



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 position indicated below:

EXTERNAL ADVERTISEMENT

TEACHING POSITIONS

SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT

DEPARTMENT OF PUBLIC HEALTH

Senior Lecturer – Grade Thirteen (13) (Epidemiology & Biostatistics)	One (1) Position	MSU/ACA/SPHCD/01/23
Lecturer – Grade Twelve (12) (Epidemiology & Biostatistics)	One (1) Position	MSU/ACA/SPHCD/02/23
Senior Lecturer – Grade Thirteen (13) (Community Health)	One (1) Position	MSU/ACA/SPHDC/03/23
Lecturer – Grade Twelve (12) (Community Health)	One (1) Position	MSU/ACA/SPHDC/04/23
Senior Lecturer – Grade Thirteen (13) (Health Systems Management/Health Economics)	One (1) Position	MSU/ACA/SPHCD/05/23
Lecturer – Grade Twelve (12) (Health Systems Management/Health Economics)	One (1) Position	MSU/ACA/SPHCD/06/23

SCHOOL OF PHARMACY

DEPARTMENT OF PHARMACOLOGY

Senior Lecturer – Grade Thirteen (13) (Pharmaceutics & Pharmacy Practice)	One (1) Position	MSU/ACA/PHARM/01/23
Lecturer – Grade Twelve (12)	One (1) Position	MSU/ACA/PHARM/02/23

(Pharmaceutics & Pharmacy Practice)

Senior Lecturer – Grade Thirteen (13) One (1) Position MSU/ACA/PHARM/03/23
(Pharmaceutical Chemistry & Analysis)

Lecturer – Grade Twelve (12) One (1) Position MSU/ACA/PHARM/04/23
(Pharmaceutical Chemistry & Analysis)

Senior Lecturer – Grade Thirteen (13) One (1) Position MSU/ACA/PHARM/05/23
(Pharmacology)

Lecturer – Grade Twelve (12) One (1) Position MSU/ACA/PHARM/06/23
(Pharmacology)

SCHOOL OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF ART & DESIGN

Senior Lecturer– Grade Thirteen (13) One (1) Position MSU/ACA/SASS/01/23
(Graphic Design)

Lecturer– Grade Twelve (12) One (1) Position MSU/ACA/SASS/02/23
(Graphic Design)

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ECONOMICS

Associate Professor – Grade Fourteen (14) One (1) Position MSU/ACA/SBE/01/23
(Macroeconomics & Microeconomics/Public Sector Economics)

Senior Lecturer– Grade Thirteen (13) One (1) Position MSU/ACA/SBE/02/23
(Mathematical Economics/ Financial Economics/Economic Statistics & Econometrics)

Lecturer– Grade Twelve (12) One (1) Position MSU/ACA/SBE/03/23
(Mathematical Economics/ Financial Economics/Economic Statistics & Econometrics)

Senior Lecturer– Grade Thirteen (13) One (1) Position MSU/ACA/SBE/04/23
(Macroeconomics & Microeconomics)

Lecturer– Grade Twelve (12) One (1) Position MSU/ACA/SBE/05/23
(Macroeconomics & Microeconomics)

Senior Lecturer– Grade Thirteen (13) One (1) Position MSU/ACA/SBE/06/23
(Energy/Natural Resource Economics/ Health Economics)

Lecturer– Grade Twelve (12) One (1) Position MSU/ACA/SBE/07/23
(Energy/Natural Resource Economics/ Health Economics)

SCHOOL OF MEDICINE

DEPARTMENT OF PATHOLOGY

Senior Lecturer– Grade Thirteen (13) One (1) Position MSU/ACA/SOM/01/23
(General Pathology / Clinical Pathology / Anatomic Pathology)

Lecturer– Grade Twelve (12) One (1) Position MSU/ACA/SOM/02/23
(General Pathology / Clinical Pathology / Anatomic Pathology)

