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:

EXTERNAL ADVERTISEMENT
TEACHING POSITIONS

SCHOOL OF LAW

Associate Professor – Grade 14	One (1) Position	MSU/ACA/SOL/01/22
Senior Lecturer – Grade 13	One (1) Position	MSU/ACA/SOL/02/22
Lecturer – Grade 12	Three (3) Positions	MSU/ACA/SOL/03/22

SCHOOL OF NURSING

Lecturer – Grade 12 (Mental Health & Psychiatry Nursing)	One (1) Position1	MSU/ACA/SON/01/22

NON – TEACHING POSITIONS

OFFICE OF THE VICE-CHANCELLOR

Senior Procurement Officer – Grade 13	One (1) Position	MSU/ADM/PRO/01/22

DIRECTORATE OF INFORMATION COMMUNICATION TECHNOLOGY

Senior System Administrator– Grade 13	One (1) Position	MSU/ADM/ICT/01/22

SCHOOL OF EDUCATION

Sign Language Interpreter – Grade 9	Two (2) Positions	MSU/ADM/SOE/01/22

REQUIREMENTS FOR APPOINTMENT

ASSOCIATE PROFESSOR - GRADE 14
Requirements for Appointment
- An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university
- At least three (3) years teaching experience at the university as a Senior Lecturer.
- A minimum of forty eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty two (32) should be from refereed scholarly journals.
- Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student.
- Attracted research or development funds as a Senior Lecturer.
- Registered with the relevant professional body (where applicable).

SENIOR LECTURER - GRADE 13
Requirements for Appointment

- An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University;
- At least three (3) years of teaching experience at the university level as a Lecturer or six (6) years research /industry experience
- A minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) should be from refereed scholarly journals;
- Supervised at least three (3) post-graduate students to completion as a lecturer or equivalent;
- Attended and presented papers at conferences/workshops/seminars;
- Registered with the relevant professional body (*where applicable*).

LECTURER - GRADE 12
Requirements for Appointment

- An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- At least three (3) years teaching experience at university level or in research or in industry;
- A minimum of 24 publication points, of which at least sixteen (16) should be from refereed journal papers;
- Attended and presented papers at conferences/workshops/seminars; and
- Registered with the relevant professional body *(where applicable).*

Senior Procurement Officer – Grade 13   One (1) Position   MSU/ADM/PRO/01/22
Requirements for Direct Appointment

- Master's Degree in Purchasing and Supply Management or equivalent
- Nine (9) years cumulative work experience in procurement and supplies or equivalent
- Must be a member of a relevant professional body
- Must be conversant with Public Procurement Procedures
- Must have a valid practicing license.
- Proficiency in computer applications

Serving Officer

- Master's Degree in Purchasing and Supply Management or equivalent
- A Postgraduate Diploma in Supplies Management from a recognized institution
- Three (3) years' work experience as Procurement Officer grade 12
- Must be a member of a recognized professional body
- Must be compliant with chapter six of the constitution of Kenya
- Must be conversant with Public Procurement Procedures
- Must have a valid practicing license
- Proficiency in computer application

Duties and Responsibilities

- Ensure the preparation, by departmental and section annual procurement plan for the University.
- Consolidate all annual procurement plans presented by all department, sections and units in order to present to the procurement committee of the University for approval.
- Prepare quarterly and annual procurement reports for the University and disseminate to the respective stakeholders appropriately.
- Prepare wok plans for the procurement department and allocate work to subordinates for timely service delivery in the University.
- Supervise subordinates together with their work in the department so that it can meet the expected standards of quality and sufficiency.
- Prepare professional opinions for tender committee to aid in selection of appropriate suppliers
- Coordinate and provide all procurement activities within the University for Continued Supply of all materials needed to support service delivery in the University.
- Liaise with University suppliers to ensure that all goods and services supplied are within the expected standards of quality and quantity.
- Appraise staff members within the department in order to establish their performance, and training and development needs based on identified skills gaps.
- Organize, implement and coordinate staff training and deployment within the procurement department of the university.
- Advice in regards to the competencies of staff in the procurement department with regard to their sufficiency and competency for the appropriate action by the human resource department of the University.
- Ensure the procurement plan is implemented within the planned times for un interrupted services delivery in the University.
- Prepare budget for the procurement department
- Prepare the procurement plan for the department
- Consolidate procurement plans for the University

Senior System Administrator– Grade 13   One (1) Position   MSU/ADM/ICT/01/22
Requirements for Direct Appointment

- A Master's degree in Computer Science, Information Technology or its equivalent from a recognized university with nine (9) years cumulative work experience, five (5) of which must be at the position of chief technologist grade 12 or equivalent.

