



MASENO UNIVERSITY

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Maseno University invites applications from suitably qualified and experienced persons for the positions listed below:

1. Deputy Director, Information Communication Technology – Grade 14 (1 position) REF: ADM/01/10/17

Desired Qualifications

The applicant must be a holder of a Masters degree in Information Technology/Computer Science/Engineering or its equivalent from a recognized Institution/University and ten (10) years work experience in a relevant senior management position. In addition, he/she must demonstrate outstanding administrative/managerial capability in the organization and management of ICT services. Those with PhD will have an added advantage.

Duties and responsibilities

- Coordinate the development, implementation and maintenance of all policies related to ICT services, including procurement, distribution and asset management.
- Planning and budgeting for the University's ICT services to ensure that resources are provided for and used to provide best in class ICT services that are in line with organizational growth.
- Direct, develop and supervise departmental staff in their work so as to facilitate the achievement of the departmental mission.
- Set departmental goals and objectives and develop implementation plans to ensure evaluation of annual accomplishment of the mission of the University in the ICT department.
- Develop, revise and maintain a set of comprehensive departmental policies and procedures to ensure compliance with regulatory frameworks.
- Coordinate program development, including design of new programs and software for automation so that the program could be of quality.
- Manage the website of the University in order to provide and support and effective utilization of its shared resources through the website.
- Publicize the University's programmes through the website in order to sell its services and academic programs to the outside world.

- Develop system to ensure appropriate and compliance reporting of procedures within the University.
- Manage and provide oversight for the implementation of and ICT security strategy and disaster recovery plan that minimizes the risk of data loss and breach of privacy of the University's information and that of its Prime Contractor and other managing agents.
- Develop sourcing strategy to ensure appropriate procedures are in place to select equipment and services vendors.
- Oversee the implementation and maintenance of technology infrastructure in line with University growth plans, and changing business requirements or technological advancements.
- Provide methods, tools and procedures for data integrity assurance and guarantee a daily operation in the University.
- Ensure that ICT systems comply with regulatory and legal and institutional requirements within the University.

2. Deputy Registrar (Research) – Grade 14 (1 position) REF: ADM/02/10/17

Desired Qualifications

The applicant should have at least a Masters degree in relevant field from a recognized University with at least five (5) years working experience as Senior Assistant Registrar in a University or equivalent position in a comparable Institution. In addition he/she should be conversant with strategic initiatives for resource mobilization and modern management techniques including relevant aspects of Information Technology. Those with PhD in a relevant field will have an added advantage.

Duties and Responsibilities

- The Deputy Registrar (Research) shall be responsible to the Deputy Vice-Chancellor, Partnerships, Research and Innovations for coordination of research activities and dissemination of research findings, community outreach services, implementation of agreements and collaborations of the University.
- Implementation of policies on research, innovation and partnerships. He/she shall also be responsible for daily internal administration of the Division matters of research, innovation and partnerships.
- Maintenance of statutory compliances and the administration of the Division's research database and provision of prompt and accurate service to the University administration and external partners.

3. Senior Assistant Registrar – Grade 13 (1 position) REF: ADM/03/10/17

Desired Qualifications

Applicants must have a Masters degree and at least five (5) years experience at the level of Assistant Registrar or its equivalent.

In addition the applicant must have demonstrated experience in the development and management of timetables and be conversant with timetabling software. A degree in Mathematics/Statistics will be an added advantage.

The successful applicant will be required, among other requirements, to manage the timetabling policy and timetables in co-ordination with School and Departmental Timetabling Officers.

Duties and Responsibilities

- Develop and optimize to its full potential the timetable/booking process through creative application of timetabling and associated room booking software.
- Lead, organize and manage the Timetabling and Room booking service to achieve a University-wide centrally co-ordinated teaching timetable based on academic programme requirements and historical student choices.
- Identify training needs and manage the provision of essential training on central timetabling and room booking to users of the software.
- Manage the integration with other data systems to achieve full interoperability across the University, and the delivery of personal timetables to students and staff.
- Analyze timetabling outputs enabling the assessment of the efficiency of the timetable and as a result provide advice to Schools and other service users on amendments to data and business practices to ensure on-going process, timetabling and estate management improvements.
- Identify the impact of a move to a centrally co-ordinated timetable for School processes and help the schools work through the impact of such changes.
- Review proactively the contribution of the teaching timetable to improve space utilization and identify where enhancements are possible through new scheduling policies and practices.
- Resolve timetabling and booking conflicts and seek solutions which will optimize allocation of appropriate space and improve the user experience (especially for staff and students).
- Help with resolving teaching space allocation issues associated with space being unavailable due to maintenance regimes, capital development and refurbishment projects.

- Work with the Data Team and Curriculum Team to provide a timetable for semestral advisory.

4. Senior Assistant Librarian (Systems Librarian) Grade 13 – (1 position) REF: ADM/04/10/17

Desired Qualifications

Applicants must have at least an MA/MSc in Information Science as well as training in Computer Science, Information Technology or other Computer intensive discipline. In addition, they must have five (5) years relevant working experience in System Librarianship or its equivalent in Information Technology (IT) related position in a busy library.

