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 suitably qualified candidates to fill the vacant positions declared below.

INTERNAL ADVERTISEMENT
TEACHING POSITIONS

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY

Senior Lecturer – Grade Thirteen (13) (Counselling/Educational Psychology)	One (1) Position	MSU/ACA/SOE/DEP/01/26

SCHOOL OF PLANNING AND ARCHITECTURE

DEPARTMENT OF URBAN AND REGIONAL PLANNING

Senior Lecturer – Grade Thirteen (13)	One (1) Position	MSU/ACA/SPA/DURP/01/26

NON-TEACHING POSITIONS

OFFICE OF THE VICE-CHANCELLOR

QUALITY ASSURANCE

Senior Administrative Assistant-Grade Eleven (11)	One (1) Position	MSU/ADM/QA/01/26
Senior Administrative Assistant-Grade Ten (10)	Two (2) Positions	MSU/ADM/QA/02/26

PROCUREMENT DEPARTMENT

Senior Assistant Procurement Officer/ Stores Controller Officer – Grade Nine (9)	One (1) Position	MSU/ADM/PD/01/26
Procurement Assistant – Grade Five (5)	Three (3) Positions	MSU/ADM/PD/02/26
Stores Clerk – Grade Five (5)	Two (2) Positions	MSU/ADM/PD/03/26

INTERNAL AUDIT

Assistant Internal Auditor - Grade Eight (8)	One (1) Position	MSU/ADM/DIA/01/26

FINANCE DEPARTMENT

Accounts Clerk - Grade Four (4)	One (1) Position	MSU/ADM/FD/01/26

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

DIRECTORATE OF HUMAN RESOURCES

Senior Administrative Assistant- Grade Eleven (11)	Two (2) Positions	MSU/ADM/DHR/01/26
Secretary - Grade Seven (7)	Five (5) Positions	MSU/ADM/DHR/02/26
Secretary, Grade Five (5)	Three (3) Positions	MSU/ADM/DHR/03/26
Office Assistant – Grade Three (3)	Seven (7) Positions	MSU/ADM/DHR/04/26

HEALTH SERVICES

Senior Medical Laboratory Technologist Grade Nine (9)	One (1) Position	MSU/ADM/HS/01/26
Clinical Attendant Grade Three (3)	One (1) Position	MSU/ADM/HS/02/26

ESTATES DEPARTMENT

Sewerage Attendant/Plumber Grade Three (3)	One (1) Position	MSU/ADM/ESTATES/01/26

TERMS OF SERVICE

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

MODE OF APPLICATION

Interested applicants should visit Maseno University Website; **www.maseno.ac.ke** to view the detailed job requirements. Each application should be submitted together with an updated Curriculum Vitae, **ALL** academic and professional certificates, **ALL** transcripts, latest pay slip and Three (3) Referees' letters.

Maseno University is an equal opportunity employer and therefore applicants of all gender, marginalized groups and persons living with disability are encouraged to apply. The latter should attach their NCPWD certificate. Applications received after the deadline will not be considered. Only shortlisted candidates will be contacted and canvassing will lead to automatic disqualification. The University does not charge any fee for the recruitment and selection process.

Applicants are required to submit Five (5) hard copies of the complete application: all relevant supporting documents and testimonials; through their respective Heads of Departments clearly indicating the Personal File Number. In addition, the application letter and all accompanying documents should be scanned and consolidated into a single PDF document and submitted via email to **recruitment_hr@maseno.ac.ke**, clearly indicating the reference number of the position applied for.

NB: All interested candidates are required to ensure that their respective Heads of Departments submit a comprehensive confidential performance report addressed to the Directorate of Human Resources under confidential cover.

Applications must be submitted on or before **18th December, 2026** and addressed to:

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

REQUIREMENTS FOR APPOINTMENTS

Senior Lecturer – Grade Thirteen (13)
Requirements for Appointment:

i. 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;
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, Twenty-Four (24) of which 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).

