge and implement fines on over-dues, losses and damages.
- Facilitate inter library loans services, information and reference services.
- Loan operations establishing and maintaining national collections.
- Compile journal holdings.
- Compile user statistics.
- Any other duties assigned by immediate supervisor.

SENIOR LIBRARY ASSISTANT III GRADE 8

Applicants

- Must have a Bachelor's Degree OR Higher National Diploma in library and information studies or its equivalent from recognized institution
- Must be Computer literate
- Should show exemplary work performance
- Should have 3 years work experience as library Assistant I (Grade 7)

Duties and responsibilities

- Supervise staff under them
- Verify bibliography details of library materials

- Classify library materials
- Undertake acquisition of library materials
- Classify library materials
- Verify pro-forma invoices against order cards
- Circulate published catalogues to departments
- Supervise filling and updating of library records
- Educate library users
- Undertake short loan reservations
- Receive and record journals in card indices
- Key in new acquisitions and users data into the computer
- Analyze library statistics
- Coordinate issuance and receiving of Library materials
- Performs any other duties assigned by the immediate supervisor

LIBRARY ASSISTANT I GRADE 6 (1 Post)

Applicants

- Must have a Diploma in library and information studies or its equivalent from recognized institution
- Must be Computer literate
- Should show exemplary work performance
- Should have 3 years work experience as library Assistant II (Grade B)

Duties and responsibilities

- Verify bibliography details of library materials
- Shelf read and weed library materials
- Classify library materials
- Undertake acquisition of library materials
- Verify pro-forma invoices against order cards
- Circulate published catalogues to departments
- Supervise filling and updating of library records
- Educate library users
- Undertake short loan reservations
- Receive and record journals in card indices
- Key in new acquisitions and users data into the computer
- Analyze library statistics
- Coordinate issuance and receiving of Library materials
- Performs any other duties assigned by the immediate supervisor

LIBRARY ASSISTANT III GRADE 6

Applicants

- Must have a Diploma in library and information studies or its equivalent from recognized institution
- Must be Computer literate
- Should show exemplary work performance
- Should have 3 years work experience in library service

Duties and Responsibilities

- Shelving books and shelve reading
- Issues and receive library materials
- File all the various library catalogue cards
- Compile list of over dues materials
- Record and analyze work statistics
- Prepare book pockets/cards and affix them on relevant books and spine mark
- Dispatch books to respective destinations for further action
- Produce catalogue cards
- Compile accession lists
- Photocopy materials for users
- Performs any other duties assigned by the immediate supervisor

5. COMPUTER SCIENCE/ ICT DEPARTMENT

DEPUTY ICT MANAGER Grade 13

The Deputy ICT Manager will be the lead Senior Officer responsible for ICT strategy and delivery to support transformation and innovation in the University.

Applicants:

- Must have Master's Degree in ICT
- Must have a Bachelor's Degree in ICT from a recognized institution
- Should have at least three (3) years' work experience in a busy ICT environment.

Duties and Responsibilities

- Responsible for formulation, implementation, monitoring and coordination of ICT policies in the University.
- Responsible for preparation and implementation of ICT Strategic Plan, specifically the ICT infrastructure and corporate ICT programmes portfolio.
- Responsible for inspiring creativity and flexibility in the management and application of ICT services at the University
- Responsible for establishing strong working relationships with ICT service providers, working jointly to improve University internet connectivity, cost-effectiveness and ensures that the University realizes value for money
- Responsible for negotiations with ICT service providers on behalf of the University ensuring that ICT service providers meet staff and students ICT needs.
- Ensures timely implementation and effective maintenance of ICT systems.
- Prepare ICT status reports and ensure professional standards are observed.
- Keeps abreast with emerging ICT issues
- Ensures timely implementation of ICT standards in line with the needs of the University.
- Responsible for assembling and refurbishment of computers and related accessories.
- Receives and tests computers and related accessories from suppliers prior to their deployment in the University.
- Responsible for the enforcement of warranties and service contracts for all computers and related accessories received in the University.
- Liaises with the ICT Manager on the distribution of computers in the University.

