



KIBABII UNIVERSITY(KIBU)

ADVERTISEMENT FOR TEACHING AND ADMINISTRATIVE VACANCIES

Pursuant to Part IV Section 23 of the Kibabii University Charter, 2015 and Kibabii University Statutes, 2017, the University invites applications from suitably qualified applicants for the following vacant positions:

A. TEACHING VACANCIES:

S. N	Designation & Scale	Area of Specialization	Advert No.	No. of Posts
1.	Senior Lecturer Scale 13 (Re-Advertisement)	Kiswahili and other African Languages	KIBU/ACA/16/2018	1
2.	Senior Lecturer Scale 13 (Re-Advertisement)	Organic Chemistry	KIBU/ACA/17/2018	1
3.	Senior Lecturer Scale 13 (Re-Advertisement)	Computer Science	KIBU/ACA/18/2018	1
4.	Lecturer Scale 12 (Re-Advertisement)	Computer Science	KIBU/ACA/19//2018	1
5.	Tutorial Fellow Scale 11 (Re-Advertisement)	Medical Surgical Nursing	KIBU/ACA/20/2018	1
6.	Tutorial Fellow Scale 11 (Re-Advertisement)	Nursing Education, Administration & Research	KIBU/ACA/21/2018	1

Duties and Responsibilities for Teaching Staff

- i. To contribute towards the achievement of the Mission and Vision of the University;
- ii. To contribute effectively to the creation and circulation of knowledge through effective teaching, research and publishing;
- iii. To enrich the intellectual development of students through interactions and academic counseling in area of specialization;
- iv. To participate in institution building and extra- curricular activities of department in order to create a rich and vibrant intellectual environment at KIBU.

Requirements for Appointment:

SENIOR LECTURER

Applicants should have:-

- 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;



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- ii. At least three (3) years of teaching experience at university level as a Lecturer or six (6) research or in industry experience;
- iii. A minimum of thirty two (32) publication points as a Lecturer or equivalent of which at least twenty four (24) should be from refereed scholarly journals;
- iv. Supervised at least three (3) post graduate students to completion as a Lecturer or equivalent;
- v. Registered with the relevant Professional Body (where applicable).

LECTURER

For appointment to the position of Lecturer, one must have:

- i. An earned PhD or equivalent degree qualification in the relevant field from accredited and recognized/ university, and be registered or registerable with the relevant professional body (*where applicable*) **OR** Master's Degree in relevant field from an accredited and recognized university (*in special cases*) with at least three (3) years teaching experience at university level or in research or in industry, and
- ii. A minimum of 24 publication points of which at least 16 should be from refereed journals papers, and;
- iii. Registered with the relevant Professional Body (*where applicable*).

TUTORIAL FELLOW

Applicants should have:-

- i. Bachelor's Degree and Master's Degree in relevant field
- ii. Be registered for Doctorate Degree Studies
- iii. Member of relevant recognized professional body
- iv. Teaching experience at the University will be an added advantage

NOTE: *Tutorial Fellows will be appointed on contractual terms of one (1) year which shall be renewable for not more than three (3) times subject to satisfactory performance and progression to attainment of PhD.*

B. ADMINISTRATIVE POSITIONS

1. DEAN OF STUDENTS - SCALE 15 (Re-advertisement) KIBU/ADM/13/2018 (1 POST)

Duties and Responsibilities

Reporting to the Deputy Vice-Chancellor (Academics and Students Affairs), the Dean of Students shall on the overall be responsible for the supervision and management of all administrative and operational functions of the Students Affairs Department.