Senior Administrative Assistant- Grade Eleven (11) **One (1) Position** **MSU/ADM/QA/01/26**
Requirements for Appointment;

i. Cumulative work experience of at least Seven (7) years in an administrative position in Quality Assurance within a university setup, with demonstrated experience in QMS auditing, Academic Quality Audits, and monitoring of teaching and examinations;
ii. Bachelor's degree in Quality Management, Education, Business Administration, Management, Statistics, Monitoring and Evaluation, Social Sciences, or any other relevant discipline from a recognized institution;
iii. Master's degree in Quality Management, Education, Business Administration, Management, Statistics, Monitoring and Evaluation, Social Sciences, or any other relevant discipline from a recognized institution will be an added advantage;
iv. Ability to monitor Performance Contract Implementation;
v. Ability to Lead Audit teams, Quality Management System documentation and reviews, prepare audit reports including categorization of the audit findings, evaluate the proposed corrective actions for identified non conformities and complete audit cycles;
vi. Ability to sensitize staff on QMS implementation;
vii. Knowledge and application of ISO 9001:2015 in addition to ISO 19011 Standards
viii. Ability to provide secretarial services during development and review of Maseno University Strategic Plan and PC negotiations, vetting and Evaluation; and
ix. Possess skills in at least one statistical analytical package

Duties and Responsibilities;

i. Lead the preparation and execution of annual internal audit and quality review programmes within the assigned functional area;
ii. Coordinate complex institutional and academic quality reviews, ensuring appropriate methodology, evidence, and stakeholder participation;

iii. Review and validate audit reports, compliance assessments, and performance analyses prepared by subordinate officers;
iv. Advise departments on quality management system implementation, process redesign, risk mitigation, and continuous improvement;
v. Coordinate monitoring of accreditation requirements, programme review recommendations, and regulatory compliance actions;
vi. Develop and review key performance indicators, reporting templates, departmental scorecards, and quality monitoring tools;
vii. Facilitate management review sessions and present technical findings and recommendations to designated committees;
viii. Supervise the preparation of institutional self-assessment reports, quality status reports, and evidence portfolios;
ix. Coordinate benchmarking studies and comparative performance assessments;
x. Mentor junior officers and identify professional development requirements within the unit;
xi. Monitor recurring quality failures and recommend institution-wide preventive measures;
xii. Coordinate stakeholder feedback analysis and ensure that relevant improvement actions are assigned and tracked;
xiii. Contribute to annual operational plans, budgets, and risk registers for the Directorate;
xiv. Perform other duties assigned within the scope of the position;
xv. Collection of data/evidence for analysis;
xvi. Internal validation of academic programmes in line with CUE Guideline; and
xvii. Analysis of feedback on Student/Lecturer Course evaluation, class attendance and auditing of external examiners reports.

Senior Administrative Assistant- Grade Ten (10) **Two (2) Positions** **MSU/ADM/QA/02/26**

Requirements for Appointment;

i. Cumulative work experience of at least Five (5) years in an administrative position within a university's Quality Assurance unit, including monitoring of teaching and examinations;
ii. Bachelor's degree in Quality Management, Education, Business Administration, Management, Statistics, Monitoring and Evaluation, Social Sciences, or another relevant discipline from a recognized institution;
iii. Ability to Collect PC data/evidence for analysis;
iv. Ability to provide secretarial services during PC negotiation, vetting and Evaluation
v. Knowledge of ISO 9001:2015 Standard
vi. Possess skills in at least one statistical analysis package

Duties and Responsibilities;

i. Plan and coordinate assigned internal quality audits, process reviews, and departmental self-assessments;
ii. Develop audit schedules, assessment instruments, evidence requirements, and reporting templates;
iii. Analyze institutional performance indicators, identify trends, and recommend areas requiring management intervention;

iv. Evaluate departmental compliance with university quality policies, procedures, and applicable regulatory standards;
v. Review departmental reports and verify supporting evidence before submission to management;
vi. Coordinate preparation for programme accreditation, re-accreditation, institutional audits, and external quality evaluations;
vii. Maintain the register of audit findings, risks, non-conformities, and corrective action plans for assigned units;
viii. Facilitate root-cause analysis and advise departments on appropriate improvement measures;
ix. Guide junior officers in audit techniques, data validation, report writing, and document control;
x. Conduct follow-up reviews to establish whether agreed improvement measures have been implemented effectively;
xi. Support the preparation of quality management review reports and departmental performance dashboards;
xii. Identify training needs and contribute to staff capacity-building programmes;
xiii. Support benchmarking exercises and the adoption of relevant good practices;
xiv. Analyze feedback on Student/Lecturer Course evaluation
xv. Prepare of reports; and
xvi. Undertake any other duties commensurate with the grade.

