



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 qualified candidates to fill the positions indicated below:

EXTERNAL ADVERTISEMENT

TEACHING POSITIONS

SCHOOL OF MEDICINE, DEPARTMENT OF MEDICAL PHYSIOLOGY

Lecturer – Grade 12	One (1) Position	MSU/ACA/SOM/01/22
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NON – TEACHING POSITIONS

OFFICE OF THE VICE CHANCELLOR – LEGAL AFFAIRS

Assistant Legal Officer – Grade 10	One (1) Position	MSU/ADM/LD/01/22
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OFFICE OF THE DEPUTY VICE-CHANCELLOR, PARTNERSHIPS RESEARCH AND INNOVATIONS

Farm Manager - Grade 12	One (1) Position	MSU/ADM/FM/01/22
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OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMIC AND STUDENT AFFAIRS

Deputy Registrar Academic & Student Affairs- Grade 14	Two (2) Positions	MSU/ADM/ASA/01/22
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Student Counselor Assistant – Grade 8	Two (2) Positions	MSU/ADM/SWS/01/22
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OFFICE OF THE DEPUTY VICE-CHANCELLOR ADMINISTRATION, FINANCE AND DEVELOPMENT

Security Officer - Grade 10	One (1) Position	MSU/ADM/SEC/01/22
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Assistant Security Officer I - Grade 8	Two (2) Positions	MSU/ADM/SEC/02/22
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Chef – Grade KH 8	One (1) position	MSU/ADM/KH/01/22
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REQUIREMENTS FOR APPOINTMENT

TEACHING POSITION

SCHOOL OF MEDICINE, DEPARTMENT OF MEDICAL PHYSIOLOGY

Lecturer – Grade 12

One (1) Position

MSU/ACA/SOM/01/22

Requirements for appointment

- PhD or equivalent degree qualification in the relevant field from an accredited and recognized university.
- A minimum of twenty four (24) publication points, of which at least sixteen (16) should be from refereed journal papers.
- Be registered with the relevant professional body.
- Proficiency in relevant computer applications.

NON – TEACHING POSITIONS

OFFICE OF THE VICE CHANCELLOR – LEGAL AFFAIRS

Assistant Legal Officer – Grade 10

One (1) Position

MSU/ADM/LD/01/22

Requirements for appointment

- Bachelor's Degree in Law (LLB) from a recognized institution with a postgraduate Diploma in Law from Kenya School of Law.
- At least three (3) years post admission relevant work experience in a reputable organization;
- Advocate of the High Court of Kenya.
- Registered member of Law Society of Kenya and in good professional standing order;
- Current Law Practicing Certificate.
- Demonstrate litigation skills, research skills, legal administrative skills and report drafting and writing skills.
- Proficiency in relevant computer applications.

Duties and responsibilities

- Provide professional legal advice on all legal matters impacting the University;
- Represent University and attend Court in all litigation matters, conveyance matters and all legal issues involving the University;
- Support in development/review of all legal instruments entered into by the University to ensure that the University interest are protected;
- Support in development application review and interpretation of the University regulations, policies and procedures;

- Ensure compliance with laws, rules and regulations including circulars applicable to the University and University policies and regulations;
- Advising University Council, Management and Senate on Current legal Development relevant to the University;
- Draft, prepare and ensure appropriate execution of all contracts, memorandum of understanding, lease and any other legal documents;
- Maintain records of court cases involving the University by organizing files and monitoring attendance dates;
- Prepare status update reports on all litigation matters and other matters handled by the office;
- Enhance trial proceedings by organizing evidences, prepare exhibits and scheduling witnesses;
- Draft, prepare and ensure appropriate execution of contracts, memorandum of understanding, lease and any other legal documents;
- Ensure safe custody of legal instruments of the University including legal documents;
- Prepare, vet and negotiate official legal documents to protect interest of the University; and
- Any other duties that may be assigned from time to time.

