



## KENYATTA UNIVERSITY

### JOB OPPORTUNITIES

Kenyatta University wishes to recruit qualified and dedicated applicants for vacant positions in the following offices:

#### 1. SCHOOL OF PUBLIC HEALTH

##### DEPARTMENT OF HEALTH MANAGEMENT & INFORMATICS

*Areas of Specialization:*

- *Ethics and Law in Health*
- *Disaster Management*
- *Health Service Management*
- *Health Information Management*
- *Computer Science*
- *Information Technology*
- *Health Economics*

#### i. Professor

Applicants must be holders of PhD degree in Health Informatics/ Health Management/ Health Administration from a recognized university.

In addition, the applicant must have the following:

- Twelve (12) years of university teaching as Lecturer and above, at least five (5) of which as full time Associate Professor
- Successfully supervised at least four (4) Masters students and at least two (2) PhD students since being appointed Associate Professor
- At least four (4) articles in refereed journals, since being appointed as Associate Professor
- Evidence of successfully applying for a grant either individually or as a group since being appointed as Associate Professor
- Evidence of active participation in departmental activities and good quality teaching
- Evidence of attendance and contribution at learning conferences, seminars or workshops
- Applicants must be registered by the Medical Practitioners' and Dentists' Board and have specialized recognition

The applicant should be able to teach at least one (1) of the following courses:

- *Health Informatics*
- *Health Management*
- *Health Administration*

**ii. Associate Professor**

Applicants must be holders of PhD degree in Health Informatics/ Health Management/ Health Administration from a recognized university.

In addition the applicants must have the following:

- Eight (8) years of university teaching, four (4) of which as full time Senior Lecturer
- Successfully supervised at least four (4) Masters students and one (1) PhD student, since being appointed Senior Lecturer
- At least four (4) articles in refereed journals since being appointed as Senior Lecturer
- Evidence of successfully applying for a grant either individually or as a group since being appointed Senior Lecturer
- Evidence of active participation in departmental activities and good quality teaching
- Evidence of attendance and contribution at learned conferences, seminars or workshops

The applicant should be able to teach at least one (1) of the following courses:

- *Health Informatics*
- *Health Management*
- *Health Administration*

**iii. Senior Lecturer**

Applicants must be holders of PhD degree in Health Informatics/ Health Management/ Health Administration /Computer Science from a recognized university.

In addition the applicants must have the following:

- At least five (5) years of university teaching, three (3) of which as full time Lecturer
- Three (3) articles in refereed Journals since being appointed Lecturer
- Successful supervision of at least three (3) Masters students
- Evidence of applying for a grant either individually or as a group since being appointed as Lecturer
- Evidence of active participation in departmental activities and good quality teaching

- Evidence of attendance and contribution at learning conferences, seminars or workshops

The applicant should be able to teach at least one (1) of the following courses:

- *Health Informatics*
- *Health Management*
- *Health Administration*
- *Computer Science*

#### **iv. Lecturer**

Applicants must be holders of Ph. D degree from a recognized university or have successfully defended a Ph. D thesis in Epidemiology/ Biostatistics/ Medical Statistics/ Computer Sciences/ Health Systems Management.

In addition applicants must have full time university teaching experience as Tutorial Fellow or Assistant Lecturer for at least three (3) years in a recognized university.

The applicant should be able to teach at one (1) of the following courses:

- *Epidemiology*
- *Biostatistics*
- *Medical Statistics*
- *Computer Sciences*
- *Health Systems Management*

#### **v. Tutorial Fellow**

Applicants must be holders of Masters degree in Health Communication or in any other relevant field from a recognized university.

They must also possess a Bachelors degree of at least upper second class honors in the any of the following areas:

- *Social – Medical Sciences*
- *Health Economics*
- *Health Behaviour*
- *Epidemiology*

In addition, the applicants must have the following:

- Teaching experience in an institution of higher learning
- Be prepared to pursue Ph. D degree in the area of specialization

Applicants who have registered for Ph. D in a reputable university will have an added advantage.

## **2. SCHOOL OF PURE & APPLIED SCIENCES**

### **PHYSICS DEPARTMENT**

#### **i. Chief Technician - Grade 11 (Main Campus)**

Applicants must be holders of a B.Sc. degree in Electrical and Electronics Engineering or Telecommunication Engineering from a recognized University. Candidates with a Masters degree in the relevant field will also be considered.

In addition the applicant must have at least five (5) years relevant working experience in a busy teaching or research laboratory as a Senior Technician, be computer literate and demonstrate leadership and administrative skills.

