



MASENO UNIVERSITY

DECLARATION OF VACANCIES

Maseno University wishes to invite applications from suitable candidates to fill the positions indicated below:

DEPUTY DIRECTOR, HUMAN RESOURCE – GRADE 14 - One (1) position

MSU/ADM/DHR/06/18

Requirements

- Master's degree in Human Resource Management from a recognized University.
- Bachelor's degree in Human Resource Management or Bachelor's degree in Social Sciences from a recognized University with a postgraduate diploma in Human Resource Management.
- Possess a minimum of twelve (12) years work experience in Human Resource Management, of which at least five (5) years should be at the level of Senior Assistant Registrar in a University or equivalent position in a comparable institution.
- Possession of CPS (K) will be an added advantage.
- Conversant with modern human resource management practices.
- Member of a relevant professional body.
- Compliant with Chapter Six of the Constitution of Kenya.

The successful candidate shall be responsible to the Director, Human Resource for performance; recruitment and selection; staff training and development; compensation and benefits and industrial relations.

SENIOR PROCUREMENT OFFICER -GRADE 13 - One (1) Position MSU/ADM/PRO/06/18

Requirements

- Master's Degree in Purchasing and Supply Chain Management or its equivalent, from a recognized University.
- Bachelor's Degree in Purchasing/Supply Chain Management, or Bachelor's degree in Social Science with postgraduate diploma in Purchasing/Supply Chain Management from a recognized institution.

- Possess a minimum of nine (9) years cumulative working experience in Procurement and Supplies Chain Management, of which at least five (5) years should be at the level of Procurement Officer (Grade 12) or equivalent position in a comparable Institution.
- Possession of CIPS/CPSP (K) or its equivalent will be an added advantage.
- Conversant with public procurement procedures, practical working knowledge and competence with an automated procurement system.
- Member of a relevant professional body.
- Compliant with Chapter Six (6) of the Constitution of Kenya.

SENIOR INTERNAL AUDITOR -GRADE 13 - One (1) Position- MSU/ADM/AUD/06/18

Requirements

- Master's degree in Commerce, Business Administration, Accounting/ Finance or its equivalent from a recognized University.
- Bachelor's degree in Commerce, Business Administration, or Accounting/Finance from a recognized University.
- CPA (K)/CIA/ACCA from a recognized institution.
- A minimum of nine (9) years cumulative working experience in Audit, of which at least five (5) years should be at the level of Internal Auditor (Grade 12) or its equivalent position in a comparable Institution.
- Registered member of ICPAK or an equivalent professional body and in good standing. CISA holders will have an added advantage.
- Practical knowledge and competence in Information Technology-based audits.
- Compliant with Chapter Six (6) of the Constitution of Kenya.

Application Mode

Ten (10) copies of applications should be submitted together with an updated Curriculum Vitae giving details of the applicant: age, marital status, academic and professional qualification, working experience, present post and salary, telephone contact, email address, referees, plus copies of certificates and testimonials. The reference number of the position applied for should be clearly indicated. All applications be addressed to:

**The Deputy Vice-Chancellor
Administration, Finance and Development
Maseno University
P. O. BOX 333 - 40105
MASENO
email: dvcafd@maseno.ac.ke**

so as to reach not later than **Monday 16th July, 2018**. Any canvassing will lead to automatic disqualification.

Applicants are advised to contact their referees and request them to send their letters of reference to the above address.

N/B: Only shortlisted candidates will be contacted. Maseno University is an equal opportunity employer. Therefore applicants of either gender, or persons with disability are encouraged to apply.

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