OFFICE OF THE DEPUTY VICE-CHANCELLOR, PARTNERSHIPS RESEARCH AND INNOVATIONS

Farm Manager - Grade 12

One (1) Position

MSU/ADM/FM/01/22

- **Requirement for appointment**
- Master's degree in Agriculture or equivalent from a recognized institution with accumulative relevant work experience, three (3) of which must have served as Assistant Farm Manager Grade 11 or its equivalent **OR** Bachelor's degree in Agriculture or equivalent from a recognized Institution with a minimum of seven (7) years cumulative relevant work experience;
- Additional professional qualifications in management such as Business Management, Project Management and Marketing from a recognized institution will be an added advantage;
- A registered member of a relevant professional body;
- Proficiency in computer applications.

Duties and responsibilities

- Prepare annual work plans for the farm in order to guide all the activities and programs in the farm.
- Prepare quarterly and monthly work plan, allocate work and supervise the farm staff in order for them to perform optimally and produce the desired output in the University farm.
- Develop work policies and procedures to be followed by all staff in the farm within the framework of the human resource policy of the University.
- Project farming produce targets for the different farming activities and projects so as to guide work progress in the farm.
- Prepare budget for the different farm inputs required to run all the farming activities and projects so as to produce the set target.

- Prepare periodic financial and technical reports for the different farming projects in the University farm so as to establish their revenue and profitability. Prepare periodic financial and technical reports of the different farming projects in the University farm so as to establish their revenue and profitability.
- Coordinate and control all the activities and projects of the farm so that they can produce the targeted output for profit generation for the University.
- Develop farming units for the University farm under the direction of the farming committee of the University.
- Provide care and custody for all farm equipment, tools and resources and guard them against misappropriation, damage and loss in order to minimize operation costs on the farm for increased revenue.
- Control the use of farm float.
- Ensure proper use and maintenance of the farm structure and Machinery.
Any other duty as may assigned by the supervisor from time to time.

OFFICE OF THE DEPUTY VICE-CHANCELLOR ACADEMIC AND STUDENT AFFAIRS

Deputy Registrar Academic & Student Affairs - Grade 14 Two (2) Positions MSU/ADM/SWS/01/22

Requirement for appointment

- PhD degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with ten (10) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Assistant Registrar Grade 13 or equivalent **OR** Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized institution with twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Assistant Registrar Grade 13 or equivalent;
- A registered member of a relevant professional body.
- Proficient in relevant computer applications.

Duties and responsibilities

- Maintain up to date examination schedules processing of examinations;
- Ensuring administration and proper conduct of examination;
- Production and issuance of Certificate, Diploma and Degree certificates and transcripts;
- Supervise the process of issuance of Certificates, Diploma and Degrees;
- Interpretation and enforcement of Academic Policies and Regulations relating to examinations;
- Secretariat to Senate and senate committees;
- Custodian of Student Records;
- Registration and enrolment of Students;
- Issuance of registration numbers to students;
- Student billings;
- Build secure student data files and sets procedures for their use;
- Enforcement of academic policies and regulations relating to admissions of students;
- Registration of students in the Management information System;

- Coordinate with Departments to process examinations through the Management Information System; and
- Undertake such other responsibilities as shall be assigned;

Student Counselor Assistant – Grade 8 Two (2) Positions

MSU/ADM/SWS/02/22

Requirements for Appointment

- Bachelor’s degree in Guidance and Counseling or its equivalent from recognized institution with at least five (5) years relevant work experience.
- A registered member of a relevant professional body.
- Proficiency in relevant computer applications.

Duties and responsibilities

- Carrying out counseling services at the University;
- Assist University Students Peer Counselors in their activities;
- Screen, train supervise and coordinate activities of the peer Counselors in the University;
- Form, facilitate and run psychosocial support groups among students;
- Organize and facilitate psycho education forum in conjunction with the Students Counselor;
- Initiate, run and supervise various counseling programs in liaison with the Students Counselor;
- Implement follow up processes for clients;
- Prepare counseling plan in liaison with the Student Counselor;
- Refer students who require specialist management for further assistance;
- Participate in student orientation exercise to familiarize them with counseling services at the University;
- Prepare counseling reports;
- Keep accurate records of students counseling activities; and
- Any other duty that may be assigned by the supervisor from time to time.

