



MACHAKOS UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
(ADMINISTRATION PLANNING AND FINANCE)

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Machakos, Kenya

VACANCIES

Machakos University was awarded a Charter on 7th October 2017 and is a successor of Machakos University College. It is located one (1) Km from Machakos Town along the main Machakos – Wote road.

The vision of the University is: A preferred University of Excellence in Scholarship and Service Delivery; whereas the Mission of the University is: To Provide scholarly education through Training, Research and Innovation for Industrial and socio-economic transformation of our community.

Machakos University invites applications from candidates who are suitably qualified and experienced with excellent credentials to fill the listed vacant positions in the University.

(A) TEACHING POSITIONS (TP)

1. SCHOOL OF ENGINEERING AND TECHNOLOGY

Graduate Assistants, Tutorial Fellows, Senior Lecturers, Lecturers, Associate Professor, and Professor in the following departments:

- (a) Department of Electrical and Electronics Engineering**
- (b) Department of Building and Civil Engineering**
- (c) Department of Mechanical and Manufacturing Engineering**

NOTE: All applicants for positions in the School of Engineering and Technology should be either registered or registrable with the Engineers Board of Kenya (EBK). Graduate Assistants should have registered for the relevant Master degree.

2. SCHOOL OF HOSPITALITY AND TOURISIM MANAGEMENT

Lecturers, Senior Lecturers, Associate Professor, Professor in the following departments:

- a) Hospitality management**
- b) Tourism Management**



3. **SCHOOL OF AGRICULTURE & NATURAL RESOURCES MANAGEMENT**

Lecturers, Senior Lecturers, Associate Professor, Professor in the following departments:

- a) **Agribusiness Management and Trade**
- b) **Agricultural Education and Extension**
- c) **Environmental Studies**

REQUIREMENTS

FOR TEACHING POSITIONS KINDLY REFER TO THE COMMISSION FOR UNIVERSITY (CUE) STANDARDS AND GUIDELINES THAT ARE AVAILABLE IN THE UNIVERSITY AND CUE WEBSITES

PROFESSOR/RESEARCH PROFESSOR – GRADE 15 - REF.MKSU/AD/1/17
<p>Job description To oversee the design and development of the curriculum, and deliver a range of programmes of teaching to students, in order to ensure teaching within the quality assurance framework of the University and implementation of the University’s research strategy and co-ordinate research activity within the specific subject</p>
<p>Main Responsibilities</p>
<p>Teaching and learning</p> <ul style="list-style-type: none">a) Oversee the design and development of the overall curricula, and develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels. develop the quality assurance framework within the College’s overall framework, including the validation and revalidation of courses, and student admission and assessment.b) Transfer knowledge including practical skills, methods and techniques.c) Encourage the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department.d) Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.e) Supervise student projects, field trips and, where appropriate, placements.f) Set, mark and assess work and examinations and provide feedback to students.g) Ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.
<p>Research</p> <ul style="list-style-type: none">a) Lead the development and implementation of research strategy.b) Lead and co-ordinate research activity in the subject including determining relevant research objectives, and preparing research proposalsc) Lead research and collaborative partnerships with other educational institutions or other bodies.d) Lead bids for research, consultancy, and other additional funds.e) Write or contribute to publications or disseminate research findings using other appropriate media.f) Seek practical application of research findings.g) Make presentations at national and international conferences and similar events.h) Carry out independent research and act as principal investigator and project leader.i) Act as a referee and contribute to peer assessment.j) Update knowledge and understanding in field or specialism.



Job Requirements

- (a) A Ph.D. or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from recognized/accredited university.
- (b) At least four (4) years teaching and research experience since being appointed Associate Professor/Associate Research Professor.
- (c) Accumulated at least ten equivalent publication points since attaining Assistant Professorship.
- (d) Supervised at least five (5) postgraduate students and attracted research funds since attaining Associate Professorship.

ASSOCIATE PROFESSOR– GRADE 14 - REF.MKSU/AD/2/17**Job Description****Job Requirements**

- (a) A Ph.D. or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from recognized/accredited university.
 - (b) At least three(3) years teaching/research experience at the university level as a Senior Lecturer/Senior Research Fellow:
 - (c) Accumulated at least eight equivalent publication points as a Senior Lecturer/Senior Research Fellow
- Supervised at least five (5) postgraduate students and attracted research funds as a Senior Lecturer Research Fellow

SENIOR LECTURER - GRADE 13 – REF. MKsU/ATP/3/17**Job Description**

This role exists to teach, supervise Post graduate students and provide thematic leadership in research and academic roles of the University. Senior Lecturers also provide leadership and mentorship to students and other staff in the teaching department.

