



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

REQUIREMENTS FOR APPOINTMENT –NON-TEACHING POSITIONS

ASSISTANT REGISTRAR – GRADE 12 - MSU/ADM/DHR/03/20

Requirements:

1. A Master's degree in Human Resource Management or equivalent from a recognized Institution;
2. A Bachelor's degree in Human Resource Management or equivalent from a recognized Institution or any other related field;
3. At least Seven (7) years relevant cumulative work experience, Five (5) of which must be at the level of Senior Administrative Assistant Grade 9/10 in a University or an equivalent position in a comparable Institution;
4. Must be a registered member of a relevant professional body;
5. Conversant with modern human resource management practices;
6. Compliant with Chapter Six of the Constitution of Kenya;
7. Proficiency in computer applications.

TERMS OF SERVICE

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

1. Food & Beverage Manager which shall be a three (3) year contract renewable based on performance;
2. Finance Officer, Librarian, Registrar, Academic & Student Affairs and Chief Internal Auditor contracts' shall be on a five (5) year renewable contract based on performance.

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 should be submitted to the following email:
recruitment@maseno.ac.ke

Any canvassing will lead to automatic disqualification. Applications must be sent on or before **Monday, 7th December, 2020** 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 with disability are encouraged to apply. The University does not charge any fee for the recruitment and selection process.

**Interested applicants should visit Maseno University Website;
www.maseno.ac.ke to view detailed requirements.**

