



KIBABII UNIVERSITY

EXTERNAL ADVERTISEMENT FOR TEACHING AND ADMINISTRATIVE VACANCIES

Pursuant to Part V Section 35 of the Universities Act 2012, Part IV Section 23 of the Kibabii University Charter, 2015 and Kibabii University Statutes 2020, the University invites applications from suitably qualified applicants for the following vacant positions.

TEACHING POSITIONS				
S/No.	Designation	Scale	Advert No.	No. of Posts
1.	Lecturer/Research Fellow (Cooperative Management) (Re-advertisement)	AC 12	KIBU/ACA/22/2021	1
2.	Lecturer/Research Fellow (Midwifery)	AC 12	KIBU/ACA/23/2021	1
3.	Lecturer/Research Fellow (Nursing Education/Management)	AC 12	KIBU/ACA/24/2021	1
4.	Tutorial/Junior Research Fellow (Criminology)	AC 11	KIBU/ACA/25/2021	1
Sub-total				4
ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Deputy Chief Legal Officer/Corporation Secretary (Re-advertisement)	AD 14	KIBU/ADM/19/2021	1
2.	Deputy Chief Medical Officer (Re-advertisement)	AD 14	KIBU/ADM/65/2021	1
3.	Senior Supply Chain Management Officer I	AD 13	KIBU/ADM/66/2021	1
4.	Librarian I	AD 12	KIBU/ADM/67/2021	1
5.	Senior Chaplain II/Senior Maalim II	AD 12	KIBU/ADM/68/2021	1
6.	Senior ICT Officer III	AD 11	KIBU/ADM/69/2021	1
Sub-total				6
Grand Total				10

TEACHING POSITIONS

LECTURER/RESEARCH FELLOW – GRADE AC 12

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from a recognized/accredited University;
- ii. Must have served in the grade of Tutorial Fellow/Assistant Lecturer for a minimum period of three (3) years or six (6) years research/industry experience;
- iii. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
- iv. Be registered or registerable with the relevant professional body (*where applicable*); and
- v. Demonstrated merit and ability as reflected in work performance and results

Duties and Responsibilities

- i. Lecturing in area of specialization in accordance with the syllabus;
- ii. Coordinating course projects and practical work;
- iii. Preparing teaching/learning materials;
- iv. Setting, invigilating and marking examinations/assignments;
- v. Carrying out research work in relevant field or specialization;
- vi. Preparing students progress reports;
- vii. Developing proposals for research funding;
- viii. Writing journal articles and books;
- ix. Presenting academic papers in conferences/seminars/workshops or symposia;
- x. Developing and reviewing academic programmes/curricula; and
- xi. Supervising Tutorial/Junior Research Fellows and students.

TUTORIAL/JUNIOR RESEARCH FELLOW – GRADE AC 11

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. Master's degree from an accredited and recognized University in the relevant field;
- ii. Bachelor's degree from accredited and recognized University in the relevant field;
- iii. Be registered or registerable with the relevant professional body (*where applicable*); and
- iv. Registerable for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification.

Duties and Responsibilities

- i. Lecturing in area of specialization in accordance with the curriculum up to Bachelor's level;
- ii. Preparing teaching/learning materials;
- iii. Setting, invigilating and marking examination/assignments;
- iv. Carrying out research work under the guidance and supervision of a Senior Lecturer.



- v. Preparing students progress reports; and
- vi. Preparing publications and/or books.

ADMINISTRATIVE POSITIONS

DEPUTY CHIEF LEGAL OFFICER/CORPORATION SECRETARY – GRADE AD 14 (RE-ADVERTISEMENT)

Requirements for Appointment:

For appointment to this grade, a candidate: -

- i. Must have Masters of Law/Legal Studies degree from a recognized University and a Postgraduate Diploma in Law from Kenya School with seven (7) years' working experience three (3) as Senior Legal Officer Scale 13 or its equivalent;
- ii. Must be an advocate of the High Court of Kenya with the current practicing certificate;
- iii. Must be registered with Law Society of Kenya;
- iv. Must have CPS (K) and member of the Institute of Certified Public Secretaries of Kenya in good standing.
- v. Shown merit and ability as reflected in work performance and results; and
- vi. ICT Competence.

Duties and Responsibilities

Reporting to the Vice Chancellor, the Deputy Chief Legal Officer/Corporation Secretary shall on the overall be responsible for the supervision and management of all administrative and operational functions of the Office of the Chief Legal Officer.

