



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

Mobile No: 0708387603/0737434504
Website www.mksu.ac.ke
Email dvcapf@mksu.ac.ke

P O BOX 136 - 90100
Machakos, Kenya

9th APRIL, 2025

VACANT POSITIONS

EXTERNAL ADVERTISEMENT FOR TEACHING POSITIONS

Machakos University was awarded a Charter 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: “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*)

S/No	School	Department	Position and Specialization	Grade	Post
1.	Engineering & Technology	Mechanical and Manufacturing	Senior Lecturer (Thermodynamics and Fluids Mechanics)	13	1
			Technologist III	7/8	1
2.	“	Building and Civil Engineering	Senior Lecturer (Transportation and Highways)	13	1
			Senior Lecturer (Geotechnical Engineering)	13	1
			Technologist III	7/8	2



A. TEACHING POSITIONS

Duties, Responsibilities and Requirements for the positions

Senior Lecturer

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.
- a) Senior Lecturer in mechanical and manufacturing Engineering Department
- Grade 13 Ref. MksU/SL/MM/01/25 (1 Post) Permanent**
- 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.

**b) Senior Lecturer in Building and Civil Engineering Department - Grade 13
Ref. MksU/SL/BC/02/25 (2 Posts) Permanent**

- 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.

B. NON-TEACHING POSITIONS

a) Technologist III, Grade 7/8 in Mechanical and Manufacturing Engineering Department Ref. MksU/TC/MM/03/25 (1- position)

Duties and Responsibilities

- a) Conduct practical sessions with students
- b) Supervise Assistant Technologists in their day to day activities.



- c) Prepare laboratory reagents, machines and apparatus for use by students and lecturers
- d) Design the relevant practical manuals for guiding in performance of practical lessons.
- e) Conduct annual procurement plans for all laboratory appliance and requirements.
- f) Prepare semester reports on practical executed so as to report on issues such as success and challenges involved
- g) Develop practical manuals for all units that require practical lessons throughout the semester
- h) Oversee running of practical lessons in the lab as well as perform demonstrations to students
- i) Develop lab time table to guide the utilization of lab facilities

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

- i) Must have an earned Bachelor's Degree in the relevant field.
Must be Computer literate.

OR

- i) Must have an earned Diploma in the relevant field
- ii) Six (6) years' work experience three (3) of which as Assistant Technologist Grade 5/6 or equivalent.
- iii) Must be Computer literate.

- c) **Technologist III, Grade 7/8 in Building and Civil Engineering Department
Ref. MksU/TC/BC/04/25 (2~ Positions)**

Duties and Responsibilities

- a) Conduct practical sessions with students.
- b) Supervise Assistant Technologists in their day to day activities.
- c) Prepare laboratory reagents, machines and apparatus for use by students and lecturers.
- d) Design the relevant practical manuals for guiding in performance of practical lessons.
- e) Conduct annual procurement plans for all laboratory appliance and requirements.
- f) Prepare semester reports on practical executed so as to report on issues such as success and challenges involved.



- g) Develop practical manuals for all units that require practical lessons throughout the semester.
- h) Oversee running of practical lessons in the lab as well as perform demonstrations to students.
- i) Develop lab time table to guide the utilization of lab facilities.

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

- i) Must have an earned Bachelor's Degree in the relevant field.
Must be Computer literate.

OR

- i) Must have an earned Diploma in the relevant field
- ii) Six (6) years' work experience three (3) of which as Assistant Technologist Grade 5/6 or equivalent.
- iii) Must be Computer literate.

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 and a copy to hr@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
Machakos University
P. O. BOX 136 – 90100
MACHAKOS**

So as to be received not later than **Wednesday, 23rd April, 2025.**

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.

