



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 positions indicated below:

1. EXTERNAL ADVERTISEMENT

TEACHING POSITIONS

SCHOOL OF EDUCATION

DEPARTMENT OF COMMTECH

Lecturer - Grade Twelve (12) (Home Science Education)	One (1) Position	MSU/ACA/ECT/01/24
Lecturer - Grade Twelve (12) (Mathematics/ Physics Education)	One (1) Position	MSU/ACA/ECT/02/24
Lecturer - Grade Twelve (12) (English Literature Education)	One (1) Position	MSU/ACA/ECT/03/24

DEPARTMENT OF SPECIAL NEEDS EDUCATION

Senior Lecturer – Grade Thirteen (13) (Early Childhood Development and Education)	One (1) Position	MSU/ACA/SNE/01/24
Lecturer - Grade Twelve (12) (Early Childhood Development and Education)	Two (2) Positions	MSU/ACA/SNE/02/24
Lecturer- Grade Twelve (12) (Specialization: Visual Disability-Braille & Low Vision/ Cerebral Palsy/ Physical Disability-Adapted Physical Education/Autism)	Two (2) Positions	MSU/ACA/SNE/03/24

DEPARTMENT OF EDUCATIONAL MANAGEMENT & FOUNDATIONS

Lecturer - Grade Twelve (12) (Planning & Economics of Education)	One (1) Position	MSU/ACA/EMF/01/24
Lecturer - Grade Twelve (12) (Philosophy of Education)	One (1) Position	MSU/ACA/EMF/02/24
Lecturer - Grade Twelve (12) (Sociology & Comparative of Education)	One (1) Position	MSU/ACA/EMF/03/24

SCHOOL OF MATHEMATICS AND ACTUARIAL SCIENCE

DEPARTMENT OF PURE & APPLIED MATHEMATICS

Associate Professor – Grade Fourteen (14) (Applied Mathematics)	One (1) Position	MSU/ACA/SMA/01/24
Senior Lecturer – Grade Thirteen (13) (Applied Mathematics)	One (1) Position	MSU/ACA/SMA/02/24
Senior Lecturer – Grade Thirteen (13) (Pure Mathematics)	One (1) Position	MSU/ACA/SMA/03/24
Lecturer - Grade Twelve (12) (Applied Mathematics – Specialization: Mathematical Modelling)	Two (2) Positions Numerical Analysis/ Fluid Mechanics/ Analytical Methods/	MSU/ACA/SMA/04/24
Lecturer - Grade Twelve (12) (Pure Mathematics)	One (1) Position	MSU/ACA/SMA/05/24

SCHOOL OF MEDICINE

DEPARTMENT OF RADIOLOGY & IMAGING

Senior Lecturer – Grade Thirteen (13) (Radiology)	One (1) Position	MSU/ACA/SMR/01/24
Lecturer– Grade Twelve (12) (Radiology)	One (1) Position	MSU/ACA/SMR/02/24

DEPARTMENT OF HUMAN ANATOMY

Senior Lecturer – Grade Thirteen (13) (Human Anatomy)	One (1) Position	MSU/ACA/SMHA/01/24
Lecturer– Grade Twelve (12) (Human Anatomy)	One (1) Position	MSU/ACA/SMHA/02/24

SCHOOL OF LAW

Senior Lecturer – Grade Thirteen (13)	One (1) Position	MSU/ACA/SOL/01/24
Lecturer– Grade Twelve (12)	Two (2) Positions	MSU/ACA/SOL/02/24

SCHOOL OF NURSING

DEPARTMENT OF MIDWIFERY NURSING

Senior Lecturer - Grade Thirteen (13)	One (1) Position	MSU/ACA/MDW/01/24
Lecturer - Grade Twelve (12)	One (1) Position	MSU/ACA/MDW/02/24

DEPARTMENT OF COMMUNITY HEALTH NURSING

Lecturer - Grade Twelve (12)
(Mental Health Nursing) One (1) Position MSU/ACA/CHN/01/24

DEPARTMENT OF NURSING EDUCATION, LEADERSHIP AND RESEARCH

Lecturer - Grade Twelve (12) One (1) Position MSU/ACA/NELR/01/24

SCHOOL OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF ART & DESIGN

Lecturer- Grade Twelve (12)
(Interior Design) One (1) Position MSU/ACA/DAD/01/24

SCHOOL OF PHYSICAL & BIOLOGICAL SCIENCES

DEPARTMENT OF BOTANY

Lecturer- Grade Twelve (12)
(Plant Pathology) One (1) Position MSU/ACA/DOB/01/24

SCHOOL OF PHARMACY

DEPARTMENT OF PHARMACOLOGY

Senior Lecturer – Grade Thirteen (13)
(Pharmacology) One (1) Position MSU/ACA/PHARM/01/24

