



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:

EXTERNAL ADVERTISEMENT
TEACHING POSITIONS

SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT

DEPARTMENT OF BIOMEDICAL SCIENCES AND TECHNOLOGY

Lecturer – Grade Twelve (12) (Medical Virology)	One (1) Position	MSU/ACA/SPHCD/DBST /01/26
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SCHOOL OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY

Lecturer – Grade Twelve (12) (Sociology)	One (1) Position	MSU/ACA/SASS/DSA/01/26
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Lecturer – Grade Twelve (12) (Anthropology)	One (1) Position	MSU/ACA/SASS/DSA/02/26
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Lecturer – Grade Twelve (12) (Criminology)	One (1) Position	MSU/ACA/SASS/DSA/03/26
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SCHOOL OF EDUCATION

DEPARTMENT OF SPECIAL NEEDS EDUCATION AND REHABILITATION

Lecturer – Grade Twelve (12) (Visual Disability)	One (1) Position	MSU/ACA/SOE/DSNE/01/26
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SCHOOL OF COMPUTING AND INFORMATICS

DEPARTMENT OF COMPUTER SCIENCE

Lecturer – Grade Twelve (12) (Electronics Option)	Two (2) Positions	MSU/ACA/SCI/DCS/01/26
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SCHOOL OF COMPUTING AND INFORMATICS

DEPARTMENT OF INFORMATION TECHNOLOGY

Instructor – Grade Eleven (11)

One (1) Position

MSU/ACA/SCI/DIT/01/26

NON-TEACHING POSITIONS

OFFICE OF THE DEPUTY VICE-CHANCELLOR

ACADEMIC AND STUDENT AFFAIRS

OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

Deputy Registrar, Academics & Student Affairs (Admissions and Student Records) –

Grade Fourteen (14)

One (1) Position

MSU/ADM/ASA/01/26

Assistant Registrar, Timetabling (Academic Division) – Grade Twelve (12)

One (1) Position

MSU/ADM/ASA/02/26

SCHOOL OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF ART AND DESIGN

Senior Technician – Grade Eight (8)

Two (2) Positions

MSU/ACA/SASS/DAD/01/26

Technician – Grade Six (6)

One (1) Position

MSU/ACA/SASS/DAD/02/26

OFFICE OF THE DEPUTY VICE-CHANCELLOR

ADMINISTRATION, FINANCE AND DEVELOPMENT

KISUMU HOTEL

General Manager – Grade KH Thirteen (13)

One (1) Position

MSU/ADM/KH/01/26

FINANCE DEPARTMENT

Senior Accountant- Grade Thirteen (13)

Two (2) Positions

MSU/ADM/FD/01/26

DIRECTORATE OF HUMAN RESOURCES

Senior Assistant Registrar - Grade Thirteen (13)

One (1) Position

MSU/ADM/DHR/01/26

Secretary – Grade Five (5)

One (1) Position

MSU/ADM/DHR/02/26

OFFICE OF THE DEPUTY VICE-CHANCELLOR

PARTNERSHIPS, RESEARCH AND INNOVATION

DIRECTORATE OF RESEARCH, PUBLICATIONS AND INNOVATION

Assistant Registrar – Grade Twelve (12)

One (1) Position

MSU/ADM/DRPI/01/26

OFFICE OF THE VICE-CHANCELLOR

DIRECTORATE OF QUALITY ASSURANCE AND PERFORMANCE MANAGEMENT

Assistant Registrar – Grade Twelve (12)

One (1) Position

MSU/ADM/DQAPM/01/26

RE-ADVERTISEMENT

TEACHING POSITIONS

SCHOOL OF LAW

DEPARTMENT OF COMMERCIAL LAW

Lecturer- Grade Twelve (12)
(Commercial Law)

Two(2) Positions

MSU/ACA/SOL/DCL/01/26

DEPARTMENT OF PUBLIC LAW

Lecturer – Grade Twelve (12)
(Public Law)

One (1) Position

MSU/ACA/SOL/DPL /02/26

DEPARTMENT OF PRIVATE LAW

Lecturer – Grade Twelve (12)
(Private Law)

One (1) Position

MSU/ACA/SOL/DPL /03/26

SCHOOL OF MEDICINE

DEPARTMENT OF PSYCHIATRY

Lecturer – Grade Twelve (12)

One (1) Position

MSU/ACA/SOM/DOP/01/26

NON-TEACHING POSITIONS

OFFICE OF THE VICE-CHANCELLOR

ICT SERVICES

Deputy Director, ICT Services
Grade Fourteen (14)

One (1) Position

MSU/ADM/ICT/01/26

DEPARTMENT OF INTERNAL AUDIT

Internal Auditor– Grade Twelve (12)

One (1) Position

MSU/ADM/DIA/01/26

DEPARTMENT OF SECURITY SERVICES

Assistant Security Officer – Grade Eight (8)

