



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	Grade	Advert No.	No. of Posts
1.	Lecturer/Research Fellow (History) (Re-advertisement)	AC 12	KIBU/ACA/30/2021	1
2.	Tutorial/Junior Research Fellow (Cooperative Management)	AC 11	KIBU/ACA/31/2021	1
3.	Tutorial/Junior Research Fellow (Midwifery)	AC 11	KIBU/ACA/32/2021	1
4.	Tutorial/Junior Research Fellow (Nursing Education/Management)	AC 11	KIBU/ACA/33/2021	1
Sub-total				4
ADMINISTRATIVE POSITION				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Corporation Secretary/Chief Legal Officer	AD 15	KIBU/ADM/72/2021	1
2.	Senior Human Resource Management Officer II, Grade AD 12 (Re-advertisement)	AD 12	KIBU/ADM/73/2021	1
3.	ICT Officer (ODeL)	AD 9	KIBU/ADM/75/2021	1
4.	Supply Chain Management Officer III	AD 8	KIBU/ADM/76/2021	1
5.	Records Management Officer III	AD 8	KIBU/ADM/77/2021	1
Sub-total				5
Grand Total				9

TEACHING POSITIONS

LECTURER/RESEARCH FELLOW – GRADE AC 12 (RE-ADVERTISEMENT)

Requirements for Appointment

For 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.

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

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

1. CORPORATION SECRETARY/CHIEF LEGAL OFFICER – GRADE AD 15

Requirements for Appointment:

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

- i. A Bachelor's degree in Law (LL.B) from a recognized institution;
- ii. A Master's degree in Law (LL.M) from a recognized institution;
- iii. Served in the grade of Deputy Chief Legal Officer Grade 14 or in a comparable and relevant position for a minimum period of three (3) years;
- iv. A valid Practicing Certificate from Law Society of Kenya;
- v. Be a registered member of the Institute of Certified Secretaries of Kenya (ICS);
- vi. Be an Advocate of the High Court of Kenya in good standing;
- vii. PhD in Law from a recognized institution will be an added advantage;
- viii. Certificate in Leadership/Governance course lasting not less than six (6) weeks will be an added advantage;
- ix. Certificate in Computer Applications skills from a recognized institution; and
- x. Demonstrated outstanding professional competence in legal work as reflected in proven work performance and results.

Duties and Responsibilities

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

- i. Ensuring the University's compliance with Statutes, Regulations and Procedures;
- ii. Advising the University Council and the Vice Chancellor on legal matters and obligations;
- iii. Drafting and reviewing agreements, grants, awards and contracts;
- iv. Overseeing the Legal Management of the University's Intellectual Property and other Assets including Land;
- v. Maintaining Custody of the University's Legal and Council documents;
- vi. Overseeing preparation of the University's Council and Legal reports;
- vii. Overseeing review of the University's Legal Policies and Practices;
- viii. Identifying and mitigating legal risks as well as developing remedial plans;
- ix. Managing the University's litigation portfolio, developing case strategy and reviewing progress of ongoing litigation;
- x. Ensuring Council Resolutions, Internal Policies and procedures comply with the law;
- xi. Preparing Notices, Agenda and Minutes of University Council Meetings;
- xii. Attending University Council Meetings; and
- xiii. Preparing University Council work plans.



2. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER II, GRADE AD 12 (RE-ADVERTISEMENT)

Requirements for Appointment:

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

- i. Master's degree in any of the following disciplines:- Human Resource Management/Development; Personnel Management; Industrial Relations; Manpower Studies or equivalent qualification from a recognized institution;
- ii. 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 Secretary Part III or equivalent qualification from a recognized institution;
- iii. Served in the grade of Senior Human Resource Management Officer III, Grade AD 11 or in a comparable position for a minimum period of three (3) years;
 - iv. Certificate in Computer Application skills from a recognized institution from a recognized institution;
 - v. Must be a member of a professional body in the Human Resource field; and
 - vi. Demonstrated outstanding professional competence as reflected in work performance and results.