NON-TEACHING POSITIONS

OFFICE OF THE VICE-CHANCELLOR

DEPARTMENT OF INTERNAL AUDIT

Internal Auditor – Grade Twelve (12) One (1) Position MSU/ADM/IA /01/23

Assistant Internal Auditor – Grade Nine (9) One (1) Position MSU/ADM/IA /02/23

Senior Audit Assistant - Grade Seven (7) One (1) Position MSU/ADM/IA/03/23

OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMIC & STUDENT AFFAIRS

Deputy Registrar – Grade Fourteen (14) One (1) Position MSU/ADM/ASA/01/23
(Examinations & Timetabling)

Senior Assistant Registrar – Grade Thirteen (13) One (1) Position MSU/ADM/ASA/02/23

SCHOOL OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF ART & DESIGN

Technician – Grade Six (6) One (1) Position MSU/ADM/SASS/02/23
(Graphic Design)

SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT

DEPARTMENT OF PUBLIC HEALTH

Senior Public Health Technologist - Grade Nine (9) One (1) Position MSU/ADM/PHARM/07/23

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL COMMUNICATION TECHNOLOGY & CURRICULUM STUDIES

Demonstrator - Grade Seven (7) One (1) Position MSU/ACA/SEDUC/ECTCS/01/23

OFFICE OF THE DEPUTY VICE-CHANCELLOR, PARTNERSHIPS, RESEARCH AND INNOVATIONS

Deputy Registrar – Grade Fourteen (14)	One (1) Position	MSU/PRI/RRP/01/23
Senior Assistant Registrar – Grade Thirteen (13)	One (1) Position	MSU/PRI/RRP/02/23

RE-ADVERTISEMENT

Registrar- Grade Fifteen (15) (Partnerships, Research & Innovations)	One (1) Position	MSU/PRI/RRP/03/23
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Interested applicants should visit Maseno University Website www.maseno.ac.ke to view detailed requirements. 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. Applicants to submit ten (10) copies of their applications on or before **12th October, 2023 5.00 pm** addressed to:

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

REQUIREMENTS FOR APPOINTMENT

TEACHING POSITIONS

1. SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT - DEPARTMENT OF PUBLIC HEALTH

**Senior Lecturer – Grade Thirteen (13)
(Epidemiology & Biostatistics)**

One (1) Position

MSU/ACA/SPHCD/01/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University;
- ii) At least three (3) years of teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent; and
- v) Registered or registrable with the Public Health Officers' and Technicians Council (PHOTC)

**Lecturer – Grade Twelve (12)
(Epidemiology & Biostatistics)**

One (1) Position

MSU/ACA/SPHCD/02/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University;
- ii) Master's degree in the relevant field/ area of specialization from an accredited and recognized University with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor's degree in the relevant field/ area of specialization from a recognized institution;
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended; and
- v) Registered or registrable with the Public Health Officers' and Technicians Council (PHOTC)

**Senior Lecturer – Grade Thirteen (13)
(Community Health)**

One (1) Position

MSU/ACA/SPHCD/03/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University;
- ii) At least three (3) years of teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent; and
- v) Registered or registrable with a relevant professional body.

**Lecturer – Grade Twelve (12)
(Community Health)**

One (1) Position

MSU/ACA/SPHCD/04/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University;
- ii) Master's degree in the relevant field/ area of specialization from an accredited and recognized University with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor's degree in the relevant field/ area of specialization from a recognized institution;
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended; and
- v) Registered or registrable with a relevant professional body where applicable.

**Senior Lecturer – Grade Thirteen (13)
(Health Systems Management/ Health Economics)**

One (1) Position

MSU/ACA/SPHCD/05/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) At least three (3) years teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent;
- v) Attended and presented papers at conferences/workshops/seminars; and
- vi) Registered or registrable with a relevant professional body where applicable.

**Lecturer – Grade Twelve (12)
(Health Systems Management/ Health Economics)**

One (1) Position

MSU/ACA/SPHCD/06/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University;
- ii) Master's degree in the relevant field/ area of specialization from an accredited and recognized university with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor's degree in the relevant field/ area of specialization from a recognized institution;
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended; and
- v) Registered or registrable with a relevant professional body. Those registered with the Public Health Officers' and Technicians Council (PHOTC) will have an added advantage.