NON-TEACHING POSITIONS

SCHOOL OF PHYSICAL & BIOLOGICAL SCIENCES

DEPARTMENT OF BOTANY

Chief Technologist - Grade Twelve (12) One (1) Position MSU/ACA/ DOB/02/24

SCHOOL OF NURSING

DEPARTMENT OF COMMUNITY HEALTH NURSING

Clinical Instructor - Grade Nine (9) One (1) Position MSU/ACA/CHN/01/24

DEPARTMENT OF MEDICAL SURGICAL NURSING

Skills Laboratory Assistant - Grade Six (6) One (1) Position MSU/ACA/MSN/02/24

SCHOOL OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF COMMUNICATION AND MEDIA TECHNOLOGY

Demonstrator – Grade Eight (8) One (1) Position MSU/ACA/CMT/01/24

SCHOOL OF EDUCATION

DEPARTMENT OF SPECIAL NEEDS EDUCATION

Audiology Technologist – Grade Eight (8)
(Sign Language) One (1) Position MSU/ACA/SNE/04/24

Braille Technician – Grade Six (6) One (1) Position MSU/ACA/SNE/05/24

SCHOOL OF PHARMACY
DEPARTMENT OF PHARMACOLOGY

Technologist - Grade Eight (8) One (1) Position MSU/ACA/PHARM/02/24
(Veterinary)

Technologist - Grade Eight (8) One (1) Position MSU/ACA/PHARM/03/24
(Herbarium)

SCHOOL OF MEDICINE
DEPARTMENT OF HUMAN ANATOMY

Laboratory Attendant – Grade Four (4) One (1) Position MSU/ACA/HA/02/24
(Human Anatomy)

OFFICE OF THE DEPUTY VICE-CHANCELLOR, PARTNERSHIPS, RESEARCH & INNOVATIONS (PRI)

OFFICE OF THE REGISTRAR, PRI

UNIVERSITY FARM

Farm Manager – Grade Ten (10) One (1) Position MSU/PRI/UF/01/24

OFFICE OF THE VICE-CHANCELLOR
DIRECTORATE OF PUBLIC RELATIONS AND MARKETING

Assistant Public Relations Officer- Grade Eight (8) One (1) Position MSU/ADM/PRM/01/24
(Photography/Writer)

OFFICE OF THE DEPUTY VICE-CHANCELLOR, ADMINISTRATION, FINANCE & DEVELOPMENT

DEPARTMENT OF HEALTH SERVICES

Clinical Officer- Grade Eight (8) Two (2) Positions MSU/ADM/DHS/01/24

KRCHN- Grade Eight (8) Two (2) Positions MSU/ADM/DHS/02/24

DIRECTORATE OF STUDENT AFFAIRS

DEPARTMENT OF GAMES

Games & Sport Officer I – Grade Nine (9) One (1) Position MSU/ADM/DSA/01/24

Games Attendant – Grade Three (3) One (1) Position MSU/ADM/DSA/02/24

2. RE-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/DPH/01/24
Lecturer – Grade Twelve (12) (Epidemiology & Biostatistics)	One (1) Position	MSU/ACA/DPH/02/24
Lecturer – Grade Twelve (12) (Community Health)	One (1) Position	MSU/ACA/DPH/03/24

SCHOOL OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF ART & DESIGN

Senior Lecturer– Grade Thirteen (13) (Art and Design)	One (1) Position	MSU/ACA/DAD/02/24
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SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ECONOMICS

Senior Lecturer– Grade Thirteen (13) (Macro/Micro Economics)	One (1) Position	MSU/ACA/SBE/01/24
Senior Lecturer– Grade Thirteen (13) (Energy/Natural Resource/Health Economics)	One (1) Position	MSU/ACA/SBE/02/24
Lecturer– Grade Twelve (12) (Macro/Micro Economics)	One (1) Position	MSU/ACA/SBE/03/24
Lecturer– Grade Twelve (12) (Energy/Natural Resource /Health Economics)	One (1) Position	MSU/ACA/SBE/04/24
Lecturer– Grade Twelve (12) (Mathematical Economics, Financial Economics, Economic Statistics & Econometrics)	One (1) Position	MSU/ACA/SBE/05/24

SCHOOL OF PHARMACY

Senior Lecturer – Grade Thirteen (13) (Pharmaceutical Chemistry & Analysis)	One (1) Position	MSU/ACA/PHARM/04/24
Lecturer – Grade Twelve (12) (Pharmaceutics and Pharmacy Practice)	One (1) Position	MSU/ACA/PHARM/05/24

NON-TEACHING POSITIONS

OFFICE OF THE VICE-CHANCELLOR

DEPARTMENT OF INTERNAL AUDIT

Internal Auditor – Grade Twelve (12)	One (1) Position	MSU/ADM/DIA /01/24
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OFFICE OF THE DEPUTY VICE-CHANCELLOR, PARTNERSHIPS, RESEARCH AND INNOVATIONS