Senior Assistant Procurement Officer/Stores Controller Officer – Grade Nine (9)
One (1) Position MSU/ADM/PD/01/26

Requirements for Appointment;

i. Cumulative work experience of at least Five (5) years' at the level of Procurement Assistant/Stores Clerk or in a comparable position;
ii. Bachelor's degree in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognized and accredited institution;
iii. A registered member of Kenya Institute of Supplies Management or equivalent professional body with a valid practicing license;
iv. Certified Procurement and Supply Professional of Kenya (CPSP-K) qualification will be an added advantage;
v. Demonstrated merit and ability as reflected in work performance and results; and
vi. Proficiency in relevant computer applications.

Duties and Responsibilities;

i. Ensure all goods delivered are inspected and verified against LPOs, delivery notes and specifications before acceptance;
ii. Coordinate inspection and acceptance of goods to ensure compliance with required quality and quantity standards;
iii. Ensure proper storage, arrangement, labelling and security of goods;
iv. Ensure goods are issued only against authorized requisitions and supporting documents;

v. Maintain accurate and up-to-date inventory records, including bin cards and stores ledgers;
vi. Coordinate periodic and annual stocktaking and reconcile physical stock with recorded balances;
vii. Monitor stock levels and advise management on replenishment requirements;
viii. Maintain and safeguard stores records, including GRNs and SIVs;
ix. Identify obsolete, damaged and surplus stores and initiate disposal in accordance with the Public Procurement and Asset Disposal Act, 2015;
x. Ensure security and accountability of all goods under the custody of the stores section;
xi. Prepare periodic reports on stock levels, receipts, issues, shortages and surplus;
xii. Supervise stores personnel and ensure compliance with established procedures;
xiii. Ensure stores operations comply with procurement laws, regulations and institutional policies; and
xiv. Coordinate with Procurement, Finance, User Departments and Internal Audit to ensure effective stores management.

Procurement Assistant – Grade Five (5) Three (3) Positions MSU/ADM/PD/02/26
Requirements for Appointment;

i. Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognized and accredited institution; and
ii. A registered member of Kenya Institute of Supplies Management or equivalent professional body with a valid practicing license

Duties and Responsibilities;

i. Issuing and receiving of stores;
ii. Preparing and maintaining stores records;
iii. Custodian of Stores;
iv. Proper preservation of stores;
v. Receiving and issuing general supplies;
vi. Procuring stores and supplies;
vii. Applying procurement systems and procedures;
viii. Participating in data collection; and
ix. Participating in disposals of obsolete items.

Stores Clerk – Grade Five (5) Two (2) Positions MSU/ADM/PD/03/26

Requirements for Appointment;

i. Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognized and accredited institution; and
ii. A registered member of Kenya Institute of Supplies Management or equivalent professional body with a valid practicing license.

Duties and Responsibilities;

i. Perform clerical duties in relevant sections, control of document movement;
ii. Record keeping;
iii. Prepare quotations for approval by the Procurement Officer;
iv. Maintain Quotation and Supply Register;
v. Prepare quotation comparison schedules;
vi. Take quotations to suppliers;
vii. Receiving and issuing stores items;
viii. Stores verification;
ix. Loading and offloading of stores;
x. Custody and maintenance of stores equipment; and
xi. Any other duties as may be assigned by supervisor from time to time.