The Dean of Students shall:

- i. Be a member of Senate and University Management Board;
- ii. Liaise with other service departments that affect Housing, Health, Catering, Sports and Welfare of students including Guidance, Counselling and Wardenship;
- iii. Advise the Students Association in matters concerning its functions and regulate expenditure of its finances;
- iv. Administer the Students' Organization of Kibabii University (SOKU) elections and to oversee a smooth transition from one outgoing Student Council to a new one;



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- v. Arrange in conjunction with the students' organization various types of entertainment for students and coordinate all other cultural activities and co-curricular activities;
- vi. Receive students' non-academic disciplinary cases and process them in consultation with the Deputy Vice-Chancellor (Academics and Students Affairs) for the Students Disciplinary Committee;
- vii. Supervise and coordinate all students' publications and newspapers, and maintain a communication link (dialogue) between the University Management and the students through their organization;
- viii. Help in clearing students leaving/entering the country to/from other countries in conjunction with the Ministry in charge of Education and other relevant Government Agencies;
- ix. Plan, prepare and direct students' welfare activities;
- x. Keep in safe custody all SOKU equipment and maintain records for them;
- xi. Oversee the management of Students' Centre facilities; and
- xii. Undertake such other official assignments as may be assigned from time to time by the Vice-Chancellor or Deputy Vice-Chancellor (Academics and Students Affairs).
- xiii. Be a member of Senate and University Management Board
- xiv. Have shown merit and ability as reflected in work performance and results (for serving officers).

Requirements for Appointment:

The Dean of Students must be a holder of a relevant Ph.D degree from a recognized University with relevant experience at least three (3) years as a Deputy Dean on Scale 14 or equivalent. In addition, the Dean of Students must be a member of professional body.

Terms of Service:

Shall hold office on a contract period of five (5) years but may be eligible for reappointment for a further one term in accordance with terms and conditions of service as approved by the Council from time to time.

2. DEPUTY REGISTRAR (PLANNING AND PERFORMANCE CONTRACTING) – SCALE 14 - KIBU/ADM/14/2018 (1 POST)

Duties and Responsibilities:

Reporting to the Registrar (Planning, Partnerships, Research and Innovation), the Deputy Registrar (Planning and Performance Contracting) shall:

- i. Provide leadership in pursuit of the Vision and Mission as outlined in the University Strategic Plan;
- ii. Initiate, coordinate, implement, monitor and evaluate the University Master and Strategic Plans;
- iii. Monitor, evaluate and report the implementation of the Strategic Plan on a quarterly basis;
- iv. Coordinate the preparation and implementation of Divisional and University wide Annual Work Plans and Almanac;
- v. Coordinate the preparation and implementation of the Performance Contracting;
- vi. Coordinate monitoring, evaluation and reporting of Performance Contracting;
- vii. Coordinate preparations for local and international shows and trade fares, University Open days, University exhibitions;



- viii. Carry out any other Planning and Performance Contracting functions that may be may contribute to the welfare of the University; and
- ix. Perform any other duties assigned to him/her by the Registrar PPRI.

Requirements for appointment:

For appointment to this position, one must:

- i. Have an earned PhD and shall be at least a Senior Lecturer or its equivalent with at least three (3) years relevant working experience in Planning and performance Contracting **OR a** Masters Degree with six (6) years of working experience three (3) of which as a Senior Assistant Registrar or its equivalent in Planning and Performance Contracting;
- ii. Be registered with relevant Professional body;
- iii. Be ICT Competent.
- iv. Show evidence of participating and contributing in Seminars and Conferences related to Planning and Performance Contracting;
- v. Show evidence of Postgraduate supervision, Research and attraction of research funds; and
- vi. Show evidence of publication in reputable peer reviewed Journals.

Other desired Skills

- Ability to work under pressure with minimum supervision;
- Ability to work in a team
- Excellent analytical skills
- Ability to meet deadlines
- Outstanding leadership skills

**3. ASSISTANT REGISTRAR (EXAMINATIONS) – SCALE 12 - KIBU/ADM/15/2018
(1 POST)**

Duties and Responsibilities:

Reporting to the Registrar (Academic Affairs), the Assistant Registrar (Examinations) shall:

- i. Prepare examination processing schedules;
- ii. Ensure preparation, proofreading and duplication process of examination papers;
- iii. Be the custodian of examination papers and unused booklets;
- iv. Be the custodian of marked scripts and examination records;
- v. Facilitate the preparation, printing and issuing of academic transcripts;
- vi. Maintain examination records – results, consolidated mark sheets etc;
- vii. Prepare examination regulation documentation;
- viii. Maintain database of approved external examiners;
- ix. Facilitate the process of external examiners assessment of 1st and 2nd Semester examination scripts;
- x. Facilitate external examiners travel and accommodation arrangements;
- xi. Facilitate the process of payment of external examiners;
- xii. Prepare reports on semester examinations;
- xiii. Prepare the Section budget and procurement of materials and equipment;
- xiv. Provide secretarial services to the following: Senate Examiners Board, Ad- hoc committees on Examination Irregularities and Examination Review committees;



- xv. Prepare letters to candidates on outcome of Senate deliberations on supplementary/ repeat/special examinations, suspension, expulsion, warning etc.;
- xvi. Ensure the update of student file records with reference to transcripts, daily examination communication etc.;
- xvii. Prepare student data, records and statistics on completion rate, graduation, exam related irregularities, number of examinations etc.;
- xviii. Ensure that the examination office file records and registry are updated and maintained constantly;

Requirements for appointment:

For appointment to this position, and officer must have:

- i. Master’s Degree in with 6 years working experience, 3 of which as Senior Administrative Assistant Scale 11 or its equivalent;
- ii. CPS (K) or Diploma in relevant area is an added advantage;
- iii. Must be registered with relevant professional body;
- iv. ICT Competence.

4. HEALTH RECORDS & INFORMATION TECHNOLOGIST III – SCALE 8 – KIBU/ADM/16/2018 (1 POST)

Duties and Responsibilities:

Reporting to the Deputy Senior Clinical Officer, the officer shall:

- i. Control the reception, registration and appointment procedures;
- ii. Administer discharge procedures; maintenance of the bureau and waiting list procedures.
- iii. Supervision of coding and indexing of diseases and surgical operations in compliance with international classification of diseases (I.C.D) and international classification procedures in medicine (I.C.P.M);
- iv. maintain patients master index, diagnostic index; surgical operation index and other medical records

Requirements for Appointment:

- i. Diploma in Health Records and Information Technology from Kenya Medical Training College or recognized medical training institution with 3 years’ work experience as Health records and information technologist at a busy level 4 hospital or its equivalent.
- ii. ICT competence
- iii. Registered with relevant professional body.

5. MEDICAL LABORATORY TECHNOLOGIST III – SCALE 8 - KIBU/ADM/17/2018 (1 POST)

Duties and Responsibilities:

Reporting to the Deputy Senior Clinical Officer, the officer shall:



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- i. Perform general laboratory procedures for pathological investigations,
- ii. Collect and post results,
- iii. Maintain laboratory records and Disease surveillance.

For appointment to this position, one must have:-

- i. Diploma in Medical Laboratory Technology with 3 years' work experience at a busy recognized medical laboratory or at a busy level 4 hospital.
- ii. Be registered by the Medical Laboratory Technicians and Technologist Board.
- iii. Current practicing license
- iv. ICT Competence.

6. ASSISTANT FARM MANAGER - SCALE 7 - KIBU/ADM/18/2018 (1 POST)

Duties and Responsibilities:

Reporting to the Director PSSP & IGU's the Assistant Farm Manager shall on the overall be responsible for the supervision and management of all farm activities.