Registrar- Grade Fifteen (15) (Partnerships, Research & Innovations)	One (1) Position	MSU/PRI/RRP/01/24
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Deputy Registrar- Grade Fourteen (14) (Partnerships, Research & Innovations)	One (1) Position	MSU/PRI/RRP/02/24
Senior Assistant Registrar- Grade Thirteen (13) (Partnerships, Research & Innovations)	One (1) Position	MSU/PRI/RRP/03/24
Assistant Registrar- Grade Twelve (12) (Partnerships, Research & Innovations)	One (1) Position	MSU/PRI/RRP/04/24

REQUIREMENTS FOR APPOINTMENT

Associate Professor – Grade Fourteen (14)

Requirements for Appointment:

- An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University;
- At least Three (3) years of teaching experience at the University level as Senior Lecturer; or Senior Researcher/industry experience or equivalent;
- 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;
- Supervised at least Four (4) post-graduate students to completion, including at least One (1) at doctoral student as a Senior Lecturer;
- Attracted research or development funds as a Senior Lecturer /Senior Research Fellow;
- Attended and presented papers at conferences/workshops/seminars; and
- Registered with the relevant professional body (*where applicable*).

Senior Lecturer – Grade Thirteen (13)

Requirements for Appointment:

- An earned PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant field from an accredited and recognized University;
- At least Three (3) years teaching experience at the University level as a Lecturer or Six (6) years in research / industry experience;
- 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;
- Supervised at least Three (3) post-graduate students to completion as a Lecturer or equivalent;
- Attended and presented papers at conferences/workshops/seminars; and
- Registered with the relevant professional body (*where applicable*).

Lecturer – Grade Twelve (12)

Requirements for Appointment:

- An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University; and registered with the relevant professional body (*where applicable*).

OR

A Master's degree in the relevant field from a credited and recognized University (*in special cases*) with at least Three (3) years teaching experience at University level or in research or in industry; and

- A minimum of Twenty-four (24) publication points, at least Sixteen (16) should be from refereed scholarly journal papers; and

- Registered with the relevant professional body (*where applicable*).

**Registrar- Grade Fifteen (15)
(Partnerships, Research & Innovations)**

One (1) Position

MSU/PRI/RRP/01/24

Requirements for Appointment:

For appointment to the position of Registrar (Partnership, Research & Innovation) one must meet the following requirements:

- PhD degree from a recognized University;
- At least Ten (10) years of continuous University service; Three (3) of which must have been as a Deputy Registrar (Grade 14) or Registrar (Grade 15) or equivalent position, with proven integrity, honesty, independence, innovativeness and compliance to deadlines
- Be at the rank of at least Associate Professor or its equivalent;
- Proven track record in promoting learning, teaching, research and development in a University for a minimum of Five (5) years;
- Evidence of publications in refereed journals and published works;
- Strong analytical skills;
- Advanced computer literacy skills;
- Demonstrate experience in writing research proposals, developing fundable proposals and good document/editing skills;
- Knowledge of national laws and policies governing education and research; and
- Proficiency in relevant computer applications.

Duties and responsibilities

- Setting policies to shape the University's research, extension, innovation, resource mobilization and linkages agenda;
- Facilitating the transfer of the University's' innovation into the public domain while protecting the University's' intellectual property rights and interests;
- Overseeing the preparation and implementation of University resource mobilization policy;
- Promotion and implementation of policies and strategies on sponsored research and coordination of research, linkages and innovation activities in the University including:
 - (i) Research management and support;
 - (ii) Communication and publication of research findings by University's scholars;
 - (iii) Research ethics management, technology transfer and innovation;
 - (iv) Commercialization and entrepreneurship of research; and
 - (v) Fundraising for research from industry and other external organizations;
- Safe custody of the University's research, repository and ensuring that an e-Research and learning repository is created, and maintained in the library, and is kept up-to-date;
- Ensuring that operational research management plans are prepared and submitted for review by the Research and Innovation Board;
- Ensuring that strategic plans for research in the University are prepared and submitted for review by the Research and Innovation Board;
- Preparation of the annual research budgets and submitting them for review by the Research and Innovation Board;
- Developing and applying metrics for measuring research performance by individuals, Schools and the University as a whole;
- Ensuring that applications for internal research grants are processed in a timely manner and presented for review and evaluation, and award of grants to successful applicants by the Research and Innovation Board, in accordance with approved procedures and policies;
- Ensuring that annual research reports are prepared and submitted to the Council in a timely manner;
- Providing advice and support in the protection and development of intellectual property arising out of the University's research and innovation activities;

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- Continually reviewing the University regulations on research policies, resources and services to ensure that they reflect the changing needs of the University and its sponsors and submit proposals to the Board of Research and Innovation;
- Serving as the secretary of the Universities' Board of Research and Innovation;
- Coordinating all research, extension, resource mobilization and linkages in the University;
- Preparing, implementing and reviewing the departments' strategic plan and annual work plan;
- Conducting annual appraisal of members of staff in the department;
- Preparing the departments' annual budget and procurement plan; and
- Any other duty as may be assigned by the supervisor from time to time.

