



KIBABII UNIVERSITY

INTERNAL 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. | Professor (Kiswahili) | AC 15 | KIBU/ACA/06/2023 | 1 |
| 2. | Associate Professor (Kiswahili) | AC 14 | KIBU/ACA/07/2023 | 1 |
| 3. | Lecturer/Research Fellow (Education Management and Policy) | AC 12 | KIBU/ACA/08/2023 | 1 |
| 4. | Tutorial/Junior Research Fellow (Early Childhood Education) | AC 11 | KIBU/ACA/09/2023 | 1 |
| 5. | Tutorial/Junior Research Fellow (History of Education) | AC 11 | KIBU/ACA/10/2023 | 1 |
| 6. | Tutorial/Junior Research Fellow (Crop Protection/Plant Pathology) | AC 11 | KIBU/ACA/11/2023 | 1 |
| 7. | Tutorial/Junior Research Fellow (Agricultural Biotechnology) | AC 11 | KIBU/ACA/12/2023 | 1 |
| 8. | Tutorial/Junior Research Fellow (Business Administration –Marketing Option) | AC 11 | KIBU/ACA/13/2023 | 1 |
| 9. | Tutorial/Junior Research Fellow (Computer Science) | AC 11 | KIBU/ACA/14/2023 | 1 |
| 10. | Tutorial/Junior Research Fellow (Environmental Science/Climate Change) | AC 11 | KIBU/ACA/15/2023 | 1 |
| 11. | Tutorial/Junior Research Fellow (Human Resource Management) | AC 11 | KIBU/ACA/16/2023 | 1 |
| 12. | Tutorial/Junior Research Fellow (Supply Chain Management/Logistics) | AC 11 | KIBU/ACA/17/2023 | 1 |
| 13. | Tutorial/Junior Research Fellow (Mass Media) | AC 11 | KIBU/ACA/17/2023 | 1 |
| Sub-total | | | <i>Approved</i> <i>[Signature]</i> | 13 |



| ADMINISTRATIVE POSITIONS | | | | |
|--------------------------|-------------|-------|----------------------|--------------|
| S/No. | Designation | Grade | Advert No. | No. of Posts |
| 1. | Driver | AD 5 | KIBU/ADM/10/202 3 | 1 |
| 2. | Driver | AD 4 | KIBU/ADM/11/202 3 | 1 |
| 3. | Driver | AD 1 | KIBU/ADM/12/202 3 | 1 |
| Sub-total | | | | 3 |
| Grand Total | | | | 16 |

TEACHING POSITIONS**1. PROFESSOR – GRADE AC 15****Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. PhD or equivalent Doctoral degree from an accredited and recognized University in the relevant field;
- ii. Served in the grade of an Associate Professor for a minimum period of three (3) years and with research experience;
- iii. A minimum of sixty (60) publication points since attaining Associate Professorship or equivalent of which at least forty (40) should be from refereed scholarly journals;
- iv. Supervised at least five (5) postgraduate students to completion, at least two (2) at doctoral level;
- v. Attracted research or development funds as an Associate Professor;
- vi. Registered with relevant professional body (*where applicable*); and
- vii. Demonstrated merit and ability as reflected in work performance, leadership and results.

Duties and Responsibilities

- i. Lecturing specific units of specialization in accordance with the curriculum;
- ii. Setting, invigilating and marking examination/assignments;
- iii. Assessing student's performance and preparing students progress reports;
- iv. Offering expertise in planning, directing organizing and coordinating;
- v. Coordinating research and training activities;
- vi. Providing specialized inputs in lecturing, designing and development, preparing of unit course and training materials;
- vii. Offering mentorship for Academic and Administrative staff;
- viii. Presenting academic papers in seminars/workshops or symposia;
- ix. Providing consultancy work and related research work;
- x. Representing School, Faculty and Institute in different University fora within and without where applicable;
- xi. Offer expertise and review of the academic programmes/curricula;
- xii. Supervising students' projects, field trips and placements;
- xiii. Coordinating of course, project and practical work;



- xiv. Developing proposals to attract research grants;
- xv. Community engagement;
- xvi. Writing journal articles and books;
- xvii. Peer-reviewing of publications to in academic journals; and
- xviii. Developing linkages and collaborations for staff and student exchange programs.

2. ASSOCIATE PROFESSOR – GRADE AC 14

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. PhD or equivalent Doctorate degree from an accredited and recognized University in the relevant field;
- ii. Served in the grade of Senior Lecturer/Senior Research Fellow or in a comparable position for a minimum period of three (3) years;
- iii. A minimum of forty-eight (48) publication points as a Lecturer or equivalent of which thirty-two (32) should be from refereed scholarly journals;
- iv. Supervised at least four (4) postgraduate students to completion, including one doctoral student;
- v. Attracted research or development funds as a Senior Lecturer/Senior Research Fellow;
- vi. Registered with a relevant professional body (*where applicable*); and
- vii. Demonstrated merit and ability as reflected in work performance, leadership and results.