One (1) Position

MSU/ADM/DSS/01/26

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

DIRECTORATE OF HUMAN RESOURCES

Deputy Director, Human Resource Management Grade Fourteen (14)	One (1) Position	MSU/ADM/DHR/03/26
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OFFICE OF THE DEPUTY VICE-CHANCELLOR
ACADEMIC AND STUDENT AFFAIRS

DIRECTORATE OF E-CAMPUS

Cyber Security Officer – Grade Eight (8)	One (1) Position	MSU/ACA/DEC/01/26
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SCHOOL OF EDUCATION

DEPARTMENT OF SPECIAL NEEDS EDUCATION

Technologist (Audiology) -Grade Eight (8)	One (1) Position	MSU/ACA/SNE/01/26
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SCHOOL OF PHYSICAL AND BIOLOGICAL SCIENCES

DEPARTMENT OF ZOOLOGY

Animal Attendant-Grade Four (4)	One (1) Position	MSU/ACA/SPBS/DOZ/01/26
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TERMS OF SERVICE

The Terms of service for these positions will be Permanent and Pensionable subject to Retirements Benefits Authority Regulations Terms **EXCEPT** for the position of General Manager, Grade KH 13 and Instructor, Grade Eleven (11) will be on a Three (3) Years Contract Terms renewable based on satisfactory performance.

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 should submit Five (5) hard copies of the application letter, together with the required testimonials. The application letter and all accompanying documents should also be consolidated into one running PDF document and emailed to recruitment_hr@maseno.ac.ke, clearly indicating the reference number of the position applied for. Applications must be submitted on or before **12th October, 2026** and addressed to:

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

REQUIREMENTS FOR APPOINTMENTS

**Lecturer – Grade Twelve (12)
(Medical Virology)**

One (1) Position

MSU/ACA/SPHCD/DBST /01/26

Requirements for Appointment:

- An earned PhD or equivalent degree qualification in Medical Virology or relevant field from a recognized and accredited university;
- A Master's degree in the relevant field from a recognized and accredited university;
- A relevant Bachelor's degree with strong background in Biochemistry/Molecular Biology from a recognized institution;
- A minimum of Twenty-Four (24) publication points, at least Sixteen (16) should be from refereed journal papers; and
- Registered with the relevant professional body (where applicable).

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

One (1) Position

MSU/ACA/SASS/DSA/01/26

Requirements for Appointment:

- An earned PhD or equivalent degree qualification in Sociology from a recognized and accredited university;
- A Master's degree in the relevant field from a recognized and accredited university;
- A relevant Bachelor's degree from a recognized and accredited university;
- A minimum of Twenty-Four (24) publication points, at least Sixteen (16) should be from refereed journal papers; and
- Registered with the relevant professional body (where applicable).

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

One (1) Position

MSU/ACA/SASS/DSA/02/26

Requirements for Appointment:

- An earned PhD or equivalent degree qualification in Anthropology from a recognized and accredited university;
- A Master's degree in the relevant field from a recognized and accredited university;
- A relevant Bachelor's degree from a recognized and accredited university;
- A minimum of Twenty-Four (24) publication points, at least Sixteen (16) should be from refereed journal papers; and
- Registered with the relevant professional body (where applicable).

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

One (1) Position

MSU/ACA/SASS/DSA/03/26

Requirements for Appointment:

- An earned PhD or equivalent degree qualification in Criminology from a recognized and accredited university;
- A Master's degree in the relevant field from a recognized and accredited university;

- A relevant Bachelor's degree from a recognized and accredited university;
- A minimum of Twenty-Four (24) publication points, at least Sixteen (16) should be from refereed journal papers; and
- Registered with the relevant professional body (where applicable).

**Lecturer – Grade Twelve (12)
(Visual Disability)**

One (1) Position

MSU/ACA/SOE/DSNE/01/26

Requirements for Appointment:

- An earned PhD or equivalent degree qualification in the relevant field from a recognized and accredited university;
- A Master's degree in the relevant field from recognized and accredited university;
- A Bachelor's degree from an accredited and recognized institution;
- A minimum of Twenty-Four (24) publication points, at least Sixteen (16) should be from refereed journal papers; and
- Registered with the relevant professional body (where applicable).

**Lecturer – Grade Twelve (12)
(Electronics Option)**

Two (2) Positions

MSU/ACA/SCI/DCS/01/26

Requirements for Appointment:

- An earned PhD degree in Electrical and Electronic Engineering or its equivalent from a recognized and accredited university;
- A Master's degree in Electrical and Electronic Engineering from a recognized and accredited university;
- A Bachelor's Electrical and Electronic Engineering degree from a recognized and accredited university;
- A minimum of Twenty-Four (24) publication points, at least Sixteen (16) should be from refereed journal papers; and
- Registered with the relevant professional body.

