



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 suitable qualified candidates to fill the positions indicated below:

EXTERNAL ADVERTISEMENT

TEACHING POSITIONS

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

Lecturer – Grade Twelve (12) (Human Resource Management)	One (1) Position	MSU/ACA/SBE/DBM/01/25
---	------------------	-----------------------

NON-TEACHING POSITIONS

OFFICE OF THE VICE-CHANCELLOR

DEPARTMENT OF LEGAL SERVICES

Deputy Chief Legal Officer – Grade Fourteen (14)	One (1) Position	MSU/ADM/DLS/01/25
--	------------------	-------------------

DEPARTMENT OF INTERNAL AUDIT

Chief Internal Auditor – Grade Fifteen (15)	One (1) Position	MSU/ADM/DIA/01/25
Assistant Internal Auditor – Grade Nine (9)	One (1) Position	MSU/ADM/DIA/02/25
Senior Internal Audit Assistant – Grade Eight (8)	Two (2) Positions	MSU/ADM/DIA/03/25

DEPARTMENT OF SECURITY SERVICES

Deputy Chief Security Officer – Grade Twelve (12)	One (1) Position	MSU/ADM/DSS/01/25
Assistant Security Officer – Grade Eight (8)	Two (2) Positions	MSU/ ADM/DSS/02/25
Security Officer Assistant – Grade Five (5)	Two (2) Positions	MSU/ ADM/DSS/03/25

PROCUREMENT DEPARTMENT

Senior Assistant Procurement Officer/ Stores Controller Officer – Grade Nine (9)	One (1) Position	MSU/ADM/DP/01/25
Procurement Assistant - Grade Five (5)	Three (3) Positions	MSU/ADM/DPR/02/25

OFFICE OF THE DEPUTY VICE CHANCELLOR, ADMINISTRATION, FINANCE & DEVELOPMENT

KISUMU HOTEL

General Manager – Grade KH Thirteen (13)	One (1) Position	MSU/ADM/IGA/KH/01/25
--	------------------	----------------------

TRANSPORT DEPARTMENT

Mechanic – Grade Three (3)	One (1) Position	MSU/ADM/DT/01/25
Automotive Electrician – Grade Three (3)	One (1) Position	MSU/ADM/DT/02/25

SCHOOL OF MEDICINE

DEPARTMENT OF HUMAN ANATOMY

Senior Technologist – Grade Eight (8)	One (1) Position	MSU/ACA/SOM/DHA/01/25
Technician – Grade Six (6)	One (1) Position	MSU/ACA/SOM/DHA/02/25

SCHOOL OF NURSING

DEPARTMENT OF MIDWIFERY

Clinical Instructor – Grade Nine (9)	One (1) Position	MSU/ACA/SON/DM/01/25
--------------------------------------	------------------	----------------------

RE-ADVERTISEMENT

TEACHING POSITIONS

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF FINANCE & ACCOUNTING

Lecturer, Grade Twelve (12) (Auditing and Taxation)	One (1) Position	MSU/ACA/SBE/DFA/01/25
--	------------------	-----------------------

SCHOOL OF PLANNING AND ARCHITECTURE

DEPARTMENT OF URBAN MANAGEMENT

Lecturer – Grade Twelve (12) (Geo Spatial Information Sciences)	One (1) Position	MSU/ACA/SPA/DUM/01/25
--	------------------	-----------------------

NON-TEACHING POSITIONS

OFFICE OF THE VICE-CHANCELLOR

DEPARTMENT OF INTERNAL AUDIT

Internal Auditor – Grade Twelve (12)	One (1) Position	MSU/ADM/DIA/04/25
--------------------------------------	------------------	-------------------

SCHOOL OF EDUCATION

DEPARTMENT OF SPECIAL NEEDS EDUCATION

Braille Technician – Grade Four (4)	One (1) Position	MSU/ACA/SOE/SNE/01/25
-------------------------------------	------------------	-----------------------

TERMS OF SERVICE

The Terms of service for the **ALL** positions will be on Permanent and Pensionable subject to Retirements Benefits Authority Regulations **EXCEPT** for the positions of General Manager, Grade KH 13, will be tenable on Contract Terms for a period of Three (3) years renewable based on satisfactory performance and Chief Internal Auditor, Grade 15 will be on a Five (5) years Contract Terms renewable only once upon satisfactory performance.

