



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

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Machakos, Kenya

VACANCIES

Machakos University was Chartered on 7th October, 2016 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 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 following vacant positions in the University:

**1. REGISTRAR (RESEARCH, INNOVATION AND LINKAGES)- GRADE 15
(HR/R/RIL/01) (ONE POST)**

Main Responsibilities

- Reporting to the Deputy Vice-Chancellor (Research, Innovation and Linkages) the Registrar (Research, Innovation and Linkages) will participate in all aspects of planning, development, administration and management of the University research profile as well as in nurturing stakeholder relationships.
- The position requires strong skills in program reporting and working knowledge of research reporting requirements and planning, implementation and evaluation process.
- The position serves as the primary liaison with investigators and funding agencies/bodies.
- In addition, the incumbent serves on advisory committees and interacts on a regular basis with the research community, as well as agencies and institutions in the region, including national research agencies/programs.

Job description

- Ensure Administrative functions of the Division of Research, Innovation and Linkages operate efficiently and effectively.
- Provide administrative support to the Deputy Vice-Chancellor (Research, Innovation and Linkages) and University Management on the university research profile and research strategic direction.



- c) Provide secretarial services to all Senate Committees related to Research, Innovation and Linkages matters.
- d) Develop a strong working relationships with researchers, research units and industry/funding agencies.
- e) Act as a point of contact for research enquiries and an expeditor in complex research matters.
- f) Plan and coordinate research events, and dissemination forums including conferences, meetings, seminars/workshops, etc.
- g) Produce and provide information and details of research activities to the DVC (RIL) as needed for charting strategic research direction for the university and for general tracking purposes.
- h) Monitor progress and results of funded projects and liaison with principal investigators; including preparation of technical and administrative reports;
- i) Coordinate all research related contracts and the administration of the contracts
- j) Coordinate industry career talks
- k) Coordinate establishment of industry/institutional linkages
- l) Collect input from researchers, research units and other stakeholders on research issues and generate and manage follow up action.
- m) Serve as a resource for researchers in multi-disciplinary research collaborations.
- n) Support the development and implementation of research related policies, guidelines and regulation and support implementation of the same.
- o) Support interpretation and implementation of national research related policies and regulation to ensure compliance with national research and development agenda.
- p) Coordinate activities associated with research performance, records and outputs as required.
- q) Generate and collate research related information as basis for institutional reporting.
- r) Undertake analysis of research activities to understand past performance and determine present and future performance and resource allocation.
- s) Identify emerging best practices in research regulations, monitoring and evaluation structures and supporting implementation of the same with a view of the interest of the University.
- t) Production of research reports and analysis and in conjunction with communications units, produce internal and external communication about research at the university.
- u) Ensure establishment and sustain close linkages with immediate community.
- v) Prepare draft Memoranda of Understanding/Agreements for possible institutional collaboration and maintain and update data bank.
- w) Attend to any other duties as assigned by the Deputy Vice-Chancellor (RIL).

Job Requirements

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

OR

- c) Should have a Masters Degree from recognized University, atleast fifteen (15) years experience in administration of research, three (3) of which must have been



as Deputy Registrar Grade 14 or its equivalent. Must have demonstrated experience as evidence by the number of funded proposals.

