



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.	Professor (Literature)	AC 15	KIBU/ACA/01/2024	1
2.	Lecturer (Nursing)	AC 12	KIBU/ACA/02/2024	1
3.	Lecturer/Research Fellow (Criminology) – Re-advertisement	AC 12	KIBU/ACA/03/2024	1
4.	Tutorial Fellow (Agricultural Education and Extension)	AC 11	KIBU/ACA/04/2024	1
5.	Tutorial Fellow (Nursing Education)	AC 11	KIBU/ACA/05/2024	1
Sub-total				5
ADMINISTRATIVE POSITION				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Corporation Secretary	AD 15	KIBU/ADM/01/2024	1
2.	Dean of Students	AD 15	KIBU/ADM/02/2024	1
3.	Chief Internal Auditor	AD 15	KIBU/ADM/03/2024	1
4.	University Librarian	AD 15	KIBU/ADM/04/2024	1
5.	Chief Supply Chain Management Officer	AD 15	KIBU/ADM/05/2024	1
6.	Driver I (Re-advertisement)	AD 4	KIBU/ADM/06/2024	2
Sub-total				7
Grand Total				11

Approved

 05/01/2024



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A. TEACHING POSITIONS

1. PROFESSOR, GRADE AC 15 – ONE (1) POSITION

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. 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 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, GRADE AC 11 – TWO (2) POSITIONS

Requirements for Appointment

For appointment to this grade, a candidate must have:

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Lecturing in area of specialization in accordance with the curriculum up to Bachelors 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.



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- v. Preparing students progress reports; and
- vi. Preparing publications and/or books.

B. ADMINISTRATIVE POSITIONS

1. CORPORATION SECRETARY, GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Master's degree in Law (LLM) from a recognized institution;
- ii. Bachelor's degree in Law (LLB) from a recognized institution;
- iii. Served in the grade of Deputy Chief Legal Officer Grade AD 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. Certified Public Secretary of Kenya - CPS (K);
- vi. Be registered member of the Institute of Certified Public Secretaries;
- vii. Been an Advocate of the High Court of Kenya;
- viii. Diploma in Law from Kenya School of Law;
- ix. PhD in Law from a recognized institution will be an added advantage;
- x. Certificate in Leadership/Governance course lasting not less than six (6) weeks will be an added advantage;
- xi. Certificate in Computer Applications skills from a recognized institution;
- xii. Registered with relevant professional body; and
- xiii. Demonstrated outstanding professional competence in legal work as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Ensuring compliance with Statutes, regulations and procedures;
- ii. Advising the Vice Chancellor and Council on legal obligations;
- iii. Drafting, reviewing and approving agreements, grant awards and contracts;
- iv. Overseeing management of land assets and Intellectual Property;
- v. Keeping custody of legal and Council documents;
- vi. Overseeing preparation of Council and legal reports;
- vii. Overseeing review of legal policies and practices;
- viii. Identifying, mitigating legal risks and developing remedial plans;
- ix. Representing the University in litigation and developing case strategy;
- x. Ensuring Council resolutions, internal policies and procedures comply with legal provisions;
- xi. Reviewing progress of outstanding litigation;
- xii. Preparing Council notice, agenda and minutes;
- xiii. Attending Council meetings; and
- xiv. Preparing Council work plans.