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

Security Officer - Grade 10

One (1) Position

MSU/ADM/SEC/01/22

Requirements for appointment

- Bachelor’s degree/Higher Diploma in Criminology/Security Science or its equivalent from a recognized institution.
- Five (5) years relevant cumulative work experience three (3) of which must have been at the level of a Corporal in Police Service/Kenya Defense Forces with a clean discharge certificate.
- Competency in cyber-crime and digital forensics.
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Prevention and detection of crime and other security threats;
- Carry out general administrative duties in the Department;

- Preparation and submit periodic reports to the management for appropriate decision making;
- Carry out initial investigations relating to fraud, theft, accident and make necessary reports;
- Liaise with the duty officer and other law enforcement agencies on any follow up action and assist in investigation relating to matters affecting the University;
- Ensure effective safety and security measures are maintained in the University;
- Advise the University Management on safety and security matters;
- Develop annual budgetary estimates for Security Department;
- Liaise with duty officer and other law enforcement agencies on behalf of the University; and
- Any other duty as may be assigned from time to time.

Assistant Security Officer I - Grade 8

Two (2) Positions

MSU/ADM/SEC/02/22

Requirements for appointment

- Bachelor's Degree/ Higher Diploma in Criminology/Security Science or its equivalent from a recognized institution.
- Three (3) years cumulative relevant work experience at the level of Sergeant/Warrant Officer in the Kenya Police Service/Kenya Defense Forces with a clear discharge certificate. Proficiency in relevant computer applications.

Duties and Responsibilities

- General Security duties Beat/Patrol;
- Assist in prevention and detection of crime and other related frauds in the University;
- Preserving the scenes of crime, initial investigation in area of supervision;
- Investigating frauds and crime related matters;
- Overseeing guards assignment and operations in the University;
- Prepare and submit periodic reports to the In-charge of Security;
- Implement safety and security measures; and
- Any other duty as may be assigned from time to time.

Chef – Grade KH 8

One (1) position

MSU/ADM/KH/01/22

Requirements for Appointment:

- Diploma in Food Production preferably from Utalii College or its equivalent from a recognized institution.
- At least five (5) years cumulative experience as Chef in a three (3) star and above facility.
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Make kitchen staff duty roster in consultation with the Food and Beverage Manager to ensure that Hotel staff are adequately engaged in the operation;
- Ensure all the Kitchen staff have a job description and receive necessary training for competence in meeting the same in their duties in the Kitchen;
- Advise and direct food and beverage on staffing requirements to enhance food production and catering service in the Hotel;

- Prepare and maintain monthly kitchen inventory and delivered to the food and beverage manager to facilitate purchase of new stock;
- Maintaining high standards of safety and hygiene in the kitchen in order to ensure perfect appearance and hygienic of all production staff and food prepared;
- Receive and process guest complaints in regards to food and respond to them promptly through the food and beverage or service staff;
- Set strict portion control regime for kitchen staff to ensure that standards are adhered to for profitability in the restaurant of the Hotel;
- Estimate expected food consumption and make requisitions or purchase from suppliers/procure from food storage to ensure that items are available in the kitchen as listed on the menu card;
- Co-ordinate menu planning, preparation for banqueting activities and advise on menu changes in terms of content from time to time;
- Hold weekly meetings with the Food and Beverage Production staff to review performance of the food production staff;
- Keep inventory of kitchen equipment and advice Food and Beverage Manager on optimum equipment stock levels; and
- Any other duty as may be assigned from time to time.

TERMS OF SERVICE

The terms of service for the positions will be on Permanent and Pensionable Terms **EXCEPT** for the position of **Farm Manager Grade 12** which shall be on a three (3) Contract Terms renewable based on satisfactory performance.

MODE OF APPLICATION

Only shortlisted candidates will be contacted. Maseno University is an equal opportunity employer and therefore applicants of all gender, marginalized group and persons living with disability are encouraged to apply. Any canvassing will lead to automatic disqualification. The University does not charge any fee for the recruitment and selection process.

Each application should be submitted together with updated Curriculum Vitae giving details of the applicant's age, marital status, academic and professional qualification, working experience, present post and latest pay slip, telephone contact, email address names and referees plus copies of the certificate and testimonials. Qualified candidates should submit ten (10) hard copies of the application clearly indicating the reference number of the position applied.

Applications must be done on or before **25th March, 2022 1700hrs** addressed to:

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

