



## KENYA METHODIST UNIVERSITY

### VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We would wish to invite qualified applicants for the following positions:

S.N.	Ref.	Office/ Department	Designation
<b>ADMINISTRATIVE POSITIONS</b>			
1	KEMU/FN/AC/1/7/2021	Finance - Examination	Assistant Accountant
<b>ACADEMIC POSITIONS</b>			
2	KeMU/AA/SMHS/1/7/2021	MBChB - Anaesthetic	Lecturer
3	KeMU/AA/SMHS/2/7/2021	MBChB - Ophthalmologist	Lecturer
4	KeMU/AA/SMHS/3/7/2021	MBChB - ENT Surgeon	Lecturer
5	KeMU/AA/SMHS/4/7/2021	MBChB - Radiologist	Lecturer
6	KeMU/AA/SMHS/5/7/2021	Human Anatomy	Lecturer
7	KeMU/AA/SMHS/6/7/2021	Pharmacy-Clinical Pharmacy	Lecturer
8	KeMU/AA/SMHS/7/7/2021	Pharmacy-Pharmacognosy	Lecturer

#### 1. ASSISTANT ACCOUNTANT: KEMU/FN/AC/1/7/2021

The Job holder will be responsible for reviewing accounting documents and transactions to ascertain compliance, accuracy, relevance, and reasonableness of the transactions in accordance with the University policies and guidelines.

#### **Duties and Responsibilities: -**

- Verification of Procurements documentations to ensure they are in accordance with finance and procurement policies.
- Verification and ascertainment of all stores receipts and issues are in line with university policies.
- Vouching of all payment vouchers and imprest documents.
- Continuous review of university receipts including students' payments

- Detection, deterrence and prevention of financial errors and frauds in liaison with internal audit
- Ascertainment of internal control deficiencies, risks and advise the Management of the mitigation.
- Ensure full Compliance with Procurement, Finance and related policies in all financial transactions.

**Qualifications and Skills: -**

- Bachelor's degree in Commerce (Accounting option) or its equivalent from a recognized institution.
- CPA (K) Qualification
- A member of ICPAK and in good standing.
- 5 years' experience as Accounts Assistant in the University or other comparable institution
- Audit experience would be an added advantage.

**2. ACADEMIC POSITIONS**

**LECTURERS**

**Duties and Responsibilities:**

The responsibilities of a Lecturer are as follows:

- i. Teaching and evaluation of undergraduate and postgraduate students
- ii. Setting, moderating, administering, processing and marking examinations
- iii. Advising and mentoring undergraduate and postgraduate students on academic matters
- iv. Articulating the Vision and Mission of the University, Department and the Faculty
- v. Initiating, planning and conducting research
- vi. Developing teaching and learning materials
- vii. Supervising undergraduate and postgraduate students in research activities.
- viii. Developing research proposals for funding
- ix. Participating in conferences related to research and building inter-disciplinary collaboration within and outside the department
- x. Participating in preparation of Department and Faculty strategic plans
- xi. Organizing and supervising educational activities for undergraduate and postgraduate students
- xii. Attending and participating in seminars, workshops, conferences etc, in relevant fields

- xiii. Participating in administrative, academic and consultancy activities in Department and other organizations
- xiv. Participating in planning, development, implementation and evaluation of curricula in the Department
- xv. Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty
- xvi. 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

## **REQUIREMENTS**

### **1. ANESTHETIST (1 post): *KeMU/AA/SMHS/1/7/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- iii. Must be a holder of Master of Medicine in Anaesthesiology or equivalent
- iv. The holder must be duly registered by KMPDC (Kenya Medical Practitioners and Dentists Council) or the equivalent in the EAC countries and hold a retention certificate of the KMPDC.
- v. Teaching experience in a medical school will be an added advantage.

### **2. OPHTHALMOLOGIST (1post): *KeMU/AA/SMHS/2/7/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- iii. Must be a holder of Master of Medicine in Ophthalmology or equivalent
- iv. The holder must be duly registered by KMPDC (Kenya Medical Practitioners and Dentists Council) or the equivalent in the EAC countries and hold a retention certificate of the KMPDC.
- v. Teaching experience in a medical school will be an added advantage.

### **3. ENT SURGEON (1post): *KeMU/AA/SMHS/3/7/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body(where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBCChB)
- iii. Must be a holder of Master of Medicine in Anesthesiology or equivalent
- iv. The holder must be duly registered by KMPDC (Kenya Medical Practitioners and Dentists Council) or the equivalent in the EAC countries and hold a retention certificate of the KMPDC.
- v. Teaching experience in a medical school will be an added advantage

**4. RADIOLOGIST (1post): *KeMU/AA/SMHS/4/7/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBCChB)
- iii. Must be a holder of Master of Medicine in Radiology or equivalent
- iv. The holder must be duly registered by KMPDC (Kenya Medical Practitioners and Dentists Council) or the equivalent in the EAC countries and hold a retention certificate of the KMPDC.
- v. Teaching experience in a medical school will be an added advantage.

**5. HUMAN ANATOMY (2posts): *KeMU/AA/SMHS/5/7/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBCChB)
- iii. Must be a holder of Master of Medicine in Human Anatomy or its equivalent
- iv. The holder must be duly registered by KMPDC (Kenya Medical Practitioners and Dentists Council) or the equivalent in the EAC countries and hold a retention certificate of the KMPDC.
- v. Teaching experience and research in a medical school will be an added advantage.

**6. CLINICAL PHARMACY (3posts): *KeMU/AA/SMHS/6/7/2021***

i. Must have a Doctorate degree in Pharmacy or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

OR

ii. Must be a holder of Master of Pharmacy in Clinical pharmacy or equivalent

ii. The holder must be duly registered by KPPB (Kenya Pharmacy poisons Board) or the equivalent in the EAC countries.

iii. Teaching experience in a medical school will be an added advantage

#### **7. PHARMACY- PHARMACOGNOSY (1post): *KeMU/AA/SMHS/7/7/2021***

vi. Must have a Doctorate degree in Pharmacognosy or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

OR

vii. Must be a holder of Bachelor of Pharmacy

viii. Must be a holder of Masters of Pharmacognosy or its equivalent

ix. The holder must be duly registered by KMPDC (Kenya Medical Practitioners and Dentists Council) or the equivalent in the EAC countries and hold a retention certificate of the KMPDC.

x. Teaching experience and research in a medical school will be an added advantage.

#### **How to apply:**

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address [applicationjuly2021@kemu.ac.ke](mailto:applicationjuly2021@kemu.ac.ke)
2. Three hard copies marked as per the position should be sent to:

The Vice Chancellor  
Kenya Methodist University  
P. O. Box 267 – 60200  
MERU, KENYA

To be received on or before **18<sup>th</sup> August 2021**. Only shortlisted candidates will be contacted.

**Shortlisted candidates will be required to bring the following:**

- i. Tax Compliance Certificate from Kenya Revenue Authority.
- ii. Higher Education Loans Board.
- iii. Ethics and Anti-Corruption Commission.
- iv. Credit Reference Bureau.
- v. Certificate of Good Conduct from Criminal Investigation Department.
- vi. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are committed to Christian values and are of high ethical standards, integrity, and professionalism.

**KeMU is an Equal Opportunity Employer.**