



## MACHAKOS UNIVERSITY

INTERNAL ADVERTISEMENT 14<sup>TH</sup> APRIL, 2025

---

### 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: “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 invites applications from internal applicants who are suitably qualified and experienced with excellent credentials to fill the following non-teaching vacant positions.

#### **Terms of Engagement**

The terms for the advertised position is on as indicated against every position.

#### **NON-TEACHING POSITION**

##### **LEGAL DEPARTMENT**

1. DEPUTY CHIEF LEGAL OFFICER - GRADE 13- Ref. MksU/DCLO/01/25 (1 Post)  
(Permanent)

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

- i) Must be a holder of LLM degree from a recognized university or equivalent institution.
- ii) Registered with the Kenya School of Law (KSL) - an Advocate of the High Court of Kenya with a valid practicing license.
- iii) Commissioner of Oaths and Notary Public
- iv) Nine (9) years relevant experience.
- v) Computer Literate

**OR**

- vi) Served as a Senior Legal Officer Grade 12 for three (3) years or equivalent.

## **Duties and Responsibilities**

- a) Provide strategic leadership and direction for the Legal Office so that it can run smoothly in line with the strategies to achieve its objective of providing expert and effective legal advice to the University.
- b) Serve regularly on various standing University committees, adhoc working groups and talk forces as a legal expert to take care of all legal necessities in framing of policies for the institution.
- c) Prepare budget estimates for the legal office and forward it to the budgeting committee for consideration and allocation of funds to facilitate the operation of the office.
- d) Supervise and regularly monitor the contesting cases in courts for the institution to ensure they are run with objectivity.
- e) Take custody of all legal instruments of the University and ensure they are readily available for reference at all times and when necessary.
- f) Provide authoritative legal advice and consultancy to the University, its staff and students on a range of general issues to ensure that everything is done within the law and the interest of the University is safeguarded at all times.
- g) Support the University administration in the development, application and review of the University regulations, policies and procedures which involve legal considerations to ensure that no human rights are violated at any time.
- h) Regularly draft, update and review contracts and other legal documentation and to develop standard form legal wherever possible to ensure all clauses have no compromise.
- i) Coordinate the University's regular dealings with external firms, and ensure that the University benefits from cost-effective legal advice and work.
- j) Manage the periodic tendering process for the appointment of the University's external legal advisors to ensure it is done properly and objectively.
- k) Coordinate performance evaluation of the contracted panel of lawyers on a regular basis
- l) Represent the University in all types of suits, criminal or civil witness, or at test or commission documents on behalf of the University to safe guard the interest of the University at all times.
- m) Attend and advise on all disciplinary cases both for staff and students ensuring their rights are not infringed and are given affair hearing at all times

## **FINANCE DEPARTMENT**

### **2. SENIOR ACCOUNTANT 11– Grade 12, (1 Post) – MksU/SA/02/25 Permanent**

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

- i) Must have an earned M.Sc. in Accounting/ Auditing, MBA (Accounting or Finance) plus CPA Part III.

ii) Three (3) years relevant working experience.

iii) Membership to Professional Body.

**OR**

i) Must have an earned Bachelor of Commerce Degree (Accounting/ Finance option)/ Audit or equivalent) and CPA Part III.

ii) Must be Computer Literate (Accounting packages).

iii) Six (6) years relevant work experience three (3) of which as Accountant II/ Internal Auditor II Grade 9/10 or equivalent.

iv) Membership to Professional Body.

### **Duties and Responsibilities**

a) Ensure reporting on revenues and potential financial risk areas.

b) Maintaining accounts,

c) Monitoring expenditure and payments,

d) Supervising bank reconciliations,

e) Preparation of financial reports and statements, budgets,

f) Implementation and enforcement of policies and regulations,

g) Verification of payment vouchers, payment schedules and ledger postings,

h) Review the performance of revenue activities.

i) Recording and updating the debtors' ledger.

j) Implement budget control procedures which ensure adherence to approved budget.

k) Manage and ensure that all grants are accounted for appropriately

l) Preparation of journal entries

### **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, 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 [recruitmentAPF@mksu.ac.ke](mailto:recruitmentAPF@mksu.ac.ke), [hr@mksu.ac.ke](mailto:hr@mksu.ac.ke) and a copy to [careers@mksu.ac.ke](mailto:careers@mksu.ac.ke).

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 **Tuesday 22<sup>nd</sup> 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, ethnicity or persons with disability are encouraged to apply.**