Skills and competencies

Applicants should possess the following:

- Grant call searches
- Computer literacy skills
- Team building and team work
- Interpersonal skills
- Communication skills
- Leadership skills
- Skills for innovativeness
- Organizational skills
- Networking and collaboration skills
- Resource mobilization skills

**Deputy Registrar- Grade Fourteen (14)
(Partnerships, Research & Innovations)**

One (1) Position

MSU/PRI/RRP/02/24

Requirements for Appointment:

- A Master's degree in the relevant field from a recognized University;
- PhD will be an added advantage;
- At least ten (10) years of continuous university service; Three (3) of which must have been as a Senior Assistant Registrar (Grade 13) or equivalent position, with proven integrity, honesty, independence, innovativeness and compliance to deadlines;
- Ability to lead, guide, coordinate and facilitate strategic planning processes;
- Demonstrate ability to analyze and interpret research, innovation and intellectual property rights matters;
- Be of the highest ethical standards, accountability and professionalism, team work and good stewardship; and
- Proficiency in relevant computer applications.

Duties and responsibilities

- Management of Partnerships, Research, and Innovation matters/functions of the University under the overall leadership of the Deputy Vice Chancellor (Partnership, Research and Innovation);
- Assist in coordinating and implementation of University policies in the Division;
- Participation in formulation and implementation of Divisional strategic plan;
- Support of effective administrative systems in line with the University policies, procedures and best practices;
- Assist in formulation, planning and implementation of the Divisional budgets and Procurement Plans.
- Advisor to Registrar (Partnership, Research and Innovation);
- Provide secretarial for the PRI Division;

- Management of Research, Innovation and Extension records;
- Ensuring confidentiality and security of information; and
- Any other duties that may be assigned by immediate supervisor.

Skills and competencies

Applicants should possess the following:

- Grant call searches
- Computer literacy skills
- Team building and team work
- Interpersonal skills
- Communication skills
- Leadership skills
- Skills for innovativeness
- Organizational skills
- Networking skills

Senior Assistant Registrar- Grade Thirteen (13) One (1) Position (Partnerships, Research & Innovations)

MSU/PRI/RRP/03/24

Requirements for Appointment:

- A Master's degree in the relevant field from a recognized University;
- At least ten (10) years of continuous University service/ research industry; three (3) of which must have been as Assistant Registrar (Grade 12) or equivalent position, with proven integrity, honesty, independence, innovativeness and compliance to deadlines.;
- Ability to lead, guide, coordinate and facilitate strategic planning processes;
- Demonstrate ability to analyze and interpret research, innovation and intellectual property rights matters;
- Be of the highest ethical standards, accountability and professionalism, team work and good stewardship;
- A registered member of a relevant professional body (*where applicable*); and
- Proficiency in relevant computer applications.

Duties and responsibilities

- To manage and co-ordinate research data consolidation in the University;
- To oversee and coordinate data for consumption of stakeholders such as STI – NACOSTI;
- To oversee and coordinate administration of Innovation and Research Weeks;
- Coordinate and facilitate internal research teams, Grants office and external partners and collaborators;
- Assist in coordinating and implementation of University policies in the Division;
- Participation in formulation and implementation of Divisional strategic plan;
- Support of effective administrative systems in line with the University policies, procedures and best practices;
- Management of Research, Innovation and Extension records;
- Ensuring confidentiality and security of information; and
- Any other duties that may be assigned by immediate supervisor.

Skills and competencies

Applicants should possess the following:

- Grant call searches
- Computer literacy skills
- Team building and team work

- Interpersonal skills
- Communication skills
- Leadership skills
- Skills for innovativeness
- Organizational skills
- Networking skills

**Assistant Registrar- Grade Twelve (12)
(Partnerships, Research & Innovations)**

One (1) Position

MSU/PRI/RRP/04/24

Requirements for Appointment:

- A Master’s degree in Administration, Business Studies, Information Communication & Technology, Social Sciences or its equivalent from a recognized institution with Ten (10) years cumulative relevant work experience/ research work of which Three (3) years must be at the Grade 11 or equivalent;
- A registered member of a relevant professional body (*where applicable*); and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Prepare work plans, allocate work to and supervise subordinates together with their work within the department for effective and efficient service delivery;
- Monitor and evaluate the progress of service delivery in the department as well as appraise departmental staff in order to establish their performance and productivity;
- Plan, organize and implement staff training and development in order to bridge skills gaps identified and recommended in the performance management exercise;
- Prepare and disseminate the respective reports following staff appraisal, performance management and training a development exercises in the department;
- Sit in various departmental committees and document their proceeding, prepare the respective reports and disseminate them accordingly to the appropriate stakeholders;
- Implement administrative functions such as supervising the operations of the University asset registry;
- Receive and process leave days requests by departmental staff so that there is continuous availability of staff for continuous service delivery in the department;
- Maintain the float materials and supplies requirements for running the affairs of the department such as stationary, water and refreshment;
- Ensure proper utilization of resources and equipment that will contribute to the achievement of the University objectives within the planned time as per the service level agreement;
- Provide general office services on daily basis such as drafting of correspondences and notices as necessary to address issues raised or give timely response to clients there by maintaining service level at all times;
- Organize regularly, in collaboration with the Senior Assistant Registrar, meetings, workshops and trainings and avail all logistics for successful achievement of set objectives;
- Coordinate the management of both administrative and central services records for future reference and support informed decision making; and
- Any other duty as may be assigned by supervisor from time to time.

