



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

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P O BOX 136 - 90100  
Machakos, Kenya

**DATE: 25<sup>TH</sup> APRIL, 2024**

**VACANT POSITIONS**

**EXTERNAL ADVERTISEMENT FOR TEACHING AND NON- TEACHING POSITIONS**

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: “Excellence in transformative scholarship and community service,” whereas the Mission of the University is: “To Provide Scholarship through teaching, training, research and innovation and community service for sustainable industrial and socioeconomic transformation.”

Machakos University wishes to employ teaching and non-teaching staff who are qualified to fill various vacant positions in the University.

Applicants who qualify for teaching positions are requested to apply for the following positions as per the Career Progression Guidelines for Machakos University Academic staff (*Available in the University website, [www.mksu.ac.ke](http://www.mksu.ac.ke)*)

**A. TEACHING POSITIONS**

S/No	SCHOOL	POSITION	GRADE	DEPARTMENT	AREA OF SPECIALIZATION
1.	Pure and Applied Sciences	Senior Lecturer	13	Mathematics and Statistics	Actuarial Science
		Lecturer	12	Mathematics and Statistics	Actuarial Science
		Lecturer	12	Mathematics and Statistics	Applied Mathematics
2.	Humanities and Social Sciences	Senior Lecturer	13	Social Sciences	Public Administration



		Lecturer	12	Social Sciences	Public Administration
3.	Agriculture, Environment and Health Sciences	Senior Lecturer	13	Health Sciences	Public Health
		Lecturer	12	Health Sciences	Public Health
4.	Education	Lecturer	12	Educational Psychology & Special Needs Education	Special Needs

### Duties, Responsibilities and Requirements for the positions

#### i) Senior Lecturer ~ Grade 13

##### a) Duties and Responsibilities

- a) Develop the teaching materials, teach, and mentor both the undergraduate I and postgraduate students.
- b) Set, moderate and mark examinations for both the undergraduate and I postgraduate students
- c) Participate in the development and preparation of annual departmental and school plans
- d) Organize academic trips
- e) Supervise educational activities/projects/thesis
- f) Assess industrial attachments for both the undergraduate and postgraduate students.
- g) Attend and participate in seminars/workshops/conferences in relevant fields
- h) Initiate and propose development of client driven programs,
- i) Participate in the implementation and evaluation of curricular activities in the department/school
- j) Supervise dissertations/theses at the graduate level.
- k) Develop undergraduate and postgraduate courses
- l) Initiate and participate in research projects
- m) Participate in academic leadership programmes
- n) Provide professional and community services and initiate linkages and fundraising.
- o) Carry out research in the area of specialization and providing consultancy services to the community
- p) Participate in the departmental ad-hoc committees and other activities for effective and efficient management of the department and faculty

- q) Endeavor to articulate and actualize the vision and mission of the department, school and the University
- r) Carry out administrative and other duties and responsibilities as may be assigned by the Chair of Department from time to time.

**For appointment to this grade, a candidate: ~**

- a) Must have an earned PhD degree or its equivalent from an accredited and recognized University/Institution.
- b) Must have three (3) years teaching experience as a Lecturer/Research Fellow (Grade 12) or its equivalent.
- c) Must have a minimum of thirty-two (32) research and publication points of which at least twenty-four (24) should be in refereed journals since appointment as Lecturer/Research Fellow.
- d) Should have supervised at least three (3) postgraduate students to completion **OR** supervised one postgraduate student to completion and attracted Kenya Shillings three (3) million external research funds since appointment as Lecturer/Research Fellow.
- e) Should have evidence of membership and in good standing of professional societies/boards (where applicable).
- f) Must have attended and contributed at academic conferences, seminars or workshops.
- g) For Public Health, the candidate must have a BSc. in Public Health/or BSc in Environmental Health and must have a valid Public Health Officers and Technicians (PHOTC) practice licence.**

**ii) Lecturer ~ Grade 12**

**a) Duties and Responsibilities**

- i) Develop teaching materials, teach, and mentor both the undergraduate and postgraduate students.
- ii) Set, moderate and mark examinations for both the undergraduate and postgraduate students.
- iii) Provide supervision services to students on their projects/dissertations/theses at undergraduate and postgraduate levels.
- iv) Participate in the development and preparation of annual faculty plans.
- v) Participate in the development of undergraduate and postgraduate courses
- vi) Initiate and participate in research projects
- vii) Provide professional and community services



- viii) Initiate linkages with industry players
- ix) Organize academic trips
- x) Supervise educational activities/projects/thesis.
- xi) Assess industrial attachments for both the undergraduate and postgraduate students.
- xii) Attend and participate in seminars/workshops/conferences in relevant fields
- xiii) Participate in planning, development, implementation and evaluation of curricular activities in the department.
- xiv) Carry out research in the area of specialization and providing consultancy services to the community.
- xv) Participate in the departmental adhoc committees and other activities for effective and efficient management of the department and faculty.
- xvi) Carry out administrative and other duties and responsibilities as may be assigned by the Chairman of Department from time to time.

