



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 MEDICINE

Department of Medical Biochemistry

Lecturer – Grade 12

One (1) Position

MSU/ACA/MBC/01/21

RE-ADVERTISEMENTS

SCHOOL OF PUBLIC HEALTH & COMMUNITY DEVELOPMENT

Department of Biomedical Science & Technology

Lecturer – Grade 12

One (1) Position

MSU/ACA/BST/01/21

Area of Specialization: Virology

Department of Public Health

Lecturer – Grade 12

Two (2) Position

MSU/ADM/BST/03/21

Area of Specialization: Epidemiology/Bio-statistic/Demography/ Monitoring & Evaluation

REQUIREMENTS FOR APPOINTMENT

TEACHING POSITIONS

LECTURER GRADE 12

Requirements:

1. PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
2. A minimum of twenty four (24) publication points, of which at least sixteen (16) should be from refereed journal papers;
3. Be registered with the relevant professional body;
4. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

LECTURER GRADE 12

Requirements:

1. PhD in Epidemiology/Bio-statistic/ demography/ Monitoring in Evaluation or equivalent degree qualification in the relevant field from an accredited and recognized university;
2. A minimum of twenty four (24) publication points, of which at least sixteen (16) should be from refereed journal papers;
3. Be registered with the relevant professional body;
4. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

Note: This is re-advertisement of Department of Public Health Bsc, Health Records and Information Management.

NON-TEACHING POSITIONS

CHIEF INTERNAL AUDITOR – GRADE 15

ONE (1) POSITION

MSU/ADM/IA/01/21

Requirements:

1. Master's degree in Commerce/Business Management or equivalent from an accredited and recognized university;
2. Bachelor's degree in Commerce/Business Management or equivalent from an accredited and recognized university;
3. At least fifteen (15) years relevant cumulative work experience, five (5) of which must have served at the level of Deputy Chief Internal Auditor Grade 14 or an equivalent position in a comparable Institution;

4. A registered member of Institute of Certified Public Accountants of Kenya (ICPAK) and Certified Internal Auditor (CIA), or an equivalent professional body;
5. Certified Information Systems Auditor (CISA) /Certified Internal Risk Manager (CIRM) / Certification in Risk Management Assurance (CRMA) holder;
6. Mandatory skills in quantitative risk management;
7. Practical knowledge of Information Communication Technology (ICT) applications in the relevant area is mandatory;
8. Proficiency in relevant Enterprise Resource Planning (ERP) modules;
9. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

DEPUTY INTERNAL AUDITOR – GRADE 14 ONE (1) POSITION MSU/ADM/IA/02/21

Requirements:

1. Master's degree in Accounting/ Finance or equivalent from an accredited and recognized university;
2. Bachelor's degree in Commerce/Business Management or equivalent from a an accredited and recognized university;
3. At least twelve (12) years relevant cumulative work experience, five (5) of which must have served at the level of Senior Internal Auditor Grade 13 or its equivalent position in a comparable Institution;
4. A registered member of Institute of Certified Public Accountants of Kenya (ICPAK) and Certified Internal Auditor (CIA), or an equivalent professional body;
5. Mandatory skills in quantitative risk management;
6. Certified Information Systems Auditor (CISA) /Certified Internal Risk Manager (CIRM) / Certification in Risk Management Assurance (CRMA) holders will have an added advantage;
7. Practical knowledge of Information Communication Technology (ICT) applications in the relevant area is mandatory;
8. Proficiency in relevant Enterprise Resource Planning (ERP) modules;
9. Fulfilled the requirements of Chapter Six of the Constitution of Kenya,2010.

INTERNAL AUDITOR – GRADE 12 ONE (1) POSITION MSU/ADM/IA/03/21

Requirements:

1. Master's degree in Commerce/Business Management or equivalent from a recognized University;
2. Bachelor's degree in Commerce/Business Management or equivalent from a recognized University;
3. Must be a CPA (K) / CIA graduate;
4. At least Ten (10) years relevant experience, Five (5) of which must be at as a Senior Audit Assistant 9/10 in a University or an equivalent position in a comparable Institution;
5. A registered member of ICPAK or an equivalent professional body;
6. CISA holders will have an added advantage;
10. Practical knowledge of ICT in relevant area is mandatory.
11. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

LIBRARIAN – GRADE 15**ONE (1) POSITION****MSU/ACA/LIB/01/21****Requirements:**

1. PhD degree in Library and Information Sciences or equivalent qualification from an accredited and recognized university with twelve (12) years' experience **OR**
2. Master's degree in Library and Information Sciences or equivalent from an accredited and recognized University with a minimum of fifteen (15) years' cumulative work experience in a well-established and automated library of which 5 must have been in a senior position;
3. A minimum of three (3) articles in peer reviewed journals or chapters in a book(s);
4. Membership to a relevant professional body/ society/association;
5. Must have presented papers in conferences/ workshops;
6. Proficiency in ERP modules;
7. Fulfilled the requirements of Chapter Six of the Constitution of Kenya,2010.