2. SCHOOL OF PHARMACY - DEPARTMENT OF PHARMACOLOGY

**Senior Lecturer – Grade Thirteen (13)
(Pharmaceutics & Pharmacy Practice)**

One (1) Position

MSU/ACA/PHARM/01/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) At least three (3) years teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent;
- v) Attended and presented papers at conferences/workshops/seminars;
- vi) Registered with the relevant professional body (*where applicable*).

**Lecturer – Grade Twelve (12)
(Pharmaceutics & Pharmacy Practice)**

One (1) Position

MSU/ACA/PHARM/02/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University; **OR**
- ii) Master's degree in the relevant field/ area of specialization from an accredited and recognized university with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor's degree in the relevant field/ area of specialization from a recognized institution;
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended; and
- v) Registered with the relevant professional body (*where applicable*).

**Senior Lecturer – Grade Thirteen (13)
(Pharmaceutical Chemistry & Analysis)**

One (1) Position

MSU/ACA/PHARM/03/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) At least three (3) years teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent;
- v) Attended and presented papers at conferences/workshops/seminars;
- vi) Registered with the relevant professional body (*where applicable*).

**Lecturer – Grade Twelve (12)
(Pharmaceutical Chemistry & Analysis)**

One (1) Position

MSU/ACA/PHARM/04/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University; **OR**
- ii) Master's degree in the relevant field/ area of specialization from an accredited and recognized university with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor's degree in the relevant field/ area of specialization from a recognized institution;
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended; and
- v) Registered with the relevant professional body (*where applicable*).

**Senior Lecturer – Grade Thirteen (13)
(Pharmacology)**

One (1) Position

MSU/ACA/PHARM/05/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) At least three (3) years teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent;
- v) Attended and presented papers at conferences/workshops/seminars;
- vi) Registered with the relevant professional body (*where applicable*).

**Lecturer – Grade Twelve (12)
(Pharmacology)**

One (1) Position

MSU/ACA/PHARM/06/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University; **OR**
- ii) Master's degree in the relevant field/ area of specialization from an accredited and recognized university with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor's degree in the relevant field/ area of specialization from a recognized institution;
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended; and
- v) Registered with the relevant professional body (*where applicable*).

3. SCHOOL OF ARTS AND SOCIAL SCIENCES - DEPARTMENT OF ART & DESIGN

Senior Lecturer – Grade Thirteen (13)

One (1) Position

MSU/ACA/SASS/01/23

(Graphic Design)

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) At least three (3) years teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent;
- v) Attended and presented papers at conferences/workshops/seminars;
- vi) Registered with the relevant professional body (*where applicable*).

Lecturer – Grade Twelve (12) (Graphic Design)

One (1) Position

MSU/ACA/SASS/02/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University;
- ii) Master's degree in the relevant field/ area of specialization from an accredited and recognized university with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor's degree in the relevant field/ area of specialization from a recognized institution;
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended; and
- v) Registered with the relevant professional body (*where applicable*).

4. SCHOOL OF BUSINESS AND ECONOMICS - DEPARTMENT OF ECONOMICS

Associate Professor – Grade Fourteen (14) (Macroeconomic & Microeconomics / Public Sector Economics)

One (1) Position

MSU/ACA/SBE/01/23

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) At least three (3) years of teaching experience at the University level as Senior Lecturer; or senior researcher/industry experience;
- iii) 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;
- iv) Supervised at least four (4) post-graduate students to completion as a Senior Lecturer and at least one at doctoral student;
- v) Attended and presented papers at conferences/workshops/seminars; and
- vi) He/she must have attracted research or development funds as a Senior-Lecturer/Research Fellow;
- vii) Registered with the relevant professional body (*where applicable*).

Senior Lecturer– Grade Thirteen (13) One (1) Position MSU/ACA/SBE/02/23
(Mathematical Economics/ Financial Economics/ Economic Statistics & Econometrics)

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) At least three (3) years teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent;
- v) Attended and presented papers at conferences/workshops/seminars; and
- vi) Registered with the relevant professional body (*where applicable*).