MODE OF APPLICATION

Interested applicants should visit Maseno University Website: www.maseno.ac.ke to view specific positions and detailed requirements.

REQUIREMENTS FOR APPOINTMENTS

Lecturer - Grade Twelve (12)

Requirements for Appointment:

- An earned PhD, Masters Degree and Bachelor Degree or equivalent degree qualification in the relevant field from an accredited and recognized University;
- Three (3) years' experience at University level or in Research or in Industry;
- A mandatory Two (2) publications from refereed journal papers; and
- Registered with relevant professional body (where applicable).

Deputy Chief Legal Officer - Grade Fourteen (14) One (1) Position MSU/ADM/DLS/01/25

Requirements for Appointment:

- A Bachelor's Degree in Law from a recognized and accredited Institution;
- Master's degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications from a recognized Institution;
- Post-Graduate Diploma in Law from Kenya School of Law;
- Admitted as an Advocate of the High Court of Kenya with a valid practicing Certificate;
- Cumulative Twelve (12) years of relevant work experience, Three (3) of which must have served as Senior Legal Officer Grade Thirteen (13) in a University or in a comparable position in the Public Service;
- Registered as a member of the Law Society of Kenya in good standing; and
- Be a certified Public Secretary (K) in good standing.

Duties and Responsibilities

- Providing effective corporate Secretarial Services to the Council and advice on good corporate governance practices;
- Spearheading the effective and efficient University's corporate legal and secretarial services functions;
- Developing, implementing and reviewing legal policies, strategies, regulations and procedures;
- Providing advisories on legal matters and tender document to improve the University's legal knowledge and level of compliance with laws, regulations and policies;
- Developing, vetting and reviewing various memorandum of understanding, contracts including service level agreements, maintenance and service contracts, project contracts, partnership agreements, dealership agreements, third party agreements, sub-contract agreements, employment contracts; leases, agreements and other instruments that bind the University;
- Developing concept papers, legal briefs and opinions

- Verifying documents issued to the University as collateral, securities or support documents for loan, assets, agreements, contracts and conveyance of property;
- Conducting legal research, investigations and preparation of preliminary submission of legal issue affecting the University;
- Identifying legal risks and developing mitigation measures;
- Undertaking interpretation of Constitution of Kenya and the subsidiary legislation for and on behalf of the Council, Management, staff, students and stakeholders;
- Representing the University in subordinate court, High Court, Court of Appeal, Supreme Court and arbitral Tribunals and other legal fora on behalf of the University, Council and Management;
- Formulating and developing legal and corporate secretarial strategy, plan and budget for the Department to ensure legal policy guidelines and secretarial services implementation and adherence;
- Handling pre-litigation legal disputes and inquiries;
- Examining and verifying draft records of matters to be gazetted which related to the University;
- Ensuring that the University compliance with all laws, regulatory requirement by understanding period legal audit compliance;
- Strengthening the legal, policy and institutional framework for anti-corruption, ethics, and integrity; and
- Performs any other duties assigned from time to time.

Chief Internal Auditor - Grade Fifteen (15) One (1) Position MSU/ADM/DIA/01/25
Requirements for Appointment:

- A Master's degree in Commerce/Business Administration or equivalent from a recognized University;
- A Bachelor's Degree in Commerce/Business Administration or equivalent from a recognized University;
- CPA (K)/ACCA/CIA;
- At least Fifteen (15) years relevant cumulative work experience, Five (5) of which must have served at the management level or a comparable position;
- Must be a registered member of ICPAK or an equivalent professional body;
- Practical knowledge of ICT applications in the relevant area is mandatory; and
- Proficiency in ERP modules.