Duties and Responsibilities

- i. Lecturing specific units of specialization in accordance with the curriculum;
- ii. Setting, invigilating and marking examination/assignments;
- iii. Preparing students progress reports;
- iv. Coordinating research and training activities;
- v. Providing specialized inputs in lecturing, training modules and curriculum development;
- vi. Presenting academic papers in conferences/seminars/workshops or symposia;
- vii. Providing consultancy work with a view to producing learning /teaching materials;
- viii. Coordinating of courses, projects and practical work;
- ix. Developing proposals to attract research grants.
- x. Writing journal articles and books;
- xi. Peer-reviewing of publications in academic journals;
- xii. Developing and reviewing academic programmes/curricula;
- xiii. Supervising Senior Lecturers, Lecturers, Tutorial/Junior Research Fellows and students;
- xiv. Providing academic and administrative leadership and mentorship programmes;
- xv. Community engagement; and
- xvi. Develop linkages and collaborations for student exchange programs.



3. LECTURER/RESEARCH FELLOW – GRADE AC 12

Requirements for Appointment

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

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 area from a recognized/accredited University;
- 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.



4. 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 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. SENIOR DRIVER III, GRADE – AD 5

Requirements for Appointment

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

- i. Diploma in a Relevant field from a recognized Institution;
OR
- ii. A valid driving license free from any Current endorsement(s) for class (es) of vehicle (s) an officer is required to drive and Served in the grade of Driver I or in a comparable position for a minimum period of three (3) years;
- iii. Passed the Occupational Trade Test for Drivers Grade I;
- iv. Public Service Vehicle (PSV) certificate;
- v. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution;
- vi. A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- vii. A valid Certificate of Good Conduct from the Kenya Police;
- viii. Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- ix. Defensive Driving Certificate from a recognized and valid driving institution; and
- x. Demonstrated merit and ability in driving and maintenance of vehicles.



Duties and Responsibilities:-

- i. Driving a motor-vehicle as authorized;
- ii. Carrying out minor mechanical repairs;
- iii. Recognizing and reporting abnormal operations of the vehicle;
- iv. Security of the vehicle on and off the road;
- v. Safety of passengers and /or goods therein;
- vi. Maintaining cleanliness of the assigned vehicles;
- vii. Carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure, detecting and reporting malfunctioning of vehicle systems;
- viii. Carrying out minor repairs including oiling and greasing;
- ix. Maintenance of work tickets for vehicles assigned;
- x. Demonstrated merit and ability in driving and maintenance of vehicles;
- xi. Ensuring the vehicle has the necessary documentation; and
- xii. Ensuring the vehicle has relevant repair tools and serviced on time.

2. DRIVER I, GRADE – AD 4

Requirements for Appointment

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

- i. A valid driving license free from any current endorsement(s) for class (es) of vehicle(s) an officer is required to drive;
- ii. Served in the grade of Driver 11 Grade 3 or in a comparable position for a minimum period of three (3) years;
- iii. Passed the Occupational Trade Test Grade 11
- iv. Public Service Vehicle (PSV)
- v. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution;
- vi. A fresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- vii. A valid Certificate of Good Conduct from the Kenya Police; and
- viii. Attended a First-Aid Certificate course lasting not less than one (1) week from a recognized institution; and
- ix. Demonstrated merit and ability in driving and maintenance of vehicles

Duties and Responsibilities:-

- i. Driving a motor-vehicle as authorized
- ii. Carrying out minor mechanical repairs;
- iii. Security of the vehicle on and off the road;
- iv. Safety of passengers and /or goods therein;
- v. Maintaining cleanliness of the assigned vehicles and carrying out routine checks the vehicle's cooking, oil, technical and break systems, tyre pressure;
- vi. Carrying out minor repairs including oiling and greasing;
- vii. Detecting and reporting malfunctioning of vehicle systems;
- viii. Maintenance of work tickets for vehicle assigned;



- ix. Ensuring the vehicle has the necessary documentation; and
- x. Ensuring the vehicle has relevant repair tools and serviced on time.

3. DRIVER IV, GRADE – AD 1

Requirements for Appointment

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

- i. A Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) equivalent qualification from a recognized institution;
- ii. A valid driving license free from any current endorsement(s) for class(es) of(s) an officer is required to drive;
- iii. Attended a First-Aid Certificate Course lasting not less than one (1) week from John Ambulance or Kenya Institute of Highways and Building technical (KIHBT) or any other recognized Institution;
- iv. Passed Occupational Trade Test for Drivers Grade 111;
- v. A valid Certificate of Good Conduct from the Kenya police; and
- vi. At least three (3) year driving experience.

Duties and Responsibilities:-

This is the entry grade for this cadre. Duties and responsibilities at this level will entail:

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicles cooking, oil, electrical and brake system tyre pressure;
- iii. Carrying out minor repair including oiling greasing;
- iv. Detecting and reporting malfunctioning of vehicle systems;
- v. Maintenance of work tickets for vehicles assigned;
- vi. Ensuring Security and safety for the vehicle on and off the road.
- vii. Ensuring safety of the passengers and/or goods therein;
- viii. Ensuring the vehicle has the necessary documentation;
- ix. Maintaining cleanliness of the vehicle; and
- x. Ensuring the vehicles has relevant repair tools and serviced on time.

Terms and Conditions

Successful candidates shall be employed on Permanent and Pensionable terms upon satisfactory completion of six (6) months' probation period and subject to satisfactory performance as appraised by the respective supervisor. Tutorial Fellow positions will be on a **one (1) year** contract renewable subject to satisfactory performance.



How to Apply

ONLY Kibabii University staff on permanent and pensionable terms and contract terms are required to apply for advertised positions. 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.

- Note:**
1. Driver Position is for re-designation and not promotion.
 2. 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; 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 **17th July, 2023** by **5.00 p.m.**

The six (6) hard Copies should 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.