**Lecturer - Grade Twelve (12)
(Department of Commercial Law)**

Two (2) Positions

MSU/ACA/SOL/DCL/01/26

Requirements for Appointment:

- An earned LLD, LLM and LLB degrees from a recognized and accredited university;
- Be admitted as an Advocate of the High Court of Kenya with at least Five (5) years' post-admission experience as a legal practitioner;
- Have demonstrable training in pedagogy and andragogy skills;
- Must have taught Commercial Law courses at the undergraduate level in a University for a period of at least Three (3) years (This competence must be Clearly demonstrated);
- Must possess excellent written and oral communication skills;
- Must have excellent planning and organizational skills as well as good customer care skills; and
- Have the capacity to take initiative and work responsibly under minimal supervision.

Lecturer - Grade Twelve (12)
(Department of Public Law)

One (1) Position

MSU/ACA/SOL/DPL/02/26

Requirements for Appointment

- An earned LLD, LLM and LLB degrees from a recognized and accredited university;
- Be admitted as an Advocate of the High Court of Kenya with at least Five (5) years' post-admission experience as a legal practitioner;
- Have demonstrable training in pedagogy and andragogy skills;
- Must have taught Public Law courses at the undergraduate level in a University for a period of at least Three (3) years (This competence must be clearly demonstrated);
- Must possess excellent written and oral communication skills;
- Must have excellent planning and organizational skills;
- Must have good interpersonal skills and relational skills as well as good customer care skills; and
- Have the capacity to take initiative and work responsibly under minimal supervision.

Lecturer - Grade Twelve (12)
(Department of Private Law)

One (1) Position

MSU/ACA/SOL/DPL/03/26

Requirements for Appointment

- An earned LLD, LLM and LLB degrees from a recognized and accredited university;
- Be admitted as an Advocate of the High Court of Kenya with at least Five (5) Years post-admission experience as a legal practitioner;
- Have demonstrable training in pedagogy and andragogy skills;
- Must have taught Private Law courses at the undergraduate level in a University for a period of at least Three (3) years (This competence must be clearly demonstrated);
- Must possess excellent written and oral communication skills;
- Must have excellent planning and organizational skills;
- Must have good interpersonal skills and relational skills as well as good customer care skills; and
- Have the capacity to take initiative and work responsibly under minimal supervision.

Lecturer - Grade Twelve (12)
(Psychiatry)

One (1) Position

MSU/ACA/SOM/DOP/01/26

Requirements for Appointment:

- A Master's degree in the relevant field from a recognized and accredited university;
- A Bachelor's degree in the relevant field from a recognized and accredited university;
- Scholarly publication points in refereed journal papers will an added advantage; and
- Registered with the relevant professional body with a valid practicing license.

Deputy Registrar, Academics & Student Affairs (Admissions and Student Records)

Grade Fourteen (14)

One (1) Position

MSU/ADM/ASA/01/26

Requirements for Appointment;

- A Master's degree in Education, Business Administration, Social Sciences or its equivalent from a recognized and accredited university;
- A Bachelor's degree in Education, Business Administration, Social Sciences or its equivalent from a recognized and accredited university;
- At least Twelve (12) years relevant cumulative work experience, Five (5) of which must have been at the level of Senior Assistant Registrar in a university setup or an equivalent position in a comparable organization;
- Must demonstrate strong knowledge of admissions and student administration processes, academic regulations and student records management, understanding of higher education policies, regulatory frameworks, and quality assurance requirements;
- Strong written and verbal communication skills;
- Ability to analyze and interpret student data and prepare management reports; and
- High level of computer literacy and proficiency in relevant student information systems.

Duties and Responsibilities;

- Developing and implementing admission policies, regulations, standards and guidelines;
- Processing of student applications;
- Processing admissions arising from placements by KUCCPS into various academic programmes;
- Custodian of student records and maintenance of high standards of accuracy, confidentiality, integrity, and professionalism in the Registry;
- Coordinating registration of students and updating of databases;
- Ensuring adherence to ethical and professional conduct and compliance to relevant standards in admission;
- Processing applications for inter-faculty transfers, deferments, withdrawals and appeals for trainees;
- Preparing returns to regulatory bodies, Fund sponsors and other stakeholders; and
- Preparing Management reports.

Assistant Registrar, Timetabling (Academic Division) –Grade Twelve (12) One (1) Position

MSU/ADM/ASA/02/26

Requirements for Appointment;

- A Master's degree in Education, Information Systems, Business Administration, Statistics or its equivalent from a recognized and accredited university;
- A Bachelor's degree in Education, Information Systems, Business Administration, Statistics or its equivalent from a recognized and accredited university;
- At least Ten (10) years relevant cumulative work experience, Three (3) years of which must have been in timetabling in an institution of higher learning.;
- Proficiency in use of academic management systems or ERP platforms;

- Excellent computer literacy, including proficiency in relevant Microsoft Office applications
- Ability to analyze complex scheduling requirements and develop practical solutions; and
- Certification or training in timetabling software is an added advantage.