#### **ii. Senior Technician - Grade E/F (Main Campus)**

Applicants must be holders of a B.Sc. Degree in Electrical and Electronics Engineering or Telecommunications Engineering from a recognized university. Candidates with KCE Division II or KCSE mean Grade C+ (Plus) and above and Higher National Diploma in Electrical and Electronics Engineering or Telecommunications Engineering from a reputable institution will also be considered.

In addition the applicants must have the following:

- Relevant working experience of at least three (3) years for B.Sc. holders and five (5) years for Diploma holders in a busy teaching or research laboratory as a Technician Grade C/D or equivalent
- Computer literate and demonstrate leadership and administrative skills

#### **iii. Technician - Grade C/D (Main Campus)**

Applicants must be holders of KCE Division II or KCSE mean Grade C+ (Plus) and above and a Higher National Diploma in the relevant area from a reputable institution.

In addition the applicants must have the following:

- At least three (3) years working experience in a busy teaching Laboratory as a Technician Grade A/B or equivalent
- Computer literate

#### **iv. Technician - Grade A/B (Main & Kitui Campus)**

Applicants must be holders of KCE Div. III or KCSE Mean Grade C (plain) and above. They must have a minimum professional qualification of Ordinary Diploma in the relevant field from a recognized institution.

In addition, applicants must have the following:

- At least three (3) years relevant working experience in a busy teaching or research laboratory
- Computer literate

**v. Junior Technician - Grade III/IV**

Applicants must be holders of KCE Division IV/KCSE mean Grade D+ and above. They must have minimum professional qualification of Senior Laboratory Technician's Certificate or equivalent from a recognized institution. In addition, they must have at least three (3) years relevant working experience and be computer literate.

**3. SCHOOL OF APPLIED HUMAN SCIENCES**

**DEPARTMENT OF FOOD, NUTRITION & DIETETICS**

**i. Professor**

Applicants must be holders of PhD degree in Food Science/ Community Nutrition & Dietetics from a recognized university.

In addition, the applicant must have the following:

- Twelve (12) years of university teaching as Lecturer and above, at least five (5) of which as full time Associate Professor
- Successfully supervised at least four (4) Masters students and at least two (2) PhD students since being appointed Associate Professor
- At least four (4) articles in refereed journals, since being appointed as Associate Professor
- Evidence of successfully applying for a grant either individually or as a group since being appointed as Associate Professor
- Evidence of active participation in departmental activities and good quality teaching
- Evidence of attendance and contribution at learning conferences, seminars or workshops
- Applicants must be registered by the Medical Practitioners' and Dentists' Board and have specialized recognition

**ii. Associate Professor**

Applicants must be holders of PhD degree in Food Science/ Community Nutrition & Dietetics from a recognized university.

In addition the applicants must have the following:

- Eight (8) years of university teaching, four (4) of which as full time Senior Lecturer
- Successfully supervised at least four (4) Masters students and one (1) PhD student, since being appointed Senior Lecturer
- At least four (4) articles in refereed journals since being appointed as Senior Lecturer
- Evidence of successfully applying for a grant either individually or as a group since being appointed Senior Lecturer

- Evidence of active participation in departmental activities and good quality teaching
- Evidence of attendance and contribution at learned conferences, seminars or workshops

### **iii. Senior Lecturer**

Applicants must be holders of PhD degree in Food Science/ Community Nutrition & Dietetics from a recognized university.

In addition the applicants must have the following:

- At least five (5) years of university teaching, three (3) of which as full time Lecturer
- Three (3) articles in refereed Journals since being appointed Lecturer
- Successful supervision of at least three (3) Masters students
- Evidence of applying for a grant either individually or as a group since being appointed as Lecturer
- Evidence of active participation in departmental activities and good quality teaching
- Evidence of attendance and contribution at learning conferences, seminars or workshops

### **iv. Lecturer**

Applicants must be holders of PhD degree from a recognized university or have successfully defended a PhD thesis in Food Nutrition and Dietetics/ Food Science Technology.

In addition applicants must have full time university teaching experience as Tutorial Fellow or Assistant Lecturer for at least three (3) years in a recognized university.

### **v. Tutorial Fellow**

Applicants must be holders of Masters degree in Food Nutrition and Dietetics/ Food Science Technology or in any other relevant field from a recognized university.

They must also possess a Bachelors degree of at least upper second class honors from a recognized university.

In addition, the applicants must have the following:

- Teaching experience in an institution of higher learning
- Be prepared to pursue PhD degree in the area of specialization.