**Internal Auditor – Grade Twelve (12)
Requirements for Appointment:**

One (1) Position

MSU/ADM/IA /01/24

- A Master's degree from a recognized University in a relevant field such as Accounting, Finance or equivalent;
- CPA (K) /ACCA/CIA;
- Seven (7) years relevant experience of which Three (3) years must be at Grade 11/10 or equivalent;
- A registered member of ICPAK or an equivalent professional body with a valid license;
- CISA /CIRM/RCP holders will have an added advantage;
- Practical knowledge of ICT in relevant area is mandatory; and
- Proficiency in relevant ERP modules.

Duties and Responsibilities

- Participate in budget preparation for the internal audit department of the University;
- Supervise internal audit teams and subordinate staff allocated work to ensure effective implementation and achievement of set internal audit targets;
- Participate in the process of formulation of the departmental work plan to ensure the audit universe is covered;
- Prepare and implement audit programmes to ensure that the objectives are met in time and procedures adhered to;
- Mobilize audit teams in order to complete work is within the set time frame to check of audit objectives;
- Advice management through appropriate recommendations on additional value for University governance;
- Collect analysis and evaluation of data in order to enlighten and advice management through appropriate recommendations;
- Review past audit reports to ensure compliance of state legislation, institutional policies, procedures and guidelines in the University; and
- Any other duty as may be assigned by supervisor from time to time.

Chief Technologist -Grade Twelve (12)

One (1) Position

MSU/ADM/DBOT/01/24

Requirements for Appointment:

- A Master's degree in relevant field from recognized institution with Seven (7) years cumulative relevant experience Three (3) of which must be at the level of Grade 11/10 or equivalent;
- A registered member of a relevant professional body with a valid practicing license; and
- Proficiency in relevant computer applications.

Serving Officer

- Bachelor's degree in a relevant discipline from a recognized institution with at least Five (5) years' work experience at the level Technologist Grade11/10 or equivalent;
- A registered member of a relevant professional body with a valid practicing license; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Responsible for organization and administration of the teaching and research activities;
- Direct and coordinate teaching and research activities through identification of divisional/departmental needs in liaison with Head of Department for the successful implementation of teaching and research activities;
- Compilation of laboratory/workshop equipment and supplies;
- Supervision of undergraduate and postgraduate practical lessons;
- Supervision of technical staff in the Division/Department;
- Participate in planning, designing and developing teaching and research activities;

- In liaison with Head of Division/Department, provide professional support to improve and manage the consultancy services undertaken in the laboratories/workshops in order to ensure reliability of the results; and
- Any other duties as may be assigned by the supervisor from time to time.

Farm Manager – Grade Ten (10)

One (1) Position

MSU/ADM/UF/01/24

Requirements for Appointment:

- Bachelor’s degree in Agriculture or its equivalent from a recognized Institution with Five (5) years relevant work experience of which Three (3) must have been in the level of Grade 8/9 or equivalent; **OR** Higher Diploma in Agriculture or its equivalent from a recognized Institution with Five (5) years relevant work experience in a serious business Farm;
- Proficiency in relevant computer applications; and
- A registered member of a relevant professional body (*where applicable*).

Duties and responsibilities

- Participate in the preparation of annual work plans for the Farm in order to guide all the activities and programs in the Farm;
- Participate in the preparation for farm staff work plan, allocate work to and supervise in order for them to perform optimally and produce the desired output in the University Farm;
- Support the Farm Manager in develop work policies and procedures to be followed by all staff in the Farm within the framework of the human resource policy of the University;
- Participate in projecting farm produce targets for the different farming activities and projects so as to guide work progress in the Farm;
- Participate in preparing budget for the different Farm inputs required to run all the farming activities and projects so as to produce the set target;
- Participate in preparing periodic financial reports for the different farming projects in the University Farm so as to establish their revenue and profitability;
- Coordinate administrative functions and staff in the Farm such as customer service, sales and financial services in the Farm;
- Guide and supervise specific farming activities and projects charged with in the University Farm for their productivity and profitability;
- Coordinate and control all the activities and projects of the farm so that they can produce the targeted output for profit generation for the University;
- Develop farming units for the University farm under the direction of the farming committee of the University;
- Provide care and custody for all Farm equipment, tools and resources and guard them against misappropriation, damage and loss in order to minimize operation costs on the farm for increased revenue;
- Management of Office furniture and Electronic Appliances; and
- Any other duty as may be assigned by the supervisor from time to time.