The Deputy Chief Legal Officer/Corporation Secretary shall have the following duties and responsibilities:

- i. Ensuring compliance with Statutes, regulations and procedures;
- ii. Advising the Vice Chancellor and Council on legal obligations;
- iii. Drafting, reviewing and approving agreements, grant awards and contracts;
- iv. Overseeing management of land assets and Intellectual Property;
- v. Keeping Custody of legal and Council documents;
- vi. Overseeing preparation of Council and legal reports;
- vii. Overseeing review of legal policies and practices;
- viii. Identifying, mitigating legal risks and developing remedial plans;
- ix. Representing the University in litigation and developing case strategy;
- x. Reviewing progress of outstanding litigation;
- xi. Ensure that Council complies with all relevant legal and regulatory requirements as well as best corporate governance practice, including disclosures;
- xii. Ensuring Council resolutions, internal policies and procedures comply with legal provisions;
- xiii. Provide proper advice and resources required by Council members to discharge their duties;
- xiv. Serve as the focal point for all Council communications and engagements;
- xv. Maintain accurate records of Council and Committee deliberations, ensuring they reflect proper exercise of fiduciary duties;



- xvi. Manage all Council and Committee meeting logistics, attend and record minutes of all meetings and facilitate Council communications; and
- xvii. Facilitate induction of new Council members and assist in their training and development.

DEPUTY CHIEF MEDICAL OFFICER – GRADE AD 14 (RE-ADVERTISEMENT)

Requirements for Appointment:

For appointment to this grade, a candidate: -

- i. Must be a qualified medical doctor with Bachelor of Medicine and Bachelor of Surgery (MBChB/MBBS) degree from a recognized University.
- ii. Must have Master's degree in any of the following disciplines: Medicine, Pediatrics; Cardiothoracic Surgery; Dermatology; Public Health or its equivalent from a recognized institution;
- iii. Must have Fifteen (15) years' working experience 3 of which as Senior Medical Officer Scale 13 or its equivalent in a busy government or private medical institution;
- iv. Must Be registered by the Kenya Medical and Dentists, Practitioners Board;
- v. Must have a current practicing license;
- vi. Be ICT Competent;
- vii. PhD Degree in a relevant area is an added advantage.

Duties and Responsibilities

Reporting to the Deputy Vice-Chancellor (Administration, Finance and Development), the Deputy Chief Medical Officer shall on the overall be responsible for the supervision and management of all administrative and operational functions of the Office of the Medical Officer.

The Deputy Chief Medical Officer shall have the following duties and responsibilities:

- i. Ensure sustained and effective relationships between the University Health Centre and the University Management;
- ii. Ensure that the University Medical Centre operates in accordance with its vision, mission, plans and policies set by the Board, by overseeing quarterly Monitoring and Evaluation (M & E);
- iii. Shall be the Head of the University Health Centre;
- iv. Ensure prudent and economical resource management for the University Health Centre;
- v. Oversee, promote and maintain the culture of clinical research and training and ensure that the Hospital has sufficient infrastructure facilities to support it;
- vi. Oversee, initiate, establish and maintain inter-institutional collaboration and strategic partnership with other relevant healthcare institutions in clinical referral, clinical research and training services in the region and beyond;
- vii. Develop and foster effective collaboration among the Hospital's departments, staff leadership, faculty and other affiliated services to ensure an integrated approach to providing services, and fulfilling the clinical service delivery, research and training goals and objectives;
- viii. Promote and ensure a culture of compliance with all established statutory and professional regulations and requirements, good governance principles and best practices in the health center;



- ix. Oversee and ensure competitive compensation of human resources in order to attract and retain highly skilled individuals in the health Centre; and
- x. Work through the Management team and medical leadership of the clinic, serving as a resource to help reduce costs, enhance revenues, achieve effective utilization and quality goals and objectives, analyze and utilize information to develop and support management decisions.