Duties and Responsibilities

- Coordinating the preparation, publication, and maintenance of the University's master teaching timetable.
- Develop examination timetables in consultation with academic departments and the examinations office;
- Allocate lecture halls, laboratories, and tutorial rooms efficiently;
- Liaise with Deans, Heads of Departments, academic staff, and support units to collect teaching requirements;
- Coordinate with Estates department on room availability and capacity;
- Communicate approved timetables to students, academic staff, and relevant offices;
- Maintain and update the university timetabling software or systems;
- Ensure accurate data entry for courses, class sizes, staff availability, and venues;
- Resolve timetable clashes and conflicts promptly;
- Monitor timetable implementation and address arising issues;
- Adjust timetables due to staff changes, room unavailability, or academic calendar adjustments;
- Participate in continuous improvement of timetabling processes;
- Ensure timetables comply with university policies, accreditation requirements, and health & safety standards;
- Prepare reports on space utilization, timetable efficiency and scheduling challenges;
- Assist during examinations, orientation, and special academic events;
- Provide advisory support to departments on scheduling best practices; and
- Undertake any other duties as may reasonably be assigned by the Registrar or designated supervisor

Senior Technician – Grade Eight (8) Two (2) Positions MSU/ACA/SASS/DAD/01/26
(Department of Art and Design)

Requirements for Appointment:

- A Bachelor's degree or Higher Diploma in Textile, Apparel and Fashion Design or its equivalent from a recognized and accredited university;
- At least three (3) years' relevant work experience as a Technician;
- Proven practical proficiency in operating sewing machines, computer-aided design (CAD) software for fashion and garment construction technology; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Collecting and preparing teaching materials;
- Ensuring that the laboratory is kept clean and tidy always;
- Keeping and maintaining laboratory / workshop equipment in good order;
- Cleaning laboratory workshop ware and keeping them safe;
- Ensuring that the chemical / equipment stores are kept clean;
- Ensuring laboratory tables are kept clean
- Supervision and mentoring of assigned staff;
- Updating laboratory chemical / consumables and equipment inventory; and
- General routine laboratory work

Technician – Grade Six (6)
(Department of Art and Design)

One (1) Position

MSU/ACA/SASS/DAD/02/26

Requirements for Appointment:

- A Diploma in the relevant area of specialization from a recognized and accredited institution with at least one (1) year relevant work experience.

Duties and Responsibilities:

- Collecting and preparing teaching materials;
- Conducting laboratory practical's and demonstrations to undergraduates;
- Participating in research activities in the laboratory;
- Ensuring that laboratory ware including chemicals, glass and plastic ware and equipment are kept in good order;
- Ensuring that laboratory and workshops are kept clean and tidy;
- Keeping and maintaining laboratory records;
- Receiving, processing and analyzing samples;
- Ensuring safe use and disposal of chemicals and laboratory waste; and
- General laboratory routine.

Instructor – Grade Eleven (11)

One (1) Position

MSU/ACA/SCI/DIT/01/26

(Department of Information Technology)

Requirements for Appointment:

- A Master's degree in the relevant field from a recognized and accredited university;
- A Bachelor's degree in the relevant field from a recognized and accredited university;
- Registered or Registrable for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification;
- Be registered or registrable with the relevant professional body;
- Demonstrated merit and ability as reflected in work performance and results; and
- Proficiency in relevant computer applications.

Duties and Responsibilities:

- Lecturing in area of specialization in accordance with the curriculum up to Bachelor's level;

- Preparing teaching/learning materials;
- Setting, invigilating and marking examination/assignments;
- Carrying out research work under the guidance and supervision of a senior academic member of staff;
- Preparing students' progress reports; and
- Preparing publications and/or books.

**General Manager - Grade KH Thirteen (13)
(Kisumu Hotel)**

One (1) Position

MSU/ADM/KH/01/26

Requirements for Appointment:

- A Bachelor's Degree in Hospitality Management or its equivalent from a recognized and accredited university with at least Twelve (12) years relevant cumulative work experience, Five (5) of which must have served at the Senior Management level at a reputable Hotel rated as Three (3) Stars and above;
- A Master's degree in Hospitality Management or related area from a recognized Institution will give an added advantage;
- A solid understanding of financial management principles;
- Strong knowledge of Bar and entertainment industry;
- Must possess strong communication skills;
- Demonstrate outstanding leadership;
- Strategic thinking and problem solving abilities;
- Ability to work under minimal supervision and withstand work pressure;
- Should have skills in performance management and proficiency in computer applications;
- Ability and willingness to work flexible hours including weekends, holidays and late nights; and
- Conversant with the latest trends in the Hotel and Hospitality Management.