Clinical Instructor Grade Nine (9)

One (1) Position

MSU/ACA/CHN/01/24

Requirements for Appointment:

- Bachelor of Science in Nursing or equivalent from a recognized institution;
- A registered member of relevant professional body;
- Valid practicing license; and
- Proficiency in relevant computer applications.

Serving Officer

- Diploma in Nursing or equivalent from a recognized institution;
- Three (3) years' work experience in Grade Eight (8) or equivalent;
- A registered member of relevant professional body;
- Valid practicing license; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Prepare a clinical rotational schedule for the nursing students in the school of nursing in order for all to get a chance for clinical practice;
- Participate in the technical evaluation during the procurement process for the equipment needed for nursing clinical practice in the University;
- Prepare clinical tools for follow up and evaluation and grading of students in nursing clinical practice in the School of Nursing;
- Facilitate students learning through clinical placement and nursing skills laboratory and in health facilities where they are placed;
- Identify relevant required equipment and supplies for procurement in liaison with the Head of Nursing Department;
- Prepare and perform practical sessions in the nursing skills laboratory to students so as to understand and appropriate their knowledge;
- Maintain the inventory of equipment and supplies for use in the School of Nursing of the University;
- Ensure adherence of laboratory safety regulation and professional conduct during clinical placement;
- Ensure students sign attendance sheets during laboratory and clinical placement;
- Prepare and mark clinical assignments assigned to nursing students in the School of Nursing;
- Ensure cleanliness of equipment used in the nursing laboratory in the School of Nursing laboratory;
- Teach and guide students while in clinical areas to impart them with practical knowledge;
- Offer nursing care to patients while in the clinical areas to restore health and well-being;
- Co-assess students during practical examinations both in hospital and skills laboratory;
- Arrange for transportation of students to and from the clinical areas; and
- Any other duty as may be assigned by the supervisor from time to time

Games & Sport Officer I – Grade Nine (9)

One (1) Position

MSU/ADM/DSA/01/24

Requirements for Appointment:

- Bachelor of Science in Physical Education or equivalent from a recognized institution with Five (5) years relevant work experience of which Three (3) should be at the level of Games & Sport Officer II Grade 7/8 or its equivalent;
- A registered member of relevant professional body (where applicable);
- Proficiency in relevant computer applications.

Serving Officer

- Bachelor of Science in Physical Education/ Higher National Diploma or equivalent from a recognized institution with Three (3) years relevant work experience as Games & Sport Officer II Grade 7/8 or its equivalent;
- A registered member of relevant professional body (where applicable);
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Plan, organize and develop games and sports activities.
- Oversee general care and maintenance of games facilities.
- Coach and officiate various games and sports activities.

- Responsible for students going for external fixtures.
- Popularize sports and games activities among students
- Supervise staff under them.
- Any other duty that may be assigned by the supervisor from time to time.

**Technologist - Grade Eight (8)
(Veterinary)**

One (1) Position

MSU/ACA/PHARM/02/24

Requirements for Appointment

- Bachelor's Degree in Applied Biology (Zoology), Animal Physiology, Medical Laboratory Sciences or equivalent from a recognized institution;
- OR**
- Higher National Diploma in Applied Biology (Zoology), Animal Physiology, Medical Laboratory Sciences or equivalent from a recognized institution, with at least Two (2) years' relevant experience/ research experience in a Pharmacology or Physiology Laboratory;
- A registered member of relevant professional body;
- Valid practicing license; and
- Proficiency in relevant computer applications.

Duties and responsibilities

- Provide technical leadership, supervise Laboratory Attendants and Assistants;
- Participate in the preparation and collection of teaching and research materials;
- Conduct undergraduate and post graduate pharmacology practical and research experiments;
- Supervise the management and maintenance of laboratory animals, materials and equipment;
- Supervise the development, management and maintenance of laboratory animals and SOP animal house;
- Participate in research activities within the School; and
- Any other duty as may be assigned by the supervisor from time to time.

**Technologist - Grade Eight (8)
(Herbarium)**

One (1) Position

MSU/ACA/PHARM/03/24

Requirements for Appointment

- Bachelor's Degree in Applied Biology (Botany), Plant Physiology or equivalent from a recognized institution;
- OR**
- Higher National Diploma in Applied Biology (Botany), Botany, Plant Physiology or equivalent from a recognized institution, at least Two (2) years' experience in a Pharmacognosy laboratory or herbarium;
- Relevant experience in herbal research laboratory or institution will be added advantage;
- A registered member of relevant professional body with the current practicing license; and
- Proficiency in relevant computer applications.

Duties and responsibilities

- Provide technical leadership, supervise Laboratory Attendants and Laboratory Assistants;
- Participate in the preparation and collection of teaching and research materials;
- Conduct undergraduate and post graduate pharmacognosy practical and research experiments;
- Supervise the management and maintenance of laboratory materials and equipment;
- Supervise the development, management and maintenance of SOP Botanical Garden and Herbarium;
- Participate in research activities within the School; and
- Any other duty as may be assigned by the supervisor from time to time.

