



**MASENO UNIVERSITY**

**OFFICE OF THE DEPUTY VICE-CHANCELLOR**

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## **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.

### **ACADEMIC POSITIONS**

#### **SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT**

##### **Department of Biomedical Science and Technology**

**LECTURER** - GRADE 12 - One (1) Position

Areas of Specialization:

Haematology/Blood Transfusion - One (1) Position - MSU/ACA/SPHCD/01/18

**TUTORIAL FELLOW - GRADE 11 -Three (3) Positions**

Area of Specialization:

Haematology/Blood Transfusion	One (1) Position	- MSU/ACA/SPHCD/01/18
Clinical Chemistry	One (1) Position	- MSU/ACA/ SPHCD/02/18
Virology	One (1) Position	- MSU/ACA/ SPHCD/03/18

##### **LECTURER - GRADE 12**

Must have:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) Must be registered with the relevant professional body preferably with Kenya National Laboratory Technologists and Technicians Board (KMLTTB)

**OR**

- i) A Masters degree in a relevant field from an accredited and recognized University
- ii) At least five (5) years hands-on experience in a busy clinical environment.

- iii) Teaching experience at University level or in an industry will be an added advantage;
- iii) Must be registered with the relevant professional body preferably with Kenya National Laboratory Technologists and Technicians Board (KMLTTB)

### **TUTORIAL FELLOW - GRADE 11**

Must have:

- i. Have a Bachelor's degree and a Master's degree qualification from accredited and recognized university in the relevant field;
- ii. Registered for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification; and
- iii. Be registered with the relevant professional body (*where applicable*).

### **NON- TEACHING KISUMU HOTEL**

**FOODANDBEVERAGECONTROLLER:** One (1) Position-MSU/DVC-AFD/KSM/HTL /01/18  
**REPORTS TO** : Hotel Accountant

### **REQUIREMENTS FOR APPOINTMENT:**

- Applicants must be a holder of Bachelors Degree in Hospitality Management, or other management areas from recognized university/ institution.
- Diploma in business/hotel management, finance or accounting.
- O level and or certificate.
- Possession of a CPA is an added advantage.
- Progressive career experience with specialized training related to the field of the hospitality industry.
- He/ She should at least have three (3) years working experience at the level of Senior Management in a three star Hotel.
- Should be familiar with basic computer skills and previous experience in using Hotel management Software's.
- He must be a registered member of a relevant professional body.
- Applicants must have operational knowledge of Hotel/Property Management Systems.
- Additional Professional qualifications and Management will be an added advantage.

### **DUTIES/RESPONSIBILITIES:**

- Ensuring optimum value in terms of cost in respect of all F & B purchase rate contracts.
- Carrying out periodic market surveys, analyzing finding and submitting reports to the General Manager, Hotel Accountant, chef, F& F supervisor on raw material prices, quality and availability in the market (local and surrounding areas).

- Spot check merchandise received daily to determine that it confirms to specifications as to weight, trim and count that it has been properly invoiced.
- Maintain a daily and cumulative monthly record of food and beverage requisitions and of direct purchases issued to the producing department requisition.
- Menu planning, production control, portion control and pricing.
- Maintain sales history through menu abstracts and prepare daily, weekly and monthly cover forecasts to assist in the planning of purchasing, staffing and production requirements.

**EXECUTIVE CHEF** : One (1) Position - MSU/DVC-AFD/KSM/HTL /02/18  
**REPORTS TO** : Hotel Manager.

**REQUIREMENTS FOR APPOINTMENT:**

- Applicants must be a holder of Diploma in Food Production, or related certification from recognized university/ institution.
- O level and or certificate.
- Proven working experience of five (5) years as a Sous chef/ Executive Chef in a three star Hotel or Higher.
- Excellent record of kitchen management.
- Excellent communication and leadership skills.
- Strong knowledge of local and national food sanitation regulations.
- Strong Management and Customer service skills as well as good hygiene practices.
- Progressive career experience with specialized training related to the field of the hospitality industry.
- Applicants must have operational knowledge of various computer software Programs (MS Office, Hotel & Restaurant management software, POS)
- Additional Professional qualifications and Management will be an added advantage.

**DUTIES/RESPONSIBILITIES:**

- Plan and direct food purchase, preparation and other culinary activities.
- Modify menus or create new ones that meet quality standards.
- Estimate food requirements and food/labor costs.
- Ensure achievement of food cost and revenue targets
- Supervise kitchen staff's activities
- Arrange for equipment purchases and repairs
- Manage Kitchen staff.
- Rectify arising problems or complaints
- Give prepared plates the "final touch"
- Perform administrative duties.
- Comply with nutrition and sanitation regulations and safety standards
- Maintain positive and professional approach with colleagues and customers.

### **Terms of Service**

The terms for the position of Lecturer is Permanent and Pensionable but for the Tutorial Fellow position shall be tenable for a contractual period of four (4) years based on annual progress reports.

The terms for Kisumu Hotel positions shall be tenable for a contractual period of three (3) years based on annual performance assessment, upon which the holder shall be eligible to apply for another term.

### **Mode of Application**

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, names and referees plus copies of the certificates and testimonials. The reference number of the position applied should be clearly indicated. All applications should be addressed to;

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

So as to reach not later than **Monday 28<sup>th</sup> January, 2019**. 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. The referees should write and send their recommendations, under sealed envelopes before the advert deadline.

**N/B: Only short listed candidates will be contacted. Maseno University is an equal opportunity employer and therefore applicants of either gender or persons with disability are encouraged to apply.**