Lecturer – Grade Twelve (12) One (1) Position MSU/ACA/SBE/03/23
(Mathematical Economics/ Financial Economics/ Economic Statistics & Econometrics)

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University;
- ii) Master’s degree in the relevant field/ area of specialization from an accredited and recognized university with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor’s degree in the relevant field/ area of specialization from a recognized institution; and
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended;
- v) Registered with the relevant professional body (*where applicable*).

Senior Lecturer – Grade Thirteen (13) One (1) Position MSU/ACA/SBE/04/23
(Macroeconomics & Microeconomics)

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) At least three (3) years teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent;
- v) Attended and presented papers at conferences/workshops/seminars;
- vi) Registered with the relevant professional body (*where applicable*).

Lecturer – Grade Twelve (12) One (1) Position MSU/ACA/SBE/05/23
(Macroeconomics & Microeconomics)

Requirements for Appointment:

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University;
- ii) Masters degree in the relevant field/ area of specialization from an accredited and recognized university with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor's degree in the relevant field/ area of specialization from a recognized institution; and
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended;
- v) Registered with the relevant professional body (*where applicable*).

**Senior Lecturer – Grade Thirteen (13)
(Energy/Natural Resource Economics/Health Economics)****One (1) Position****MSU/ACA/SBE/06/23****Requirements for Appointment:**

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- ii) At least three (3) years teaching experience at the University level as a Lecturer or six (6) years in research / industry experience;
- iii) 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;
- iv) Supervised at least three (3) post-graduate students to completion as a Lecturer or equivalent; and
- v) Attended and presented papers at conferences/workshops/seminars;
- vi) Registered with the relevant professional body (*where applicable*).

**Lecturer – Grade Twelve (12)
(Energy/Natural Resource Economics/ Health Economics)****One (1) Position****MSU/ACA/SBE/07/23****Requirements for Appointment:**

- i) An earned PhD or equivalent degree qualification in the relevant field/ area of specialization from an accredited and recognized University;
- ii) Master's degree in the relevant field/ area of specialization from an accredited and recognized university with at least three (3) years teaching experience at university level or in research or in industry plus eight equivalent publication points.
- iii) Bachelor's degree in the relevant field/ area of specialization from a recognized institution; and
- iv) A minimum of twenty-four (24) publication points, at least sixteen (16) should be from refereed journal papers attended;
- v) Registered with the relevant professional body (*where applicable*).

5. SCHOOL OF MEDICINE - DEPARTMENT OF PATHOLOGY

**Senior Lecturer– Grade Thirteen (13)
(General Pathology/Clinical Pathology/Anatomic Pathology)**

One (1) Position

MSU/ACA/SOM/01/23

Requirements for Appointment:

- i) A Bachelor's degree in Medicine (MBChB, MBBS or MD) , and a postgraduate degree (MMed) in General Pathology / Clinical Pathology / Anatomic Pathology, or any discipline within pathology from a recognized University with at least ten (10) years relevant work experience as a pathologist;
- ii) At least three (3) years of teaching and research experience at as Lecturer in a University;
- iii) At least three (3) papers published in referred journals or at least three (3) books or six (6) chapters in the applicant's area of specialization since last appointment as a Lecturer
- iv) Holders of a Fellowship or PhD in any discipline of pathology from a recognized University or professional body will have added advantage.
- v) Registered or registrable with the Medical Practitioners and Dentists Council
- vi) Supervised successfully supervised at least two (2) post-graduate students since last appointment as Lecturer.
- vii) Successful candidates will be required to teach and supervise undergraduate and postgraduate students, and undertake research in their areas of specialization.