He/She shall:

- i. Develop business plan for specific activities;
- ii. Implement strategies for maximum yield;
- iii. Maintain farm records and the inventories;
- iv. Organize farm administration and work machinery and equipment;
- v. Keep up to date cash flow records;
- vi. Plan finances and production to maintain farm progress against budget parameters;
- vii. In liaison with the procurement department, buy supplies, such as fertilizer and seeds, arrange the maintenance and repair of farm buildings, machinery and equipment;
- viii. Maintain and monitor the quality of yield, whether livestock or crops;
- ix. Apply health and safety standards across the farm estate
- x. Manage any associated businesses and staff in the Farming Unit;

Requirements for appointment:

For appointment to this grade, an officer must have:

- (i) Diploma in Farm Management or General Agriculture or Animal Health.
- (ii) Nine (9) years working experience from a large scale commercial farm.
- (iii) ICT Competence

7. OFFICE ADMINISTRATOR - SCALE 6 - KIBU/ADM/19/2018 (1 POST)

Duties and responsibilities:

An officer at this level involve recording dictation in shorthand and transcribing; typing from drafts or recordings from dictating machines and operating other related machines; answering and making telephone calls; handling mail and writing simple routine correspondences. He/She will also be responsible for taking charge of documents and files, including confidential materials; receiving and attending to visitors and supervision and guidance of junior staff in the office.

For appointment to this position one must have:



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- i. Diploma in Secretarial Studies with three (3) years' experience **OR**
- ii. Stage III Single and Group certificates with twelve (12) years working experience 3 of which as Assistant Office Administrator Scale 5 or its equivalent.
- iii. Must be registered with relevant professional body.
- iv. ICT Competence.

8. ASSISTANT OFFICE ADMINISTRATOR I - SCALE 5 KIBU/ADM/20/2018 (3 POSTS)

Duties and Responsibilities:

An officer at this level will be responsible in typing letters, memos, minutes and performing general office tasks of clerical nature; making appointments and dealing with inquiries. He/She will also be responsible for filing all documents, opening new files and closing old ones, together with collating documents being dispatched from the offices.

For appointment to this position one must have:

- i. Diploma in Secretarial Studies **OR**
- ii. Stage II Single and Group Certificates with 6 years working experience 3 of which as Assistant Office Administrator Scale 4 or its equivalent.
- iii. ICT Competence.

9. ASSISTANT OFFICE ADMINISTRATOR II – SCALE 4 KIBU/ADM/21/2018 (3 POSTS)

Duties and Responsibilities:

An officer at this level will be involved in typing letters, memos, minutes and other documents. He/She will also attend to visitors/clients; handling telephone calls and appointment; handling mail and writing simple routine correspondences on own initiative. In addition the officer may also handle the processing of data; collating documents; operating office machines and ensuring security of the equipment. He/She may also be assigned other duties from time to time.

For appointment to this position one must have:

- i. Stage II Single and Group Certificates with 3 years working experience as Assistant Office Administrator Scale 3 or its equivalent.
- ii. ICT Competence.

How to apply:

Each application shall be accompanied by detailed Curriculum Vitae in the prescribed format, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents. Scanned copies of these documents must be attached to the email application.

Applicants for positions of Scale 12 and above must also submit the following current documents:

1. Clearance from Kenya Revenue Authority
2. Clearance from Higher Education Loans Board



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3. Clearance from the Ethics and Anti-Corruption Commission
4. Clearance from Credit Reference Bureau
5. Criminal Investigation Department- (Certificate of Good Conduct)
6. Letters of recommendation from at least three persons familiar with the applicant's professional experience and character in general should also be sent to the address below before **Friday, 17th August 2018**.

All applications should clearly be marked with the Reference Number of the Advertised position "Application for the position of (*position applied for*)" and submitted as follows:

- i. Ten (10) hard copies
- ii. An electronic copy in PDF format by email be sent to the following email: appointments@kibu.ac.ke

Applications must be submitted on or before **Friday, 17th August 2018** addressed to:

**The Vice Chancellor,
Kibabii University,
P.O. BOX 1699 - 50200
BUNGOMA**

Or

**Dropped at
Kibabii University-Main Campus,
Administration Block, Third Floor, Room ABA 308,**

Note:

- a. Kibabii University is an equal opportunity employer. Women, marginalized and persons with disability are encouraged to apply.*
- b. The University does not charge any fee for the whole of recruitment and selection exercise*
- c. Any form of canvassing will lead to automatic disqualification of the applicant*
- d. Only the shortlisted candidates will be conducted.*

