



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:

INTERNAL ADVERTISEMENT

NON-TEACHING POSITIONS

OFFICE OF THE VICE-CHANCELLOR

Secretary - Grade Six (6)	One (1) Position	MSU/ADM/OVC/01/24
Senior Driver - Grade Six (6)	One (1) Position	MSU/ADM/OVC/02/24
Office Assistant- Grade Five (5)	One (1) Position	MSU/ADM/OVC/03/24

LIBRARY DEPARTMENT

Assistant Librarian – Grade Eleven (11)	One (1) Position	MSU/ADM/LIB/01/24
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ESTATES DEPARTMENT

Assistant Estates Officer - Grade Nine (9)	One (1) Position	MSU/ADM/EST/01/24
Technician - Grade Six (6) (Electrical)	One (1) Position	MSU/ADM/EST/02/24
Artisan - Grade Four (4) (Plumbing/Electrical/Welding/Masonry/Carpentry/Painting)	Six (6) Positions	MSU/ADM/EST/03/24

DIRECTORATE OF HUMAN RESOURCES

Administrative Assistant- Grade Seven (7/8)	One (1) Position	MSU/ADM/DHR/02/24
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OFFICE OF THE REGISTRAR, ACADEMIC & STUDENT AFFAIRS

Senior Administrative Assistant- Grade Eleven (11) (Examinations Section)	One (1) Position	MSU/ADM/ACA/01/24
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DIRECTORATE OF STUDENT AFFAIRS

Assistant Catering Officer - Grade Nine (9)	One (1) Position	MSU/ADM/SWS/01/24
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Senior Caterer/Cateress - Grade Seven (7)	One (1) Position	MSU/ADM/SWS/02/24
Caterer/Cateress - Grade Five (5)	One (1) Position	MSU/ADM/SWS/03/24

DIRECTORATE OF INFORMATION COMMUNICATION & TECHNOLOGY SERVICES

Webmaster - Grade Ten (10)	One (1) Position	MSU/ADM/ICT/01/24
Network Administrator - Grade Ten (10)	One (1) Position	MSU/ADM/ICT/02/24
Systems Administrator – Grade Ten (10)	One (1) Position	MSU/ADM/ICT/03/24
Senior Technician – Grade Ten (10)	One (1) Position	MSU/ADM/ICT/04/24
MIS End User Support Specialist- Grade Eight (8)	One (1) Position	MSU/ADM/ICT/05/24
Network Technician Grade Seven/Eight (7/8)	Two (2) Positions	MSU/ADM/ICT/06/24

DEPARTMENT OF FINANCE

Assistant Accountant – Grade Eleven (11)	One (1) Position	MSU/ADM/FIN/01/24
Senior Accounts Assistant – Grade Eight (8)	Two (2) Positions	MSU/ADM/FIN/02/24

TERMS OF SERVICE

The Terms of service for these positions will be on Permanent and Pensionable Terms subject to Retirements Benefits Authority Regulations.

MODE OF APPLICATION

Interested applicants should visit Maseno University Website; www.maseno.ac.ke to view detailed requirements. Each application should be submitted 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 and three (3) professional referees; recommendation letter and duly executed performance appraisal form from the Head of Department and copies of the certificate, transcripts and testimonials. A foreign certificate must be accompanied by Recognition and Equation Qualification from Commission of University Education (CUE).

Qualified candidates 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 18th March, 2024** 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.

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

REQUIREMENTS FOR APPOINTMENT

OFFICE OF THE VICE-CHANCELLOR

Secretary – Grade 6

One Position

MSU/ADM/OVC/01/24

Requirements for Appointment:

1. Kenya Certificate of Secondary Education Certificate or its equivalent;
2. Typewriting II (30 w.p.m)
3. Office Practice I
4. Secretarial Duties II
5. Business English III
6. Shorthand (50 w.p.m)
7. Proficiency in computer applications

Duties and responsibilities

1. Handling typing and typesetting workload;
2. Management and handle office documents and files and provide storage and custody for them in a systematic manner;
3. Drafting and Filling daily correspondences;
4. Facilitating in & out bound communication;
5. In-charge of front office;
6. Receive telephone calls and direct them accordingly;
7. Operate office machines such as photocopiers, scanners, computers, printers and telephone so as to perform daily duties
8. Maintain the office cleanliness and orderliness in order to provide conducive working environment;
9. Order and control usage and maintain inventory of office equipment in a daily basis;
10. Management of the VC's appointment and meeting; and
11. Any other duties as may be assigned by the supervisor from time to time.