Duties and Responsibilities

- Advising the University management on all operational and financial matters;
- Participating on the overall formulation, coordination and implementation of all audit policies;
- Developing and implementing audit work plans;
- Initiating and directing investigation when need arises;
- Ensuring compliance with the University policies and all other relevant guidelines;
- Reviewing and presenting audit reports to Management and Audit Committee of the council;
- Serving as Secretary to the Audit Committee of the Council;
- Implementation of the performance management system of the Department;
- Ensuring adherence to the Quality Management Standards (QMS);

- Responsible for formulation and implementation of the Departmental strategic plan;
- Giving assurance on the Risk Management process; and
- Performs any other duties assigned from time to time.

Internal Auditor – Grade Twelve (12)
Requirements for Appointment:

One (1) Position MSU/ADM/DIA/04/25

- A Master's degree from a recognized University in a relevant field such as Accounting, Finance or equivalent;
- A Bachelor's Degree from a recognized University in a relevant field such as Accounting, Finance or equivalent
- CPA (K) /ACCA/\ CIA;
- Eight (8) years relevant experience, Three (3) of which must be at level of Senior Assistant Internal Audit, Grade 11 or a comparable position;
- Must be a registered member of ICPAK or an equivalent professional body;
- CISA /CIRM/RCP will be an added advantage;
- Practical knowledge of ICT in relevant area is mandatory; and
- Proficiency in ERP modules.

Duties and Responsibilities

- Participating in budget preparation for the Internal Audit department of the University;
- Supervising internal audit teams and subordinate staff allocated work to ensure effective implementation and achievement of set internal audit targets;
- Participating in the process of formulation of the departmental work plan to ensure the audit universe is covered;
- Preparing and implementing audit programmes to ensure that the objectives are met in time and procedures adhered to;
- Mobilizing audit teams in order to complete work is within the set time frame to check of audit objectives;
- Advising management through appropriate recommendations on additional value for University governance;
- Collecting analysis and evaluation of data in order to enlighten and advice management through appropriate recommendations;
- Reviewing past audit reports to ensure compliance of state legislation, institutional policies, procedures and guidelines in the University; and
- Performs any other duties assigned from time to time.

Assistant Internal Auditor - Grade Nine (9)
Requirements for Appointments:

One (1) Position MSU/ADM/DIA/02/25

- A Bachelor's Degree from a recognized University in a relevant field such as Accounting, Finance or equivalent;
- CPA (K)/ACCA/CIA;

- At least Five (5) years relevant work experience, Three (3) of which must be at the level of Senior Internal Auditor Assistant, Grade Eight (8) or in a comparable position;
- Must be a registered member of ICPAK or an equivalent professional body;
- Practical knowledge of ICT applications in the relevant area is mandatory; and
- Proficiency in ERP modules.

Duties and Responsibilities

- Participating in annual development of work plans, procedure and policy manuals to determine internal audit scope and develop annual plans;
- Performing and controlling full audit cycle which includes risk management over operations effectiveness, financial reliability to comply with all applicable directives and regulations;
- Reviewing regularly internal audit work data and past audit responses, reading relevant legislation and institutional policies and guidelines to act as an objective source of advice to ensure validity, legality and daily goal achievements are met;
- Gathering, analyzing and evaluating audit evidence of data collected to highlight weaknesses in internal control to prepare and present reports that reflect internal audit reports and document process;
- Recording appropriately, for safe guard, all University physical assets through the identification of loopholes and adoption of recommended risk aversion measures for cost savings;
- Leading audit teams in carrying out investigations of the risk analysis process for preparation of draft reports to be discussed with clients; and
- Performs any other duties assigned from time to time.