Main Responsibilities**Research and Scholarship Responsibilities:**

- a) Identify key research areas that meet the national and international needs and are not fully explored so as to institute necessary research on the same to fill the existing knowledge gaps.
- b) Develop research proposals based on research gaps identified in existing literature, previous research findings and collaborative exchange of ideas with professionals in their specific areas of expertise for use in seeking grants and conducting actual research.
- c) Undertake research through collaborative efforts with other professionals in the specific discipline so as to generate new knowledge or bridge existing knowledge gaps.
- d) Engage in dissemination of research findings to the society through presentations in seminars, conferences and other formal public awareness platforms so as to equip the society with new discoveries and knowledge
- e) Ensure proper management of assigned research funds for the funds to support actualization of research goals as well as for accountability purposes

Supervise research programs for undergraduate and post graduate students so as to ensure they engage in meaningful research for enhancement of the existing body of knowledge

Learning and Teaching Responsibilities:

- a) Participate in development, review and implementation of the curriculum to ensure alignment of course deliverables to market demands.
- b) Prepare course delivery materials through review of existing information materials on the respective subject matter such as books and research journals for effective delivery of course content to students in class



- c) Develop, apply and monitor various course delivery/teaching techniques so as to facilitate dissemination of knowledge to students in the best way for proper understanding of concepts.
- d) Evaluate students' understanding of concepts through setting, administering, marking and moderating continuous assessment tests and examinations
- e) Take students through practical lessons in laboratories for better understanding of concepts learnt in class
- f) Supervise students on industrial attachment to ensure they are able to relate class knowledge to industry practice in their respective area of specialization

Monitor students' academic progress based on results from continuous assessment tests, assignments and examinations so as to develop new and better strategies for service delivery to enhance their performance

Job Requirements

Must have;

- (a) A Ph.D. or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from a recognized/accredited university.
- (b) At least three (3) years of teaching/research experience at university level as a Lecturer/Research Fellow;
- (c) Accumulated at least six equivalent publication points as a Lecturer/Research Fellow
- (d) Supervised at least four (4) postgraduate students and attracted research funds as a lecturer/Research Fellow,

Been registered by the relevant Professional Body (where applicable)

LECTURER – GRADE 12 - REF. MKsU/ATP/4/17

Job Description

This role exists to teach, supervise Post graduate students and provide leadership in research and academic roles of the University. Lecturers also provide leadership and mentorship to students and other staff in the teaching department.

Main Responsibilities

Research and Scholarship Responsibilities:

- a) Identify key research areas that meet the national and international needs and are not fully explored so as to institute necessary research on the same to fill the existing knowledge gaps.
- b) Develop research proposals based on research gaps identified in existing literature, previous research findings and collaborative exchange of ideas with professionals in their specific areas of expertise for use in seeking grants and conducting actual research.
- c) Undertake research through collaborative efforts with other professionals in the specific discipline so as to generate new knowledge or bridge existing knowledge gaps.
- d) Engage in dissemination of research findings to the society through presentations in seminars, conferences and other formal public awareness platforms so as to equip the society with new discoveries and knowledge
- e) Ensure proper management of assigned research funds for the funds to support actualization of research goals as well as for accountability purposes

Supervise research programs for undergraduate and post graduate students so as to ensure they engage in meaningful research for enhancement of the existing body of knowledge

Learning and Teaching Responsibilities:

- a) Participate in development, review and implementation of the curriculum to ensure alignment of course deliverables to market demands.
- b) Prepare course delivery materials through review of existing information materials on the respective subject matter such as books and research journals for effective delivery of course content to students in class



- c) Develop, apply and monitor various course delivery/teaching techniques so as to facilitate dissemination of knowledge to students in the best way for proper understanding of concepts.
- d) Evaluate students' understanding of concepts through setting, administering, marking and moderating continuous assessment tests and examinations
- e) Take students through practical lessons in laboratories for better understanding of concepts learnt in class
- f) Supervise students on industrial attachment to ensure they are able to relate class knowledge to industry practice in their respective area of specialization

Monitor students' academic progress based on results from continuous assessment tests, assignments and examinations so as to develop new and better strategies for service delivery to enhance their performance

Job Requirements

Must have

- (a) A Ph.D. or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from recognized/accredited university.
 - (b) At least four (4) years teaching experience at university level
 - (c) Four equivalent publication points
- Been registered by the relevant Professional Body (where applicable).