Driver I – Grade 6

One Position

MSU/ADM/OVC/02/24

Requirements for Appointment:

1. Valid driving license class A/B/C/E/D with PSV endorsement;
2. Certificate of Competence Driving area from a recognized institution;
3. Basic Certificate in Intensive Defensive Driving Course by Automotive Association (AA) of Kenya;
4. Three (3) years' work experience at the level of Driver II Grade 3/ 4 or its equivalent in a busy institution;
5. Kenya certificate of Secondary Education or its equivalent from a recognized institution; and
6. Proficiency in relevant computer applications.

Duties and responsibilities

1. Ensures routine minor service on motor vehicles.
2. Plan and follow the best route to ensure timely service delivery of goods and passengers.
3. Ensure that all necessary transport paperwork and documentation are in order;
4. Adhere to traffic laws and safety regulations to avoid accidents or incidents.
5. Ensures store tools and equipment being used are available.
6. Ensures safety and cleanliness of the assigned vehicle;
7. Transport clients and/or packages to and from destinations;
8. Arrive at destinations on schedule;
9. Fulfill administrative needs, like office pickups as need may arise;
10. Any other relevant duties as may be assigned.

Office Assistant - Grade 5

One (1) Position

MSU/ADM/OVC/03/24

Requirements for Appointment:

1. Craft Certificate/ Artisan proficiency / Trade Test I; **OR**
2. CPE/KCPE/KAPE/KJSE/KCSE or its equivalent with a certificate in a relevant field from a recognized institution;
3. Served in Grade 3/4 for a minimum of three (3) years; and
4. Proficiency in relevant computer applications.

Duties and Responsibilities

1. Clean the area of operation and the equipment for the appropriate cleanliness and hygiene;
2. Handle the keys and ensure timely opening and closing of the office of operation;
3. Perform daily routine activities in the designated area/ office; and
4. Any other duty as assigned by supervisor from time to time.

LIBRARY DEPARTMENT

Assistant Librarian – Grade Eleven (11)

One (1) Position

MSU/ADM/LIB/01/24

Requirements for Appointment

- Masters in Library and Information Sciences or its equivalent from a recognized institution;
- Bachelor's degree in Library and Information Sciences or its equivalent from a recognized Institution;
- Five (5) years' work experience at the level of a Senior Library Assistant Grade 9/10;
- A registered member with a relevant professional body; and
- Proficiency in the relevant computer applications.

Duties and Responsibilities

- Be in-charge of a library sections or service points within the University Library;
- Account for all the library resources through inventory, records management and stock taking;
- Plan, design, coordinate and implement comprehensive knowledge management initiatives and strategies;
- Maintain and interpret information on library use;
- Conduct user education programmes and information literacy;
- Manage ICT services including all electronic information;
- Supervision of staff under them;
- Provide information Services; and
- Identify information needs of various groups of library users.

ESTATES DEPARTMENT

Assistant Maintenance Officer – Grade 9

One (1) Position

MSU/ADM/EST/01/24

Requirements for Appointment:

1. Bachelor's degree/ Higher Diploma in the relevant technical area from a recognized institution;
2. Three (3) years' work experience at the level of Technician Grade 7/8; and
3. Proficiency in relevant computer applications.