- A registered member of a relevant professional body
- Proficiency in computer applications

Serving Officer
- A Masters Degree in Computer Science, Information Technology/Electrical & Electronics Engineering or its equivalent from a recognized university
- Five (5) years work experience as Chief Technologist Grade 12
- A registered member of a relevant professional body
- Proficiency in computer applications

Duties and Responsibilities
- Carry out systems analysis, design and program specifications in direct liaison with the users;
- Develop, implement and maintain system design projects.
- Ensure adherence to established performance and systems development;
- Implement and maintain standards in his team;
- Supervise and compile overall systems documentation and ensure adherence to systems documentation standards for systems developed by his/her team;
- Design, schedule and manage training for users; carry out programming and systems training for the junior officers in his/her team; and assist in feasibility studies as assigned; and perform any other duties as may be from time to time.
- Organization and administration of ICT services, teaching and research activities; Directing and coordinating ICT services for the successful implementation of teaching and research activities;
- Compilation of laboratory/workshop computer equipment and supplies; supervision of technical staff in the division/Department;
- Participating in planning, designing and developing ICT policies, teaching and research activities;
- Identifying training needs for computer technical staff
- Organization and presentation of information to end-users to facilitate the use of information available in the various information systems;
- Maintaining information systems security; development of new systems and applications software;
- Supervising and compiling overall systems documentation and ensuring adherence to systems documentation standards;
- Providing support to the end-users; day-to-day systems operation and control;
- Reviewing and maintaining existing systems; provide technical support in the implementation of information systems;
- Monitoring overall systems performance and implementation of ICT standards;
- Advising University management on computer hardware and software issues;
- Execution of ICT Policy matters and Management of Information and Communication Technologies in the entire University. Specifically, the Officer will be responsible for the overall administration of Information and Communication Technology services (ICT infrastructure planning, maintenance and operation) in the University.
- Interpreting, planning and directing the implementation of ICT policies in the University (advise on Information and Communication Technology (ICT) implementation);
- Developing and coordinating ICT functions within the University environment, including automation and networking;

- Developing and managing information systems (planning for connectivity and maintenance of ICT facilities in the University);
- Directing the installation, maintenance and upgrading of software/hardware components;
- Overseeing the implementation, operation and maintenance of Data Communication Infrastructure for administrative and academic functions;
- Coordinating in-service Information and Communication Technology training for University staff; and performing any other duties as may be assigned by the University Council, Vice Chancellor and University Management.
- Oversee staff under them, offer guidance on Information Systems Development, Develop specifications for programmers in his team as assigned; Assist in training programmers;
- Any other duty as may be assigned by the supervisor from time to time.

Sign Language Interpreter – Grade 9   Two (2) Positions   MSU/ADM/SOE/01/22
Requirements for Appointment

- A Bachelor of Education (Special Needs Education-Hearing Impaired option) or related field.
- Minimum KCSE grade of C+ in English.
- Five (5) years experience in use of Kenyan Sign Language.
- Proficiency in computer applications.
- Provides sign language interpretation services during lectures, social activities, meetings and any other events at the institution.

Duties and Responsibilities

- Provides sign language interpretation services during lectures, social activities, meetings and any other events at the institution.
- Provides technical support to course lecturers and students in sign language courses.
- Adheres to the sign language interpreter's code of ethics.
- Utilizes technology to provide sign language interpretation services.
- Maintains awareness of sign language interpreting best practices and emerging trends.
- Reports to the workplace regularly, punctually and follows a work schedule to keep up with the demands of the institution.
- Completes duties and responsibilities in compliance with university standards, policies and guidelines.
- Supports the institutional core values, mission and vision.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- Performs other duties as assigned.

TERMS OF SERVICE

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

MODE OF APPLICATION

Only shortlisted 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. Any canvassing will lead to automatic disqualification. The University does not charge any fee for the recruitment and selection process.

Each application should be submitted together with updated Curriculum Vitae giving details of the applicant's age marital status, academic and professional qualification, working experience, present post and latest pay slip, telephone contact, email address names and referees plus copies of the certificate and testimonials. Qualified candidates should submit ten (10) copies of the application clearly indicating the reference number of the position applied.

Applications must be done on or before **3ʳᵈ August, 2022 1700hrs** addressed to:

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

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