In Addition

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

**2. REGISTRAR (ADMINISTRATION AND PLANNING) ~ GRADE 15 (HR/R/AP/02)
(ONE POST)**

Managerial Responsibilities

- a) Participate in development of the University's strategic plan every 5 years and the regular review of the same so as to guide in determination of the long term goals of the University.
- b) Participate in the development of the University's master plan every five years so as to offer guidance towards achievement of the University's strategic plan.
- c) Participate in development of long term and short term policies to govern the operations of the various sections under the division to guide in achieving the set objectives of the division.
- d) Participate in the periodic review of divisional policies so as to enforce continuous improvement in service delivery within the division.
- e) Coordinate the development of annual budgets for the various divisional departments for use in managing funds allocated to each of the departments.
- f) Participate in development of the University's reward management system and the periodic review of the same so as to guide in rewarding of University staff equitably in relation to their value in the University.
- g) Participate in the development of the University's capital plan and the periodic review of the same so as to guide in identification of worthy capital projects for the University and schedules on when to implement the projects.
- h) Supervise the various departmental heads under the Division continually to ensure compliance to the set policies and alignment of departmental activities towards achievement of targets.
- i) Coordinate the annual staff performance appraisal so as to measure staff productivity and identify existing potential for improvement to inform decision making on the same.

Operational Responsibilities:

- a) Communicate and make regular follow up on the implementation of decisions made by the University's Management Board within the Division to ensure alignment of operations to the defined decisions.
- b) Provide secretariat services to the Division's main committee on a regular basis so as to operationalize the meetings and ensure proper documentation of all deliberations for future reference.
- c) Coordinate the periodic collection of evidence used in gauging achievement of performance targets within the division for use in decision making on how to enhance performance.
- d) Liaise with the Heads of Departments within the Division on a regular basis to identify any training needs among staff members and make necessary arrangements for the same.



- e) Coordinate continuous fleet planning within the University so as to ensure proper scheduling of transport facilities for various uses and performance of maintenance activities.
- f) Oversee the regular performance of maintenance and repair activities on existing physical infrastructure within the University to ensure proper servicing is effected for long term service of the same.
- g) Ensure the continuous enforcement of the Division's quality standards within the divisional departments for achievement of the desired levels of service delivery.
- h) Develop and continually coordinate customer satisfaction levels and service delivery standards within the University so as to ensure continued achievement of competitive advantage.
- i) Generate periodic comparative data on institutional performance in relation to other Universities so as to guide in benchmarking of best practices.
- j) Participate in staff disciplinary committees when need be so as to enforce ethical behavior within the work place.

Job Requirements

- a) Should have earned a Ph.D degree or its equivalent in either Public Administration, or Human Resource Management or its equivalent, CPS (K) or relevant professional qualification with five (5)years working experience.

OR

- b) Must have served at the level of Senior Lecturer and in a related field, three (3) of which should have been at the level of Deputy Registrar Grade 14 or its equivalent or served in a Senior administrative position in a University setting for atleast five (5) years if from academic background.

OR

- c) Must have a 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 its equivalent.

In Addition

- d) The candidate should be conversant with modern Strategic Management Techniques.
- e) Be a member of a recognized professional administration or management body,
- f) Be Computer literate and Experience in a University setting will be an added advantage

3. DIRECTOR (INFORMATION, COMMUNICATION AND TECHNOLOGY)- GRADE 15 (HR/D/ICT/03) (ONE POST)

Managerial Responsibilities

- a) Oversee implementation and monitors projects initiated by the department making sure the said projects are in line with the projected timelines and costs.
- b) Compiles specification for equipment and infrastructural projects to ensure proper stock and availability as and when these are required for use by University stakeholders.
- c) Monitors and evaluate projects through the life cycles making sure that all specifications are met and adhered to.
- d) Approves ICT movement within the University and links up with other service providers for support and operationalization of ICT Infrastructure within the University.
- e) Supervises staff in the department ensuring all performance targets are met in accordance with the set performance contracting targets and the directorate's goals.



