



**MACHAKOS UNIVERSITY**  
**EXTERNAL ADVERTISEMENT 18<sup>TH</sup> AUGUST, 2023**

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**DECLARATION OF A VACANCY**

**Institution Profile**

Machakos University was awarded a Charter on 7<sup>th</sup> 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 of the University is: “To Provide Scholarly Education through Training, Research and Innovation for Industrial and Socio-economic Transformation of our Communities.”

Machakos University invites applications from applicants who are suitably qualified and experienced with excellent credentials to fill the following non-teaching vacant positions in the University.

**Terms of Engagement**

The terms for the advertised positions will be on pensionable terms of service for Students Counsellor positions, and contractual for Registrar, (Administration and Planning), Deputy Registrar, (HR), Hotel Manager and University Hotel Chef.

**NON-TEACHING POSITIONS**

**1. ADMINISTRATION, PLANNING AND FINANCE DIVISION**

- (i) **Registrar (Administration and Planning) Grade 15 - Ref. MksU/RAP/01/23(1 Post) (5 years contract, renewable once upon satisfactory performance).**

**Applicants should meet the following requirements:**

- a) Should have earned a Ph.D. degree or its equivalent from a recognized institution.
- b) Relevant professional qualification of five (5) years. Served at the level of Senior Lecturer or above if from an academic background.
- c) Membership to a relevant professional body.

## **OR**

- a) Must have a Master's degree in relevant field or equivalent professional qualification with fifteen (15) years administrative experience.
- b) Must have Served for three (3) years as Deputy Registrar Grade 14 or equivalent position.
- c) Must be Computer literate.
- d) Member of a recognized professional administration or management body.

### **Duties & Responsibilities**

- i) To assist the Deputy Vice-Chancellor (Administration, Planning and Finance) in the general administration and planning in the University;
- ii) To advise and coordinate the functions of all Heads of Departments or Sections within the Administration and Planning Division such as Human Resources, Central Services, Recruitment and Training;
- iii) To coordinate and collect evidence for performance targets and preparation of the Division's Performance Contract quarterly reports;
- iv) To serve as Secretary to the University Management Board;
- v) To assist in the coordination, formulation and implementation of Human Resource Policies relating to Staff Training, Recruitment, Staff Evaluation, Staff Benefits, Labor Relations, Staff Conduct and Discipline, Job Descriptions, Scheme of Service, and Union matters in collaboration with Heads of Departments or Sections concerned;
- vi) To coordinate fleet planning and control transport services including vehicle allocation, insurance, maintenance and servicing;
- vii) To communicate, follow-up and implement decisions of Management Board;
- viii) To coordinate and monitor physical infrastructure planning and development, maintenance, and repair of existing facilities;
- ix) To 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 with the University and Government policies;
- x) 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;
- xi) To generate comparative data on institutional performance in other Universities and Colleges within the region and globally for the purposes of facilitating benchmarking of performance;

- xii) To coordinate the preparation, review and implementation of the Strategic Plan;
- xiii) To coordinate, implement and prepare project plans and management reports;
- xiv) To coordinate implementation of Performance Contracting, ISO and Quality Management System; and
- xv) Be responsible for the allocation of buildings, rooms and offices in the University as well as the formulation of the rules governing their allocation and utilization.

**ii) Deputy Registrar (HR) - Grade 14– Ref. MksU/DR/02/23 (1 Post) (1 year contract, renewable once upon satisfactory performance).**

**Applicants should meet the following requirements:**

- a) An earned a Ph.D. from a recognized university with five (5) years' experience, three (3) of which in a Senior Administrative position.
- b) Must have Served at the level of lecturer or above if from an academic background.
- c) Membership to a relevant professional body.
- d) CPS (K) or any other relevant professional qualification.

**OR**

- a) Must have an earned Master's degree with ten (10) years administrative experience, three (3) of which should be at the level of Senior Assistant Registrar Grade 13 or its equivalent.
- b) A member of a recognized professional administration or management body.
- c) Must be Computer literate.

**Duties & Responsibilities**

- i) Implementing and reviewing University's compensation program.
- ii) Creating and reviewing job descriptions.
- iii) Conducting annual salary surveys.
- iv) Developing, analyzing and updating the University's salary budget.
- v) Developing, revising and recommending staff policies and procedures.

- vi) Maintaining and revising the Universities handbook on policies and procedures.
- vii) Performing benefits administration.
- viii) Overseeing exit interviews.
- ix) Maintaining Affirmative Action Programs.
- x) Maintaining department's records and reports.
- xi) Participating in administrative staff meetings.
- xii) Maintaining the University's directory and other charts.
- xiii) Recommending new policies, approaches and procedures.
- xiv) Communicate to staff any information from the University Management Board.
- xv) 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.
- xvi) Coordinate the periodic collection of evidence used in gauging achievement of performance targets within the Department for use in decision making on how to enhance performance.
- xvii) Identify any training needs among staff members in the Department and make necessary intervention for the same.
- xviii) Oversee all employees in the HR Department.
- xix) Identify ways to maximize the value of the University's employees and ensure all Human Resources are utilized efficiently and effectively.
- xx) Participate in staff disciplinary committees for professional guidance and enforcement of ethical behavior within the work place.