Applicants who have registered for PhD in a reputable university will have an added advantage

**vi. Laboratory Technician – Grade A/B**

Applicants must be holders of KCE Division III / KCSE mean grade C (plain) and above. They must have professional qualification of a Diploma in Applied Biology/ Analytical Chemistry/ Food Technology or related field from a recognized institution.

In addition applicants must have the following:

- At least one (1) year working experience in a busy laboratory
- Computer literate

**4. SCHOOL OF HUMANITIES AND SOCIAL SCIENCES  
Department of English and Linguistics**

**i. Tutorial Fellow (Main, Mombasa, Nakuru and Kitui campus)**

Applicants must be holders of Masters degree in English and Linguistics /Applied Linguistics from a recognized university.

In addition they must have the following:

- Bachelors degree of at least upper second class honors
- Be prepared to pursue a Ph. D degree

Teaching experience at university level will be an added advantage.

Those who had applied earlier can re-apply expressing their preference for the campus, but should also bear in mind that they can be sent to any of the above mentioned campuses.

**5. DIRECTORATE OF I.C.T**

**i. I.C.T Technician – Grade C/D (Mombasa campus)**

Applicants must be holders of KCE division II/ KCSE mean grade C+ and above and a degree in Information Technology or its equivalent from a recognized institution.

In addition the applicant must have the following:

- At least two (2) years working experience in a busy ICT environment
- Those with an I.C.T Diploma and three (3) years experience in networking and PC support will also be considered

## **6. WELLNESS CENTRE**

### **i. Counsellor - Grade 11 (Mombasa, Nyeri and Nakuru campus)**

Applicants for this position must be holders of a Masters degree in Counselling Psychology.

In addition applicants must have the following:

- Counselling experience at University or College spanning at least three (3) years
- Mature and at least thirty five (35) years of age
- Demonstrate ability to work well in a team
- Show evidence of ongoing Counsellor supervision
- Show evidence of professional accreditation
- Show evidence of being a Counsellor trainer
- Computer literate

Evidence of training in Alcohol and Drug Abuse (ADA) or experience in working with people with substance use and abuse challenges will be an added advantage.

The applicant should have genuine interest in working with and helping students with general psychological problems.

## **7. DIRECTORATE OF REVENUE GENERATION & ENTERPRISE DEVELOPMENT**

### **i. Stock Control and Procurement Coordinator**

Applicants must be holders of a Bachelor's Degree in Purchasing and Supplies Management or its equivalent from a recognized University.

Certification in Accounting will be an added advantage.

In addition, they must have the following:

- At least three (3) years working experience in a Procurement or Supply chain Department
- A member of Chartered Institute of Purchasing and Supplies (CIPS)/ Kenya Institute of Supplies Management (KISM)
- Experience in Stock control and management
- A track record of efficient procurement achievements
- Detail oriented
- Results oriented and very assertive
- High integrity
- Experience in using computerized supply chain systems



**ii. Sales and Marketing Coordinator**

Applicants must be holders of a Bachelor's Degree in Sales and Marketing or its equivalent from a recognized university.

Sales and Marketing professional certification will be an added advantage.

The applicants must have the following:

- At least five (5) years experience in Sales and Marketing preferably in Hospitality and Conference Industry
- Track record of achieving set sales targets
- Experience in Strategic Planning
- Experience in development and execution of Marketing Strategies
- Excellent in communication
- Passionate about Sales and Marketing
- Computer literate

**iii. Business Analyst and Cost Controller**

Applicants must be holders of Bachelors degree in Business Administration or any other business related course from a recognized university. They must also be qualified CPA (K) accountants or its equivalent.

In addition, applicants must have the following:

- At least three (3) years working experience
- Experience in generation of Financial and Management reports
- Experience in Cost Accounting and Pricing
- Experience in Strategic Planning
- Experience in development and execution of Business Plans
- Track record of effective performance management
- Experience in quality management systems
- Results oriented and very assertive
- Experience in computerized account systems
- Strong in data analysis

**iv. Sales Executive –**

**Kenyatta University Conference Centre (K.U.C.C)**

**Business and Students Service Centre (B.S.S.C)**

**Ampitheatre**

Applicants must be holders of a Diploma in Sales and Marketing from a recognized institution.

A degree in Sales and Marketing and ability to speak French or German will be an added advantage.

In addition, the applicants must have:

- At least (three) 3 years working experience in Sales and Marketing preferably in Hospitality and Conferencing Industry
- Track record of achievements of set sales targets
- Experience in development and execution of marketing strategy
- Ability to analyze customer needs and offer solutions
- Excellent in communication and passionate about marketing
- Computer literate
- Self driven

**v. Sales Executive – Kenyatta University Bookshops**

Applicants must be holders of a Diploma in Sales and Marketing from a recognized institution. Training in publishing and book trade will be an added advantage.