SENIOR SUPPLY CHAIN MANAGEMENT OFFICER I – GRADE AD 13

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. Master's degree in any of the following disciplines:- Logistics and Supply Chain Management; Procurement and Logistics; Procurement and Contract Management, Business Administration (Purchasing and Supplies) or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in any of the following disciplines:- Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or equivalent qualification from a recognized institution;
- iii. Served in the grade of Senior Supply Chain Management officer II Grade 12 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks will be an added advantage;
- v. Be a member of the Institute of Purchasing and Supplies or any other recognized professional body;
- vi. Certificate in computer applications from a recognized institution; and
- vii. Have demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Providing input in the development, reviewing and implementation of Procurement policies, strategies, regulations and procedures;
- ii. Coordinating purchasing, and control of materials;
- iii. Developing the Procurement manual and templates;
- iv. Ensuring internal auditing and evaluation of supply chain management processes and procedures are undertaken;
- v. Coordinating the identification of unserviceable, obsolete and surplus stores and equipment for disposal;
- vi. Carrying out negotiation in major contracts;
- vii. Ensuring effective use of e-Procurement system;
- viii. Ensuring compliance with all regulatory requirements and ethical standards relating to Procurement of goods, services and works;
- ix. Consolidating Procurement budgets and plans;
- x. Ensuring safe custody of procured goods;
- xi. Coordinating preparation and maintenance of assets register, transfer and valuation;
- xii. Ensuring periodic stock taking and stock audit is conducted; and



- xiii. Supervising and developing staff.

LIBRARIAN I – GRADE AD 12

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. Master’s Degree in Library Studies, Library Science, Information Science (IT Option) or equivalent qualification from a recognized institution;
- ii. Bachelor’s Degree in Library Studies, Library Science, Information Science (IT Option) or equivalent qualification from a recognized Institution;
- iii. Served in the grade of Librarian II Grade 11 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in computer applications from a recognized institution;
- v. Demonstrated merit and ability as reflected in work performance and results;
- vi. Registered with relevant professional body;
- vii. Ability to Maintain Library Management Systems and Other Platforms, Database & Open Access Initiatives; and
- viii. Be Conversant with Programming Languages Such as UNIX.

Duties and Responsibilities

- i. Ensuring smooth and efficient running of the Library Services;
- ii. Ensuring indexing and abstracting of journal articles;
- iii. Supervising maintenance of the library data base;
- iv. Monitoring publishing trends to advise on procurement of latest library information materials;
- v. Communicating and interpreting library policies, procedures, to users;
- vi. Ensuring safe custody of the library facilities;
- vii. Supervising, weeding and discarding of library materials;
- viii. Cataloguing data for library materials in line with established international standards;
- ix. Providing input in the development and review of library technical service manual;
- x. Preparing work plans and quarterly reports for the library;
- xi. Managing Library systems within the University Library;
- xii. Developing Policies;
- xiii. Training Other Staff;
- xiv. Planning and Managing of systems development;
- xv. Designing and realizing of bibliographic databases;
- xvi. Database Management and operations;
- xvii. To act as a liaison person between ICT Directorate and Library Services & Documentation Centre to trouble shoot all ICT related matters in the Library;
- xviii. Support online information literacy for electronic resources on off campus and within.
- xix. Develop and maintain all library management information systems; and
- xx. Maintain the library website.

SENIOR CHAPLAIN II/SENIOR MAALIM II – GRADE AD 12

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. Master's degree in any of the following disciplines: Sacred Theology; Christian/Islamic Philosophy; Pastoral Theology; Counselling; Theology; Divinity; Christian or any other equivalent qualification from a recognized institution;
- ii. Bachelor's degree in any of the following disciplines: Sacred Theology; Christian Philosophy; Pastoral Theology; Theology; Theology and Bible; Divinity; Islamic; Arabic Studies (Jaami'iyah) or any other equivalent qualification from a recognized institution;
- iii. Served in the grade of Senior Chaplain III/Senior Maalim III Grade 11 for a minimum period of three (3) years;
- iv. A letter of recommendation from the head of Church/Mosque where the Church/Mosque must be under the umbrella of any of the following bodies; Kenya Conference of Catholic Bishops (KCCB); National Council of Churches of Kenya; Evangelical Fellowship of Churches in Kenya; East Africa Union of Seventh Day Adventist; Supreme Council for Kenya Muslims or any other recognized spiritual body; and
- v. A proven record of consistent Christian/Muslim character;
- vi. Certificate in Computer Application from a recognized institution;
- vii. Registered with relevant professional body; and
- viii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Offering spiritual and psychological counselling and guidance to students, staff and their families;
- ii. Performing religious ceremonies;
- iii. Identifying volunteer groups and coordinating their programs;
- iv. Implementing spiritual programmes;
- v. Ensuring observance of the Christian/Islamic seasonal and special events;
- vi. Managing records on chaplaincy matters;
- vii. Identifying chaplaincy development projects;
- viii. Facilitating seminars, workshops and retreats for students, staff and their families; and
- ix. Collaborating with external faith based and community organizations on matters of spiritual welfare.