- Cleaning and wiping of computer software (data and applications) for all computer material going offsite for repairs and maintenance to protect the privacy and confidentiality of University
- Evaluates existing and new applications, operating systems, technologies and networks and assessing their adequacy, effectiveness and reliability
- Any other duties that may be assigned by the immediate supervisor

APPLICATIONS PROGRAMMER GRADE 11

Applicants

- Must have a Bachelor's degree in information Technology, information systems or equivalent qualifications from recognized institutions
- Should have at least three (3) years' work experience as Microsoft Dynamics (Navision) Programmer in a busy organization.
- Should have experience as a web developer
- Should have experience in computer desk Management, systems programming, database management and administration, information technology projects and software development.

Duties and Responsibilities

- Optimizing the performance , accuracy and reliability of the Core University system (Navision)
- Integrating other existing systems into the Core University System(Navision)
- Confirming software operation by conducting tests, modifying program sequence and/or codes where applicable
- Analyzing University website requirements, developing the University website and integrating it with core University systems
- Preparing reference for users by writing operating instructions/ manuals/ guides for key University systems
- Documenting program development and revisions
- Manage and maintain computerized records of students admissions and registration, Examinations, procurement, finance, accommodation, catering, timetables, medical etc
- Manage timely input and output of data to ensure internal reports are produced in time and deadlines are met.
- Liaise with relevant departments to ensure that the University's computerized system are managed and maintained effectively.
- Advises staff on methods of accessing information and to provide in house training for staff in the use of IMIS systems and other computerized systems as appropriate
- Supervise and delegate duties to IMIS support staff as appropriate and ensure that quality standards are met and maintained.
- Develop new systems to respond to the changing needs of the University
- Performs any other duties that may be assigned by the immediate supervisor

WEBMASTER GRADE 9/10

The webmaster will generally be responsible for maintaining the University Website and ensures that the site is functioning properly and is available to users at all times. She/He should work closely with network team, ICT support team and the University Management

towards achieving an effective fully integrated information system to meet the changing need of the University

Applicants

- Must have a Bachelor's degree in ICT or its equivalent from recognized institution.
- Should have a deep and broad understanding of the Web and website governance issues such as online strategy, systems and software administration, hosting, online marketing & communications, e-commerce, customer service, web content development workflows, website graphic design
- Should be conversant with scripting languages such as JavaScript
- Should know how to configure web servers such as Apache HTTP servers

Duties and Responsibilities

- Responsible for coordinating and directing all website related activities in the University
- Ensuring that the web servers, hardware and software are operating correctly and accurately
- Responsible for generating and revising web pages
- Replying to user comments and examining and analyzing web site traffic
- Responsible for the regulation and management of access rights of different users on website
- Create and modify appearance and setting up website navigations
- Create and place content on the web pages
- Deals with and respond to heavy volumes of email
- Decide and make recommendations to the Management on the kind of hardware and software that will hold a website's information
- Test websites to see if there are links that are difficult to use and fixes them.
- With consultations with the management decides the content to be placed in the website how the site content will be delivered to the internet
- Monitors volume of the files to keep them small and manageable so that sites load faster.
- Performs any other duties that may be assigned by the immediate supervisor

6. UNIVERSITY HEALTH UNIT

MEDICAL OFFICER OF HEALTH GRADE12

The medical officer of health will in addition to the provision of diagnostic and curative services to students and staff acts as the head of the University Health Unit

Applicants

- Must have a Bachelors of Medicine & Bachelor of Surgery from a recognized institution
- Must be registered by the Medical Practitioners & Dentists Board as a Medical practitioner.
- Should demonstrate exemplary work performance.
- Have at least three (3) years' experience as a Medical Officer

Duties and Responsibilities

- Admit and manage patients within the Health Unit and outside the University.
- Refer patients for specialized investigations such as Scan, X-rays MRIs etc.

- Provide medical services to patients and other clients
- Refer patients to specialists where necessary.
- Manage and ensure proper operation of the University Health Unit.
- Organizing, planning and controlling resources available in the Health Unit
- Supervise staff under Her/Him
- Any other duties that may be assigned by the immediate supervisor.

PHARMACEUTICAL TECHNOLOGIST II-GRADE 8

Applicants

- Must have a Diploma in Pharmaceutical Technology.
- Should demonstrate exemplary work performance
- Should have 1 years' experience in Pharmaceutical work

Duties and responsibilities

- Dispensing drugs.
- Drugs management and purchasing of drugs and related substances.
- Preparation of drugs.
- Any other duties that may be assigned by the immediate supervisor.