**Lecturer– Grade Twelve (12)
(General Pathology/Clinical Pathology/Anatomic Pathology)**

One (1) Position

MSU/ACA/SOM/02/23

Requirements for Appointment:

- i) Applicants must be holders of a first degree in Medicine (MBChB, MBBS or MD) and a postgraduate degree (MMed) in General Pathology / Clinical Pathology / Anatomic Pathology or any discipline within pathology.
- ii) Active affiliation to the relevant professional body and evidence of excellence in scholarship including scientific publications, supervision of postgraduate students and attraction of Research Funds will provide an added advantage.
- iii) Applicants must be registered or registrable with the Medical Practitioners and Dentists Council and must be ready to undertake further sub-specialist training in pathology leading to Fellowship or PhD in any discipline of pathology.
- iv) Successful candidates will be required to teach and supervise undergraduate and postgraduate students, and undertake research in their areas of specialization.

NON-TEACHING POSITIONS

1. OFFICE OF THE VICE-CHANCELLOR- DEPARTMENT OF INTENAL AUDIT

Internal Auditor – Grade Twelve (12)

One (1) Position

MSU/ADM/IA /01/23

Requirements of Appointment:

- i) Master's degree from a recognized University in a relevant field such as Accounting, Finance or equivalent.
- ii) CPA (K) /ACCA\ CIA

- iii) Seven (7) years relevant experience.
- iv) Must be a registered member of ICPAK or an equivalent professional body
- v) CISA /CIRM/RCP holders will have an added advantage.
- vi) Practical knowledge of ICT in relevant area is mandatory.
- vii) Proficiency in ERP modules

Duties and Responsibilities

- i) Participate in budget preparation for the internal audit department of the University.
- ii) Supervise internal audit teams and subordinate staff allocated work to ensure effective implementation and achievement of set internal audit targets.
- iii) Participate in the process of formulation of the departmental work plan to ensure the audit universe is covered
- iv) Prepare and implement audit programmes to ensure that the objectives are met in time and procedures adhered to.
- v) Mobilize audit teams in order to complete work within the set time frame to check of audit objectives.
- vi) Advice management through appropriate recommendations on additional value for University governance.
- vii) Collect analysis and evaluation of data in order to enlighten and advice management through appropriate recommendations.
- viii) Review past audit reports to ensure compliance of state legislations, institutional policies, procedures and guidelines in the university.
- ix) Carry out other duties assigned or delegated by the Deputy Chief Internal Auditor for challenge purpose in the University.

Assistant Internal Auditor – Grade Nine (9) One (1) Position MSU/ADM/IA /02/23

Requirements for Appointment:

- i) Bachelor’s degree from a recognized University in a relevant field such as Accounting, Finance
OR
- ii) CPA K/ACCA
- iii) At least five (5) years relevant work experience
- iv) Proficiency in ERP modules
- v) CIA qualification will be an added advantage.

Duties and Responsibilities

- i) Participate in annual development of work plans, procedure and policy manuals to determine internal audit scope and develop annual plans.
- ii) Perform and control full audit cycle, which includes risk management over operations effectiveness, financial reliability to comply with all applicable directives and regulations.
- iii) Review 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.
- iv) Gather, analyze and evaluate audit evidence of data collected to highlight weaknesses in internal control to prepare and present reports that reflect internal audit reports and document process.

- v) Record appropriately, for safe guard, all University physical assets through the identification of loopholes and adoption of recommended risk aversion measures for cost savings.
- vi) Maintain open communication with management and audit committee of the council for follow up on implementation of recommendations and communication of final internal audit.
- vii) Lead audit teams in carrying out investigations of the risk analysis process for preparation of draft reports to be discussed with clients.

Senior Audit Assistant - Grade Seven (7) One (1) Position MSU/ADM/IA/03/23

Requirements for Appointment:

- i) Bachelor's degree/Higher Diploma from a recognized University in a relevant field such as Accounting, Finance **OR** CPA II/ACCAII/CIA II.
- ii) At least three (3) years relevant work experience.
- iii) Proficiency in ERP modules

Duties and Responsibilities

- i) Collect data needed for conducting or carrying out internal audit assignments in the University.
- ii) Participate in the preparation of daily/ monthly/ yearly basis financial reports for accountability in the security audit, information system audits, environmental audits etc.
- iii) Participate in recoding of the University's physical assets for their identification in order to safeguard them against loses and thus reduce unnecessary costs in the University.
- iv) Participate in preparing daily/ weekly/ monthly internal audit reports and review them for accuracy in accordance with generally accepted accounting principles for documentation
- v) 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.
- vi) Liaise with the Internal Audit or in gathering, analyzing and evaluating audit evidence of data collected to highlight weaknesses in internal control to prepare and present reports that reflect audit reports and document process.
- vii) Participate in departmental activities with together with other staff so that measures can be put in place for institutional confirmation with industry strategies, policies regulatory guidelines and audit standards.
- viii) Inspect and correlate the overall audit report with the balance sheets provided for reporting to senior management or approval defect frauds and bring it to the notice of senior auditors.

2. OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMIC & STUDENT AFFAIRS

**Deputy Registrar - Grade Fourteen (14) One (1) Position MSU/ACA /ASA/01/23
(Examinations & Timetabling)**

Requirement for Appointment:

- i) PhD degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with ten (10) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Assistant Registrar Grade 13 or equivalent **OR**

- ii) Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Assistant Registrar Grade 13 or equivalent.
- iii) A registered member of a relevant professional body.
- iv) Proficient in relevant computer applications.

Serving Officers

- Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with five (5) years relevant work experience at the level of Senior Assistant Registrar Grade 13.
- Proficiency in relevant computer applications.

Duties and Responsibilities

- i) Coordination of day to day duties if personnel within the examination section
- ii) Liaising with the Procurement Department for order, purchase and custody of examination materials
- iii) Issuing of examination question papers an accompanying materials course lecturers.
- iv) Ensuring that examination check lists, incidence and invigilation forms are returned to the examination sections and filed.
- v) Coordination of external examination exercise.
- vi) Communicating all matters related to examination to departments and students.
- vii) Disposal of old examination scripts as per the University Policy.
- viii) Coordinating printing and issuance of transcripts and certificate to graduates
- ix) Secretariat to Examination Irregularities Committee and communication decision arising there of

Senior Assistant Registrar - Grade Thirteen (13) One (1) Position MSU/ACA /ASA/02/23

Requirement for Appointment:

- i) Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Assistant Registrar Grade 12 or equivalent.
- ii) A registered member of a relevant professional body.
- iii) Proficient in relevant computer applications.

Serving Officers

- Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with five (5) years relevant work experience at the level of Assistant Registrar Grade 12.
- A registered member of a relevant professional body.
- Proficiency in relevant computer applications

Duties and Responsibilities

- i) Coordination of day to day duties if personnel within the examination section

- ii) Liaising with the Procurement Department for order, purchase and custody of examination materials
- iii) Issuing of examination question papers and accompanying materials course lecturers.
- iv) Ensuring that examination check lists, incidence and invigilation forms are returned to the examination sections and filed.
- v) Coordination of external examination exercise.
- vi) Communicating all matters related to examination to departments and students.
- vii) Disposal of old examination scripts as per the University Policy.
- viii) Coordinating printing and issuance of transcripts and certificate to graduates
- ix) Secretariat to Examination Irregularities Committee and communication decision arising there of

3. OFFICE OF THE DEPUTY VICE-CHANCELLOR, PARTNERSHIP, RESEARCH AND INNOVATIONS

Deputy Registrar - Grade Fourteen (14) One (1) Position

MSU/PRI/01/23

Requirement for Appointment:

- i) PhD degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with ten (10) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Assistant Registrar Grade 13 or equivalent **OR**
- ii) Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Assistant Registrar Grade 13 or equivalent.
- iii) A registered member of a relevant professional body.
- iv) Proficient in relevant computer applications.

Serving Officers

- Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with five (5) years relevant work experience at the level of Senior Assistant Registrar Grade 13.
- Proficiency in relevant computer applications.

Duties and Responsibilities

- i) Coordinate the implementation policies on research, innovation and partnerships;
- ii) Coordinate implementation of all agreements and collaborations of the university;
- iii) Coordinate dissemination of research findings and publications;
- iv) Coordinate implementation of research ethics policies;
- v) Coordinate community development services;
- vi) Coordinate implementation of partnerships in the university;
- vii) Undertake any other duties as may be assigned or delegated.

