

5th September, 2023



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.	Senior Lecturer /Senior Research Fellow (Medicine/Surgery/Public Health)	AC 13	KIBU/ACA/04/2023	1
2.	Lecturer/Research Fellow (History) (Re-advertisement)	AC 12	KIBU/ACA/05/2023	1
3.	Lecturer/Research Fellow (Criminology)	AC 12	KIBU/ACA/63/2023	1
Sub-total				3
ADMINISTRATIVE POSITION				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Registrar (Academic Affairs)	AD 15	KIBU/ADM/05/2023	1
2.	Deputy Chief Medical Officer	AD 14	KIBU/ADM/06/2023	1
3.	Senior Supply Chain Management Officer I (Re-advertisement)	AD 13	KIBU/ADM/07/2023	1
4.	Senior Human Resource Management Officer III, (Re-advertisement)	AD 11	KIBU/ADM/08/2023	1
5.	ICT Officer III	AD 8	KIBU/ADM/09/2023	1
6.	Administrative Assistant II (Data Analyst)	AD 8	KIBU/ADM/93/2023	1
7.	Assistant Games and Sports Officer	AD 5	KIBU/ADM/94/2023	1
8.	Driver I	AD 4	KIBU/ADM/95/2023	2
9.	Artisan III (Electrician)	AD 2	KIBU/ADM/96/2023	1
Sub-total				10
Grand Total				13

Approved.

 06/09/2023



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A. TEACHING POSITIONS

1. SENIOR LECTURER/SENIOR RESEARCH FELLOW (MEDICINE/ SURGERY/PUBLIC HEALTH), GRADE AC 13 – ONE (1) POSITION

Requirements for Appointment

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

- i. A PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from recognized/accredited 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;
- 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. Been registered by the 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 relevant field or 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; and
- xv. Undertaking consultancy services and community engagement.

2. LECTURER/RESEARCH FELLOW (HISTORY) – GRADE AC 12 (RE- ADVERTISEMENT) – ONE (1) POSITION

Requirements for Appointment

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

- 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;



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- 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.

B. ADMINISTRATIVE POSITIONS

1. REGISTRAR (ACADEMIC AFFAIRS), GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

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

- i. PhD from an accredited and recognized University in the relevant field and in addition should be at least an Associate Professor;

OR

PhD and must have served as a Deputy Registrar Academic Affairs Grade AD 14 or its equivalent for at least three (3) years.

- ii. Master's degree in the following discipline; Education, Human Resource Management, Business Administration or any other Social Science/relevant degree from a recognized institution;
- iii. Bachelor's degree in the following discipline; Education, Human Resource Management, Business Administration or any other Social Science/relevant degree from a recognized institution;
- iv. Registered by a relevant professional body where applicable;
- v. Certificate in Computer Applications skills from a recognized institution;
- vi. Demonstrated professional competence and managerial skills as reflected in work performance and results; and
- vii. Certificate in Strategic Leadership/Governance Course lasting not less than six (6) weeks will be an added advantage.



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Duties and Responsibilities

Reporting to the Deputy Vice-Chancellor (Academics and Student Affairs), the Registrar (Academic Affairs) shall on the overall be responsible for the supervision and management of all academic operational functions in office of the Registrar Academic Affairs and shall have the following duties and responsibilities.

- i. Ensuring implementation of policy guidelines in Academic Affairs Department;
- ii. Ensuring that Academic Affairs Department operate effectively and efficiently in line with the vision and mission of the University;
- iii. Ensuring effective and efficient coordination and implementation of activities in Academic Affairs Department;
- iv. Ensuring the integrity, accuracy, and security of all academic records of current and former students;
- v. Facilitating effective student admission, registration and enrolment;
- vi. Building secure student data files and setting policy and procedures for their responsible use;
- vii. Maintaining up-to-date course schedules, catalogues and final examination schedules;
- viii. Managing efficient use of classrooms and supervising programme audit systems;
- ix. Supervising the processes for the articulation of transfer credits, graduation and certification of the University's degrees, enrolment and degree verification, production of official transcripts, diplomas, and commencement ceremonies;
- x. Counselling and advising students and staff on academic matters;
- xi. Interpreting and enforcing policies and regulations of the University, Senate and Deans Committees;
- xii. Providing secretariat services to committee of Senate; and
- xiii. Exercising such other powers, performing such other official duties, and discharge such other academic functions as are assigned to him/her by the Deputy Vice-Chancellor/Authorized officer or are prescribed by the policies and regulations of the University.

2. DEPUTY CHIEF MEDICAL OFFICER, GRADE AD 14 – ONE (1) POSITION

Requirements for Appointment

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

- i. Must be a qualified medical doctor with Bachelor of Medicine and Bachelor of Surgery (MBChB/MBBS) degree from a recognized University.
- ii. Master's degree in any of the following disciplines: Medicine, Pediatrics; Cardiothoracic Surgery; Dermatology; Public Health or its equivalent from a recognized institution;
- iii. Fifteen (15) years' working experience 3 of which as Senior Medical Officer Grade AD 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. A current practicing license; and
- vi. Must 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 University Health Services and shall have the following duties and responsibilities.

