



**MASENO UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
ADMINISTRATION, FINANCE AND DEVELOPMENT**

DECLARATION OF VACANCIES

In pursuit of its mission and mandate, the University wishes to invite applications from qualified candidates to fill the positions indicated below:

TEACHING POSITIONS

SCHOOL OF EDUCATION

**Department of Educational Communication Technology
& Curriculum Studies**

Lecturer - Grade 12

Lecturer in Language Education	One (1) position	MSU/ACA/EDU/01/21
Specialization: (English and Literature, Kiswahili, French)		
Lecturer in Science Education	One (1) position	MSU/ACA/EDU/02/21
Specialization: (Biology, Chemistry, Agriculture, Mathematics, Computer Studies)		
Lecturer in Social Science Education	One (1) position	MSU/ACA/EDU/03/21
Specialization: (Geography, History, Religious Studies)		
Lecturer in Educational Technology	One (1) position	MSU/ACA/EDU/04/21
Lecturer in Curriculum Studies	One (1) position	MSU/ACA/EDU/05/21

NON-TEACHING POSITIONS

DEPARTMENT OF HEALTH SERVICES

Clinical Officer –Grade 8	Three (3) Positions	MSU/ADM/HS/01/21
KRCHN – Grade 8	Four (4) Positions	MSU/ADM/HS/02/21

Health Records Officer – Grade 8	Four (4) Positions	MSU/ADM/HS/03/21
Medical Lab. Technologist – Grade 8	Three (3) Positions	MSU/ADM/HS/04/21
Pharmaceutical Technologist – Grade 8	Two (2) Positions	MSU/ADM/HS/05/21

DIRECTORATE OF STUDENT AFFAIRS

Senior Games Tutor- Grade 13	One (1) Position	MSU/ADM/SWS/01/21
Assistant Registrar– Grade 12	One (1) Position	MSU/ADM/SWS/02/21
Snr Asst. Hostels & Catering Officer – Grade 11	One (1) position	MSU/ADM/SWS/03/21

LEGAL DEPARTMENT

Senior Legal Officer – Grade 13	One (1) Position	MSU/ADM/LD/01/21
Assistant Legal Officer – Grade 9/10	One (1) Position	MSU/ADM/LD/02/21

DIRECTORATE OF HUMAN RESOURCE

Secretaries – Grade 5/6	Two (2) positions	MSU/ADM/HR /01/21
Secretaries – Grade 7/8	Three (3) positions	MSU/ADM/HR/02/21

RE-ADVERTISEMENT

SCHOOL OF ARTS AND SOCIAL SCIENCES

Department of Communication and Media Technology

Senior Technician- Grade 8	Two (2) Positions	MSU/ACA/CMT/01/21
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SCHOOL OF COMPUTING & INFORMATICS

Demonstrator – Grade 8	Four (4) positions	MSU/ACA/SCI/01/21
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SCHOOL OF EDUCATION

**Department of Educational Communication Technology
& Curriculum Studies**

Technician – Grade 5/6/7	one (1) position	MSU/ACA/EDU/06/21
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SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT

Department of Nutrition & Dietetics (2) Positions

Technologist – Grade 5/6 Two (2) positions MSU/ACA/ND/01/21

SCHOOL OF PLANNING AND ARCHITECTURE

GIS/Studio Laboratory Technician- Grade 8 Two (2) Positions MSU/ACA/SPA/01/21

SECURITY DEPARTMENT

Technician CCTV - Grade 5/6 One (1) position MSU/ADM/SD/01/21

DIRECTORATE OF PUBLIC RELATIONS AND MARKETING

Graphic Designer – Grade 5/6 One (1) position MSU/ADM/PR/01/21

REQUIREMENTS FOR APPOINTMENT

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL COMMUNICATION, TECHNOLOGY AND CURRICULUM STUDIES

LECTURER- GRADE 12

1. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university.
2. A relevant Master's degree from a recognized Institution.
3. A relevant Bachelor's degree from a recognized Institution.
4. Be registered or registerable with the relevant professional body.
5. A minimum of twenty four (24) publication points, at least sixteen (16) should be from refereed journal papers.

DEPARTMENT OF HEALTH SERVICES

CLINICAL OFFICER - GRADE 8 - MSU/ADM/HS/01/21

Requirements:

1. A Diploma in Clinical Medicine from a recognized Institution, those with a Higher Diploma in Clinical Medicine will have an added advantage.
2. At least three (3) years relevant work experience.
3. A registered member of a relevant professional body.
4. A valid practicing license.
5. Proficiency in computer applications.

KENYA REGISTERED COMMUNITY HEALTH NURSE (KRCHN) - GRADE 8- MSU/ADM/HS/02/21

Requirements:

1. Higher Diploma /Diploma in Kenya Registered Community Health Nursing from a recognized Institution.
2. At least three (3) years relevant work experience.
3. A registered member of a relevant professional body.
4. A valid practicing license.
5. Proficiency in computer applications.