Senior Assistant Registrar - Grade Thirteen (13)

One (1) Position

MSU/PRI /02/23

Requirement for Appointment:

- i) Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Assistant Registrar Grade 12 or equivalent.

- ii) A registered member of a relevant professional body.
- iii) Proficient in relevant computer applications.

Serving Officers

- Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with five (5) years relevant work experience at the level of Assistant Registrar Grade 12.
- A registered member of a relevant professional body.
- Proficiency in relevant computer applications

Duties and Responsibilities

- i) Manage and co-ordinate research data consolidation in the University.
- ii) Oversee and coordinate data for consumption of stakeholders such as STI – NACOSTI.
- iii) Oversee and coordinate administration of the division of partnerships research and innovations.
- iv) Coordinate and facilitate internal research teams, Grants office and external partners and collaborators.
- v) Oversee and coordinate day to day administrative functions in Research Division.
- vi) Perform any other duties as assigned from time to time

4. SCHOOL OF ARTS AND SOCIAL SCIENCES - DEPARTMENT OF ART & DESIGN

Graphics Designer Technician - Grade 5/6

One (1) Position

MSU/ACA/SASS/02/23

Requirement for Appointment:

- i) Diploma Certificate in Graphics Design/Computer Science/Information Technology/ or its equivalent from a recognized institution;
- ii) At least three (3) years relevant work experience;

Duties and Responsibilities

- i) Contributing to team efforts by accomplishing tasks as needed by instructional design team
- ii) Communicating with lecturers about layout and design of instructional content
- iii) Creating a wide range of graphics and layouts for product illustrations, learning materials with suitable software.
- iv) Reviewing final layouts and suggesting improvements when necessary; and
- v) Any other duties as may be assigned by the Instructional Designer I

5. SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT - DEPARTMENT OF PUBLIC HEALTH

Senior Public Health Technologist – Grade 9

One (1) Position

MSU/ACA/PH/07/23

Requirements for Appointment:

- i) A Bachelor's degree in Public Health/ Environmental Health or equivalent from a recognized institution;
- ii) Registered and licensed with Public Health Officers and Technicians Council (PHOTC)
- iii) At least 3 years of experience as a Public Health Officer will be an added advantage

Duties and Responsibilities

- i) Ensuring compliance with all Laboratories and equipment requirements as per the standards and guidelines provided by the regulator- the Public Health Officers' & Technicians Council (PHOTC)
- ii) Coordinate and Plan Public Health field activities for all classes each Academic Year.
- iii) Coordinate placements for Industrial Attachment each Academic Year.
- iv) Liaison with the County and sub-County Public Health Officers
- v) Coordinate and plan academic visits each academic year
- vi) Timetable Public Health Laboratory Practical
- vii) Provide supervisory guidance to public health technologists in the Department
- viii) Instruct Public Health students during Lab Practical sessions
- ix) Conduct Technical Drawing practical, Skills Laboratory
- x) Conduct practical assessments - examinations and grading of laboratory practicals
- xi) Plan the logistics for public health students' field visits and Attachments
- xii) Making all Requisitions for the department- office computers, laboratory and office consumables, including stationery. Cleaning Materials, and logistical arrangements for collection of the same
- xiii) Supervision and assessment of public health field activities and related reports
- xiv) Laboratory inventory/record keeping
- xv) Ensuring Maintenance & Repairs of laboratories and department offices
- xvi) Preparation of Laboratory practical teaching manuals, Attachment LogBooks and review and updating of the same
- xvii) Laboratory Specimen collection, preservation and safe storage
- xviii) Maintenance of Practical Class Attendance registers

- xix) Ensuring safety standards, and cleanliness in the Laboratory
- xx) Assisting in the registration of New students and Supporting Indexing of students
- xxi) Supporting the Maseno University Clinic with public health inspection
- xxii) Other duties as may be assigned

6. SCHOOL OF EDUCATION - DEPARTMENT OF EDUCATIONAL COMMUNICATION TECHNOLOGY & CURRICULUM STUDIES

Demonstrator - Grade 7

One (1) Position

MSU/ACA/SEDUC/ECTCS/01/23

Requirement for Appointment:

Requirement for Appointment:

- i) Bachelor's degree in Education Home science **or** Bachelors degree of Science in Ecotourism and Hotel Management **or** Higher Diploma in Housekeeping and accommodation, Food and Nutrition or its equivalent from a recognized institution.
- ii) A minimum of the (3) years working experience in a training institution.
- iii) Evidence of good budgeting and record keeping skills.
- iv) Proficiency in relevant computer applications.

