



## KIBABII UNIVERSITY

### INTERNAL ADVERTISEMENT FOR TEACHING 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.	Senior Lecturer/Senior Research Fellow (Information Technology)	AC 13	KIBU/ACA/34/2021	1
2.	Senior Lecturer/Senior Research Fellow (Environmental Sciences)	AC 13	KIBU/ACA/35/2021	1
3.	Lecturer/Research Fellow (Curriculum and Instructional Technology)	AC 12	KIBU/ACA/36/2021	1
4.	Lecturer/Research Fellow (Chemistry)	AC 12	KIBU/ACA/37/2021	1
5.	Lecturer/Research Fellow (Information Technology)	AC 12	KIBU/ACA/38/2021	1
6.	Lecturer/Research Fellow (Geography)	AC 12	KIBU/ACA/39/2021	1
7.	Lecturer/Research Fellow (Educational Planning and Management)	AC 12	KIBU/ACA/40/2021	1
<b>Sub-Total</b>				<b>7</b>
ADMINISTRATIVE POSITIONS				
1.	Human Resource Management Officer III (Payroll)	AD 8	KIBU/ADM/74/2021	1
<b>Sub-Total</b>				<b>1</b>
<b>Grand Total</b>				<b>8</b>

### TEACHING POSITIONS

#### SENIOR LECTURER/SENIOR RESEARCH FELLOW, GRADE AC 13

#### Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. A PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant field from an accredited and recognized University;
- ii. Served in the grade of Lecturer/Research Fellow or in a comparable position for a minimum period of three (3) years or six (6) years research/industry experience;



**Kibabii University ISO 9001:2015 Certified**  
Knowledge for Development

*Approved*  
*[Signature]*  
Page 1 of 4  
*28/10*  
*2021*

- iii. A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals;
- iv. Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow;
- v. Be registered by a relevant Professional Body (where applicable); and
- vi. Demonstrated merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

- i. Lecturing specific units of specialization in accordance with the curriculum;
- ii. Preparing students progress reports;
- iii. Carrying out research work in the relevant field of specialization;
- iv. Conducting seminars/workshops or symposia;
- v. Coordinating of courses, projects and practical work;
- vi. Preparing teaching/learning materials;
- vii. Setting, invigilating and marking examination/assignments;
- viii. Developing proposals to attract research grants;
- ix. Writing journal articles and books;
- x. Presenting academic papers in conferences/seminars/workshops or symposia;
- xi. Peer-reviewing of publications in academic journals;
- xii. Developing and reviewing academic programmes/curricula;
- xiii. Supervising Lecturers, Tutorial/Junior Research Fellows, and students;
- xiv. Developing linkages and collaborations for student exchange programs;
- xv. Undertaking consultancy services and community engagement.; and
- xvi. Performing any other duties assigned by the Chairperson of Department.

### **LECTURER/RESEARCH FELLOW – GRADE AC 12**

#### **Requirements for Appointment**

##### **Direct Appointment**

For direct appointment to this grade, a candidate must be in possession of:

- i. PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant field from a recognized/accredited University with at least three (3) years of teaching experience at the University level or in research or in industry
- ii. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
- iii. Be registered or registerable with the relevant professional body (*where applicable*);
- iv. Demonstrated potential for teaching and research;
- v. Demonstrated merit and ability as reflected in work performance and results.

##### **Promotion**

For promotion 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. Served in the grade of Tutorial/Junior Research Fellow or in a comparable position for a minimum period of three (3) years;
- 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.

### ADMINISTRATIVE POSITIONS

#### HUMAN RESOURCE MANAGEMENT OFFICER III (PAYROLL), GRADE AD 8

##### Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Bachelor's degree in any of the following disciplines:- Human Resource Management; Personnel Management; Human Resource Development Industrial Relations or equivalent qualification from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Economics; Sociology; Business Administration; Public Administration; Anthropology **plus** a Post Graduate Diploma in Human Resource Management/Development **or** Certified Public Secretary Part III or equivalent qualification from a recognized institution; and

- ii. Certificate in Computer Application skills from a recognized institution;
- iii. Experience in handling payroll matters will be an added advantage.

##### Duties and Responsibilities

- i. Handling simple HRM tasks of analytical nature;
- ii. Capturing and inputting data in the HR system;
- iii. Compiling and updating employees records;
- iv. Inputting payroll data;
- v. Drafting routine correspondence;
- vi. Processing leave applications;
- vii. Compiling routine reports;
- viii. Processing employee claims;
- ix. Processing employee recruitment, promotion and exit documents;
- x. Verifying and updating employees bio-data;
- xi. Verifying sick sheets and sickoffs;
- xii. Drafting routine correspondences;



- xiii. Updating National Hospital Insurance Fund (NHIF) and National Social Security Fund (NSSF) records; and
- xiv. Verifying staff claims.

### 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.

A letter of recommendation from the Chairperson/Head of Department on the applicant's professional experience and character in general should be sent to the address below.

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

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

Applications must be submitted on or before **Friday 12<sup>th</sup> November, 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**

**Note:** Kibabii University is an equal opportunity employer. Women, marginalized and persons living with disability are encouraged to apply.