HEALTH RECORDS OFFICER - GRADE 8- MSU/ADM/HS/03/21

Requirements:

1. Diploma in Health Records and Information Technology from a recognized Institution.
2. At least three (3) years relevant work experience.
3. A registered member of a relevant professional body
4. A valid practicing license.
5. Proficiency in computer applications

MEDICAL LABORATORY TECHNOLOGIST - GRADE 8- MSU/ADM/HS/04/21

Requirements:

1. Diploma in Medical Laboratory Science from a recognized Institution.
2. At least three (3) years relevant work experience.
3. A registered member of a relevant professional body
4. A valid practicing license.
5. Proficiency in computer applications

PHARMACEUTICAL TECHNOLOGIST – GRADE 8 - MSU/ADM/HS/05/21

Requirements:

1. Diploma in Pharmacy/Pharmaceutical Technology from a recognized Institution.
2. At least three (3) years relevant work experience.
3. A registered member of a relevant professional body
4. A valid practicing license.
5. Proficiency in computer applications

DIRECTORATE OF STUDENT AFFAIRS

SENIOR GAMES TUTOR – GRADE 13 - MSU/ADM/SWS/01/21

Requirements:

1. A Bachelor's degree in Leisure and Recreation Management/Sports Science. A Master's degree will be an added advantage.
2. At least ten (10) years relevant work experience, five (5) of which must be at the level of Games Tutor Grade 12 in a University or equivalent position in a comparable Institution.
3. Membership to at least five (5) National Sports Federations.
4. A coach of at least three (3) sports/games.
5. Active refereeing experience in at least two (2) sports.

6. Training in Sports Administration and Management.
7. Basic training in Guidance and Counselling.
8. Training in First Aid.
9. Proficiency in computer applications.
10. Must have fulfilled the requirements of Chapter Six of the Constitution of Kenya.

ASSISTANT REGISTRAR – CAREER SERVICES – GRADE 12 MSU/ADM/SWS/02/21

Requirements:

1. A Master's degree in Business related discipline or Social Sciences.
2. At least ten (10) years relevant work experience, five (5) of which must be at the level of Senior Administrative Assistant Grade 9/10/ in a University or equivalent position in a comparable Institution.
3. Registered member of a relevant professional body.
4. Proficiency in computer applications.

SENIOR ASSISTANT HOSTELS AND CATERING OFFICER – GRADE 11 - MSU/ADM/SWS/03/21

Requirements:

1. A Bachelor's Degree / Higher Diploma in Hospitality management or equivalent from a recognized Institution.
2. At least seven (7) years relevant cumulative work experience, three (3) of which must be at the level of Assistant Hostels Officer Grade 10 or equivalent.
3. Registered member of a relevant professional body.
4. Proficiency in computer applications.

LEGAL DEPARTMENT

SENIOR LEGAL OFFICER – GRADE 13 MSU/ADM/LD/01/21

Requirements:

1. A Master's degree in Law (LLM) with at least five (5) years relevant post admission experience, two (2) of which must be in a managerial position **OR**

2. A Bachelor's degree in Law (LLB) from a recognized Institution with at least seven (7) years relevant post admission work experience in a reputable organization, two (2) of which must be in a managerial position.
3. A postgraduate diploma in law from Kenya School of Law.
4. Advocate of the High Court of Kenya.
5. Current Law Practicing Certificate.
6. Registered member of the Law Society of Kenya.
7. Certified Public Secretary.
8. Trained in Corporate Governance.
9. Proficiency in computer applications.
10. Fulfilled the requirements of Chapter Six of the Constitution of Kenya.
11. Demonstrated litigation skills, research skills and legal administrative skills, minute writing and report writing.

ASSISTANT LEGAL OFFICER- GRADE 9/10 - MSU/ADM/LD/02/21

Requirements:

1. A Bachelor's degree in Law (LLB) from a recognized Institution.
2. A post graduate diploma in law from the Kenya School of Law.
3. An advocate of the High Court of Kenya.
4. Registered member of the Law Society of Kenya.
5. Current practicing certificate.
6. At least two (2) years' experience in a busy law firm/Institution.
7. Proficiency in computer applications.
8. Fulfilled the requirements of Chapter Six of the Constitution of Kenya.
9. Demonstrated litigation skills, research skills and legal administrative skills, minute writing and report writing.

DIRECTORATE OF HUMAN RESOURCE

SECRETARY GRADE 5/6- MSU/ADM/HR/01/21

Requirements:

1. Kenya Certificate of Secondary Education Certificate
2. Typewriting II / Computerized Document Processing II
3. Office practice II
4. Secretarial Duties II
5. Business English III

6. Commerce II
7. Shorthand II
8. The above qualifications should be from KNEC or its equivalent
9. Proficiency in computer applications
10. At least three (3) years relevant post training experience.