TUTORIAL FELLOW – GRADE 11 - REF. MKsU/ATD/5/17

Job Description

The role exists to teach undergraduate students, conduct research and disseminate findings, engage in community and professional service in addition to developing grant proposals.

Main Responsibilities

Research and Scholarship Responsibilities:

Participate in all research related activities as assigned by the principal researchers.

Learning and Teaching Responsibilities:

- a) Participate in development and review of relevant curriculum
- b) Prepare lecture notes and deliver the teaching content
- c) Evaluate students' performance through setting, administering, marking and processing exams and tests
- d) Organise field trips for students to gain real industry experience
- e) Participate in preparation of course outlines for guiding in course delivery
- f) Assess learners on internship and industrial attachments
- g) Develop course delivery models

Job Requirements

Must have:

- (a) A Bachelor's degree and a Master's degree qualification from a recognized/accredited university in the relevant field with at least three years post qualification work experience; and or
- (b) Registered for a Doctor of Philosophy (Ph.D.) or equivalent Doctoral degree.

GRADUATE ASSISTANT – GRADE 11 REF. MKsU/ATP/6/17

Main Responsibilities

Managerial Responsibilities:

Develop work policies in collaboration and through participation in committees



Operational Responsibilities:

- a. Teach and deliver the curriculum content for undergraduate – develop course outlines, prepare teaching materials, and deliver the teaching content
- b. Evaluate students and assess them throughout the semester and on industrial attachments
- c. Consultations with students to improve on skills not well understood.
- d. Participate in eligibility criteria to ascertain the suitability of students for admission
- e. Analyse and verify student results and present the same to the board for approval
- f. Prepare and present conference and journal papers

Job Requirements:

Must have:

- a) A Bachelor's degree from a recognized/accredited university in the relevant field with at least an upper 2nd.
- b) Registered for a Master's Degree.

NB:**Guide for Computation of Equivalent Publication Points**

- a) One University level scholarly book = 4 equivalent points;
- b) One tertiary level scholarly book = 2 equivalent publication points;
- c) One secondary level text book = 1 equivalent publication point;
- d) One primary level book = 0.5 equivalent publication point;
- e) One article in refereed journal = 2 equivalent publication points;
- f) One article in non – refereed journal = 1 equivalent publication points;
- g) One reviewed conference paper = 1 equivalent publication point
- h) Two (2) years of research equate to one (1) year of University Level teaching experience. This is however applicable up to the position of Senior Lecturer



(B) NON-TEACHING POSITIONS (NTP)

REGISTRAR (ADMINISTRATION AND PLANNING) – GRADE 15 – REF. MKsU/ANP/1/17 (1 POST)

Job Description

This position reports to the Deputy Vice Chancellor Administration, Planning and Finance and is responsible for ensuring proper functioning and coordination of all established sections under the division which are Planning, human resources, environment management, repairs and maintenance, transport and estates

Main Responsibilities

The responsibilities of the Registrar (AP) shall include and not limit to:

- a) Assist the Deputy Vice-Chancellor (Administration, Planning and Finance) in the general administration and planning in the University;
- b) Advise and coordinate the functions of all Heads of Departments or Sections within the Administration and Planning such as human resources, central services, recruitment and training, security services;
- c) Coordinate and collect evidence for performance targets and preparation of the Division's performance contract quarterly reports;
- d) Serve as Secretary to the University Management Board;
- e) Assist in the coordination, formulation and implementation of Human Resource Policies relating to Staff Training, Recruitment, Staff Evaluation, Staff Benefits, Labour Relations, Staff Conduct and Discipline, Job Descriptions, Scheme of Service, and Union matters in collaboration with Heads of Departments or Sections concerned;
- f) Coordinate fleet planning and control transport services including vehicle allocation, insurance, maintenance and servicing;
- g) Communicate, follow-up and implement decisions of Management Board;
- h) Coordinate and monitor physical infrastructure planning and development, maintenance and repair of existing facilities;
- i) Work closely with the Deputy Vice-Chancellor (Administration, Planning and Finance) in ensuring that the planning and development Departments operate effectively and efficiently and are in line the University and government policies;
- j) Design and conduct surveys to obtain feedback from key stakeholders such as students, staff, alumni, research partners, public and private sector on satisfaction levels, service standards and educational needs;
- k) Generate comparative data on institutional performance in other Universities and Colleges within the region and globally for the purposes of facilitating benchmarking of performance;
- l) Coordinate the preparation, review and implementation of the Strategic Plan; and
- m) Coordinate, implement and prepare project plans and management reports.
- n) The Registrar (Administration and Planning) shall perform such other duties as may be delegated or assigned to him or her from time to time by the Deputy Vice-Chancellor (Administration, Planning and Finance) or the Vice-Chancellor.