Duties and responsibilities

1. Co-ordinate other works for staff under him or her in the Section;
2. Carry out costing and quantity of works and equipment;
3. Supervise maintenance works and equipment;
4. Supervise staff under them to work as assigned;
5. Ensure delivery of quality services and workmanship;
6. Supervise staff under them; and
7. Any other duty that may be assigned by the immediate supervisor.

Technician– Grade 6

One (1) Position

MSU/ADM/EST/02/23

Requirements for Appointment:

1. Kenya Certificate of Secondary Education;
2. Craft I (KNEC) certificate in Electrical Installations or equivalent in the related field;
3. Three (3) years relevant work experience at the level of Artisan Grade 4/5;
4. Must be physically fit; and
5. Proficiency in computer applications.

Duties and responsibilities

1. Carry out installation of electricity processes;
2. Perform regular maintenance and repair activities;
3. Maintain a record of all electrical property and ensure safe custody of the same;
4. Conduct regular inspection in their area of work; and
5. Any other duties as may be assigned by the immediate supervisor.

Artisan - Grade Four (4)

Six (6) Positions

MSU/ADM/EST/03/24

(Plumbing/ Electrical/Welding/Masonry/Carpentry/Painting)

Requirements for Appointment:

1. Government Trade Test I/ Artisan Certificate in the relevant field;
2. Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
3. Must be physically fit;
4. At least Two (2) years relevant work experience; and
5. Proficiency in relevant computer applications.

Duties and responsibilities

1. Requisition of tools and equipment from central stores;
2. Estimate and specify materials for use;
3. Carry out repairs in their area of work; and
4. Any other relevant duties assigned by the supervisor.

DIRECTORATE OF HUMAN RESOURCES

Administrative Assistant - Grade 7/8

One (1) Position

MSU/ADM/DHR/02/24

Requirements for Appointment:

1. A Bachelors' degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with at least three (3) years relevant working experience at Grade 5/6 in Human Resource;
2. A registered member of a relevant professional body where applicable; and
3. Proficiency in relevant computer applications.

Duties and responsibilities

1. Provide safe custody of all records including letters, memos, and employment files by ensuring that the documents are properly filed and stored for ease of retrieval and access;
2. Supervise staff under them in producing and processing all the required information and

- documentation within the expected service delivery charter in the university;
3. Appraise staff under them in the carrying out of their day to day duties, through allocation of work in collaboration with Assistant Registrar and improve office environment by ensuring effective performance of tasks;
 4. Coordinate the implementation of key performance indicators through continuous assessment of the activities carried out within the department for compliance to the set ISO standards;
 5. Coordinate the implementation of the department's service charter in the day to day office activities for effective service delivery to the internal clients within the stipulated timeline;
 6. Coordinate the preparation of documents for staff appraisal and performance management and reward management processes such as promotions and training and development;
 7. Coordinate and schedule meetings to discuss various issues affecting human resources and other central services with the department in line with its policies and workplan for effective and efficient service delivery;
 8. Implement decisions arrived at in departmental meetings in order to improve operations and ensure they are in line with the University policies;
 9. Prepare memos, correspondence briefs and reports in consultation with the Assistant Registrar to ensure timely communication to the relevant offices and individuals within and without the department;
 10. Maintain and update the department's database by obtaining staff information from various sections in the department in order to evaluate its progress in terms of service delivery;
 11. Facilitate processing of payroll for members of staff of the University in collaboration with Assistant Registrar; and
 12. Any other duties as may be assigned by the supervisor from time to time.

OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

**Senior Administrative Assistant- Grade 11 One (1) Position MSU/ADM/ASA/01/24
(Examinations Section)**

Requirements for Appointment:

1. Bachelors' degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with at least Five (5) years relevant working experience in Grade 9/10 or its equivalent in Examination processing and Management; and
2. Proficiency in relevant computer applications.