Senior Internal Audit Assistant - Grade Eight (8) Two (2) Positions MSU/ADM/DIA/03/25 **Requirements for Appointments:**

- A Bachelor's Degree from a recognized University in a relevant field such as Accounting, Finance or equivalent **OR** CPA (K)/ACCA/CIA;
- At least Five (5) years relevant work experience, Three (3) of which must be at the level of Senior Internal Auditor Assistant, Grade Seven (7) or in a comparable position; **OR**
- CPA I with at least Fifteen (15) years' experience in Internal Auditing in a reputable organization;
- Must be a registered member of ICPAK or an equivalent professional body;
- Practical knowledge of ICT applications in the relevant area is mandatory; and
- Proficiency in ERP modules

Duties and Responsibilities

- Conducting compliance and financial testing, preparing audit documentation and reports, analyzing financial data for discrepancies;
- Performing follow-up procedures to ensure recommendations are implemented;
- Assisting audit team members to gather evidence, assess internal controls, and communicate findings to ensure adherence to policies, regulations, and best practices;
- Carry out regular review of work data and past audit responses, reading relevant legislation and

the University policies and guidelines for validity, legality and the achievement of daily goal;

- Evaluating audit evidence of data collected to highlight weaknesses in internal control systems; and
- Performs any other duties assigned from time to time.

Deputy Chief Security Officer – Grade Twelve (12) -One (1) Position MSU/ADM/DSS/01/25
Requirements for Appointment:

- A Master’s Degree in Criminal Justice/Criminology and Social Science from an accredited and recognized University; OR
- A Bachelor’s Degree in Criminal Justice/Criminology or any Social Science from an accredited and recognized University;
- At least Eight (8) years relevant cumulative work experience in a University setting, Three (3) of which must have served as Deputy Chief Security Officer or Comparable position in an institution of higher learning will be an added advantage;
- At least Ten (10) years’ relevant experience working with the disciplined forces and served in the Rank of Chief Inspector in the Kenya Police or Captain in the military;
- Knowledgeable in general investigations and cybercrimes and digital forensics, information security and CCTV Forensics and intelligence collection;
- A valid basic first aid Certificate with proven experience in first aid/Knowledge of Fire/Disaster Management and first aid;
- Must have certificate of honorable discharge (where applicable); and
- Must be computer literate.

Duties and Responsibilities

- Provide strategic and technical leadership in the development and implementation of security processes and programs to safeguard the University’s physical assets, personnel, and information systems against threats and vulnerabilities;
- Oversee risk management, compliance, and information security operations, while promoting general security awareness across the University;
- Advise and prepare security plans for the University Management Board on emerging and ongoing security matters;
- Coordinate the development and implementation of strategic security programs, ensuring effective alignment with institutional objectives;
- Manage crisis response by addressing information security threats, vulnerabilities, and risks in a timely and effective manner;
- Gather, analyze, and share credible security intelligence, coordinating investigations and updates for informed decision-making;
- Liaise with government security agencies to enhance collaboration and ensure access to timely and reliable security information;
- Ensure effective implementation of University security policies and departmental procedures;
- Develop and recommend preventive risk measures to mitigate potential threats;
- Plan, organize, and deliver security training and awareness programs for staff and students;

- Oversee the management of the Security Department, including financial planning, budgeting, and resource allocation;
- Collaborate with Internal Audit and Legal Services to ensure compliance with applicable laws, regulations, and institutional requirements related to security;
- Develop, review, and enforce security policies, standards, and procedures to strengthen institutional resilience;
- Coordinate and monitor staff and student elections, as well as socio-political activities, to ensure security and orderliness; and
- Prepare and submit regular reports, including daily briefs, weekly and bi-weekly updates, and monthly comprehensive situational analysis reports to the Vice Chancellor.