- i. Being the Head of the University Health Centre;
- ii. Ensuring sustained and effective relationships between the University Health Centre and the University Management;
- iii. Ensuring 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);
- iv. Ensuring prudent and economical resource management for the University Health Centre;
- v. Overseeing, promoting and maintaining the culture of clinical research and training and ensure that the Hospital has sufficient infrastructure facilities to support it;
- vi. Overseeing, initiating, establishing and maintaining 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. Developing and fostering 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. Promoting and ensuring a culture of compliance with all established statutory and professional regulations and requirements, good governance principles and best practices in the health center;
- ix. Overseeing and ensuring competitive compensation of human resources in order to attract and retain highly skilled individuals in the health Centre; and
- x. Working 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.

3. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER I, GRADE AD 13 – ONE (1) POSITION

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;



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- 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.

4. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER III, GRADE AD 11 (RE-ADVERTISEMENT) – ONE (1) POSITION

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

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



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- (3) years;
- ii. Must be a Certified Human Resource Profession of Kenya (CHRP-K) or a Certified Secretary of Kenya (CS-K);
- iii. Must be a member of a professional body in the Human Resource field;
- iv. Certificate in Computer Application skills from a recognized institution; and
- v. 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.

**5. ADMINISTRATIVE ASSISTANT II (DATA ANALYST), GRADE
AD 8 – ONE (1) POSITION**

Requirements for Appointment

For Appointment to this grade a candidate must have:

- i. Bachelor's degree in Education, Public Administration, Human Resource Management, Business Administration, Mathematics, Statistics or any other relevant degree from a recognized institution;
- ii. Certificate in Computer Applications from a recognized Institution; and
- iii. Certificate in SPSS or Data Analysis will be an added advantage.

Duties and Responsibilities

- i. Collecting and compiling data for use in University examination;
- ii. Collecting and compiling data and student admissions and other related records;
- iii. Compiling record of students disciplinary cases;
- iv. Offering secretariat services to meetings;
- v. Data entry and analysis;
- vi. Collating and compiling date for use for academic programmes and teaching facilities; and
- vii. Preparing reports.



6. ICT OFFICER III, GRADE AD 8 – ONE (1) POSITION

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. Holder of professional qualification; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Organizing the operation and maintenance of computer hardware, un-interruptible power supplies (UPS), printers, scanners and general electronic & computing equipment;
- ii. Organizing of design, development, installation, configuration, upgrading and maintenance of software, information Systems, University website;
- iii. Assisting the Assistant Software developer in systems development, assistant webmaster in installing new web content and upgrading the old websites and its associated software and tools and installation of new software;
- iv. Ensuring that the website main domain and sub domain available and functional;
- v. Providing user support in the operation and maintenance of computer hardware, un-interruptible power supplies (UPS), printers, scanners and general electronic & computing equipment; and
- vi. Giving user support, development, installation, configuration, upgrading and maintenance of software and information systems

7. ASSISTANT GAMES AND SPORTS OFFICER III, GRADE AD 5 – ONE (1) POSITION

Requirements for Appointment

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

- i. Diploma in either Sports; Physical Education or any other sports discipline from a recognized institution; and
- ii. Kenya Certificate of Secondary Education Mean Grade D+ (Plus) with at least two (2) science subjects or their equivalent passes in either English or Kiswahili.

Duties and Responsibilities

- i. Coaching of students under supervision of a senior officer;
- ii. Supervising of teams during training and match days;
- iii. Developing training programme for respective teams;
- iv. Liaising with other sports coaches in order to increase participation and performance;
- v. Treating swimming pool water;
- vi. Maintaining the playground to the required standards;
- vii. Monitoring athletics track or cleaning/polishing the gymnasium arena; and



- viii. Keeping safe custody of the tools and chemicals.

8. DRIVER I, GRADE AD 4 – TWO (2) POSITIONS

Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or equivalent qualification from a recognized institution;
- ii. A valid driving license free from any Current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
- iii. Served in the grade of Driver II Grade AD 3 or in a comparable position for a minimum period of three (3) years;
- iv. Passed the Occupational Trade Test Grade II;
- v. Public Service Vehicle (PSV) certificate;
- vi. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution;
- vii. A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- viii. A valid Certificate of Good Conduct from the Kenya Police;
- ix. Attended a First Aid Certificate course lasting not less than one (1) week from a recognized 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. 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 on the vehicle's cooling, oil, electrical 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.

9. ARTISAN III (ELECTRICIAN), GRADE AD 2 – ONE (1) POSITION

Requirements for Appointment

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

- i. National Trade Test III certificate in the area of specialization from National Industrial Training Authority or equivalent qualification from a recognized institution;



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- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Carrying out electrical works;
- ii. Perform basic repair and maintenance of facilities;
- iii. Carrying out routine checks for repairs and maintenance of electrical system;
- iv. Supervising repairing and maintaining electrical systems;
- v. Carrying out routine checks for repairs and maintenance of electrical equipment;
- vi. Making requisitions for materials;
- vii. Installing, maintaining and operating electrical equipment;
- viii. Repairing and maintaining electrical works;
- ix. Testing electrical equipment for proper operation; and
- x. Observing safety measures.

Terms and Conditions

Successful candidates shall hold office on Permanent and Pensionable terms subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time. In accordance with Kibabii University Charter and Statutes, the **Registrar (Academic Affairs) shall hold office for a period of five (5) years** contract renewable once 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 Friday 29th September, 2023.



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The Six (6) hard Copies must be submitted on or before **Friday 29th September, 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.



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