HEALTH RECORDS OFFICERS II-GRADE 8

Applicants

- Must have a degree in Health Records or equivalent
- Should demonstrate exemplary work performance.

Duties and Responsibilities

- Administer the health records services in the Health Department.
- Compile and provide statistical data to the hospital management as may be required from time to time
- Initiate of patients medical records.
- Initiate patients' admission, documentation and other related procedures.
- Coordinate storage and retrieval of medical records, X-rays films.
- Any other duties that might be assigned by the immediate supervisor.

MEDICAL LABORATORY TECHNOLOGIST I GRADE 8

Applicants

- Must have a Diploma in Medical Laboratory Science.
- Should demonstrate exemplary work performance.
- Must have 3 years work experience in a Medical Laboratory
- Should have knowledge and experience in using computerized management information systems applications and tools.

Duties and responsibilities

- Ensure quality techniques and efficiency of reporting, recording and postage of laboratory results.
- Perform general laboratory procedures for pathological investigation.
- Guide and assist medical laboratory technologists and technicians
- Performs any other duties that may be assigned by the immediate supervisor

7. PROCUREMENT DEPARTMENT

PROCUREMENT ASSISTANT GRADE 5/6

Applicants

- Must have a Diploma in Procurement and Supplies Management or its equivalent from a recognized institution
- Must have KCSE mean grade C.
- Should demonstrate exemplary work performance.
- Should have knowledge and experience in using computerized management information systems applications and tools.
- Should have 3 years' experience in Procurement

Duties and Responsibilities

- Receive and issue store supplies.
- Post ledgers/ bin cards.
- Stock verification.
- Perform any other duties that may be assigned by the immediate supervisor.

8. EXAMINATION UNIT

COPY TYPIST I- GRADE 4

Applicants must

- Have KCSE Certificate (C-) with at least (C-) in English or equivalent
- Have Typewriting speed of (40 w.p.m)
- Have Office Practice I
- Business English II
- Commerce I
- Shorthand II (100 w.p.m) would be added advantage
(The above qualifications should be from KNEC)
- Proficiency in Microsoft Office programs
- Exemplary work performance
- Have 3 years work experience as a Copy Typist II or equivalent
- Any other duties that may be assigned by the immediate supervisor

Duties and Responsibilities

- Receiving and transfer telephone calls and perform front office duties
- Type from manuscripts
- Operate reprographic (photocopying/scanners/duplicating, etc.) machines

- Undertake routine office duties
- Operate the office petty cash
- Maintain the office diary
- Any other duties that may be assigned by the immediate supervisor

MACHINE OPERATOR GRADE 4

Applicants must

- Have KCSE Certificate with a minimum grade C- (minus)
- Demonstrate Exemplary work performance
- 1 year experience

Duties and Responsibilities

- Examine job orders to determine details such as quantities to be printed, production times, and other specifications.
- Inspect and examine printed products for print clarity, color accuracy and conformance to specifications.
- Input instructions in order to program automated machinery, using a computer keyboard.
- Load, position, and adjust unprinted materials on holding fixtures or in equipment loading and feeding mechanisms.
- Monitor feeding, printing, or toner in order to maintain specified operating levels and to detect malfunctions; make any necessary adjustments.
- Monitor stocks of materials such as paper, ink/toner, and metal in order to maintain supplies during equipment operation
- Operate equipment at slow speed to ensure proper ink coverage, alignment and registration.
- Pack and label cartons, boxes, envelopes or bins of finished products
- Push buttons turn handles or move controls and levers to start and control printing/photocopying machines.
- Maintain records of goods produced, supplies used, production costs and machine maintenance and repaid activities.
- Requisition supplies, materials, and equipment, and receive stock when it arrives

9. TRANSPORT DEPARTMENT

ASSISTANT TRANSPORT OFFICER II-GRADE 9

Applicants

- Must have a Bachelor's Degree. in relevant field
- Master's degree is an added advantage.

Duties and Responsibilities

- Receiving and compiling motor vehicle statistics for management use.
- Assist in the management of motor vehicle files registry and maintenance of motor vehicle fleet register.
- Develop and implement transport vehicle maintenance schedule.

