



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

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P O BOX 136 - 90100  
Machakos, Kenya

## **INTERNAL ADVERTISEMENT**

**DATE: 19<sup>TH</sup> APRIL, 2024**

Machakos University wishes to promote teaching staff who are qualified to fill teaching positions in various schools.

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

**i) Professor - Grade 15**

**Duties and Responsibilities**

- a) Provide academic leadership through programme development, Mentoring and research.
- b) Teach and assess courses in one's discipline at undergraduate and postgraduate level
- c) Provide leadership in development of new programmes and review of the existing ones iv) Supervise dissertations/theses at the graduate level.
- d) Initiate, promote and participate in research projects and publish vi) Providing consultancy services to the community
- e) Attend and participate in seminars/workshops/conferences in relevant fields viii) Develop teaching materials and teach
- f) Mentor staff and both the undergraduate and postgraduate students
- g) Coordinate and mark undergraduate and postgraduate examinations
- h) Provide professional and community services including initiating industry linkages and fundraising.
- i) Any other duties and responsibilities assigned as may be assigned from time to time



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

- i) Have an earned PhD degree qualification in the relevant area from an accredited and recognized University.
- ii) At least three (3) years teaching or research/industry experience since being appointed Associate Professor/Associate Research Professor
- iii) At least sixty (60) research and publication points of which forty (40) should be in refereed journals since attaining Associate Professorship
- iv) Supervised at least five (5) postgraduate students to completion, of which two (2) must be PhD since appointment to Associate Professor.
- v) Should have attracted Kenya Shillings five (5) million external research funds since appointment to Associate Professors position.
- vi) Should have attended and contributed at academic conferences/seminars/workshops.
- vii) Should show evidence of continued research and effective teaching.
- viii) Should be registered or qualifies for registration by a relevant professional body where appropriate
- ix) Should show evidence of community service
- x) Should demonstrate academic leadership in area of specialization. Scoring

**ii) Associate Professor ~ Grade 14**

**a) Duties and Responsibilities**

- a) Provide academic leadership through programme development, mentoring and research
- b) Initiate and propose new programmes
- c) Review of the existing programmes
- d) Carry out research in the area of specialization and providing consultancy services to the community
- e) Attend and participate in seminars/workshops/conferences in relevant fields
- vi) Develop teaching materials, modules and teach
- f) Mentor both the undergraduate and postgraduate students
- viii) Coordinate and mark undergraduate and postgraduate examinations
- ix) Supervise projects/dissertations/theses at the graduate level

- g) Initiate and undertake research projects, share research outputs and publish
- h) Write proposals and attract research/development grants
- i) Provide professional and community services
- j) Initiate linkages with the community and industry.
- k) Carry out administrative and other duties and responsibilities as may be assigned
- l) Any other duties and responsibilities assigned

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

- i) Must have an earned PhD degree or its academic equivalent from an accredited and recognized University/Institution.
- ii) Must have at least three (3) years teaching and research experience since becoming Senior Lecturer/Senior Research Fellow position (grade 13).
- iii) Must have a minimum of forty-eight (48) research and publication points thirty-two (32) of which should be in peer reviewed journals since appointment to a Senior Lecturer/Senior Research Fellow position.
- iv) Should have supervised a minimum of four (4) postgraduate students to completion of which at least one (1) must be a PhD student since appointment to Senior Lecturer/Senior Research Fellow.
- v) For specialized disciplines (Engineering/nursing & Medicine) should have supervised a minimum of six (6) postgraduate (masters) students to completion since appointment to Senior Lecturer/Senior Research Fellow.
- vi) Should show evidence of academic and thematic leadership in his/her area of specialization
- vii) Should have attended and contributed at academic conferences, seminars or workshops.
- viii) Should show evidence of continued research and effective teaching.
- ix) Should have attracted Kenya Shillings three (3) million external research funds since appointment to Senior Lecturer/ Senior Research Fellow.
- x) Should be registered by relevant professional body where applicable.

### iii) 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 one postgraduate supervision 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.

**OR**

- a) Must have a Master's degree or its equivalent (in special disciplines) from a recognized University with nine (9) years' experience, three (3) of which as a Lecturer/Research Fellow (Grade 12).
- b) Must have a minimum of thirty-two (32) publication points of which at least twenty-four (24) should be in refereed journals since appointment as Lecturer/Research Fellow.
- c) Should have supervised at least three (3) postgraduate students to completion or one postgraduate supervision and attracted Kenya Shillings three (3) million external research funds since appointment as Lecturer/Research Fellow.
- d) Should have evidence of membership and in good standing of professional societies/boards (where applicable).
- e) Must have attended and contributed at academic conferences, seminars or workshops.

**iv) 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)

**OR**

- a) For special cases/disciplines (engineering, medicine, nursing), have a Master's degree in the relevant field from an accredited and recognized University plus at least three (3) years of teaching experience at University level or in research /industry.
- b) A minimum of 24 research and publication points of which 16 should be in refereed journal(s) or one (1) post-secondary school book or four(4) book chapters in relevant fields for at least undergraduate studies level.
- c) Registered with the relevant professional body (where applicable)

**v) Tutorial Fellow – Grade 11**

**a) Duties and Responsibilities**

- a) Develop the teaching materials, teach, and mentor the undergraduate students.
- b) Set, moderate and mark examinations for undergraduate students.
- c) Participate in the development and preparation of annual faculty plans
- d) Organize academic trips
- e) Supervise educational activities/projects
- f) Assess industrial attachments for undergraduate students



- g) Attend and participate in seminars/workshops/conferences in relevant fields
- h) Participate in planning, development, implementation and evaluation of curricular activities in the department
- i) Participate in the departmental ad-hoc committees and other activities for effective and efficient management of the department and school
- j) Carry out other duties and responsibilities as may be assigned by the Dean of School or Chairman of Department as deemed necessary

For appointment to this grade, a candidate: -

- i) Must have a Master's Degree and a Bachelor's Degree from an accredited and recognized University/Institution in the relevant field.
- ii) Registered for a PhD degree in the relevant field in an accredited and recognized University
- iii) Be registered or have qualification for registration by a relevant professional body (where applicable)
- iv) Demonstrate potential for University teaching and/or research.

### **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.
- iii) Type the required information in the Job Application Form available on the University website, print, sign and attach to the application.
- iv) Send a soft copy (one running pdf file) of the application details to [dvcapf@mksu.ac.ke](mailto:dvcapf@mksu.ac.ke).
- v) Submit the application in a sealed envelope indicating the position applied for to the DVC (APF) as detailed in the provided address.

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



So as to be received not later than **Friday, 3<sup>rd</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.**