Demonstrator – Grade Eight (8)**One (1) Position****MSU/ADM/CMT/01/24****Requirements for Appointment:**

- Bachelor’s Degree in Communications and Media Studies, Film Production and Animation or its equivalent from a recognized institution with at least Three (3) years relevant work experience;
- Strong technical skills in operating cameras, audio equipment and Radio & TV production process; and
- Proficiency in relevant computer applications;

Duties and Responsibilities

- Assist and guide students during practical;
- Provide technical support in coordination and operation of the laboratories;
- Ensure equipment is functional and /or material for demonstrations, exercise is prepared before practical;
- Collection and preparation of teaching, practical and research materials; and
- Any other duty as may be assigned by the supervisor from time to time.

**Assistant Public Relations Officer - Grade Eight (8)
(Photography/Writer)****One (1) Position****MSU/ADM/PRM/01/24****Requirements for Appointment:**

- Bachelor’s Degree / Higher Diploma in Communications and Public Relations or equivalent from a recognized institution;
- At least Three (3) years relevant work experience; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Communicate with the public through posters, banners, and other information education communication materials with the corporate/University information on a regular basis to inform, educate and entertain them with University activities;
- Participate in organizing and coordinating University events and activities and ensure that the events are well attended by carrying out thorough publicity and attain their objectives of enhancing the image of the institution;
- Write articles for the University website and the local dailies to educate the public and students about the milestone and noticeable activities or events at the University as and when necessary;
- Take photographs at different events within the University and publish on the website or on newsletters and for documentation for future reference;
- Prepare newsletters and magazines on a regular basis for the students and the public to promote the University;
- Coordinate the publications of advertisements in the local dailies both electronic and print to inform the public on the University culture and programs; and
- Any other duty as may be assigned by the supervisor from time to time.

**Audiology Technologist – Grade Eight (8)
(Sign Language)****One (1) Position****MSU/ACA/SNE/04/24****Requirements for Appointment:**

- Bachelor of Education (Special Needs Education – Hearing Impaired Option) or related field from a recognized institution;

- At least Three (3) years' experience in carrying our audiometric tests;
- A minimum of KCSE Grade C+ (plus) in English subject;
- Ability to interpret in Kenyan Sign Language will be an added advantage; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Carrying out demonstrations on audiological tests, procedures, use of equipment and hearing devices.
- Supporting students in carrying out audiological tests.
- Preparing the room and equipment for audiological practical sessions.
- Maintenance of audiological equipment, devices and materials.
- Providing technical support to lecturers in audiology courses and related areas.
- Tutoring and reinforcing instruction of audiology to students as directed by the course lecturer.
- Preparing and maintaining audiological records.
- Providing technical support in procurement audiological equipment and devices.
- Supporting sign language interpreters.
- Providing support to students and staff with hearing disability.
- Attending trainings, workshops and seminars for personal growth and welfare of individuals with hearing disability.
- Performing any other duties as may be assigned by the Chair of Department from time to time.

Clinical Officer – Grade Eight (8)

Two (2) Positions

MSU/ADM/HS/01/24

Requirements for Appointment:

- Higher Diploma/ Diploma in Clinical Medicine and Surgery from a recognized Institution;
- At least Three (3) years relevant work experience in a Hospital set up;
- Be registered with the Kenya Clinical Officers Council with the current practicing license; and
- Proficiency in relevant computer applications.

Duties and responsibilities

- History taking and physical examinations of patients;
- Diagnosis and management of patients in outpatient and inpatient in the University Health facility;
- Counsel patient on and compliance to treatment on outpatient and inpatient services;
- Give health education to patients and community;
- Order investigations on patients;
- Give appropriate referral in liaison with the In-charge Health Services;
- Ensure proper recording of patient's clinical data and maintaining proper documentation of all procedures;
- Prescribing drugs as recommended on the protocol as well as any other drugs for alleviation of the patient's present condition;
- Assessing psychosocial needs of patients;
- Scheduling return appointments and tracking follow up;
- Involving the In-charge of Health Service in the management of patient with complications;
- Maintaining professional conduct, towards promoting high standards of clinical care; and
- Any other duty as may be assigned by the supervisor from time to time.

Kenya Registered Community Health Nurse (KRCHN) – Grade 8 Two (2) Positions MSU/ADM/HS/02/24

Requirements for Appointment:

- Higher Diploma/ Diploma in Kenya Registered Community Health Nursing from a recognized Institution with at least Three (3) years relevant work experience in a Hospital set up;
- Be registered with Nursing Council of Kenya with the current practicing license; and
- Proficiency in relevant computer applications.