Job Requirements

- a) Should have earned a Ph.D. degree in relevant field and three (3) years' experience as Deputy Registrar at Grade 14 or equivalent.
For Academic Staff, they must have served at the level of Senior Lecturer and above for three (3) years or as a Dean of School/Faculty/Director for one full term.

OR



- b) Master's degree in relevant field or equivalent professional qualification with fifteen (15) years administrative experience, three (3) of which must have been as Deputy Registrar Grade 14 or equivalent
- c) In addition the candidate Must be Computer literate.
- d) In addition, the candidate Should be conversant with modern Strategic Management Techniques, Laws and Policies,
- e) Must be a Member of a relevant professional body,
- f) Must have Experience with relevant Information Management System will be an added advantage.
- g) Must have worked with a Public University.

REGISTRAR (RESEARCH, INNOVATION AND LINKAGES) – GRADE 15 – REF. MKsU/ANP/2/17 (1 POST)

Job Description

This position is responsible to the Deputy Vice-Chancellor (Research, Innovation and Linkages). The incumbent would be expected to assist in attracting funding for research, innovation, and extension in the University and team up with researchers and academic staff of the University to prepare research proposals for funding from counties, central government and international organizations.

Main Responsibilities

- a) Assist the Deputy Vice-Chancellor (Research, Innovation and Linkages) in the general administration, planning, budgetary and financial matters in the Division;
- b) Provide secretarial services to all Senate committees related to Research, Innovation and Linkages matters;
- c) Coordinate and collect evidence for performance targets and preparation of the division's monthly, quarterly and annual performance contract reports;
- d) Help identify funding opportunities and disseminate the information to potential researchers and academic staff in the University
- e) Support researchers and academic staff in preparing proposals and budgets
- f) Promote and coordinate innovation activities and incubation centers;
- g) Publicize and market research/innovation output and capabilities of the University;
- h) Provide detailed feedback to researchers, including advice on ways to make research grant applications more competitive;
- i) Coordinate establishment of industry linkages and students attachments and internship;
- j) Coordinate industry career talks for students;
- k) Prepare draft Memoranda of Understanding or Agreements for possible collaboration and maintain and update data bank;
- l) Work closely with academic Departments to ensure success in collaborative proposal development;
- m) Review research proposals prior to submission to conform to institutional policies and sponsored requirements, and make appropriate recommendations;
- n) Promote and organize workshops and seminars on research, innovation and linkages;
- o) Ensure and sustain close linkages with the immediate community;
- p) Communicate, follow-up and implement decisions of Management Board; and
- q) Monitor, evaluate and coordinate all linkages and collaborations activities and prepare monthly reports on the performance of each of the Memorandum of Understanding.
- r) Perform such other duties as may be assigned or delegated from time to time by the Deputy Vice-Chancellor (Research, Innovation and Linkages).

Job Requirements:

- a) Should have earned a Ph.D. degree in relevant field and three (3) years' experience as Deputy Registrar at Grade 14 or equivalent in research or closely related area.



For Academic Staff, they must have served at the level of Senior Lecturer and above for three (3) years and as a Dean of School/Faculty/Director for one full term.

OR

- b) In addition the candidate Must be Computer literate.
- c) In addition, the candidate Should be conversant with modern Strategic Management Techniques, Laws and Policies,
- d) Must be a Member of a relevant professional body.
- e) Must have worked with a Public University.
- f) Experience with relevant Information Management System will be an added advantage.

CHIEF PROCUREMENT OFFICER (RE-ADVERTISEMENT) – GRADE 14- REF. MKsU/ANP/3/17 (1 POST)

Job Description

This position reports to the Vice Chancellor and is responsible for coordination of all activities involved in the procurement process i.e. sourcing, purchase and supply of materials and services within the University.

Main Responsibilities

- a) Consolidate the annual procurement plan for the University based on departmental procurement estimates so as to offer input in development of the University’s budget
- b) Oversee the quarterly preparation of reports on direct procurement, procurement above Kshs 5 million, and performance contracting for use in managerial decision making.
- c) Oversee the development and implementation of internal procurement policies for use in directing procurement activities in the University.
- d) Participate as well as oversee the development of long term and short term sourcing strategies for the University to enable attraction and retention of reliable suppliers.
- e) Develop the annual budget estimates for the department’s operations for use in managing funds allocated to the department
- f) Allocate work to subordinates on a regular basis as well as evaluate the same to ensure proper work distribution and optimum performance of assigned roles.