SENIOR SECRETARY II - GRADE 7/8 - MSU/ADM/HR/02/21

Requirements:

1. Typewriting III / Computerized Document Processing III
 2. Office practice II
 3. Secretarial Duties II
 4. Business English III
 5. Office Management III
 6. Commerce II
 7. Shorthand III
 8. The above qualifications should be from KNEC or its equivalent
 9. Proficiency in computer applications
- OR**
10. Higher Diploma / Diploma in Secretarial Studies from a recognized Institution.
 11. At least three (3) years relevant post training experience.

SCHOOL OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF COMMUNICATION AND MEDIA TECHNOLOGY

SENIOR TECHNICIAN - GRADE 8 - MSU/ACA/SAS/01/21

Requirements:

1. Bachelor's degree in Telecommunications, Electrical Engineering or its equivalent from a recognized institution;
2. Three (3) years' experience in a relevant field;
3. A diploma in Mass Communication will be an added advantage.

SCHOOL OF COMPUTING & INFORMATICS

DEMONSTRATOR – GRADE 8 - MSU/ACA/SCI/01/21

Requirements:

1. A Bachelor of Science (2nd Class Honors, Upper Division) in Information Technology/ Computer Science/ Computer Technology/ Computer Engineering/ Computer Science & Technology/ Information & Communication Technology Management or Information Systems from a recognized University;
2. Be knowledgeable in currents trends in Computing & Informatics in Computer Applications, Desktop Publishing, Database Systems, Statistical Data Analysis Using SPSS, Multimedia & Graphical Systems and Applications, Internet and Worldwide Web and at least one programming language;
3. Those who have pursued computing professional certifications and/or are pursuing Master of Science degree program in any computing field shall have an added advantage.

SCHOOL OF EDUCATION

DEPARTMENT OF COMMUNICATION & INSTRUCTIONAL TECHNOLOGY AND CURRICULUM STUDIES

TECHNICIAN- GRADE 5/6/7- MSU/ACA/EDU/06/21

Requirements:

1. A Diploma in Graphics, Electronics or Information Technology from an accredited institution.
2. A minimum of five (3) years relevant work experience in the industry.

SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT

DEPARTMENT OF NUTRITION AND DIETETICS

TECHNOLOGIST – GRADE 5/6 - MSU/ACA/HND/01/21

Requirements:

1. Diploma in Nutrition and Dietetics from a recognized Institution.
2. At least one (1) year relevant post training work experience.
3. Registered member of a relevant professional body.
4. Proficiency in computer applications.

SCHOOL OF PUBLIC PLANNING AND ARCHITECTURE

GIS/STUDIO LABORATORY TECHNICIAN- MSU/ACA/SPA/01/21

Requirements:

1. A Bachelor's degree in Geospatial Information Science/ Urban Planning or related field.
2. At least three (3) years relevant work experience as a Studio/GIS Technician.
3. Knowledge of operation of planning and survey equipment.
4. Understanding of integrated GIS and GPS principals.
5. Understanding of planning studio methodology and presentation techniques.
6. Knowledge of analyzing information and data from maps, photographs and censuses.
7. Ability to manipulate digital images, creating reports.
8. Knowledge of modern cartographic standards and principles.
9. Proficiency in design software including AutoCAD and ArcView.

SECURITY DEPARTMENT

TECHNICIAN (CCTV) - MSU/ADM/SD/01/21

Requirements:

1. Kenya Certificate of Secondary Examination or its equivalent;
2. Diploma Certificate in Computer Science/Information Technology or its equivalent from a recognized institution in the relevant field.
3. Three (3) years relevant working experience.

DIRECTORATE OF PUBLIC RELATIONS AND MARKETING

GRAPHIC DESIGNER- MSU/ADM/PR/01/21

Requirements:

1. Diploma in Graphic Design, visual communication, or equivalent
2. Knowledge in Final Cut Pro, Mail chimp, In-design, Corel draw, Adobe Acrobat, Photoshop & Adobe illustrator and other key programs that execute graphic designs.
3. Excellent communication skills

TERMS OF SERVICE

The terms of service for the advertised positions will be on permanent and pensionable terms.

MODE OF APPLICATION

Each application should be submitted together with an updated Curriculum Vitae giving details of the applicants; age, marital status, academic and professional qualifications, working experience, present post and salary, telephone contact, email address, names and referees plus copies of the certificates and testimonials. Scanned copies of these documents must be attached as a running PDF to the email application.

The reference number of the position applied should be clearly indicated and submitted as follows:

1. Ten (10) hard copies
2. An online application to be submitted to the following email:
recruitment@maseno.ac.ke

Any canvassing will lead to automatic disqualification. Applications must be sent on or before **6th April, 2021** addressed to:

**The Deputy Vice-Chancellor
Administration, Finance and Development
Maseno University
P. O. BOX 333 - 40105
MASENO**

N/B: Only short listed candidates will be contacted. Maseno University is an equal opportunity employer and therefore applicants of either gender or persons living with disability are encouraged to apply. The University does not charge any fee for the recruitment and selection process.