Duties and Responsibilities

- Planning and managing catering, accommodation and other Hotel Services;
- Development and implementation of Hotel Policies;
- Working closely with the Food and Beverage Department to ensure seamless coordination, monitor food quality and promptly address any issues to maintain high service standards;
- Preparing budgets and financial planning for the Hotel;
- Seek opportunities to maximize revenue for the Hotel;
- Ensure efficient and effective Hotel operational systems, processes and policies;
- Analyse data, anticipate challenges, and proactively implement strategies for operational efficiency and guest satisfaction;
- Ensure food safety and hygiene protocols are implemented and maintained in the food service areas;
- Maintenance, renovations, furnishings and improvement of Hotel's Facilities and proper care and control of property, equipment and materials;
- Manage the Hotel's Human Resource;

- Implement strategies to maximize profitability while maintaining high-quality standards;
- Support Management reporting, information flow and business processes and organization planning;
- Actively collaborate with the Sales and Marketing Department to identify revenue growth opportunities;
- Responsible for the preparation, presentation and subsequent achievement of the Hotel's Annual Operating Budget, Marketing & Sales Plan and Capital Budget;
- Responsible for legalization, Occupational Health & Safety Act, fire regulations and other legal requirements;
- Support and promote marketing functions; and
- Performs any other duties assigned from time to time.

**Senior Accountant - Grade Thirteen (13)
(Finance Department)**

Two (2) Positions

MSU/ADM/FD/01/26

Requirements for Appointment:

- A Master's degree in any of the following disciplines: - Commerce, Accounting, Finance or equivalent qualification from a recognized and accredited university;
- A Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance, or equivalent qualification from a recognized and accredited university;
- At least Twelve (12) years relevant cumulative work experience, Five (5) of which should have been at the level of Accountant in a university set-up or equivalent position in a comparable organization;
- Certified Public Accountant (K) or its equivalent and be in good standing;
- Registered with a relevant professional body; and
- Proficiency in relevant computer applications.

Duties and Responsibilities;

- Monitor and track University debts to ensure optimum debt levels;
- Formulate, monitor and review internal control systems such proper keeping of documents to ensure smooth operations within the section;
- Oversee financial operations in the section to ensure that all accounting tasks are executed as per the accounting standards and University policy;
- Coordinate and collaborate with external stakeholders including the Higher Education Loans Board, banks, internal and external debtors to enhance good financial relations;
- Supervise accountants, assistant accountants, accounts assistants and clerks to ensure that tasks are done correctly and in time;
- Conduct annual staff evaluation for accountants, accounts assistants and clerks in order to identify areas of weakness, training needs and for reward;
- Review and sign off monthly bank reconciliations to ensure correctness and consistence;
- Review monthly accounting schedules to support the final accounts;
- Compile and review monthly financial statements for the management of the institution;

- Oversee monthly payroll reconciliations and authorization for accuracy and completeness; and
- Participate in University budget making, implementation and monitoring

**Senior Assistant Registrar– Grade Thirteen (13) One (1) Position MSU/ADM/DHR/01/26
(Directorate of Human Resources)**

Requirements for Appointment:

- A Master's degree in any of the following disciplines: - Human Resource Management/Development, Industrial Relations, Social Sciences or equivalent qualification from a recognized and accredited institution;
- A Bachelor's degree in any of the following disciplines: - Human Resource Management/Development, Industrial Relations, Social Sciences or equivalent qualification from a recognized and accredited institution;
- At least Twelve (12) years' relevant cumulative work experience, Five (5) of which should have been at the level of Assistant Registrar in a university set-up or equivalent position in a comparable organization;
- Relevant technical and professional certification from a recognized institution; and
- Registered with a relevant professional body with a valid practicing license.

Duties and Responsibilities

- Coordinating staff recruitments, appointments, selection, promotion, transfers, discipline and separation;
- Planning, organizing, coordinating and administering all human resource and administration activities in the university;
- Coordinating the development and review of human resource and administration policies, rules and regulations;
- Coordinating development of human resource plans and strategies;
- Monitoring and coordinating implementation of human resource management policies, rules and regulations;
- Coordinating the preparation of Personnel Emolument Budget for the University;
- Establishing skills inventory;
- Developing knowledge management policy for the university;
- Developing and institutionalizing performance management;
- Advising on human resource planning and succession management;
- Advising on career development and review of Career Guidelines;
- Coordinating organizational development and job reviews;
- Interpreting labour laws and other statutes that impact on human resource in the organization;
- Monitoring industrial relations and staff welfare;
- Coordinating the development and implementation of human resource management system;
- Preparing budget allocation and optimal utilization of training resources and opportunities;

- Advising on review of terms and conditions of service;
- Ensuring proper utilization of human resources in the organization and advising on proper deployment;
- Ensuring compliance with all the statutory and regulatory requirements relating to Human Resource and Administration;
- Coordinating quality management and performance contracting processes; and
- Mentoring and coaching of staff.

**Secretary - Grade Five (5)
(Directorate of Human Resources)**

One (1) Position

MSU/ADM/DHR/02/26

Requirements for Appointment:

- A Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognized and accredited institution; and
- At least one (1) year relevant work experience.