Duties and responsibilities

- Provision of community nursing care and counseling;

- Proper maintenance of patients records;
- Ensure that all required observations, prescribed treatment and procedures are properly carried out and documented on patient's charts;
- Refer to the in charge Health services or to the Clinical Officer on call relevant information such as patient's status and laboratory results, which would assist in proper clinical management;
- Give health education to patients and clients;
- Compile and submit monthly reports;
- Monitor and supervise proper usage of supplies;
- Maintain equipment in good condition and submit regular inventory report of the same.
- Maintain drug registers and drug consumption within the ward level.
- Ensure that all admissions, discharges, transfers and deaths are properly recorded as they occur.
- Taking and recording of vital signs and proper documentation of all nursing procedures
- Perform coverage and be on-call as required.
- Any other duty that may be assigned by the supervisor from time to time.

Braille Technician – Grade Six (6)

One (1) Position

MSU/ACA/SNE/05/24

Requirements for Appointment:

- Diploma in Special Needs Education or equivalent qualification in a relevant field from a recognized institution with at least Three (3) years relevant work experience;
- A bias in English, Kiswahili, Music and Mathematics Braille;
- A minimum of KCSE Grade of C plain in English and Kiswahili subjects respectively;
- Conversant with technology for persons with visually impairment;
- Ability to repair braille machines; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Braille and transcribing examinations, assignments and continuous assessment tests;
- Braille learning materials for students and staff;
- Providing technical support to lecturers in braille courses and related areas;
- Tutoring and reinforcing instruction of Braille to students as directed by the course lecturer;
- Braille and transcribing examinations, assignments and continuous assessment tests;
- Maintenance of Braille equipment and materials;
- Delivering completed brailled/ transcribed materials;
- Preparing and maintaining records of braille transcription services provided;
- Braille learning materials for students and staff;
- Providing support to students and staff with visual disability;
- Attending trainings, workshops and seminars for personal growth and welfare of individuals with visual disability;
- Providing technical support in procurement of braille learning resources; and
- Any other duty as may be assigned by the supervisor from time to time.

Skills Laboratory Assistant- Grade Six (6)

One (1) Position

MSU/ACA/MSN/04/24

Requirements for direct appointment

- Diploma in Laboratory Science from a recognized institution;
- Kenya Certificate of Secondary Education or its equivalent;
- A registered member of a relevant professional body with a valid license; and
- Proficiency in relevant computer applications.

Serving Officer

- Certificate in Laboratory Science from a recognized institution;
- At least Three (3) years' experience at the level of Laboratory Assistant in Grade Four (4)
- A registered member of a relevant professional body with a valid license; and
- Proficiency in relevant computer applications.

Duties and responsibilities

- Cleaning/Setting of glassware and apparatus for teaching and research;
- Dusting of all equipment used for teaching and research;
- Ensuring the proper storage of chemicals in clean, well labeled shelves, well arranged and in order;
- Disposal of any hazardous wastes and chemicals according to the required standards;
- Ensuring safety and security of laboratory apparatus and equipment; and
- Any other duty as assigned by supervisor from time to time.

**Laboratory Attendant- Grade Four (4) One (1) Position MSU/ACA/SOM/01/24
(Human Anatomy)**

Requirements for appointment

- Certificate in Mortuary Science /Laboratory Science / Artisan Craft Certificate in Mortuary Techniques from recognized institution with at least One (1) year relevant work experience in a morgue or Anatomy laboratory;
- Kenya Certificate of Secondary Education or its equivalent;
- A registered member of a relevant professional body with a valid license (where applicable); and
- Proficiency in relevant computer applications.

Duties and responsibilities

- Assisting pathologist during postmortem procedures;
- Assist in public health, waste management and disposal of laboratory tissues;
- Cleaning and disinfection of mortuary equipment and Laboratory;
- Embalment of normal bodies, postmortem bodies and mutilated bodies;
- Preparation of embalming solutions;
- Sourcing of cadavers;
- Safe keeping of laboratory cleaning materials and equipment;
- Custodian of the laboratory keys and ensure timely opening and closure of the laboratory; and
- Any other duty as assigned by supervisor from time to time.

Games Attendant – Grade Three (3)

Requirements for Appointment:

- Certificate in Physical Education/ Artisan Craft Certificate in Physical Education Techniques or its equivalent from recognized institution with at least One (1) year relevant work experience;
- Kenya Certificate of Secondary Education or its equivalent;
- A registered member of a relevant professional body with a valid license (where applicable); and
- Proficiency in relevant computer applications.

Duties and responsibilities

- Clean the areas of operations and sports equipment appropriately,

- Handle the keys and ensure timely opening and closing of the Games store;
- Perform daily routine activities in the designated area/office;
- Assist in general care and maintenance of games facilities;
- Any other duty as assigned by supervisor from time to time.

TERMS OF SERVICE

The Terms of service for **ALL** positions will be on Permanent and Pensionable subject to Retirements Benefits Authority Regulations **EXCEPT** the position of Registrar PRI, Grade Fifteen (15) that will be on a Five (5) year Contract Terms renewable only once based on satisfactory performance and Farm Manager will be a Three (3) year Contract Terms renewable on satisfactory performance.

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, names and referees plus copies of the certificate and testimonials.

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.

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 **29th July, 2024** addressed to:

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

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