2. DEAN OF STUDENTS, GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. PhD in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- ii. Master's Degree in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- iii. Bachelor's Degree in Education, Psychology, Social Sciences or equivalent qualification from a recognized institution;
- iv. Served in the grade of Deputy Dean of Students Grade AD 14 for a minimum period of three (3) years;
- v. Certificate in Strategic Leadership/Governance Course lasting not less than six (6) weeks will be an added advantage;
- vi. Registration with a relevant professional body;
- vii. Certificate in computer applications from a recognized institution; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Liaising with other service Departments that affect Housing, Health, Catering, Sports and Welfare of students including Guidance, Counselling and Wardenship;
- ii. Advising the Students Association in matters concerning its functions and regulate expenditure of its finances;
- iii. Administering the Students' Organization of Kibabii University (SOKU) elections and to oversee a smooth transition from one outgoing Student Council to a new one;
- iv. Arranging in conjunction with the students' organization various types of entertainment for students and coordinate all other cultural activities and co-curricular activities;
- v. Processing students' non-academic disciplinary cases them in consultation with the Deputy Vice-Chancellor (Academics and Students Affairs) for the Students Disciplinary Committee;
- vi. Supervising and coordinating all students' publications and newspapers, maintain a communication link (dialogue) between the University Management and the students through their organization;
- vii. Helping in clearing students leaving/entering the country to/from other countries in conjunction with the Ministry in charge of Education and other relevant Government Agencies;
- viii. Planning, preparing and directing students' welfare activities;
- ix. Keeping in safe custody all SOKU equipment and maintain records for them; and
- x. Overseeing the management of students' Centre facilities.



3. CHIEF INTERNAL AUDITOR, GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. PhD in any of the following disciplines: Business Administration (Finance or Accounting option); or equivalent qualification from a recognized institution;

OR

Master's degree in any of the following disciplines: Business Administration (Finance or Accounting option); or equivalent qualification from a recognized institution with work experience of at least ten (10) years of which at least five (5) years as a Deputy Chief Internal Auditor grade AD 14 or its equivalent;

- ii. Bachelor's degree in any of the following disciplines: - Commerce (Accounting or Finance option); Business Administration (Accounting or Finance option) or equivalent qualification from a recognized institution;
- iii. Served in the grade of Deputy Chief Internal Auditor Grade AD 14 or in a comparable position for a minimum period of three (3) years;
- iv. Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- v. Be Registered member (in good standing) of the Institute of Internal Auditors (IIA) or Institute of Certified Public Accountants of Kenya (ICPAK);
- vi. Certificate in Strategic Leadership/Governance Course lasting not less than six (6) weeks will be an added advantage;
- vii. Certificate in computer applications from a recognized institution;
- viii. Have high integrity and professional standards; and
- ix. Have outstanding professional competence and Managerial skills in Internal Audit work as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Developing and reviewing operational and management systems, policies and guidelines;
- ii. Together with Internal Audit staff, formulating annual audit plan in consultation;
- iii. Implementing annual audit plan and any other special assignments;
- iv. Coordinating Preparation of timely audit reports;



- v. Advising Management on relevant audit policies and procedures;
- vi. Sensitizing staff on the role of Internal Audit operations;
- vii. Presenting quarterly audit reports to the Vice Chancellor and the Audit Committee;
- viii. Initiating development and review audit techniques, procedures and internal audit controls;
- ix. Facilitating preparation and submission of audit reports;
- x. Implementing of annual audit work plans;
- xi. Providing secretariat services to the Audit, Risk and Compliance Committee;
- xii. Developing and monitoring performance targets; and
- xiii. Managing and developing internal audit staff.

4. UNIVERSITY LIBRARIAN, GRADE AD 15 – ONE (1) POSITION

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. PhD in Library and Information Sciences or related field from a recognized institution;
- ii. Master's Degree in Library Studies, Library Science, Information Science or equivalent qualification from a recognized institution;
- iii. Bachelor's Degree in Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution;
- iv. Served in the grade of Deputy University Librarian Grade AD 14 or in a comparable position for a minimum period of three (3) years;
- v. Published a minimum of three articles in peer reviewed journals;
- vi. Certificate in Strategic Leadership Programme/Governance Course lasting not less than six (6) weeks will be an added advantage;
- vii. Certificate in computer applications from a recognized institution;
- viii. Demonstrated professional and administrative ability required for efficient performance of duties at this level; and
- ix. Registered with relevant professional body.