Job Requirements

- a) Master’s Degree in Supplies/Procurement/Business Administration or an equivalent from a recognized institution plus full professional qualification in Procurement and Supplies.
- b) Must be a full member of Kenya Institute of Supply Management (KISM).
- c) Must have a practicing License.
- d) Must have twelve (12) years ‘work experience, three (3) years of which should have been at the level of Assistant Senior Supplies/Procurement Officer Grade 13

NB: Those who previously applied need not to re-apply

DIRECTOR OF SECURITY SERVICES – GRADE 14 – REF. MKsU/ANP/4/17 (1 POST)

Job Description

This position reports to the Vice Chancellor and is responsible for coordination of all security matters that pertain to the University. This is through proper management of the various security mechanisms in place which entail surveillance systems and three security groups namely: employed guard force, outsourced guard force and the national police service.



Main Responsibilities

- a) Develop the University's security strategic plan every 5 years as well as review it periodically when necessary so as to guide in the long term planning of security enhancement in the University.
- b) Develop and review security and safety guidelines periodically to inform/enlighten the various internal stakeholders of the University on how to face contingencies
- c) Develop the University's security policy every 2 years and review the same when need be to guide the operations of the various categories of security staff i.e. employed guard force, outsourced guard force and the national police service.
- d) Develop the annual budget estimates of the department to guide in departmental expenditures upon allocation of funds every financial year.
- e) Develop and review the pre-employment check system on a periodic basis to guide in determination of suitable new security employees
- f) Oversee the regular deployment and daily supervision of subordinates to ensure proper coverage of the entire University and performance of work is as per laid down rules and regulations.
- g) Develop promotion recommendations/proposals for suitable staff within the department when need be to guide in staff growth and development.
- h) Develop reports on the state of security within the university for the Deputy Vice chancellor based on demand so as to demonstrate progress in implementation of approved security strategies.

Job Requirements

- a) Master's degree in a relevant area with five (5) years' experience at the level of Assistant Commissioner of Police Or Principal Intelligence Officer (PIS) or equivalent.

OR

- b) Bachelor's degree in a relevant area with ten (10) years' experience in the rank of Superintendent of Police/Principal Intelligence Officer.

In addition the applicant should have:

- c) Certificate of Good Conduct from Criminal Investigations Department (CID);
- d) Good Certificate of Discharge from the previous employer.
- e) Membership of a relevant professional body;
- f) Served three (3) years as Deputy Director Security Services Grade 13 or equivalent.

DEPUTY UNIVERSITY LIBRARIAN – GRADE 14 - MKsU/ANP/5/17 (1 POST)

Job Description

This position reports to the University Librarian and is responsible in assisting the Librarian for the Management, organization, operation and utilization of University Library Services.

Main Responsibilities

- a) Select,develop,catalogue and classify library resources
- b) Manage staff, including recruitment, training and/or supervisory duties
- c) Liase with departmental academic staff, external organizations and suppliers
- d) Managing budgets and resources
- e) developing IT facilities
- f) promoting the library's resources to user



Job Requirements

An earned Ph.D. degree in Library/Information Science or related fields with 3 years experience as Senior Librarian Grade 13.

Two (2) articles in peer reviewed journals.

c) Computer Literate

SENIOR LIBRARIAN – GRADE 13 – REF. MKsU/ANP/6/17 (1 POST)**Job Description**

This position reports to the Deputy Vice Chancellor Academic and Student Affairs (DVC/ASA) and is responsible for contributing to the management, delivering and development of high quality, user focused and cost effective user services within the University Library.

Main Responsibilities

- a) Line-manage designated colleagues, contribute to identification of staffing needs, and lead on staff induction, appraisal and development within the library.
- b) Manage the effective deployment of staff to service points and functional areas.
- c) Participate in the delivery of face-to-face and online enquiry services.
- d) Develop, manage and participate in the delivery of student induction programs.
- e) Participate in the delivery of communication skills programs and the development of teaching support materials.
- f) Ensure the application of University library policies, procedures and guidelines in all aspects of operations and service delivery.
- g) Support and contribute to the development of relevant modules of the Library Management System ensuring that the capabilities of the system are fully exploited to the benefit of library users.
- h) Participate in management of the premises, ensuring safe, clean and well-maintained environments, equipment and facilities, and liaising with internal and external service suppliers, as necessary.
- i) Contribute to overall collection management and development.
- j) Engage in service development by participating in library management team.
- k) Contribute to liaison with academic program areas, as appropriate.
- l) Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with the grade.