Duties and responsibilities

1. Serve as the Examination Irregularity /Divisional Committee meetings Secretariat;
2. Receiving examination papers for safe custody;
3. Processing and dispatch of Examination papers within the set timelines;
4. Responding to requests for verification of documents from Institutions and Certification of academic documents;

5. Coordination of External Moderation exercise;
6. Supervise staff under them in producing and processing all the required information and documentation within the expected service delivery charter in the university;
7. Coordinate the implementation of key performance indicators through continuous assessment of the activities carried out within the department for compliance to the set ISO standards;
8. Any other duties as may be assigned by the supervisor from time to time.

DIRECTORATE OF STUDENT WELFARE SERVICES

Assistant Catering Officer - Grade Nine (9) One (1) Position MSU/ADM/SWS/01/23

Requirements for Appointment:

1. Bachelor's degree in / Higher Diploma in Hospitality Management or equivalent from a recognized institution with three (3) years' work experience as Senior Cateress/ Caterer in Grade 7/8.
2. Proficiency in relevant computer applications

Duties and responsibilities

1. Ensure correct staffing in all sections of the department on daily basis;
2. Ensure that all operations of kitchens and service are of high standard;
3. Ensure that all resources required by operation areas are issued and records kept as per the laid-down procedures;
4. Ensure that all statutory regulations are fulfilled in time; and
5. Any other duty that may be assigned by the supervisor from time to time.

Senior Caterer/Cateress - Grade 7/8 One (1) Position MSU/ADM/SWS/02/23

Requirements for Appointment:

1. A Bachelor's degree in Hospitality Management or its equivalent from recognized institution; **OR**
2. Higher Diploma in Institutional Management or equivalent from a recognized Institution;
3. At least three (3) years' relevant work experience as Cateress/ Caterer Grade 5/6; and
4. Proficiency in relevant computer applications.

Duties and responsibilities

1. Arrange work schedules and leave roster to enable proper planning and give a sense of direction for the Catering Units on a daily basis;
2. Responsible for direct supervision of cateresses in charge of various Kitchen Units and the Dining Hall supervisor to ensure the smooth running of operations in the kitchen and dining halls;
3. Prepare the production report and advise the Catering and Hostels Manager on the same for the sale and cost of materials removed from the store to the kitchen units and dining hall on a weekly basis;
4. Coordinate planning and organization of activities for food and beverages in the Kitchen Units to

- enable timely production of food for students and staff;
5. Coordinate all store requisitions for smooth operation of activities in the Catering Units;
 6. Coordinate efficient allocation of material resources in the Kitchen Units to identify any possible saving on food cost and produce new measures to be taken on a daily basis;
 7. Control all deliveries, quantities and quality of supplies to meet the required standards in the Catering Units on a daily basis;
 8. Monitor staff attendance in all Catering Units to ensure they adhere to the set work schedule;
 9. Coordinate all preparation and production processes in the Kitchen and Dining Hall to ensure that they are within the stipulated time line;
 10. Ensure that staff in the Catering Section are in clean uniforms and maintain safety working guidelines on a daily basis to promote hygiene and enhance discipline; and
 11. Any other duty that may be assigned by the supervisor from time to time.

Caterer/Cateress – Grade Five (5)

One (1) Position

MSU/ADM/SWS/03/24

Requirements for Appointment:

1. Diploma in Institutional Management from a recognized Institution **OR**
2. Advanced Certificate in Food Production/Beverage Sales or equivalent from a recognized institution;
3. At least three (3) years' relevant work experience at Grade 3/4; and
4. Proficiency in relevant computer applications.

Duties and responsibilities

1. Prepare work plan, allocate duties and supervise staff as for the smooth operation of activities in the Kitchen Units;
2. Supervise directly functions in the various Kitchen Units for smooth running of activities;
3. Ensure that staff have clean uniforms and are smartly dressed to promote high standards of personal hygiene and enhance discipline;
4. Ensure that there is efficient planning and organization of activities for food and beverages in the Kitchen Units to enable timely production of food for students and staff;
5. Responsible for strict control and safety of food stuff both raw and cooked, equipment and or work area on a daily basis to ensure conformance to established standards and proper maintenance of tools and equipment;
6. Responsible for all kitchen production and operation processes on a daily to ensure that they are within the stipulated time line;
7. Responsible for requisition of raw food and cleaning materials from the stores on a daily basis to ease in work flow;
8. Check all deliveries, quantities and quality of all kitchen stores supplies at the point of receiving and advice the Senior Cateress on the findings to meet the required standards in the Catering Units on a daily basis;
9. Responsible for smooth service of food to students paying particular attention to fast moving Counter Service to ensure that they are within the stipulated timeline; and
10. Any other duty that may be assigned by the supervisor from time to time.