Duties and Responsibilities

- i. Collecting and collating information to inform human resource management and development of policies in the organization;
- ii. Analyzing utilization of human resources in the organization;
- iii. Preparing training projections and plans;
- iv. Implementing training plans and programmes based on identified needs;
- v. Overseeing the updating of the human resource database;
- vi. Preparing personal emolument budget;
- vii. Developing and maintaining human resource database;
- viii. Participating in staff recruitments, appointments, selection process, transfers and discipline;
- ix. Implementing performance appraisal process;
- x. Implementing human resources policies and practices in compliance with employment laws;
- xi. Implementing human resource plans;
- xii. Coordinating industrial relations and staff welfare;
- xiii. Implementing training and development programmes based on both the organization's and individual needs; and
- xiv. Complying with Human Resource statutory and regulatory requirements relating to and Administration.



3. ICT OFFICER II (LEARNING MANAGEMENT SYSTEM ADMINISTRATOR), GRADE AD 9 (DIRECTORATE OF OPEN, DISTANCE AND ELECTRONIC LEARNING)

Requirements for Appointment:

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

- i. Bachelor's Degree in Information & Communication Technology (ICT) or equivalent qualification from a recognized institution;
- ii. Served in the grade of ICT Officer III Grade AD 8 or in a comparable position for a minimum period of three (3) years;
- iii. Demonstrate knowledge of working with Learning Management System
- iv. A holder of Professional qualification; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Configuring, administering and maintaining the Learning Management Systems environment;
- ii. Carrying out system upgrade;
- iii. Carrying out system content backup;
- iv. Supervising the security and performance of the Learning Management System;
- v. Integrating Learning Management System with other applications;
- vi. Engineering of Learning Management System with plugins;
- vii. Customizing Learning Management Systems; and
- viii. Responding to Learning Management System user requests.

4. SUPPLY CHAIN MANAGEMENT OFFICER III, GRADE AD 8

Requirements for Appointment:

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

- i. 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;
- ii. Certificate in computer applications from a recognized institution;
- iii. Must be registered with relevant professional body; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Processing purchase requisition;
- ii. Providing input in preparing specifications;
- iii. Inviting quotations;



- iv. Providing input in tender opening and evaluation;
- v. Carrying out market surveys and research for prices of goods and services;
- vi. Opening and evaluating quotations;
- vii. Processing of purchase orders;
- viii. Conducting inspections of goods and services;
- ix. Recommending stores requisitions for issuing;
- x. Monitoring the movement of stores;
- xi. Checking and verifying issue notes and invoices;
- xii. Receiving and processing suppliers' invoices for payment;
- xiii. Preparing of periodic stores returns;
- xiv. Establishing appropriate re-order level;
- xv. Preparing requisitions for stocks replenishment;
- xvi. Participating in stock taking and reconciliation of record; and
- xvii. Complying with Procurement Regulations.

5. RECORDS MANAGEMENT OFFICER III, GRADE AD 8

Requirements for Appointment:

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

- i. Bachelor's degree in any of the following disciplines:- Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution;
- ii. Good interpersonal and communication skills;
- iii. Certificate in Computer Applications from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Checking and taking appropriate action on pending correspondence and bring-ups;
- ii. Preparing indexes, classified descriptive lists, location guides and inventory lists;
- iii. Implementing policies and procedures on records management;
- iv. Preserving and controlling records;
- v. Maintaining databases for control and retrieval of records;
- vi. Coordinating receiving, sorting, opening and dispatching of mails and related registers are maintained;
- vii. Coordinating proper storage, Custody and preservation of archives;
- viii. Ensuring Security of information, documents, files and office equipment;
- ix. Coordinating maintenance of files, records and registry;
- x. Initiating appraisal and disposal of files and document; and
- xi. Weeding of ephemeral records.

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 with 3 referees, 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 the Kenya Revenue Authority;
- ii. Clearance from the Higher Education Loans Board;
- iii. Clearance from the Ethics and Anti-Corruption Commission;
- iv. Clearance from a Credit Reference Bureau;
- v. Criminal Investigation Department - (Certificate of Good Conduct);

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 by **5pm EAT Monday 31st January, 2022.**

The Six (6) hard Copies must be submitted on or before **Monday 31st January, 2022** 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.