Duties and Responsibilities;

- Taking oral dictation;
- Word and data processing;
- Managing e-office;
- Handling telephone calls and appointments;
- Ensuring security of office records, documents and equipment;
- Maintaining an up-to-date filing system in the office;
- Operating office equipment;
- Managing office protocol;
- Managing office petty cash; and
- Handling telephone calls and appointments.

**Assistant Registrar – Grade Twelve (12)
(Directorate of Research, Publications and Innovation)**

One (1) Position

MSU/ADM/DRPI/01/26

Requirements for Appointment

- A Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized and accredited institution;
- A Bachelor's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized and accredited institution;
- At least Ten (10) years relevant cumulative work experience, Three (3) of which should have been at the level of Senior Administrative Assistant in a university set-up or equivalent position in a comparable organization;
- A registered member of a relevant professional body; and
- Proficiency in relevant computer applications, including word processing, spreadsheets, databases and electronic records management.

Duties and Responsibilities

- Prepare and coordinate divisional work plans, allocate duties, supervise administrative staff and monitor service delivery in line with University objectives and approved procedures;
- Support divisional strategic planning, budgets, performance targets and risk registers; consolidate implementation updates and prepare periodic performance reports;
- Maintain records of research activities, projects, investigators and outputs; coordinate administrative submissions and follow up approvals and reporting requirements with the responsible offices;
- Track and circulate funding opportunities, maintain submission calendars, and support the compilation and routing of proposal documents, institutional endorsements and supporting information;
- Maintain award files and reporting schedules; coordinate project start-up and close-out documentation, track administrative milestones and follow up outstanding actions with project teams;
- Liaise with finance, procurement and project teams on approved budgets, requisitions, expenditure information and supporting documents for donor reports and audits;
- Maintain a register of institutional partners, memoranda of understanding and agreements; coordinate review and approval processes, monitor renewal dates and follow up agreed activities;
- Support the preparation of institutional profiles, concept notes and donor engagement materials; maintain prospect and engagement records and coordinate follow-up actions;
- Provide administrative support for innovation disclosures, intellectual property documentation, incubation and commercialization activities; route matters to authorized technical and legal offices and maintain confidential records;
- Track required institutional, ethical, regulatory and donor documentation for projects, liaise with responsible offices and flag outstanding requirements and deadlines to the supervisor;
- Arrange divisional committee meetings, prepare agendas and papers, record minutes, communicate decisions and maintain action trackers for timely implementation.
- Organize meetings, workshops, training, partner visits, research dissemination events and innovation exhibitions in collaboration with relevant University units;
- Compile divisional reports and statistics, draft correspondence and notices, respond to administrative enquiries and coordinate approved information for internal and external stakeholders;
- Maintain secure, accurate and retrievable physical and electronic records of research, grants, partnerships, innovations and divisional administration, observing confidentiality and University retention procedures;
- Coordinate staff appraisal, training needs, development activities and related reports; process leave requests and maintain arrangements for continuity of service;
- Coordinate supplies, office logistics and asset records; monitor the proper use and maintenance of equipment and other resources in collaboration with responsible University offices;
- Liaise with schools, departments, researchers, partners, funders and University support units to resolve administrative matters and facilitate timely delivery of divisional activities; and
- Perform any other related duties assigned by the supervisor from time to time

Assistant Registrar – Grade Twelve (12) One (1) Position MSU/ADM/DQAPM/01/26
(Directorate of Quality Assurance and Performance Management)

Requirements for Appointment

- At least a Master's degree in the relevant field from a recognized and accredited university;
- A Bachelor's degree in the relevant field from a recognized and accredited university;
- At least Ten (10) years relevant cumulative work experience, Three (3) of which should be in Quality Management Systems auditing, Academic Quality audits, monitoring of both teaching and examinations, development and review of Strategic Plan, internal validation of academic programmes and analysis of feedback on Student/Lecturer Course evaluation;
- Demonstrated ability to coordinate Performance Contract negotiations, vetting, implementation and evaluation;
- Demonstrated ability to analyze and submit Performance Contract reports to State agencies;
- Demonstrated ability to coordinate Quality Management System Audits including but not limited to; preparation of audit program, audit plans, Management Reviews and Corrective Action Plans;
- Demonstrated ability to train staff on Quality Management Systems implementation;
- Knowledge and application of ISO 9001: 2015 in addition to ISO 19011 Standards;
- Possess skills in at least one statistical analysis package;
- Possess Management Representative skills; and
- Ability and willingness to work under minimal supervision & outside routine hours.

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 and 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 thereby 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.

**Deputy Director, ICT Services
Grade Fourteen (14)**

One (1) Position

MSU/ADM/ICT/01/26

Requirements for Appointment:

- A Master's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognized and accredited university;
- A Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognized and accredited university;
- At least Twelve (12) years relevant cumulative work experience in ICT services, Five (5) of which must have served at the level of Systems Administrator/Senior Systems Administrator in a university set-up or equivalent position in a comparable organization;
- Must be a member of a recognizable professional body;
- Certifiable evidence of training on emerging technologies such as Artificial Intelligence from a recognized institution; and
- Demonstrated merit and ability as reflected in work performance, leadership and results.