Duties and Responsibilities

The University Librarian will be the head of Library Services. Duties and responsibilities at this level will entail:

- i. Being the custodian of academic resources of the University;
- ii. Regularly reviewing academic resources and submitting a report;
- iii. Making proposals for developing of library policies;



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- iv. Implementing Library policy;
- v. Coordinating all the Library services in the University;
- vi. Preparing and submitting proposals for acquisition of library materials;
- vii. Acquiring and conserving library research materials;
- viii. Be responsible for organizing and operating of library services;
- ix. Adopting and adhering to library standards;
- x. Managing the provision of conducive reading space for library users;
- xi. Establishing and facilitating the use of the e-Library;
- xii. Facilitating the networking and exchanging of materials with other libraries locally and internationally;
- xiii. Making proposals for acquisition and conservation of library research materials;
- xiv. Promoting provision of library supporting services; and
- xv. Undertaking such other official assignments as may be assigned from time to time by the Vice-Chancellor or his/her authorized officer.

5. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, GRADE AD15 – ONE (1) POSITION

Requirements for Appointment

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

- i. PhD 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. 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;
- iii. 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;
- iv. Served in the grade of Deputy Chief Supply Chain Management Officer Grade AD 14 or in a comparable position for a minimum period of three (3) years;
- v. Certificate in Strategic Leadership/ Governance Course lasting not less than six (6) weeks will be an added advantage;
- vi. Be a member of the Institute of Purchasing and Supplies or any other recognized professional body;



- vii. Have Certificate in computer application skills from a recognized institution; and
- viii. Have demonstrated outstanding professional competence and managerial skills in supply chain management as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail:

- i. Formulating and reviewing procurement policies, strategies, regulations and procedures;
- ii. Planning, organizing and coordinating Supply Chain Management Functions;
- iii. Overseeing purchasing, and control of materials;
- iv. Ensuring proper interpretation of procurement policies, regulations and procedures;
- v. Spearheading the preparation and implementation of the Procurement manual and templates;
- vi. Coordinating internal auditing and evaluation of supply chain management processes;
- vii. Overseeing periodic valuation of the Organization's assets;
- viii. Initiating disposal of unserviceable, obsolete and surplus stores and equipment;
- ix. Monitoring and evaluating suppliers' performance;
- x. Ensuring periodic market research and surveys of goods and services;
- xi. Negotiating major procurement contracts;
- xii. Overseeing implementation and effective use of e-Procurement system;
- xiii. Coordinating preparation and consolidating Procurement budgets and plans;
- xiv. Ensuring compliance with all regulatory requirements and ethical standards relating to Procurement of goods, services and works;
- xv. Ensuring timely Procurement of goods, services and works;
- xvi. Overseeing safe Custody of procured goods;
- xvii. Liaising with suppliers to ensure that all queries are dealt with;
- xviii. Initiating periodic stock taking and stock audit;
- xix. Secretary to Procurement, Disposal and Tender Committees;
- xx. Managing and developing staff;
- xxi. Coordinating implementation and Monitoring of Procurement and Disposal Plans;
- xxii. Overseeing preparation of statutory reports;
- xxiii. Conducting training needs assessment;
- xxiv. Overseeing performance contract reporting;
- xxv. Deployment of staff in liaison with the Vice Chancellor;
- xxvi. Giving recommendations and professional opinion to the Vice Chancellor on award of tenders and disposal; and
- xxvii. Ensuring compliance with the Public Procurement Law.

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

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;



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4th January, 2024

- 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 courses 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.

Terms and Conditions

In accordance with Kibabii University Charter and Statutes, successful candidates shall hold office for the period indicated below subject to satisfactory performance in accordance with the terms and conditions of service as approved by University Council from time to time:

S/No.	Position	Tenure
1	Professor (Literature)	Two-years contract
2	Lecturer, Driver	Permanent terms
3	Tutorial Fellow	One-year contract
4.	Corporation Secretary, Dean of Students, Chief Internal Auditor, University Librarian, Chief Supply Chain Management Officer	Five-years contract



4th January, 2024

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 candidates 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 Councilrecruitment@kibu.ac.ke by **5pm EAT Friday 9th February, 2024.**

The Six (6) hard Copies must be submitted on or before **Friday 9th February, 2024** 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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