The applicant should have experience in working with automated library systems. He/she should have in-depth knowledge of Library systems and procedures, MARC formats, general computing and communications hardware and software.

Duties and Responsibilities

- Be in charge of planning, automation and implementation of the Library ICT related issues in the library.
- Establish virtual/Digital Library section-to provide electronic information services to library users.
- Establish, populate and maintain institutional repository for the entire University on a daily basis.
- Ensure the library system is functional throughout
- Be in liaison officer between ICT Directorate and the library Department
- In-charge of library's hardware and software
- Train users on e-resource usage
- Supervises the daily operation of the library's automated functions and workstations.
- Be responsible for migration and conversation of data within the library.

5. Assistant Registrar (Council Affairs) – Grade 12 (1 position) REF: ADM/05/10/17

Desired Qualifications

The applicant must be holders of a Masters degree in Social Sciences, Public Administration of other Management areas from a recognized University plus CPS (K). He/she should have at least five (5) years work experience at a Senior Management level in a University setting or an Institution of higher learning. In addition, the applicant must be a registered member of a recognized body and be conversant with modern trends and therefore must have a strong

background in Information Technology. Those with Public Secretary or Board Secretary experience will have an added advantage.

Duties and Responsibilities

- Provide guidance to the Council on their duties and responsibilities and on matters of governance.
- Assist the Council in carrying out the following:
 - a) Induction and training of the Council members.
 - b) Updating the Council and Committee Charters
 - c) Preparing Council work plans
 - d) Conducting out governance audit
 - e) Implementing Code of Conduct and Ethics
 - f) Ensuring the timely preparation and circulation of Board and Committee papers
 - g) Ensuring timely circulation of Council and Committee minutes
 - h) Be custodian of the seal of the organization and account to the Council for its use
 - i) Maintain and update the register of conflicts of interests
 - j) Ensuring that the Council members are aware of all relevant laws affecting the organization
 - k) Facilitate effective communication between the organization and the shareholders
 - l) Ensuring that annual returns are promptly filed with the relevant authorities and
 - m) Except in exceptional circumstances, ensures that the Council and Committee papers are circulated in advance of any meeting.

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6. Legal Officer – Grade 12 – (1 position) REF: ADM/06/10/17

Desired Qualifications

The applicant must have at least a Bachelors degree in Law from a recognized institution. He/she should have postgraduate diploma in Law from Kenya School of Law, be an Advocate of the High Court of Kenya and a registered member of the Law Society of Kenya. He/she should also have mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field: Computer skills, knowledge of relevant legislations, knowledge of professional standards. In addition, he/she should have at least five (5) years post admission work experience in a reputable organization. Those with Masters Degree and University work experience will have an added advantage.

Duties and Responsibilities

- Provide strategic leadership and direction for the Legal Office so that it can run smoothly in line with the strategies to achieve its objective of providing expert and effective legal advice to the University.
- Serve regularly on various standing University Committee, ad hoc working groups and talk forces as a legal expert to take care of all legal necessities in framing of policies for the institution.
- Prepare budget estimates for the legal office and forward it to the budgeting committee for consideration and allocation of funds to facilitate the operation of the office.
- Supervise and regularly monitor the contesting cases in courts for the institution to ensure they are run with objectivity.
- Take custody of all legal instruments of the University and ensure they are readily available for reference at all times and when necessary.
- Provide authoritative legal advice and consultancy to the University, its staff and students on a range of general issues to ensure that everything is done within the law and the interest of the University is safeguarded at all times.
- Support the University administration in the development, application and review of the University regulations, policies and procedures which involve legal considerations to ensure that no human rights are violated at any time.
- Regularly draft, update and review contracts and other legal documentation and to develop standard form legal wherever possible to ensure all clauses have no compromise.
- Coordinate the University's regular dealings with external firms, and ensure that the University benefits from cost-effective legal advise and work.
- Manage the periodic tendering process for the appointment of the University's external legal advisors to ensure it is done properly and objectively.
- Coordinate performance evaluation of the contracted panel of lawyers on a regular basis to ensure all cases of the institution are handled appropriately.
- Represent the University in all types of suits, criminal or civil witness, or attest or commission documents on behalf of the University to safeguard the interest of the University at all times.
- Attend and advise on all disciplinary cases both for staff and students ensuring their rights are not infringed and are given a fair hearing at all times.

MODE OF APPLICATION

- i) Ten (10) copies of applications should be submitted together with curriculum vitae giving details of applicant's age, academic and professional qualifications, work experience, present post and salary, telephone contact, names and addresses of three

referees, copies of academic certificates, ID and any other relevant supporting documents.

- ii) Applications should be submitted in a sealed envelope clearly indicating the reference number and be addressed and delivered to:

**DEPUTY VICE-CHANCELLOR
ADMINISTRATION, FINANCE AND DEVELOPMENT
MASENO UNIVERSITY
P. O. BOX 333-40105
MASENO**

So as to be received on or before 23rd November 2017

Maseno University is an equal opportunity employer and persons with disabilities are encouraged to apply. Canvassing will lead to automatic disqualification. Only shortlisted applicants will be contacted.