- Assist in the implantation of policy guidelines and regulations on use and management of the vehicle fleet.
- Co-ordinate the usage and servicing vehicles with a view to ensuring efficient and economic utilization
- Co-ordinate the ordering of new vehicles, vehicles insurance and licensing, keeping logbooks and recording of written – off vehicles
- Supervision and monitoring staff performance in the Department
- Any other duties that may be assigned by the immediate supervisor.

DRIVER GRADE 3

Applicants:

- Must have KCSE Certificate with aggregate mean grade C- minus
- Should have grade C- in English Or Kiswahili
- Should have a clean driving license class B/C/E with PSV endorsement
- Should demonstrate exemplary work performance
- Should have 3 years' experience as a driver

Duties and Responsibilities

- Responsible for driving university vehicles.
- Maintains vehicle cleanliness.
- Adhere closely to the High way code
- Report any vehicle defects to immediate supervisor.
- Ensure work- tickets are duly authorized.
- Observe vehicle preventive maintenance

Any other duties that may be assigned by immediate supervisor

10. ACCOMMODATION AND CATERING DEPARTMENT

CUSTODIAN II GRADE 3

Applicants

- Must have a KCSE Certificate with a minimum grade of C- (minus)
- Should demonstrate exemplary work performance
- Should have 1 year in custodian duties

Duties and Responsibilities

- Assist in maintenance of security in the students' hostels
- Ensure cleanliness in the hostels
- Coordinate and supervise activities of students in hostels and their visitors
- Verify room occupancy
- Conduct checks of facilities and properties
- Ensure no unauthorized individuals have access to hostels
- Report on repair works in their respective hostels
- Issue and manage stores in their respective hostels
- Any other duties assigned by immediate supervisor

COOK II-GRADE 3

Applicants

- Must have a KCSE Certificate with a minimum grade of C- (minus)
- Certificate in food and beverage production
- Should demonstrate exemplary work performance
- Should have a 1 year experience in catering

Duties and Responsibilities

- To prepare all types of foods as required by the customers
- To ensure cleanliness in the cooking area and cleaning of utensils in the kitchen
- Perform any other duties as assigned by the immediate supervisor
- Any other duty assigned by the immediate supervisor

WAITER / WAITERLESS II-GRADE 3

Applicants

- Must have a KCSE Certificate with a minimum grade of C- (minus)
- Must have a Certificate in food and beverage production
- Should demonstrate exemplary work performance
- Should have 1 year experience in catering

Duties and Responsibilities

- Take and forward orders from customers
- Serve food and drinks to customers
- Maintain cleanliness and order in the dining hall
- Any other duty assigned by the immediate supervisor

11. ESTATES DEPARTMENT

ASSISTANT ESTATE MANAGER GRADE 11

Applicants

- Must have a Bachelor's degree in building and construction/ civil/ electrical engineering/ construction management.
- Be registered with a relevant professional body
- Must have at least five(5) years' work experience in large organization as facility Manager, Maintenance Manager, Construction Manager, Site Engineer, Clerk of works
- Must have technical skills and knowledge to use project management software such as Archicad/AutoCAD
- Should be fully conversant with health and safety issues

Duties and Responsibilities

- Ensure that all University buildings and compounds are maintained at the highest standards i.e. cleanliness, maintenance, repair and construction works
- Conduct periodic audit of facilities and maintain a comprehensive maintenance and repair schedule
- Manage maintenance of power lines, generators and compressors

- Manage water reticulation management
- Manage water treatment works
- Maintain an updated inventory of buildings, furniture, equipment and other related assets
- Manage budget/ estimates preparation for maintenance work
- Preparation of periodic reports on the status of the buildings and other installations
- Provide estimates for construction
- Coordinate in liaison with the head of departments/sections the scheduled meetings and the logistic of using University facilities.
- Liaise with the building regulatory bodies on issues of permits and other regulatory documents
- Advises the university on building health and safety issues

CARPENTER I-GRADE 3

Applicants

- Must have KCSE mean grade C minus (C₋)
- Must have Government Trade Test II Or equivalent