Assistant Security Officer – Grade Eight (8) Two (2) Positions

MSU/ADM/DSS/02/25

Requirements for Appointment:

- A Bachelor's Degree in Criminology, Forensic Investigation, Security Management or relevant field from an accredited and recognized University;
- Military or paramilitary training as a Non-Commissioned Officer;
- Basic investigation courses from a recognized institution with knowledge on Information Security and CCTV Forensics;
- Certified first aider and fire-fighter;
- Proficiency in relevant computer applications;
- Certificate of good conduct from the Kenya Police;
- Have a certificate of honorable discharge (where applicable);
- Experience in a University or Educational Institution setup, specifically in a security role, is an added advantage; and
- Ability to maintain a high level of integrity and confidentiality.

Duties and Responsibilities

- Oversee security and safety operations across the assigned campus, including event security management and special assignments;
- Implement the University's security plan by enforcing established security measures and procedures;
- Manage access control systems, including conducting searches, vetting visitors, and issuing gate passes for persons and vehicles;
- Ensure accurate and timely documentation of all incidents in the Occurrence Book and prepare comprehensive reports;
- Prepare and submit weekly and monthly reports on security threats affecting University assets and infrastructure;
- Conduct internal security investigations to address incidents and recommend corrective actions;
- Coordinate CCTV surveillance and campus inspections to maintain effective monitoring and timely threat detection;
- Supervise, coach, and mentor outsourced security personnel to ensure compliance with contracts, vigilance, and effective performance;

- Conduct regular security and safety audits and provide actionable recommendations to the Head of Department;
- Oversee guard management, including deployment, performance evaluation, discipline, and adherence to University security policies and standards;
- Maintain liaison with law enforcement agencies and security stakeholders to enhance campus security measures;
- Gather, analyze, and disseminate intelligence on potential security threats to relevant authorities;
- Conduct security and safety awareness programs for staff and students within the campus; and
- Coordinate and oversee emergency evacuation procedures to ensure preparedness and safety in case of crises.

Security Officer Assistant – Grade Five (5) Two (2) Positions MSU/ ADM/DSS/03/25
Requirements for Appointment:

- Diploma in Security Management or its equivalent qualification from an accredited examination body;
- Certificate of clean record of discharge from the relevant disciplined service (where applicable);
- Knowledge on Information Security and CCTV Forensics; and
- Proficiency in computer applications.

Duties and Responsibilities

- Implement security measures to safeguard the University's assets against theft, pilferage, damage, and potential acts of terrorism;
- Liaise with Senior Security Officers on all matters of security and surveillance within the University and its surrounding areas;
- Maintain strong linkages with law enforcement agencies to enhance collaboration and strengthen the institution's overall security framework;
- Conduct security surveillance and counter-surveillance operations within the University to detect and deter potential threats;
- Prepare, document, and maintain accurate records of all security-related reports, incidents, and accidents occurring within the institution;
- Carry out regular physical inspections of the University's premises to ensure safety and compliance with security protocols; and
- Supervise, coordinate, and oversee guard management, including deployment, performance monitoring, discipline, and ensuring adherence to established policies, procedures, and standards of conduct.

Senior Assistant Procurement Officer /Stores Controller – Grade Nine (9) One (1) Position

MSU/ADM/DP/01/25

Requirements for Appointment:

- Bachelor's degree in Procurement/Procurement & Logistics/ Procurement & Supply Chain management/ Purchasing & Supply Chain Management or equivalent from a recognised Institution;
- Master degree in Procurement/Procurement & Logistics/ Procurement & Supply Chain Management/ Purchasing & Supply Chain Management or equivalent from a recognised Institution is an added advantage;
- Cumulative service period of Six (6) years' relevant work experience, Three (3) of which should have been at the grade of Supply Chain Management Officer I or in a comparable position;
- Relevant technical and professional certification from a recognized Institution (CPSP Part I, II, III or equivalent);
- A valid member of a relevant professional body; and
- Proficiency in computer applications.