Job Requirements

- a) Ph.D. degree in Library Information Science or related field and three (3) years' experience at Assistant Librarian Grade 12 or equivalent

OR

- b) Master's degree in Library/Information Science or related field from a recognized institution and three (3) years' experience as an Assistant Librarian Grade 12 or equivalent

In addition the applicant should have;

- c) Minimum of one (1) article in peer reviewed journal.
- d) Work experience in a Public University will be an added advantage

SENIOR SECURITY OFFICER I – GRADE 12 - REF. MKsU/ANP/7/17 (1 POST)**Job Description**

This position reports to the Deputy Director Security Services and supports in coordination of all security matters that pertain to the University.



Job Requirements

- a) Bachelors degree in a relevant area with five (5) years' experience in the rank of Senior Superintendent of Police /Principal Intelligence Officer and at least three (3) years working experience in a university setting.

In addition the applicant should :

- b) Have Certificate of Good Conduct from Criminal Investigations Department (CID).
- c) Have a good certificate of discharge from the previous employer.
- d) Be at least forty (40) years of age.
- e) Be a member of a professional body.
- f) Have served for three (3) years as a Senior Security officer Grade 11 or equivalent

SECURITY OFFICER I – GRADE 9/10 - REF. MKsU/ANP/8/17 (2 POSTS)**Job Description**

This position reports to Senior Security officer and supports in coordination of all security matters that pertain to the University.

Main Responsibilities**Job Requirements**

- a) Bachelor's degree or Diploma in a relevant area with five (5) years' experience in the rank of Chief Inspector of Police/Captain in Military or equivalent.

In addition the applicant should ;

- b) Have Certificate of Good Conduct from Criminal Investigations Department (CID).
- c) Should have a good certificate of discharge from the previous employer.
- d) Be at least thirty five (35) years of age.
- e) Have served for three (3) years as Security Officer II - Grade 7/8 or equivalent.

ASSISTANT INTERNAL AUDITOR I – GRADE 11 - REF. MKsU/ANP/9/17 (1 POST)**Job Description**

The role is responsible to the Head Internal Audit and supports in the Provision of financial and administrative oversight to the operations of the University.

Main Responsibilities

- a) Coordinate preparation, approval by the Audit Committee and implementation of annual audit plans.
- b) Ensure proper interpretation of financial policies for sound auditing practices and control.
- c) Responsible for coordination of Audit department's activities, including staff training and development.
- d) Liaising with external auditors and ensure implementation of their recommendations.
- e) Developing and updating the Board Internal Audit & Compliance Committee Charter as well as the internal Audit Charter and ensure they are duly approved
- f) Review effectiveness of the risk management system and strategies, and make appropriate recommendations.
- g) Review the adequacy of internal policies, procedures and processes to ensure necessary and sufficient internal controls are in place.
- h) To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation
- i) Implement the annual audit plan and present a report to the Council Audit Committee on a quarterly basis.



- j) Ensure compliance with sound internal audit principles, relevant statutes, government policies and best practices.
- k) Staff management including ensuring target setting, performance evaluation, mentoring, training and development of staff in the department.

Job Requirements

- a) Master’s degree in Accounting/Finance option plus CPA (K) with, three (3) years’ work experience as Internal Auditor Grade 11
- OR**
- b) Bachelor of Commerce degree (Accounting/Finance) plus CPA (K) with ten (10) years’ work experience, three (3) of which must have been Internal Auditor Grade 11
 - c) Three (3) years’ work experience as Internal Auditor Grade 11

In addition the applicant should be;

- d) Member of a professional body
- e) Computer literate (Accounting packages)

SENIOR ADMINISTRATIVE ASSISTANT I (RESEARCH) – GRADE 12 – REF. MKsU/ANP/10/17 (1 POST)

Job Description

This position reports to the Registrar Research and is responsible for ensuring efficiency in office support services and operations on a daily basis for quality service delivery.