Duties and Responsibilities

- Coordinating the development, implementation and review of the University's ICT Policies, strategies, regulations, standards and procedures;
- Advising management on institutionalization of effective ICT governance structures;
- Facilitating the development of framework to standardize digitation of University's records and procedures;
- Overseeing service providers in the development and implementation of the appropriate ICT infrastructure;
- Promoting the digital infrastructure of the University in the provision of its services;
- Streamlining operational processes in the University through the implementation of digital solutions;
- Overseeing the designing and measures and strategies to safeguard and protect the University's data, information and systems;
- Facilitating capacity building of the staff of the University in ICT matters;

- Consolidating the University's operating systems through adoption of cost effective technology solutions;
- Overseeing the development and maintenance of effective communication systems in the University;
- Facilitating development and maintenance of the University's website and other customers facing systems;
- Overseeing the development, implementation and review of ICT business disaster recovery strategy;
- Spearheading the design and implementation of security systems, to secure the University's ICT assets and systems;
- Overseeing the preparation of ICT status reports;
- Spearheading development and implementation of the Directorate strategic plans, budgets and performance contract;
- Ensuring compliance with good governance; and
- Mentoring and coaching ICT staff.

**Internal Auditor – Grade Twelve (12)
(Internal Audit)**

One (1) Position

MSU/ADM/DIA/01/26

Requirements for Appointment:

- A Master's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration or its equivalent qualification from a recognized and accredited university;
- A Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognized and accredited university;
- At least Ten (10) years' relevant cumulative work experience, Three (3) of which should have been at the level of Senior Assistant Internal Auditor in a University set-up or equivalent position in a comparable organization;
- Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) examination; Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution;
- Registered with a relevant professional body;
- A valid certificate of good standing from a relevant professional body; and
- Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- Developing, implementing and reviewing internal audit policies, strategies, procedures and plans in accordance with auditing standards;
- Conducting special audits and investigations;
- Coordinating development of internal audit systems for efficient operations and records keeping;

- Undertaking systems audits in the University;
- Reviewing governance mechanisms and processes in the University;
- Reviewing the adequacy of the controls established to ensure compliance with internal policies, procedures, statutory and regulatory requirements;
- Reviewing the effectiveness of the University's Enterprise Risk Management (ERM) framework;
- Coordinating post audit reviews;
- Coordinating follow-ups on implementation of audit recommendations;
- Conducting investigations when there are indicators of fraudulent practices within the University;
- Monitoring the implementation of legal requirements, government directives, and corporate strategies in the University;
- Preparing audit reports; and
- Coordinating the preparation of audit operational plans and programmes

**Assistant Security Officer I – Grade Eight (8) One (1) Position MSU/ADM/DSS/01/26
(Security Services)**

Requirements for Appointment:

- A Bachelor's Degree in Criminology, Forensic Investigation, Security Management or relevant field from a recognized and accredited university;
- At least Six (6) years of relevant cumulative work experience, Three (3) of which should be at the level of Assistant Security Officer II in university set-up or equivalent position in a comparable organization;
- Military or paramilitary training as a Non-Commissioned officer;
- Basic investigation courses from a recognized institution with knowledge on Information Security and CCTV Forensics;
- Certified first aider and fire-fighter;
- Proficiency in relevant computer applications;
- Certificate of good conduct from the Kenya Police;
- Certificate of Good Conduct (DCI Police Clearance Certificate)
- Have a certificate of honorable discharge (where applicable);
- Experience in a University or Educational Institution setup, specifically in a security role, is an added advantage; and
- Ability to maintain a high level of integrity and confidentiality

Duties and Responsibilities

- Oversee security and safety operations across the assigned campus, including event security management and special assignments;
- Implement the University's security plan by enforcing established security measures and procedures;
- Manage access control systems, including conducting searches, vetting visitors, and issuing gate passes for persons and vehicles;
- Ensure accurate and timely documentation of all incidents and prepare comprehensive reports;

- Prepare and submit weekly and monthly reports on security threats affecting University assets and infrastructure;
- Conduct internal security investigations to address incidents and recommend corrective actions;
- Coordinate CCTV surveillance and campus inspections to maintain effective monitoring and timely threat detection;
- Supervise, coach, and mentor outsourced security personnel to ensure compliance with contracts, vigilance, and effective performance;
- Conduct regular security and safety audits and provide actionable recommendations to the Head of Department;
- Oversee guard management, including deployment, performance evaluation, discipline, and adherence to University security policies and standards;
- Maintain liaison with law enforcement agencies and security stakeholders to enhance campus security measures;
- Gather, analyze, and disseminate intelligence on potential security threats to relevant authorities;
- Conduct security and safety awareness programs for staff and students within the campus; and
- Coordinate and oversee emergency evacuation procedures to ensure preparedness and safety in case of crises.