Duties and Responsibilities

- Preparing local Purchase Order and ensure timely delivery of goods, services and works;
- Coordinating preparation and management of inventory control register;
- Receiving requisitions from users for purchase of goods;
- Serving and confirm correct specifications and deliveries requested;
- Authorizing issuance of stores and distribution management;
- Ensuring that original terms of Tender documents are adhered to;
- Implementing inventory and assets management techniques and approaches;
- Counter checking supplies invoice with the original quotations;
- Coordinating periodic stock control and consolidating stores returns;
- Coordinate supplies activities with Procurement Department and user activities;
- Ensuring proper control and smooth flow of information and documents between the sections;
- Preparing periodic and annual supply chain management reports and returns;
- Complying with Procurement Regulations; and
- Performs any other duties assigned from time to time.

Procurement Assistant – Grade Five (5) Three (3) Positions

MSU/ADM/DP/02/25

Requirements for Appointment:

- Diploma in any of the following disciplines: Procurement/ Procurement & Logistics/ Procurement & Supply Chain Management/ Purchasing & Supply Chain Management or equivalent from a recognised Institution;
- Registered with the relevant professional body; and
- Proficiency in computer applications.

Duties and Responsibilities

- Issuing and receiving of stores;

- Preparing and maintaining stores records;
- Custodian of stores;
- Proper preservation of stores;
- Receiving and issuing general supplies;
- Procuring stores and supplies;
- Applying procurement systems and procedures;
- Participating in data collection;
- Participating in disposal of obsolete items; and
- Performs any other duties assigned from time to time.

**General Manager - Grade KH Thirteen (13) One (1) Position MSU/ADM/IGA/KH/01/25
(Kisumu Hotel)**

Requirements for Appointment:

- A Bachelor's Degree in Hospitality Management or its equivalent from an accredited and recognized University with Ten (10) years relevant cumulative work experience, Five (5) of which must have served at the Senior Management level at a reputable Hotel rated as Three (3) Stars and above;
- Possession of a Master's degree in Hospitality Management or related area from a recognized Institution will give an added advantage;
- A solid understanding of financial management principles;
- Strong knowledge of Bar and entertainment industry;
- Must possess strong communication skills;
- Demonstrate outstanding leadership;
- Strategic thinking and problem solving abilities;
- Ability to work under minimal supervision and withstand work pressure;
- Should have skills in performance management and proficiency in computer applications;
- Ability and willingness to work flexible hours including weekends, holidays and late nights; and
- Conversant with the latest trends in the Hotel and Hospitality Management.

Duties and Responsibilities

- Planning and managing catering, accommodation and other Hotel Services;
- Development and implementation of Hotel Policies;
- Working closely with the Food and Beverage Department to ensure seamless coordination, monitor food quality and promptly address any issues to maintain high service standards;
- Preparing budgets and financial planning for the Hotel;
- Seek opportunities to maximize revenue for the Hotel;
- Ensure efficient and effective Hotel operational systems, processes and policies;
- Analyse data, anticipate challenges, and proactively implement strategies for operational efficiency and guest satisfaction;
- Ensure food safety and hygiene protocols are implemented and maintained in the food service areas;

- Maintenance, renovations, furnishings and improvement of Hotel's Facilities and proper care and control of property, equipment and materials;
- Manage the Hotel's Human Resource;
- Implement strategies to maximize profitability while maintaining high-quality standards;
- Support Management reporting, information flow and business processes and organization planning;
- Actively collaborate with the Sales and Marketing Department to identify revenue growth opportunities;
- Responsible for the preparation, presentation and subsequent achievement of the Hotel's Annual Operating Budget, Marketing & Sales Plan and Capital Budget;
- Responsible for legalization, Occupational Health & Safety Act, fire regulations and other legal requirements;
- Support and promote marketing functions; and
- Performs any other duties assigned from time to time.

Mechanic – Grade Three (3)

One (1) Position

MSU/ADM/DT/01/25

Requirements for Appointment:

- A Craft Certificate in Automotive Engineering/ Trade Test Grade III Certificate or equivalent from a recognized and accredited Institution;
- KCSE Certificate or its equivalent from a recognized Institution;
- At least three (3) years' experience as Mechanic in a busy workshop; and
- Proficiency in computer applications.