DEPUTY LIBRARIAN – GRADE 14**ONE (1) POSITION****MSU/ACA/LIB/02/21****Requirements:**

1. Master's degree in Library and Information Sciences or equivalent from an accredited and recognized University or a minimum of twelve (12) years' work experience in a well-established and automated library of which 5 must have been in a senior position;
2. A minimum of two (2) published articles in peer reviewed journals or chapters in a book(s).
3. Must have hands-on knowledge on use of library management systems;
4. Must have presented papers in conferences/ workshops;
5. Membership to a relevant professional body/society/Association;
6. Proficiency in ERP systems;
7. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

REGISTRAR, ACADEMIC & STUDENT AFFAIRS – GRADE 15
MSU/ADM/ASA/01/21**ONE (1) POSITION****Requirements:**

1. PhD degree in Administration/Business Studies/ Social Sciences or equivalent from an accredited and recognized university; **OR**
2. Master's degree in Administration/Business Studies/Social Sciences or equivalent from an accredited and recognized university;
3. Bachelor's degree in Administration/Business Studies/Social Sciences or equivalent from an accredited and recognized university;
4. At least twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Deputy Registrar Grade 14 or an equivalent position in a comparable Institution ;
5. A registered member of a recognized professional body;
6. Knowledge of management information and communication technologies;
7. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

**REGISTRAR - ADMINISTRATION & CENTRAL SERVICES- GRADE 15 ONE (1) POSITION
MSU/ADM/ACS/01/21**

Requirements:

1. PhD degree in Administration, Business Studies, Social Sciences or its equivalent from an accredited and recognized University with twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Deputy Registrar Grade 14 or equivalent position in a comparable Institution **OR**
2. Master's degree in Administration, Business Studies, Social Sciences or its equivalent from an accredited and recognized university with fifteen (15) years relevant cumulative work experience, five (5) of which must have been served at the level of Deputy Registrar Grade 14 or equivalent position in a comparable Institution;
3. Holder of Certified Secretary (CS) Final certificate;
4. A registered member of a recognized professional body;
5. Practical knowledge of Information Communication Technology (ICT) applications in the relevant area is mandatory;
6. Proficiency in relevant Enterprise Resource Planning (ERP) modules;
7. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

DEPUTY FINANCE OFFICER - GRADE 14 TWO (2) POSITIONS - MSU/ADM/DFO/01/21

Requirements:

1. Master's degree in Accounting/ Finance or equivalent from an accredited and recognized university with at least ten (10) years relevant cumulative work experience, five (5) of which must have served at the level of Senior Accountant Grade 13 or equivalent position in comparable Institution;
2. Bachelor's degree in Accounting/ Finance or equivalent from an accredited and recognized university;
3. CPA (Final) or equivalent;
4. A registered member of ICPAK or an equivalent professional body;
5. Proficiency in relevant Enterprise Resource Planning (ERP) modules;
6. Fulfilled the requirement of Chapter Six of the Constitution of Kenya, 2010.

LABORATORY TECHNOLOGIST – GRADE 6/7 - ONE (1) POSITION - MSU/ADM/HA/01/21

Requirements:

1. Higher Diploma in Medical Laboratory Science or equivalent from a recognized institution by the Kenya Medical Laboratory Technicians and Technologists Board;
2. Bachelor's degree will be an added advantage;

3. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
4. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
5. At least three (3) years relevant work experience in a busy laboratory;
6. Ability to write and review Standard Operating Procedures in an Anatomy/Histology Laboratory;
7. A registered member of a relevant professional body;
8. Knowledge in ISO15189 standards;
12. Candidates with experience in mortuary science will have an added advantage.
13. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

TERMS OF SERVICE

The terms of service for the positions of Librarian, Registrar Academic and Student Affairs, Registrar, Administration and Central Services, Internal Auditor will be on a five (5) year contract basis, renewable based on satisfactory performance. The other 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 certificate and testimonials.

Qualified candidates should submit Ten (10) hard copies of the application clearly indicating the reference number of the position applied.

Any canvassing will lead to automatic disqualification. Applications must be done on or before **4th August, 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 all gender, marginalized group and persons living 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