## **2. MACHAKOS UNIVERSITY HOTEL AND CONFERENCE CENTRE**

- i) Hotel Manager Grade 12~ Ref. MksU/HM/03/23 (1 Post) (2 years Contract, renewable upon satisfactory performance.)**

### **Applicants should meet the following requirements:**

- a) Bachelors' Degree in Hotel and Institution Management/ Hospitality Management or its equivalent with five (5) years' experience in a busy establishment of similar status.

**OR**

- e) Have Higher Diploma in Hotel Management/ Hospitality Management with eight (8) years' experience in a busy establishment of similar status.
- b) Have KSCE C (Plain) and above.

### **Duties & Responsibilities**

- i) Manage all operations of the Hotel.
  - ii) Put in place expenditure control measures.
  - iii) Prepare annual procurement plans, work plans and Hotel Budgets.
  - iv) Establish Hotel performance targets.
  - v) Ensure maximum efficiency and effectiveness in the operations of the Hotel.
  - vi) Ensure maximum and efficient utilization of all Hotel resources, both physical and human.
- ii) University Hotel Chef Grade II 7/8- Ref. MksU/HM/04/23 (1 Post) (2 years Contract, renewable upon satisfactory performance.)**

### **Applicants should meet the following requirements:**

- a) Must have an earned Bachelor's degree in Food Production/ Institutional Management Hotel management or its equivalent or Higher National Diploma in Food Production/ Institutional Management.

**OR**

- a) Must have an earned Diploma in Food Production/ Institutional Management from a recognized institution.
- b) Six (6) years working experience three (3) of which as Assistant Cateress/ Chef Grade 5/6 or equivalent.

### **Duties & Responsibilities**

- i) Ensure food is properly cooked.
- ii) Responsible for proper service of food to the students.
- iii) Ensure proper hygiene is observed in the kitchen and the mess.
- iv) Prepares and presents the food to the serving staff.

- v) Ensure that all kitchen appliances are properly maintained and in good working condition.
- vi) Responsible for constantly checking at the service counter, co-ordinating with the cooks on replenish of cooked food to ensure smooth running of operations in the kitchen area.
- vii) Planning menus for the kitchen for all foods in the university.
- viii) Establish controls to minimize food and supply wastage.

### **3. COUNSELLING SECTION**

**Assistant Student Counsellor ~ Grade 9/10 – MKsU/ASC / 05/23**

**(2 Positions, Pensionable Terms of Service)**

**Applicants should meet the following requirements:**

- a) Must have an earned A Master's degree in Counseling Psychology, Education Psychology or Sociology and Social works or equivalent.

**OR**

- a) Must have an earned A Bachelor's degree Counseling Psychology, Education Psychology or Sociology and Social works or equivalent.
- b) Six (6) years working experience three (3) of which in student counseling.
- c) Registered with relevant professional body.
- d) Must be Computer literate.

### **Duties & Responsibilities**

- i) Provide counseling services to University Students.
- ii) Organize the students' orientation exercise to familiarize them with counseling services at the University.
- iii) Keep an accurate record of counseling sessions with the students.
- iv) Coordinate peer counseling activities.
- v) Supervise staff under them.

## Mode of Application

Applicants must:

- i) Submit two (2) hard copies of a letter of application, certificates, national Identity Card/ Passport, testimonials and updated curriculum vitae to include full details of education, professional qualifications, experience, publications (where applicable), membership to professional bodies, names and addresses of three referees one of whom should be present or previous employer.
- ii) Type the required information in the Job Application Form available on the University website, print, sign and attach to the application.
- iii) Contact three (3) referees and request them to send their recommendations, under sealed envelopes to the provided address, before the advert deadline.
- iv) Send a soft copy (one running pdf file) of the application to [dvcapf@mksu.ac.ke](mailto:dvcapf@mksu.ac.ke) and a copy to [mksuvacancies2023E@gmail.com](mailto:mksuvacancies2023E@gmail.com).
- v) Submit the two (2) applications in a sealed envelope indicating the position applied for to:

**The Deputy Vice-Chancellor  
Administration, Planning and Finance  
Machakos University  
P. O. BOX 136 – 90100  
MACHAKOS**

So as to be received not later than **Friday, 1<sup>st</sup> September 2023**.

**N/B: Only short-listed candidates will be contacted. Machakos University is an Equal Employment Opportunity employer and therefore, staff of either gender, ethnicity or persons with disability are encouraged to apply.**