Duties and Responsibilities

- Carrying out regular inspection on motor vehicles to identify any defects;
- Troubleshoot mechanical problems on motor vehicles;
- Performing minor routine services and maintenance of motor vehicles;
- Custodian of all store s tools and equipment being used in the garage;
- Ensuring safety and cleanliness of work area assigned; and
- Performs any other duties assigned from time to time.

Automotive Electrician – Grade Three (3)

One (1) Position

MSU/ADM/DT/02/25

Requirements for Appointment:

- A Craft Certificate in Auto-Electrical/ Trade Test Grade III Certificate in Auto-Electrical or equivalent from a recognized and accredited Institution;
- KCSE Certificate or its equivalent from a recognized Institution;
- At least three (3) years' experience as auto-electrician in a busy workshop; and
- Proficiency in computer applications.

Duties and Responsibilities

- Carrying out regular diagnoses on vehicle electric system;
- Repairing of electrical defects on motor vehicles;

- Performing routine vehicle electrical system maintenance; and
- Performs any other duties assigned from time to time.

**Senior Technologist – Grade Eight (8) One (1) Position
(Human Anatomy)**

MSU/ACA/SOM/DHA/01/25

Requirements for Appointment:

- Bachelor Degree Medical Laboratory Science from an accredited and recognized University with Three (3) years working experience in Anatomy Laboratory; **OR**
- Higher National Diploma in Medical Laboratory Science with Six (6) years working experience in Anatomy Laboratory;
- Member of a recognized professional body; and
- Computer proficiency in relevant applications.

Duties and Responsibilities

- In charge of Laboratory inventory and advising the Principal Technologist II on Laboratory and workshops requisition materials;
- Operating and maintaining laboratory/workshop equipment regularly for proper working of equipment;
- Performing laboratory/workshops budgeting and stock taking;
- Participating in departmental committee and internal laboratory/workshop auditing
- Obtaining and setting of equipment for practical/workshop practice demonstrations;
- Collecting and preparing of teaching and research materials;
- Performing maintenance and troubleshooting on Laboratory/workshop equipment's;
- Coordinating, invigilating and marking practical examination;
- Supervising undergraduate and post graduate practical/workshops;
- Assisting in the organization and participation in shows and exhibitions; and
- Performs any other duties assigned from time to time

**Technician – Grade Six (6) One (1) Position
(Human Anatomy)**

MSU/ACA/SOM/DHA/02/25

Requirements for Appointment:

- Higher National Diploma in Histology / Anatomy & Histopathology or equivalent from an accredited and recognized University with Three (3) years working experience relevant area; **OR**
- Diploma in Medical Laboratory Science or Mortuary Science with at least Five (5) years working experience in Anatomy Laboratory;
- Member of a professional body; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Participating in departmental Committee and Internal Laboratory and workshops auditing;
- Ensuring safekeeping and disposal of waste left behind after practical;
- Obtaining and setting of equipment for practical and demonstrations;

- Collecting and preparing teaching and research materials;
- Performing maintenance and troubleshooting on laboratory/workshops equipment;
- Coordinating, invigilating and marking practical examination;
- Compiling and facilitating the acquisition of laboratory/workshops teaching and research supplies to ensure they are available at the point of use;
- Supervising undergraduate and post graduate practical;
- Participating in shows and exhibitions; and
- Performs any other duties assigned from time to time.

**Clinical Instructor- Grade Nine (9)
(Department of Midwifery)**

One (1) position

MSU/ACA/DM/01/25

Requirements for Appointment:

- A Bachelor of Science Degree in Nursing or equivalent from a recognized institution;
- At least Three (3) years clinical experience post-internship at a Hospital and experience in a teaching institution will be an added advantage;
- Registered with Nursing Council of Kenya (NCK) with a valid practicing license; and
- Proficiency in computer applications.