**Deputy Director, Human Resource Management One (1) Position MSU/ADM/DHR/03/26
Grade Fourteen (14)**

Requirements for Appointment:

- A Master's degree in any of the following disciplines: - Human Resource Management/ Development, Industrial Relations or equivalent qualification from a recognized and accredited university;
- A Bachelor's degree in any of the following disciplines: - Human Resource Management/ Development, Industrial Relations or equivalent qualification from a recognized and accredited university;
- At least Twelve (12) years' relevant cumulative work experience, Five (5) of which should have been at the level of Senior Assistant Registrar, Human Resource Management in a university set-up or equivalent position in a comparable organization;
- Relevant technical and professional certification from a recognized institution;
- Registered with a relevant professional body;
- Valid practicing license from the relevant professional body; and
- Demonstrated merit, ability and leadership as reflected in work performance and results.

Duties and Responsibilities:

- Overseeing staff recruitments, appointments, selection, promotion, transfers, discipline and separation;

- Overseeing payroll and salary administration;
- Participating in the development and review of human resource and administration policies, rules and regulations;
- Spearheading the development of human resource plans and strategies;
- Leading the institution's performance management process;
- Advising on human resource planning and succession management;
- Advising on career development and review of Career Guidelines;
- Interpreting labour laws and other statutes that impact on human resource in the organization
- Overseeing industrial relations and staff welfare;
- Spearheading the development and implementation of human resource management system;
- Spearheading the budgeting, process for the university;
- Reviewing terms and conditions of service;
- Ensuring proper utilization of human resources in the institution and advising on proper deployment;
- Overseeing the quality management and performance contracting processes;
- Ensuring safe custody and maintenance of personnel and other records;
- Providing Secretariat services to committees of University Management Board; and
- Coaching, mentoring and developing staff

**Cyber Security Officer – Grade Eight (8)
(Directorate of E-Campus)**

One (1) Position

MSU/ACA/DEC/01/26

Requirements for Appointment:

- A Bachelor's Degree in Computer Science, Information Security, or related field from a recognized and accredited university;
- Professional certification such as CEH, CISSP, or CISM will be an added advantage;
- At least one (1) year of relevant experience in IT security; and
- Strong knowledge of cyber security frameworks, risk assessment, and incident response.

Duties & Responsibilities:

- Protect the eCampus digital infrastructure and online learning systems against cyber threats
- Implement security protocols, firewalls, and data encryption mechanisms;
- Conduct regular system audits, penetration testing, and vulnerability assessments;
- Respond to and resolve security breaches in a timely manner;
- Train staff and students on cyber security best practices; and
- Ensure compliance with University and national ICT security policies.

**Technologist (Audiology) -Grade Eight (8)
(Department of Special Needs Education)**

One (1) Position

MSU/ACA/SNE/01/26

Requirements for Appointment:

- A Bachelor of Education degree in (Special Needs Education – Hearing Impaired Option) or related field from a recognized and accredited institution;
- At least two (2) years' experience in carrying out audiometric tests;
- A minimum of KCSE Grade C (Plain) in English subject;
- Ability to interpret in Kenyan Sign Language will be an added advantage; and
- Proficiency in relevant computer applications.

Duties & 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; and
- Performing any other duties as may be assigned by the Chair of Department from time to time.

Animal Attendant – Grade Four (4) (Department of Zoology)

One (1) Position

MSU/ACA/SPBS/DOZ/01/26

Requirements for Appointment:

- At least a Certificate in Animal Health Production, Animal Husbandry, Veterinary Technology or its equivalent from accredited and recognized institution;
- At least Two (2) years' experience working with laboratory animals;
- A minimum of KCSE Mean Grade of D+ (Plus);
- Familiarity with laboratory animal care, protocols and procedures;
- Must possess animal handling and restraining skills;
- Experience with data entry and record-keeping systems;
- Well vast with practical demonstrations for undergraduate students;
- Knowledge of laws and regulations regarding ethical care and use of animals; and
- Good verbal and written communication skills.

Duties & Responsibilities:

- Providing daily care for laboratory animals (mice, rats, rabbits, etc.);
- Observation of animals for signs of illness and maintaining general hygiene in the

facility;

- Assisting learner and researchers with animal restraint, vaccination, dissections, sample collection and administration of treatment; and
- Any other duties as assigned by the supervisor from time to time.

TERMS OF SERVICE

The Terms of service for these positions will be Permanent and Pensionable subject to Retirements Benefits Authority Regulations Terms **EXCEPT** for the position of General Manager, Grade KH 13 and Instructor, Grade Eleven (11) will be on a Three (3) Years Contract Terms renewable based on satisfactory performance.

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 should submit Five (5) hard copies of the application letter, together with the required testimonials. The application letter and all accompanying documents should also be consolidated into one running PDF document and emailed to recruitment_hr@maseno.ac.ke, clearly indicating the reference number of the position applied for. Applications must be submitted on or before **12th October, 2026** and addressed to:

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