**For appointment to this grade, a candidate: ~**

- a) Should have an earned PhD degree or its equivalent from an accredited and recognized University.
- b) Registered with the relevant professional body (where applicable)
- c) **For Public Health, the candidate must have a BSc. in Public Health/or BSc in Environmental Health and must have a valid Public Health Officers and Technicians (PHOTC) practice licence.**

## **B.NON-TEACHING POSITIONS**

### **1. Assistant Accountant – Grade 7/8 (1 Post) – MKsU/AA/01/24**

**Applicants should meet the following requirements:**

- i) Must have an earned Bachelor of Commerce Degree (Accounting/ Finance option) or equivalent.
  - ii) Computer literate (Accounting packages).
  - iii) CPA part III/ Certified Internal Auditor (CIA).
- OR**
- i) CPA part II/ Certified Internal Auditor II (CIA) or any other relevant equivalent qualification (e.g.
  - ii) Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accounting (CIMA)
  - iii) Six (6) years' work experience three (3) of which as Accounts Assistant/ Audit Assistant Grade 5/6 or equivalent.

## **Key Responsibilities**

- i) Post all paid payment vouchers to the ledgers to update the creditors' accounts accordingly.
- ii) Maintaining the petty cash ledger and the cash in hand ledger and ensuring that it always agrees with the physical cash.
- iii) Writing of cash books,
- iv) Posting of entries in various ledgers,
- v) Examine revenue and expenditure.
- vi) Assisting in compilation of financial reports.
- vii) Maintenance of assets register, creditors and debtors' ledgers.
- viii) Assist in preparation of cash flow statements and financial analysis.
- ix) Preparing cheques and cash relating to the employee's imprest and disbursing the same.
- x) File and ensure that all relevant documentation is stored timely and accurately
- xi) Receive requests for petty cash and assist in processing,
- xii) Receipt and collection of revenue from other income generating activities
- xiii) Issue cheques to creditors' and other providers of goods and services in time.
- xiv) Processing Imprests surrender from staff.
- xv) Participate in stock taking process
- xvi) Preparing bank reconciliation statements for other income generating areas in the university.
- xvii) Maintain appropriate files, reports, documentation and data.
- xviii) Any other duties as may be assigned by a senior officer.

## **2. Assistant Technologist (PHOTC/STEM) – Grade 5/6 (2 Post) – MKsU/AT/02/24**

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

- i) Must have an earned Diploma in a relevant field or its equivalent from a recognized institution.
- ii) KCSE Grade C-.
- iii) Must be Computer literate.

iv) For Assistant Technologist (PHOTC), the candidate must have a Diploma in Public Health/or Diploma in Environmental Health and must have a valid Public Health Officers and Technicians (PHOTC) practice licence.

OR

- i) Must have an earned Certificate in the relevant field or its equivalent.
- ii) Six (6) years' work experience three (3) of which as Laboratory/ Workshop Assistant/ Farm Attendant Grade 3/4 or equivalent.
- iii) Computer literate.

### **Key Responsibilities**

- i) Carry out stock taking for chemicals and equipment in laboratory to monitor their conditions and facilitate replacement of the damaged ones.
- ii) Demonstrate practical activities for students in the laboratory/ field to in line the standard operation procedures are adhered to in order to achieve the correct results.
- iii) Assist students in the school with the technical aspects of their research in order to obtain quality data for analysis.
- iv) Mark practical reports for students to assess the students' understanding of the practical lessons taught.
- v) Prepare reagents and chemicals to facilitate practical sessions.in the laboratory
- vi) Calibrate laboratory equipment to aid in measurement of reagents and chemical.
- vii) Enforce laboratory safety rules and regulation to enhance safety of both staff and students in the laboratory
- viii) Participate in organization of field trips and industrial visits for students to enable students acquire real-time experience of what they learn in laboratory.

### **3. Farm Manager – Grade 5/6 (1 Post) – MKsU/FM/03/24**

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

- i) Must have an earned Diploma in Agriculture, or Farm Management, or Agribusiness Management, or Agricultural Education and Extension, or closely related field.
- ii) Must be Computer Literate.

OR

- i) Certificate in Agriculture, or Farm Management, Agribusiness Management, or Agricultural Education and Extension, or closely related field, plus
- ii) Six (6) years' work experience three (3) of which in Grade 3/4 or equivalent.



## Key Responsibilities

- i) Plan and manage production activities in the farm, including budgets
- ii) Organize and supervise crop production activities including field preparation, planting, weeding, irrigation, fertilizer and pesticide application, harvesting and post-harvest activities
- iii) Organize and supervise livestock production activities
- iv) Search for markets and organize for sale of the farm's produce
- v) Make requests for supplies of farm inputs such as manure, fertilizers, seeds, pesticides and tools/equipment
- vi) Arrange for the installation, maintenance and repair of farm structures, machinery and equipment
- vii) Keep up-to-date farm records including inventory, production, labour and financial records
- viii) Keep a computer database of farm activities and records
- ix) Assist lecturers in organizing and delivering practical field sessions to students
- x) Ensure that farm activities comply with government regulations and university policies.

## Mode of Application

Applicants must:

- i) Submit two (2) hard copies of the letter of application, academic certificates, testimonials and updated curriculum vitae to include full details of academic and professional qualifications, experience, publications, supervision of postgraduate students (where applicable), attracted funds, academic programmes developed, membership to professional bodies and evidence of current salary.
- ii) Update individual google scholar accounts to include all publications (where applicable).
- iii) Type the required information in the Job Application Form available on the University website, print, sign and attach to the application.
- iv) Contact three (3) referees and request them to send their recommendations, under sealed envelopes to the provided address, before the advert deadline.
- v) Send a soft copy (one running pdf file) of the application to **recruitmentAPF@mksu.ac.ke** and a copy to **careers@mksu.ac.ke**.
- vi) 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 **Thursday 9<sup>th</sup> May, 2024.**

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