Main Responsibilities

- a) Supervise subordinate staff on a daily basis to ensure performance of duties in line with set work requirements
- b) Offer regular correspondence to inquires made by various stakeholders within the university regarding specific issues such as established procedures, policies and practices so as to offer clarification on the same.
- c) Participate in the regular preparation and dissemination of meetings’ agenda, notices and minutes so as to facilitate meetings for the department.
- d) Facilitate the regular dissemination of decisions made by the department’s management team throughout the department as well as ensure implementation of the same
- e) Engage in regular processing and forwarding of personnel matters within the department so as to inform the department’s management team on the same for decision making
- f) Engage in regularly assigned liaison roles with other sections within the university so as to facilitate execution of shared roles between the department and the other university sections
- g) Maintain and regularly reconcile budget and expenditure records for the department so as to aid in monitoring expenditure and making of necessary recommendations

Job Requirements

- a) Master’s degree in relevant field and three (3) years’ experience as a Senior Administrative Assistant Grade 10 or equivalent in research
- OR**
- b) Bachelor’s degree in relevant field and at least nine (9) years’ work experience, three (3) of which must have been at the level of a Senior Administrative Assistant Grade 10 or equivalent in research

In addition the applicant should be;

- c) Member of professional body, Worked in research field
- d) Competent in proposal writing
- e) Have orientation to Community Focus
- f) Computer literate



HOTEL MANAGER – GRADE 12 – REF. MKsU/ANP/11/17 (1 POST) (2 YEARS CONTRACT)

Job Description

This position reports to the Deputy Vice Chancellor Administration, Planning and Finance and is responsible for efficient and effective running of the university's Hotel through sound leadership and coordination of all operations which are House-keeping, marketing, food preparation, restaurants, bars, banqueting & reception so as to maximize revenue opportunities.

Main Responsibilities:

- a) Manage all operations of the Hotel
- b) Put in place expenditure control measures
- c) Prepare annual procurement plans, work plans and Hotel Budgets
- d) Establish Hotel performance targets
- e) Ensure maximum efficiency and effectiveness in the operations of the Hotel
- f) Ensure maximum and efficient utilization of all Hotel resources, both physical and human
- g) Ensure Self Sustainability and net profit income of over 40%

Job Requirements:

- a) Have KCSE C (Plain) and above
- b) Have Higher National Diploma in Hotel Management /Hospitality Management with eight (8) years' experience in a busy establishment of similar status
OR
- c) Bachelor's Degree in Hotel and Institution Management / Hospitality Management or its equivalent with five (5) years' experience in a busy establishment of similar status

In addition the applicant should;

- d) Be Computer Literate
- e) Have basic qualification in Accounting will be an added advantage
- f) Be of High integrity
- g) Attach Academic and Professional Qualifications, Certificate of Good Conduct, Integrity Certificate, testimonials of Performance

ASSISTANT PROCUREMENT OFFICER – GRADE 7/8 – REF. MKSU/ANP/12/17 (2POSTS)

Job Description

This position reports to the Procurement Officer II and is responsible for sourcing potential suppliers of goods, services and works for the university by facilitating the vetting of potential suppliers to ascertain their suitability for consideration.

Main Responsibilities

- a) Participate in regular preparation of tender documents as per user needs so as aid in sourcing and identification of potential suppliers
- b) Participate in regular verification of informational documents provided by potential suppliers so as to ascertain if the information provided is genuine
- c) Engage in regular negotiations with potential suppliers so as to secure favorable supply terms for various goods or services.
- d) Participate in collection and documentation of information used in preparation of procurement performance reports on an annual and bi annual basis
- e) Participate in continuous enforcement of public procurement and assets disposal laws in the department's operations to ensure compliance to the stipulated conditions.

Engage in annual stock taking within the central store so as to ensure prudent inventory management.

Job Requirements

- a) Bachelors degree or National Diploma in Economics/ Commerce (Supplies Management Option)/ Business Administration or equivalent qualification



- b) Five (5) years of relevant experience, three (3) of which must have been at Grade 5/6.

ASSISTANT SECURITY OFFICER – GRADE 5/6 - REF. MKsU/ANP/13/17 (2 POSTS)

Job Description

This position reports to Senior Security officer and supports in coordination of all security matters that pertain to the University.

Job Requirements

- a) Have three (3) years' experience in the rank of NCO of Police/ Military or equivalent
- b) Have Certificate of Good Conduct from Criminal Investigations Department (CID)
In addition the applicant should have:
- c) A good certificate of discharge from the previous employer
- d) Served for three (3) years as Security Supervisor Grade ¾ or equivalent.

ACCOUNTS ASSISTANT- GRADE 5/6 – REF. REF. MKsU/ANP/14/17 (2 POSTS)

Job Description

The role is responsible to the Chief Finance Officer for safeguarding all the financial aspects of the University including collection of revenues, timely payments and preparation of budgets and Financial statements.