Duties and Responsibilities

- Performs all carpentry works and repairs
- Performs all joinery works and repair in the University.
- Making repair of University furniture such as office lockers, desks, shelf chairs etc.
- Make and repair of all doors, door frames, roof tousser, roofing leakages.
- Fixing floor tiles (wooden) P.V.C, fixing new carpets 0
- Put up partitions, new wooden structure and fences.
- Operating woodworking machines for planning and splitting(preparing material for a particular job in the workshop)
- Requisition of materials from central stores.
- Doing of projects estimation for in the section.
- Assist in the distribution of duties to Artisans when senior supervisor is on the other assignments
- Performs any other duties assigned by the immediate supervisor

PLUMBER II GRADE 3

Applicants

- Must have KCSE C- Minus
- Should have government trade test III
- Should demonstrate exemplary work performance
- Should have 1 year experience in plumbing.

Duties and Responsibilities

- Ensures water is distributed fairly in the university
- Performs inspection of the University water line to identify leakages and doing minor & major repairing of the same
- Doing minor & major repair of plumbing works in the University.

- Installs pipes and fixtures such as sinks and toilets in new and old building in the University.
- Attending to major and minor repair of the sewer pipes in the University.
- Attending to minor and minor repair of the sewer line, waste drainage and waste pipes.
- Performs any other duties assigned by the immediate supervisor

PAINTER/SIGNWRITER II GRADE 3

Applicants

- Must have KCSE C- minus (C-)
- Government trade test II
- Should demonstrate exemplary work performance

Duties and Responsibilities

- Examine and maintain painted exterior and interior painted surfaces.
- Prepare surfaces and apply paints, stains, shadings stains and clear finishes
- Remove previous paint on all University buildings
- Make estimates of work materials required for use
- Any other duties assigned by immediate supervisor

LOCKSMITH II GRADE 3

Applicants

- Should have KCSE C- minus
- Government trade test II
- Should demonstrate exemplary work performance

Duties and Responsibilities

- Repair faulty locks as necessary
- Fabricate spare – parts of locks
- Assemble locks from spare- parts
- Cut keys for locks
- Any other duties assigned by immediate supervisor.

12. UNIVERSITY FARMS

LIVESTOCK ASSISTANT II GRADE 3

Applicants

- Must have KCSE grade D (plain) with relevant certificates.
- Must have 3 years work experience with exemplary performance.
- Should have a Certificate in animal health

Duties and Responsibilities

- Responsible for day to day management of all livestock including feeding, calving , vaccinating castration and carrying out routine of vet care
- Maintain livestock records

- Assist in grassland restoration works including haymaking, silage making
- Milking and keeping milk records
- Scouting for animal diseases
- Maintain cleanliness of the pens.
- Work with estates team to deliver routine maintenance , fencing and general estates work

PRINCIPAL TECHNOLOGIST (IRRIGATION) GRADE 12

Applicants

- Bachelor's degree/ Higher Diploma in Civil/ Irrigation/ Water resources/ Hydraulics engineering from recognized institution.
- Should demonstrate exemplary work performance.
- Must have 5 years work experience in irrigation works
- Should have knowledge and experience in using computerized management information systems applications and tools.

Duties and Responsibilities

- Plans, designs and oversees construction of irrigation systems for transporting and distributing water to agricultural lands
- Plans and designs irrigation fixtures and installation of fixtures
- Plans construction of such irrigation systems as dams, canals and ditches according to the type of soil, climatic characteristics, water supply, return flows and other factors affecting irrigation requirements
- Conducts research on the problems of soil drainage and conservation applying knowledge of civil engineering.
- Should be conversant with various types of irrigation system that are available such as sprinkler and drip systems and how they impact water and soil conservation
- He / she should be capable understanding an irrigation system that will give the most excellent results in the area to be irrigated
- He/She should work in the field to evaluate terrain, soil and climatic characteristics to optimize the use of water

Maintain a clean register of all university property including furniture and general fixtures coordinate maintenance and repair of university buildings ground plants and equipment

PRINCIPAL TECHNOLOGIST (IRRIGATION) GRADE 12

Applicants

- Bachelor's degree/ Higher Diploma in Civil/ Irrigation/ Water resources/ Hydraulics engineering from recognized institution.
- Should demonstrate exemplary work performance.
- Must have 5 years work experience in irrigation works
- Should have knowledge and experience in using computerized management information systems applications and tools.

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