DIRECTORATE OF INFORMATION COMMUNICATION AND TECHNOLOGY SERVICES

Web Master – Grade Ten (10)

One (1) Position

MSU/ADM/ICT/01/24

Requirements for Appointment:

1. A Bachelor's Degree in Computer Science /Information Technology or its equivalent from a recognized institution;
2. At least 5 years relevant working experience either as a Web Master or Assistant Web Master preferably in a University setup; and

Duties and responsibilities

1. Build functional websites that are easy to use and navigate;
2. Collaborate with marketing staff on website ad campaigns;
3. Collaborate with designers to agree on a design for the websites;
4. Create a website style guide for cohesive design elements across all pages;
5. Test websites using different devices, browsers, and operating systems;
6. Update content on the website to keep pages fresh and intriguing;
7. Review the site content and update with current SEO trends;
8. Monitor, analyze, and report on all online traffic;
9. Analyze site performance;
10. Ensure web site and web server functionality and efficiency;
11. Make sure hardware and software are functioning;
12. Respond to user complaints quickly and appropriately;
13. Manage access rights for users;
14. Doing site backups;
15. Set up login pages;
16. Optimize site loading speeds;
17. Fix broken links and images;
18. report regularly to director ICT on current functionality and plans for future functionality;
19. Perform any necessary updates;
20. Minimize downtime;
21. Communicate with management on ways we can improve usability;
22. Respond to user comments and questions; and
23. Work hand in hand with Web & digital Content Officer for current data upload.

Network Administrator - Grade Ten (10)

One (1) Position

MSU/ADM/ICT/02/24

Requirements for Appointment:

1. A Bachelor's degree in Computer Science/Software Engineering/ Information Technology/ Management Information Systems or equivalent from a recognized higher learning institution;
2. CCNA or equivalent network professional certifications;
3. Demonstrable skills in advanced network setups, configurations and troubleshooting;
4. Advanced knowledge in Linux administration, WAN, LAN, WIFI and VOIP technologies;

5. At least 5 years relevant working experience either as a network technician or assistant network administrator preferably in a University setup; and

Duties and responsibilities

1. Configure network hardware such as servers, routers, and switches;
2. Deploy, Upgrade, repair, and maintain University-wide ICT networks;
3. Troubleshoot various network issues;
4. Assist network architects with the design of network models whenever needed;
5. Consulting with service providers to specify ICT network requirements and design solutions; and
6. Daily monitoring of ICT networks to identify how and when improvement on performance is required.

Systems Administrator - Grade 10

One (1) Position

MSU/ADM/ICT/03/24

Requirements for Appointment:

1. A Bachelor's degree in Computer Science/Software Engineering/ Information Technology; Management Information Systems or equivalent from a recognized higher learning institution;
2. At least 3-year relevant work experience at the level of MIS support specialist;
3. Demonstrable problem solving skills in general computing field;
4. High level proficiency in general IT skills including but not limited to MIS setup and configurations;
5. Knowledge and experience in Microsoft Dynamics Nav ERP in a University setup will be an added advantage; and
6. Relevant experience in server setup and administration.

Duties and responsibilities:

1. Coordinate and spearhead all the operations in the systems administration section;
2. Daily Monitoring of system performance and troubleshooting issues;
3. Installing and configuring ERP software to users when required;
4. Ensure security through access controls, backups and firewalls;
5. Setting up new and disabling of old/no longer in use user accounts;
6. Develop user skills by conducting regular trainings;
7. Maintain accurate and relevant documentation through user manuals and user roles; and
8. Coordinate all system upgrade and changeover related tasks.