SENIOR ICT OFFICER III – GRADE AD 11

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. Master's Degree in Information & Communication Technology (ICT) or equivalent qualification from a recognized institution with three (3) years relevant work experience;
- OR**



Bachelor's Degree in Information & Communication Technology (ICT) or equivalent qualification from a recognized institution;
Served in the grade of ICT Officer I Grade 10 or in a comparable position for a minimum period of three (3) years;

- ii. A holder of ICT professional qualification;
- iii. Membership of ICT professional body; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Supervising and coordinating of procurement, installation, testing and commissioning of ICT computing systems (hardware and software) and data communication systems;
- ii. Supervising and coordinating of the development and maintenance of business application systems;
- iii. Marketing and utilization of ICT services in the university;
- iv. Coordinating the ICT income generating projects;
- v. Supervising, organizing and coordinating the operation and maintenance of computer hardware, software, networking devices, electronic equipment, printers, monitors, un-interruptible power supplies (UPS) and other ICT electronic equipment;
- vi. Providing guidance and procedures in operations and maintenance of computing and data communications equipment;
- vii. Planning, preparation and monitoring of maintenance procedures in the University;
- viii. Identifying tools, services and facility requirements and advice on their procurement;
- ix. Adequately document ICT maintenance and operations activities;
- x. Coordinating the installation and maintenance of University database systems;
- xi. Ensuring that the database server, E-Mail server and any other relevant servers are up and running at all times;
- xii. Ensuring users access the required information in the database when they need it;
- xiii. Monitoring the database server's performance and tuning it accordingly;
- xiv. Organizing, configuring, operating and maintaining of database systems;
- xv. Designing and controlling of the organizations database to preserve its integrity and prevent unauthorized usage or change;
- xvi. Maintaining database security through regular backups and recovery duties;
- xvii. Establishing the appropriate content and format of data records, the structure of data relationships and the appropriate data names and key fields;
- xviii. Database management and administration;
- xix. Managing database users and database security by assigning usernames, passwords and permissions;
- xx. Establishing and enforcing database standards;
- xxi. Overseeing network installations, as well as monitoring and maintaining the Institutions ICT network and evaluating new network hardware and software;
- xxii. Performing network monitoring and analysis, performance tuning, troubleshooting and escalating issues, including proactive problem resolution and complex problem analysis as necessary, to maintain network performance to meet user demand;
- xxiii. Reducing operational risk and improving availability of the network by ensuring network access, monitoring, control, evaluation and documentation practices are maintained and adhered to;

- xxiv. Developing, maintaining and performing operational procedures and ensure operational tasks are performed reliably and consistently to reduce the risk of unplanned outages;
- xxv. Evaluating new network hardware and software solutions and monitor the market for emerging technology. Define network policies and procedures;
- xxvi. Collecting and analyzing operational data (especially incident and change records) to identify emerging trends and log problem records to assist with problem resolution and increased network availability;
- xxvii. Installing, maintaining, upgrading, and troubleshooting switches (HP and CISCO), routers, gateways, firewalls, and other networking infrastructure for local area and wide area networks (LAN/WAN), including Internet connectivity;
- xxviii. Training and providing troubleshooting procedures to helpdesk personnel for first-line network issues;
- xxix. Performing day-to-day administration of the institutions network infrastructure; and
- xxx. Monitoring and troubleshooting network performance and security issues.

Terms and Conditions

Successful candidates shall hold office on a contract period of **Five (5) years** renewable subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time. Tutorial Fellow position is on a **One (1) year** contract renewable subject to satisfactory performance.

How to Apply

Each application shall be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.

Applicants must also submit the following current documents:

- i. Clearance from Kenya Revenue Authority;
- ii. Clearance from Higher Education Loans Board;
- iii. Clearance from the Ethics and Anti-Corruption Commission;
- iv. Clearance from Credit Reference Bureau;
- v. Criminal Investigation Department - (Certificate of Good Conduct);
- vi. Letters of recommendation from at least three persons' familiar with the applicant's professional experience and character in general which should be sent to the address below by the application deadline.

All applications should be clearly marked with the referenced number of the advertised position and submitted as follows:

1. Six (6) hard Copies; and
2. Electronic scanned copies in PDF format (as one running document) to be sent to the following e-mail recruitment@kibu.ac.ke

Applications must be submitted on or before **FRIDAY, 30th July, 2021** and be addressed to:-



**The Vice Chancellor, Kibabii University,
P.O. Box 1699 - 50200,
Bungoma
OR
Dropped at:-
Kibabii University – Main Campus
Administration Registry, Third Floor Room ABA 308**

Please Note:

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

