

Date: 1st September, 2023



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.	Senior Lecturer/ Senior Research Fellow (Religion)	AC 13	KIBU/ACA/64/2023	1
2.	Lecturer/Research Fellow (Applied Statistics)	AC 12	KIBU/ACA/65/2023	1
3.	Lecturer/Research Fellow (Applied Mathematics)	AC 12	KIBU/ACA/66/2023	1
Sub-Total				3
ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Technologist II (Nursing)	AD 9	KIBU/ADM/97/2023	1
2.	Supply Chain Management Officer III	AD 8	KIBU/ADM/98/2023	1
3.	Records Management Officer III	AD 8	KIBU/ADM/99/2023	1
4.	Hospitality Officer III	AD 8	KIBU/ADM/100/2023	1
5.	Assistant Corporate Communications and Marketing Officer I	AD 7	KIBU/ADM/101/2023	1
6.	Supply Chain Management Assistant III	AD 5	KIBU/ADM/102/2023	1
Sub-Total				6
Grand Total				9

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Kibabii University ISO 9001:2015 Certified
Knowledge for Development

A. TEACHING POSITIONS

1. SENIOR LECTURER/SENIOR RESEARCH FELLOW, 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, GRADE AC 12 – TWO (2) POSITIONS

Requirements for Appointment

For appointment 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. 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*); and



- iv. 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. TECHNOLOGIST II (NURSING), GRADE AD 9 – ONE (1) POSITION

Requirements for Appointment

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

- i. Bachelor's degree in a relevant area of specialization from a recognized institution with a Technical Certificate;
- OR**
- ii. Higher Diploma in a relevant area or its equivalent qualification from a recognized institution with six (6) years relevant work experience (*In special fields* only);
 - iii. Served in the grade of Technologist III Grade 8 for a minimum period of three (3) years;
 - iv. Certificate in Computer Application from a recognized institution; and
 - v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Conducting practicals to undergraduates and post graduate students;
- ii. Participating in departmental research activities;
- iii. Preparing the list of chemicals, equipment and other consumables to be procured in the laboratory;
- iv. Ensuring an inventory for equipment, chemicals and other consumables is caused in the laboratory;
- v. Ensuring laboratory equipment and machines are well secure and calibrated according to ISO standards;
- vi. Overseeing provision of laboratory services as well as allocation of duties to junior laboratory staff;
- vii. Ensuring training students and interns attached to the Laboratory;
- viii. Planning, supervision, evaluation and coordination of laboratory work in the area of specification;
- ix. Preparing the budget for laboratory equipment;
- x. Ordering and maintaining records of supplies (consumables);



Date: 1st September, 2023

- xii. Ensuring laboratory equipment are secure and accessible; and
- xiii. Supervising and training staff engaged in laboratory work.

2. SUPPLY CHAIN MANAGEMENT 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 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; and
- ii. Certificate in computer applications from a recognized institution; and
- iii. Must be registered with relevant professional body.

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.

3. RECORDS MANAGEMENT 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 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; and
- iii. Certificate in Computer Applications from a recognized institution.



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Date: 1st September, 2023

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.

4. HOSPITALITY 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 any of the following disciplines: Hotel and Hospitality Management; Hotel and Catering Management; Hospitality and Institutional Management, Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- ii. Refresher Certificate in Supervisory Management Course from a recognized institution;
- iii. Valid Certificate of Health for food Handlers; and
- iv. Certificate in Computer Applications skills from a recognized institution.

Duties and Responsibilities

- i. Preparing of menus, their costing and food delivery;
- ii. Supervising of cleanliness of catering and hostel facilities;
- iii. Managing of laundry facilities;
- iv. Maintaining of linen, furniture and beddings;
- v. Keeping proper records of catering and hostel stores/inventory; and
- vi. Receipting and storing and issuing of foodstuffs and sundries.

5. ASSISTANT CORPORATE COMMUNICATIONS AND MARKETING OFFICER I, GRADE AD 7 – ONE (1) POSITION

Requirements for Appointment

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

- i. Diploma in any of the following disciplines: Journalism; Mass Communications; Public Relations or Marketing; Communication and Media or equivalent qualification from a recognized institution;
- ii. Served in the grade of Assistant Corporate Communications and Marketing Officer II Grade 6 or in a comparable position for a minimum period of three (3) years;



Date: 1st September, 2023

- iii. Certificate in Computer Applications from a recognized institution; and
- iv. Have demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Provide input in the development of communication and media strategy;
- ii. Editing stories on various topical issues before release;
- iii. Managing simple assignment and projects;
- iv. Managing events in liaison with Faculties/departments concerned; and
- v. Preparing media releases.

6. SUPPLY CHAIN MANAGEMENT ASSISTANT III, GRADE AD 5 – ONE (1) POSITION

Requirements for Appointment

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

- i. Diploma in any of the following disciplines:- Purchasing and Supplies Management or Supply Chain Management or any other equivalent qualification from a recognized institution;
- OR**
- ii. Level 3 CIPS advanced certificate in Purchasing and Supplies or equivalent;
 - iii. Kenya Certificate of Secondary Education **KCSE** mean grade C- (Minus) or its equivalent qualification from a recognized institution; and
 - iv. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Issuing/receiving of stores;
- ii. Preparing and maintaining stores records;
- iii. Supervising warehouse attendants;
- iv. Stocktaking and reconciliation;
- v. Custodian of Stores;
- vi. Proper preservation of stores; and
- vii. Maintaining stores records.

How to Apply

ONLY Kibabii University staff on Permanent and Contract Terms are required to apply for advertised positions. 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.



Date: 1st September, 2023

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

1. Three (3) 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

Applications must be submitted on or before **Friday 15th 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.