Assistant Internal Auditor - Grade Eight (8) One (1) Position MSU/ADM/DIA/01/26
Requirements for Appointment;

i. Cumulative work experience of at least Nine (9) years' at the grade of Audit Assistant or in a comparable position;
ii. Part I of the Certified Public Accountants (CPA) Examination, or equivalent qualification from a recognized and accredited institution;
iii. Demonstrated merit and ability as reflected in work performance and results

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 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.

Accounts Clerk - Grade Four (4) One (1) Position MSU/ADM/FD/01/26

Requirements for Appointment

i. Cumulative work experience of at least Three (3) years in a relevant position; and
ii. Kenya Accountants Technician Certificate II, Certificate in Accountancy and Finance or its equivalent qualification from an accredited examination body.

Duties and Responsibilities

i. Posting of banking payments into accounting software;
ii. Handling daily transactions for petty cash;
iii. Preparing payment transactions;
iv. Reconciling daily transactions;
v. Entering primary data and balancing of cashbooks, imprest and advances ledgers; and
vi. Preparing and filling records on payments/Cash receipts.

Senior Administrative Assistant- Grade Eleven (11) Two (2) Positions MSU/ADM/DHR/01/26

Requirements for Appointment

i. Cumulative work experience of at least Seven (7) years in an administrative position;
ii. A Bachelor's degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from a recognized and accredited institution;
iii. A Master's degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Administration or equivalent qualification from a recognized and accredited institution will be an added advantage;
iv. Relevant technical and professional certification from a recognized institution;
v. Registered with IHRM; and
vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. Collecting and collating information to inform human resource management and development policies in the university;
ii. Analyzing utilization of human resources in the organization;
iii. Preparing training projections and plans;
iv. Implementing training plans and programmes based on identified needs;
v. Preparing personal emolument budget;
vi. Developing and maintaining human resource database;
vii. Participating in human resource functions such as staff recruitments, appointments, selection process, transfers and discipline; Implementing performance appraisal process;
viii. Implementing human resource plans;
ix. Coordinating industrial relations and staff welfare;
x. Implementing training and development programmes;
xi. Complying with Human Resource statutory and regulatory requirements; and
xii. Participating in quality management and performance contracting processes.

Secretary – Grade Seven (7) **Five (5) Positions** **MSU/ADM/DHR/02/26**

Requirements for Appointment;

i. Cumulative work experience of at least Three (3) years' at the level of a Secretary Grade 5/6;
ii. Diploma/Higher Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognized and accredited institution; OR;
iii. Single Business Education and Group Certificates (BE&GC): Office Practice II, Typewriting II (40 wpm), Secretarial Duties II, Business English III, Office Management III, Commerce III;
iv. Proficiency in relevant computer applications; and
v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities;

i. Taking oral dictation;
ii. Word and data processing;
iii. Managing e-office;
iv. Operating office equipment;
v. Handling telephone calls and appointments;
vi. Attending to visitors/clients;
vii. Maintaining office diary and travel itineraries;
viii. Establishing and monitoring procedures for record keeping of correspondence
ix. and file movements;
x. Managing office petty cash;
xi. Maintaining an up-to-date filing system in the office;
xii. Managing office protocol; and
xiii. Ensuring security of office records, equipment and documents including classified materials.

Secretary – Grade Five (5) **Three (3) Positions** **MSU/ADM/DHR/03/26**

Requirements for Appointment:

i. Diploma in Secretarial Studies or equivalent from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognized and accredited institution; OR
ii. Certificate Secretarial Studies or equivalent from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognized and accredited institution with Three (3) years relevant work experience as Copy Typist Grade 3/4; OR
iii. Single Business Education and Group Certificates (BE&GC): Office Practice II, Typewriting I (30 wpm), Secretarial Duties II, Business English III, Commerce II with Five (5) years relevant work experience as Copy Typist Grade 3/4;
iv. Proficiency in relevant computer applications; and
v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities;

i. Taking oral dictation;
ii. Word and data processing;
iii. Managing e-office;
iv. Handling telephone calls and appointments;
v. Ensuring security of office records, documents and equipment;
vi. Maintaining an up-to-date filing system in the office;
vii. Operating office equipment;
viii. Managing office protocol;
ix. Managing office petty cash; and
x. Handling telephone calls and appointments.