Senior Technician - Grade Ten (10)

One (1) Position

MSU/ADM/ICT/04/24

Requirements for Appointment:

1. A Bachelor's Degree in Computer Science/Computer Technology/Computer Engineering/Software Engineering /Information Technology or equivalent from a recognized institution;
2. Relevant skills in management, support and troubleshooting of computer hardware;
3. High level of proficiency in general IT skills including but not limited to setup and configurations of various computing equipment;

4. At least 3-year relevant work experience at the level of Assistant Technician Grade 7/8.
5. Excellent communication skills; and
6. Knowledge and experience in large scale printing set up in a networked environment.

Duties and responsibilities

1. Coordinate and spearhead all the operations in the end user support section;
2. Day-to-day Trouble shooting and resolution of technical problems with ICT computing equipment;
3. Coordinates functionality enhancements with the ICT hardware and software;
4. General and regular maintenance of ICT equipment as well as renewal of antiviruses; and
5. Support both staff and students on hardware related issues.

Network Technician Grade 7/8 Two (2) Positions

MSU/ADM/ICT/05/24

Requirements for Appointment:

1. A Bachelor's degree in Computer Science/Software Engineering/ Information Technology/ Management Information Systems or equivalent from a recognized higher learning institution;
2. Relevant basic skills in management and support of ICT networks; and
3. Excellent communication skills.

Duties and responsibilities

1. Day-to-day Trouble shooting and resolution of technical problems with ICT Networks;
2. Coordinates functionality enhancements with the Networks Administrator; and
3. Support both staff and students on Internet access related issues.

MIS End User Support Specialist- Grade Eight (8) One (1) Position MSU/ADM/ICT/06/24

Requirements for Appointment:

1. Bachelor's degree / Diploma in Computer Science /ICT/Telecommunications/Electrical Engineering or related field from a recognized institution;
2. Relevant skills in support of Management Information Systems (MIS) preferably in a University setup; and
3. Excellent communication skills.

Duties and responsibilities

1. Day-to-day Trouble shooting and resolution of technical problems with MIS;
2. Installation and upgrades of MIS client as need arises;
3. Coordinates functionality enhancements with the Systems Administrator; and
4. Support both staff and students on portal related issues.

FINANCE DEPARTMENT

Assistant Accountant – Grade Eleven (11)

One (1) Position

MSU/ADM/FIN/01/24

Requirements for Appointment:

1. Bachelor's degree in Accounting/Finance from a recognized institution or equivalent;
2. CPA Part III/ ACCA Level III;
3. Three (3) years' experience as Assistant Accountant Grade 9/10 **OR** CPA/ACA II with Eight (8) cumulative relevant work experience;
4. Practical knowledge of ICT in accounting packages is mandatory; and
5. Proficiency in relevant computer applications.

Duties and Responsibilities

1. Required to head a section under the direction of the Accountant;
2. Undertake specific accounting assignments such as:
 - i. Bank reconciliation,
 - ii. Asset management
 - iii. Produce budget comparison analysis and reports
 - iv. Prepare procurement and annual work plans; and
 - v. Prepare financial reports.

Senior Accounts Assistant- Grade Eight (8)

Two (2) Position

MSU/ADM/FIN/02/24

Requirements for Appointment:

1. Bachelor's degree in Finance, Accounting or its equivalent in a related field **OR**
2. Diploma in Accounting or its equivalent;
3. Served in the position of Accounts Assistant Grade 6 for a period of at least three (3) years; and
4. Proficiency in relevant computer applications; and
5. CPA II is an added advantage.

Duties and responsibilities

1. Maintain books of accounts to ensure that all transactions are properly recorded;
2. Ensuring that transactions being so recorded are in accordance with University regulations and policies;
3. Posting of transactions in ledger accounts;
4. Producing monthly reports; and
5. Supervise staff working under him/her.

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

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