Main Responsibilities

- a) Preparation of payment vouchers
- b) Receipt all payments
- c) Conduct bank reconciliations
- d) Perform daily cash and cash equivalent banking
- e) Conduct salary deductions and remittances
- f) Issue Cheques as and when required
- g) Reconcile bursary Cheques collections
- h) Post all transactions to the cash books
- i) Ensure all monthly statutory deduction are actioned and forwarded to the relevant authorities
- j) Extract and reconcile trial balances
- k) Prepare debtors schedules
- l) Review student invoicing
- m) Process imp rest application, disbursement and surrender
Ensure petty cash recoveries.

Job Requirements

- a) KCSE Grade C or above with at least C in English and Mathematics or equivalent qualification and CPA II or equivalent plus 2 years experience as Accounts Clerk Grade 3/4
- b) Must be computer literate (Accounting packages)

TECHNICIAN PLUMBER – GRADE 3/4 - REF. MKSU/ANP/15/17 (2POSTS)

Job Description

This position reports to the Repairs and Maintenance Officer and is responsible for installation, repairs and maintenance of water and sewerage distribution and disposal network lines within the university.

Main Responsibilities

- a) Interpret basic layout maps for pipes and other water network equipment such as gate valves in regular installation procedures to ensure a well-connected water supply network
- b) Perform regular maintenance activities to the university's water and sewerage network so as to ensure a continuous flow of water and sewerage to the various required points within the network.
- c) Participate in fixing sanitary equipment in new or existing buildings when called upon



- d) Participate in regular preparation of materials requisition notes for plumbing materials needed in installation or repairs works so as to guide in purchase of the same.
- e) Ensure timely pumping of water from the various wells into the reservoirs on a regular basis for there to be adequate water supply for use within the whole water supply network
- f) Participate in regular coaching of plumbing students during practical lessons so as to equip them with the necessary practical skills needed for this field.

Prepare weekly reports on plumbing works within the university to demonstrate the amount of work done as well as the state of water and sewerage networks for decision making on the same.

Job Requirements

- a) At least KCSE level of education with a minimum of Grade D+
- b) Must be in possession of relevant Government Trade Test (GTT) Grade I (in Painting, Plumbing, Carpentry and Joinery, class C Wiring Electrical license or Masonry
- c) Must have at least three (3) years' experience in Grade1/2.

PAINTERS – GRADE 3/4 - REF. MKSU/ANP/16/17 (2POSTS)

Job Description

This position reports to the Repairs and Maintenance Officer and is responsible for application of paint on various physical structures within the university such as buildings, pavements, posts among others for decoration and maintenance of surfaces.

Main Responsibilities

- a) Participate in regular inspection of the university buildings to identify any points that require painting so as to institute necessary measures.
- b) Prepare painting surfaces such as scrubbing of rusty surfaces so as to ensure its ideal for application of paints on a regular basis
- c) Prepare requisitions for paints needed for specific works based on the nature of surfaces so as to guide in acquisition of the same.
- d) Apply paint on new and existing physical structures such as buildings and pavements for decoration where need be
- e) Engage in regular repairs of roofs through filling of cracks and perforations so as to avoid entry of rain water or dust into buildings
- f) Apply preservatives on new wooden structures on a regular basis for long term service by the structures

Job Requirements

- a) At least KCSE level of education with a minimum of Grade D+
- b) Must be in possession of relevant Government Trade Test (GTT) Grade I (in Painting, Plumbing, Carpentry and Joinery, class C Wiring Electrical license or Masonry
- c) Must have at least three (3) years' experience in Grade1/2.

NB: FOR NON TEACHING POSITIONS KINDLY REFER TO THE GUIDELINES THAT ARE AVAILABLE IN THE UNIVERSITY, TYPE IN THE JOB APPLICATION FORM AVAILABLE ON THE UNIVERSITY WEBSITE (www.mksu.ac.ke), SIGN AND ATTACH IT TO YOUR APPLICATION. THIS CONDITION IS MANDATORY.

Application Procedure:

Applicants should submit ONE (1) COPY each of their application letter, a detailed C.V and academic and professional certificates (including KCSE/KCE/EACE/KACE/EAACE).



Applicants should indicate their current salary, allowances and other benefits and addresses and telephone numbers of there (3) referees.

Applicants for teaching positions are requested to indicate clearly the school, department and their area of specialization and whether full time, adjunct or part-time.

Applications should be sent to:

Deputy Vice Chancellor (APF)
Machakos University
P.O. Box 136 – 90100
MACHAKOS

The applications should reach the Deputy Vice Chancellors office on or before Tuesday 4th August 2017. *Only shortlisted candidates will be contacted.*

*Machakos University is an equal opportunity employer
and women, persons with disabilities and people from marginalized
regions are encouraged to apply*

