

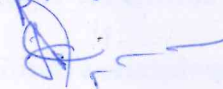


KIBABII UNIVERSITY

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 2021, 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/02/2023	1
2.	Tutorial/Junior Research Fellow (Midwifery) (Re-advertisement)	AC 11	KIBU/ACA/03/2023	1
Sub-total				2
ADMINISTRATIVE POSITION				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Deputy Chief Medical Officer	AD 14	KIBU/ADM/01/2023	1
2.	Senior Supply Chain Management Officer I (Re-advertisement)	AD 13	KIBU/ADM/02/2023	1
3.	Senior Human Resource Management Officer III, (Re-advertisement)	AD 11	KIBU/ADM/03/2023	1
4.	Technologist III (Information Technology)	AD 8	KIBU/ADM/04/2023	1
Sub-total				4
Grand Total				6

Approved,

 VE
 02/02
 2023



TEACHING POSITIONS

1. LECTURER/RESEARCH FELLOW (HISTORY) – 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 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; 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.

2. TUTORIAL/JUNIOR RESEARCH FELLOW (MIDWIFERY)– GRADE AC 11 (RE-ADVERTISEMENT))

Requirements for Appointment

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

- i. Bachelor's degree and Master's degree qualification from an 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 with the relevant professional body.

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. DEPUTY CHIEF MEDICAL OFFICER – GRADE AD 14

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; and
- 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;



1st February, 2023

- 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.

2. 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 Supply Chain 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.



**3. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER III, GRADE AD 11
(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; Personnel Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognized institution with three (3) years' work experience in Human Resource Department in the University or comparable institution; and

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

- 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;

Served in the grade of Human Resource Management Officer I, Grade 10 or in a comparable position for a minimum period of three (3) years;

- iii. Must be a Certified Human Resource Profession of Kenya (CHRP-K) or a Certified Secretary of Kenya (CS-K);
- iv. Must be a member of a professional body in the Human Resource field;
- v. Certificate in Computer Application skills from a recognized institution; and
- vi. Have demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Verifying information relating to recruitment, appointment and transfers;
- ii. Interpreting and implementing human resource management policies, regulations, procedures and systems;
- iii. Compiling human resource reports;
- iv. Implementing human resource decisions within existing rules, regulations and procedure;
- v. Verifying payroll and complement control data;
- vi. Processing pension payments;
- vii. Compiling training projections and plans;
- viii. Coordinating training programmes;
- ix. Maintaining human resource database;
- x. Coordinating staff induction and orientation;
- xi. Carrying out staff welfare management;
- xii. Implementing work place health and safety; and
- xiii. Complying with Human Resource statutory and regulatory requirements.



1st February, 2023

4. TECHNOLOGIST III, (INFORMATION TECHNOLOGY) GRADE AD 8

Requirements for Appointment:

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

- i. Bachelor's degree in Computer Science/Information Technology/Software Engineering/Computer Technology from a recognized institution;

OR

Higher Diploma in Computer Science/Information Technology/Software Engineering/Computer Technology or its equivalent qualification from a recognized institution with three (3) years relevant work experience;

- ii. Must be registered with the relevant professional body; and
- iii. Professional qualifications will be an added advantage.

Duties and Responsibilities

- i. Participating in the designing, development and delivery of a range of Information Technology practicals at various levels within the University;
- ii. Participating in the review of Information Technology practical manuals and materials on a regular basis, updating when required within the departments to align them with market programme needs;
- iii. Participating in the development and application of innovative and appropriate Information Technology practical, delivery /demonstration techniques and materials that create interest, understanding and enthusiasm amongst students in the department for effective learning and teaching;
- iv. Transferring Information Technology practical skills, methods and techniques to students and other stakeholders in the department;
- v. Ensuring that Information Technology practicals design and delivery comply with the quality standards and regulations of the University and the Department;
- vi. Supervising students computing projects, field trips and where appropriate, industrial placements and Industrial training to equip students with on job training and skills;
- vii. Testing for competency among students and the level of computing knowledge required;
- viii. Ensuring that the Information Technology practicals content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs;
- ix. Identifying materials and equipment and oversee the process of securing them for the department for practicals and research in the department;
- x. Carrying out guided research and act as a participant in the research in projects in the department; and
- xi. Preparing inventory for laboratory equipment and provide reports of the state of equipment in the laboratory.



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.

Successful applicants shall be required to submit the following 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 copy in PDF format (as one running document) to be sent to the following e-mail recruitment@kibu.ac.ke by **5pm EAT Tuesday 21st February, 2023**.

The Six (6) hard Copies must be submitted on or before **Tuesday 21st February, 2023** 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 ADA 307**

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.