Office Assistant – Grade Three (3) Seven (7) Positions MSU/ADM/DHR/04/26
Requirements for Appointment

i. Kenya Certificate of Secondary Education (KCSE) minimum grade D (Plain) or equivalent qualification from a recognized and accredited institution; and
ii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. Delivering mails and postage and maintaining a delivery register;
ii. Maintaining general cleanliness around the area of deployment;
iii. Locking and opening office premises;
iv. Performing general gardening and maintaining lawns;
v. Carrying out photocopying, franking and document binding;
vi. Ensuring cleanliness in offices and other facilities;
vii. Ensuring proper sanitation;
viii. Preparing tea and serving officers;
ix. Carrying files, documents and delivering mail;
x. Cleaning offices and office compound, machines/equipment/apparatus;
xi. Collecting and disposing waste;
xii. Dusting offices and ensuring habitable office conditions; and
xiii. Moving or carrying office equipment and furniture.

Senior Medical Laboratory Technologist One (1) Position MSU/ADM/HS/01/26
Grade Nine (9)
Requirements for Appointment

i. Cumulative work experience of at least Six (6) years in a Laboratory Setup;
ii. Bachelor's Degree/Higher National Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from a recognized and accredited institution;
iii. A registered member of a relevant professional body with a valid practicing license; and
iv. Demonstrated merit and ability as reflected in work performance and results

Duties and Responsibilities

i. Ensure full statutory and regulatory compliance in the laboratory;
ii. Maintain high standards of operational quality;
iii. Receiving and scrutinizing laboratory requisition forms and specimens;
iv. Preparing clients for the collection of specimens;
v. Receiving, collecting, labelling and registering specimens;
vi. Disaggregating specimens for processing and analyses;
vii. Preparing stains;
viii. Supervising the disinfection, washing and sterilization of apparatus;
ix. Maintaining equipment and reagents for vector insecticide application;
x. Ensuring the statutory compliance;
xi. Preparing media for culture and sensitivity testing;
xii. Examining specimens for quality;
xiii. Writing and recording of laboratory findings and results;
xiv. Implementing safety protocols, including proper handling and disposal of hazardous materials;
xv. Dispatching results for use in clinical management;
xvi. Preparing reagents;
xvii. Preparing blood products;
xviii. Processing specimen according to Specific Standard Operating Procedures (SOP);
xix. Mentoring and coaching trainees on practical attachment;
xx. Supervising assigned staff; and
xxi. Preparing periodical reports.

Clinical Attendant **One (1) Position** **MSU/ADM/HS/02/26**
Grade Three (3)

Requirements for appointment

i. Cumulative work experience of at least One (1) year in a relevant field;
ii. Craft Certificate/ Artisan Profiency/Trade Test Grade I from an accredited examining body; and
iii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. Working under the direction of the Nurse to support patient care;
ii. Clean the area of operation and the equipment for the appropriate cleanliness and hygiene;
iii. Handle the keys and ensure timely opening and closing of the office of operation; and
iv. Any other duty as assigned by supervisor from time to time.

Sewerage Attendant/Plumber – Grade Three (3) **One (1) Position** **MSU/ADM/ESTATES/01/26**

Requirements for appointment

i. Cumulative work experience of at least Three (3) years in a relevant field;
ii. Trade Test Grade III Certificate from an accredited examining body; and
iii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. Inspect sewerage system;
ii. Clean and unblock sewerage system;
iii. Monitor waste water flow and report any abnormalities;
iv. Report damaged sewerage system;
v. Maintain tools, equipment and work arears in a clear and serviceable condition;
vi. Maintain Records of inspection, cleaning activities, reported faults and maintenance work undertaken;
vii. Observe occupational health and safety procedures;
viii. Respond to emergency sewerage blockages, spillages and overflows as directed by the supervisor; and
ix. Perform any other related duties as may be assigned by the supervisor.

TERMS OF SERVICE

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