Duties and Responsibilities

- Prepare for and conduct demonstration of clinical skills to students in the skills lab before sending them to the actual clinical areas;
- Prepare and take part in objective structured clinical exams (OSCE) conducted at the skills lab in preparation for clinical practice;
- Prepare clinical rotational schedules for nursing students and ensure they are delivered to relevant clinical areas for student rotations;
- Prepare clinical evaluation tools for follow up and grading of students during their clinical experiences;
- Supervise and teach the students during their clinical rotations (clinical teaching);
- Ensure the students sign attendance register during laboratory and clinical sessions;
- Perform continuous evaluation of the students during their clinical rotation;
- Administer and mark clinical assignments for students during the rotations;
- Take part in clinical assessment of students at the end of their clinical rotation;
- Participate in patient care while supervising students in the clinical areas;
- Identify relevant required equipment and supplies for procurement in liaison with the head of department;
- Participate in technical evaluation during the procurement process of equipment required for student learning in the department;
- Maintain inventory of all the equipment entrusted under your care for use in the school as well as University;
- Ensure adherence to safety regulations and infection prevention and control measures during laboratory and clinical sessions;
- Ensure proper maintenance and cleanliness of all equipment entrusted under your care for student learning;

- Ensure the students adhere to the rules and regulations set by the health care institutions during their clinical rotation;
- Arrange for transportation of students to and from the clinical areas; and
- Perform any other duties as may be assigned by the supervisor.

Braille Technician – Grade Four (4)

One (1) position

MSU/ACA/SOE/SNE/01/25

Requirements for Appointment:

- At least a Certificate in Special Needs Education or equivalent qualification in a relevant field from an accredited and recognized learning Institution;
- A bias in English, Kiswahili, Music and Mathematics Braille;
- At least Three (3) years of experience as a Braille Technician;
- A minimum KCSE grade of D in English;
- Conversant with technology for the visually impaired; and
- Ability to repair braille machines.

Duties and Responsibilities

- Brailleing and transcribing examinations, assignments and continuous assessment tests;
- Brailleing learning materials for students and staff;
- Providing technical support to lecturers in braille courses and related areas;
- Tutoring and reinforcing instruction of Braille to students as directed by the course lecturer;
- Brailleing and transcribing examinations, assignments and continuous assessment tests;
- Maintenance of Braille equipment and materials;
- Delivering completed brailled/transcribed materials;
- Preparing and maintaining records of braille transcription services provided;
- Brailleing learning materials for students and staff;
- Providing support to students and staff with visual disability;
- Attending trainings, workshops and seminars for personal growth and welfare of individuals with visual disability;
- Providing technical support in procurement of braille learning resources; and
- Performs any other duties as may be assigned from time to time.

TERMS OF SERVICE

The Terms of service for the **ALL** positions will be on Permanent and Pensionable subject to Retirements Benefits Authority Regulations **EXCEPT** for the position of General Manager, Grade KH 13, will be for Three (3) Years Contract Terms renewable based on satisfactory performance and the position of Chief Internal Auditor, Grade 15 will be on Contract Terms for a period of Five (5) year renewable only once upon satisfactorily performance.

MODE OF APPLICATION

Interested applicants should visit Maseno University Website; www.maseno.ac.ke to view the detailed job requirements. Each application should be submitted together with an updated Curriculum Vitae, **ALL** academic and professional certificates, **ALL** transcripts, latest pay slip and Three (3) Referees letters.

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 latter should attach their NCPWD certificate. Applications received later than the deadline will not be considered. Only shortlisted candidates will be contacted and canvassing will lead to automatic disqualification. The University does not charge any fee for the recruitment and selection process.

Applicants should submit Ten (10) hard copies of the application clearly indicating the reference number of the position applied. Applications must be submitted on or before **13th October, 2025** addressed to:

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

Applications received later than the deadline will not be considered. Only shortlisted candidates will be contacted and canvassing will lead to automatic disqualification.