In addition, the applicants must have:

- At least three (3) years working experience in Sales and Marketing of books
- Track record of achievements of set sales targets
- Experience in development and execution of marketing strategy
- Ability to analyze customer needs and offer solutions
- Excellent in communication and passionate about marketing
- Computer literate/ Ms Office Applications
- Self driven.

**vi. Sales Executive – Kenyatta University Press**

Applicants must be holders of a Diploma in Sales and Marketing from a recognized institution. A Degree in Sales and Marketing and background knowledge of publishing/print production processes will be an added advantage.

In addition, the applicants must have:

- At least 3 years working experience in Sales and Marketing preferably in a publishing and printing company with clients country wide
- Track record of achievements of set sales targets
- Experience in development and execution of marketing strategy
- Ability to analyze customer needs and offer solutions
- Excellent in communication and passionate about marketing
- Computer literate /MS office applications
- Self driven.

## **8. DIRECTORATE OF ACCOMODATION SERVICES**

### **i. Hostel Night Attendant – Grade III/IV**

Applicants must be holders of KCE Division iv/KCSE mean grade D+ and above and a Discharge Certificate from any of the following forces indicating the rank:

- Armed forces
- Kenya Police
- National Youth Service (NYS)

In addition applicants must have the following:

- Certificate of good conduct
- At least three (3) years work experience in the relevant area

The candidate will be deployed to work in Main and Ruiru campus and will report daily to the Director Accommodation Services.

The successful candidate will be charged with the following duties:

- Look after student welfare in the hostels
- Enforce rules and regulations of the hostels
- Look after university property
- Attend to sick students including requesting for ambulance when the need arises
- Deal with student complaints
- Attend to emergencies in the hostels, for instance, sickness, theft, fire and take appropriate action alerting security personnel and any other relevant people
- Perform any other duties allocated by the Director or Hostels Manager

## **9. OFFICE OF THE DEPUTY - VICE CHANCELLOR (ACADEMIC) EXAMINATION SECTION**

### **i. Assistant Registrar – Grade 12**

Applicants must be holders of a Masters degree in Social Sciences/Business/ Public Administration or equivalent qualification from a recognized institution.

Those with professional qualifications from a recognized such as CPS/CPA or equivalent will have an added advantage.

In addition they must have the following:

- At least three (3) years relevant experience in administration at an institution of higher learning
- Computer literate

Those with Bachelors degree in the relevant field and have at least five (5) years administrative experience may also be considered.

**ii. Examination Clerk – Grade A/B**

Applicants must be holders of KCE division III or KCSE mean grade C (plain) and above. They must also have the relevant Diploma in Data Management from a recognized institution.

In addition they should have the following:

- At least three (3) years experience in data entry and analysis.

**iii. Examination Clerk – Grade III/IV**

Applicants must be holders of KCE division IV or KCSE mean grade D+ (plus) and above. They must have a Certificate in Data Entry Management or equivalent.

In addition applicants must have the following:

- At least three (3) years relevant working experience
- Computer literate

**iv. Machine Technician – Grade III/IV**

Applicants must be holders of KCE division IV or KCSE mean grade D+ (plus) and above. They must also have a Certificate in Machine Maintenance or equivalent qualification from a recognized institution.

In addition the applicant must have at least three (3) years relevant working experience in a busy organization.

For the post of Examination Clerk grade A/B, Examination Clerk grade III/IV and Machine Technician grade III/IV the applicant should be a person of integrity.

Previous experience in examination processing will be an added advantage.

***Those who wish to be considered for Part time teaching in any of the advertised areas may also apply. They should specifically indicate so.***

**Terms of Service:**

The terms of service for the above include a generous medical scheme, house allowance and commuting allowance. Successful candidates will be offered two (2) year renewable performance based contract and gratuity will be paid at the end of the contract.

The application letter should give full details of educational and professional qualification, work experience, present post and salary, applicant's telephone number and e-mail address.

Copies of certificates and testimonials should also be enclosed giving the names and addresses of three (3) referees who are conversant with the applicant's competence in area of specialization.

**Applicants and Referees should write directly to the undersigned.**

**Deputy Vice-Chancellor (Administration)**

**Kenyatta University**

**P. O. BOX 43844 – 00100**

**NAIROBI.**

Applications and letters from the referees should be received not later than **Friday,**

**19<sup>th</sup> April 2013**

Kenyatta University is an equal opportunity employer.