Duties and Responsibilities

- i) In charge of Home Management Demonstration Unit
- ii) Responsible for day to day operations in the Home Management Demonstration Unit
- iii) To assist/give guidance, where required, to students in practical assignments
- iv) To maintain a safe working environment
- v) To keep a day to day inventory of equipment and material in the Home Management Demonstration Unit
- vi) Any other duties as may be assigned from time to time

1. OFFICE OF THE DEPUTY VICE-CHANCELLOR, PARTNERSHIPS, RESEARCH & INNOVATIONS

RE-ADVERTISEMENT

Registrar- Grade Fifteen (15)

One (1) Position

MSU/PRI/03/23

(Partnerships, Research & Innovations)

Requirements for Appointment:

- i) A PhD degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Deputy Registrar Grade 14 or equivalent **OR**
- ii) Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with fifteen (15) years relevant cumulative work experience, five (5) of which must have been served at the level of Deputy Registrar Grade 14 or equivalent.
- iii) CS (K)
- iv) Must be a registered member of a recognized professional body
- v) Knowledge of management information and communication technologies

Duties and Responsibilities

- i) Develop policies and strategies in liaison with various to guide in Management of University property and other resources.
- ii) Prepare annual budgets to solicit for funds and resources to enable efficient provision of services.
- iii) Prepare annual work plans in liaison with heads of departments/sections to outline the activities in the departments, timelines, responsible officers and resources required in order to ensure efficiency in operations.
- iv) Prepare monthly and quarterly performance reports by consolidating departmental reports to inform decisions by Management.
- v) Allocate work to staff him/her to ensure department effectiveness is achieved.
- vi) Monitor and evaluate performance of staff in department to ensure performance at expected levels.
- vii) Responsible for mobilization of resources.
- viii) Monitor and evaluate reports from various departments or sections in the University to check compliance or non-compliance and give recommendations.
- ix) Approve activities within Department under him/her to ensure they are within the budget.
- x) Maintain University records to ensure completeness, safe storage and easy retrieval, if required.
- xi) Prepare and circulate notices and agendas for monthly Committee meetings to inform and prepare members prior to the meeting.
- xii) Prepare minutes of the various Committee meetings in their docket for record and inform on action to be taken arising from deliberations of the meeting.
- xiii) Avail reports to the Management Board Committee meetings to facilitate discussion of agenda and inform decisions.
- xiv) Receive requests, complaints or queries daily and give appropriate responses.
- xv) Meet regularly staff and guests of the University on issues related to sections to respond to their queries.
- xvi) Control or manage the budget.
- xvii) Control or manage expenditure.
- xviii) Influence or provide input into the process of budgeting.
- xix) Any other duties as may be assigned by the supervisor from time to time.

TERMS OF SERVICE

The Terms of service for all positions will be on Permanent and Pensionable Terms subject to Retirements Benefits Authority Regulations except the position of Registrar, Partnership, Research & Innovations, which will be on a five (5) year Contract Terms renewable once based on satisfactory performance.

MODE OF APPLICATION

Interested and qualified applicant should submit Ten (10) hard copies of the application clearly indicating the reference number of the position applied together with an updated Curriculum Vitae giving details of the applicant's; age, marital status, academic and professional qualifications, work experience, present post and salary, telephone contact, email address, names and referees plus copies of the

certificate and testimonials. Applications must be submitted on or before **12th October, 2023** addressed to:

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

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. The University does not charge any fee for the recruitment and selection process.

N/B: Applications received later than the deadline will not be considered. Only short listed candidates will be contacted and canvassing will lead to automatic disqualification.