Operational Responsibilities:

- a) Oversee the ICT design of network systems for the University to enable connectivity within the institution for exchange of information needed to facilitate operations.
- b) Approve system design algorithms and models used in designing ICT systems for the University to ensure they fully capture the needs of the intended users of the system.
- c) Approve protocol types for the network systems to ensure relevant protocols are assigned to various procedures for effective implementation of specific operation supported by the specific procedures.
- d) Approve the ICT infrastructural implementation plans for the University to ensure the intended output is relevant and necessary implementation steps are well prioritized.
- e) Link up with external internet, cloud hosting and other ICT applications service providers to facilitate the management of contracted services as per the agreed terms of service for the ICT infrastructure to continually be functional.
- f) Execute contracts between the University and other entities on matters pertaining to ICT.
- g) Ensure security of data in the University by overseeing the development and implementation of data access restrictions that require authentication of users.
- h) Prepare ICT project handover reports to inform on the success of the project objectives as well as provide a user manual for the new ICT upgrades for guiding users.
- i) Maintain and regularly update the assets register for all assets in the directorate for accountability purposes.

Job Requirements

- a) Should have earned Ph.D degree in Information Technology/ Computer Science/ Computer Engineering or its equivalent from a recognized University, with at least five (5) years working experience in a relevant field, three (3) of which should have been at the level of Chief Computer Technologist Grade 14 or its equivalent.
- (b) Experience in a University setting will be an added advantage.

OR

- (c) Must have a Master's degree in Information Technology/ Computer Science/ Computer Engineering or equivalent professional qualification with fifteen (15) years in a relevant field, three (3) of which should have been at the level of Chief Computer Technologist Grade 14 or its equivalent.
- (d) Demonstrate outstanding administrative/managerial capability in the organization and management of ICT services in an institution of higher learning or equivalent.
- (e) Experience in a University setting will be an added advantage.

4. CHIEF INTERNAL AUDITOR – GRADE 15 (HR/CIA/04) (ONE POST)**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) 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.

Operational Responsibilities:

- a) Carry out special assignments including investigations and recommend controls to mitigate risks.
- b) Designing and coordinating the execution of an annual audit plan in compliance with conventional audit guidelines and best practices.
- c) Maintain Audit working files to ensure working papers are complete and available audit evidence fully supports audit opinions and recommendations.
- d) Receive and review external auditor's reports and management responses thereto including the actions taken to address material issues raised.
- e) Review the University's operations on various compliance with the relevant statutes, policies, rules, regulations, administrative government circulars and guidelines.
- f) Ensure proper preparation of audit reports, presentation of the same to the Audit & Compliance Committee on quarterly basis and implementation of audit recommendations.

Job Requirements

- a) Should have earned Ph.D. degree in Accounting/Finance Option or its equivalent.
- b) CPA (K) or its equivalent.
- c) Atleast three (3) years working experience as Deputy Chief Internal Auditor at Grade 14 or comparable position.
- d) ICPAK Membership.
- e) Member of Institute of Internal Auditors of Kenya (IIAK).
- f) Must be computer literate.
- g) Exemplary work performance.
- h) Experience in a University setting will be an added advantage.

OR

- a) MBA (Accounting/Finance option) or its equivalent.
- b) CPA(K) or its equivalent.
- c) Atleast fifteen (15) years working experience in a relevant field, three (3) of which must have been as Deputy Chief Internal Auditor Grade 14 or or its equivalent
- d) ICPAK Membership.
- e) Member of Institute of Internal Auditors of Kenya (IIAK).
- f) Must be computer literate.
- g) Exemplary work performance.
- h) Experience in a University setting will be an added advantage.

**5. DEPUTY REGISTRAR (ACADEMIC AND STUDENTS AFFAIRS)- GRADE 14
(HR/DR/ASA/05) (ONE POST)**

Main Responsibilities

Assists the Registrar (Academic and Student Affairs) in:

- a) The general administration, planning and financial and budgetary matters in the Division.
- b) Ensuring strict conformance to rules and regulations that govern the implementation of the academic syllabus, students' research programme and students' conduct within the University.
- c) Providing secretarial services to all University Senate committees related to academics and student matters to facilitate proper making of preliminary preparations for the meetings as well as capturing of proceedings for future use.
- d) Working closely with academic departments to ensure success in Professional, Statutory and Regulatory Body interventions.
- e) Coordinating Academic and Student Affairs and processing of examinations, academic transcripts and certificates for students.
- f) Communicating, following up and implementing decisions of Management Board within the division for institution of recommended changes to enhance performance.
- g) To coordinating the preparation of teaching and exams timetables ensuring that they come out on time and properly updated to guide in administration of academic programs and students' assessment.
- h) Overseeing the evaluation of all graduation applications meant to ascertain the suitability of the applicants for graduation and certification based on laid down regulations/guidelines.
- i) Facilitating Training Needs Assessment among teaching and technical staff within the Division so as to organize for relevant training workshops to enhance their skills for improved productivity.
- j) Participating in establishment of linkages with the industry and external organizations that facilitate academic exchange programs or provision of industry exposure to students and staff for better relation between theory and practice.

Job Requirements

- a) An earned Ph.D. from a recognized university with five (5) years' experience, three (3) of which must be in administrative position at Grade 13 or or its equivalent.
- b) Must have served at the level of Lecturer or above if from an academic background.

OR

- c) A Masters with at least ten (10) years administrative experience, three (3) years of which should be at the level of Senior Assistant Registrar Grade 13 or its equivalent.

In Addition

- d) A member of a recognized professional administration or management body.
- e) Computer literate.
- f) Experience in a University setting will be an added advantage.



6. CHIEF LEGAL OFFICER - GRADE 14 (HR/CLO/06) (ONE POST)

Main Responsibilities

- a) Management of legal matters in the University and advising the University Management on the same.
- b) In addition, the officer will be in charge of staff training and development in the legal department.
- c) Coordinating the preparation of University policies and regulations,
- d) Drafting of legal documents,
- e) Handling cases involving the University in liaison with external lawyers, attending court cases where necessary,
- f) Coordinating legal matters in the University,
- g) Preparing and collecting evidence and exhibition as required in court and submitting periodic reports,
- h) Liaise with other departments on legal matters,
- i) Ensure the University operates within the law,
- j) Develop and manage University litigation and any other duties as may be assigned by a senior officer.

Job Requirements

- a) Must be a holder of LLM degree from a recognized university or equivalent institution. Registered with the Kenya School of Law (KSL).
- b) Must be an Advocate of the High Court of Kenya with a valid practicing license.
- c) Must be a Commissioner of Oaths and Notary Public.
- d) Must have Twelve (12) years' experience with at least (3) years' service as Deputy Chief Legal Officer Grade 13.

In Addition

- e) Must be computer Literate.
- f) Experience in a University setting will be an added advantage.

7. ASSISTANT REGISTRY SUPERVISOR - GRADE 5/6 (HR/ARS/07) (TWO POSTS)

Main Responsibilities

- a) Compiling statistical records to support document and information retrieval.
- b) Sorting, filing and dispatching letters for efficient communication.
- c) Maintaining an efficient file system for easy retrieval of documents.
- d) Gather materials to be filed in Students files and ensure up to date records.
- e) Find, retrieve and make copies of information from Students'files in response to requests and deliver information to authorized users.
- f) Trace movement of Students' files to ensure borrowed files are returned.

Job Requirements

- a) Relevant Ordinary Diploma

OR

- b) Three (3) years' experience at Grade 3/4.
- c) Computer certificate.

In Addition

- d) Must have Served in a busy registry office.
- e) Experience in a University setting will be an added advantage.



Application Procedure:

Applicants should submit FOUR (4) COPIES of their application letter, updated detailed Curriculum Vitae and academic and professional certificates (including KCSE/KCE/EACE/KACE/EAACE).

Applicants should attach copies of their latest pay slip and addresses and telephone numbers of three (3) referees.

Applications should be sent to:

Deputy Vice Chancellor (APF)
Machakos University
P.O BOX 136-90100
MACHAKOS

So as to reach the Deputy Vice Chancellors (APF) S'office **on or before 16th May 2018** *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*

