



**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 ( Computer Science)	AC 13	KIBU/ACA/06/2024	2
2.	Senior Lecturer/ Senior Research Fellow (Educational Planning and Management)	AC 13	KIBU/ACA/07/2024	1
3.	Lecturer/Research Fellow (Chemistry)	AC 12	KIBU/ACA/08/2024	1
4.	Lecturer/Research Fellow (Information Technology)	AC 12	KIBU/ACA/09/2024	1
<b>Sub-Total</b>				<b>5</b>
ADMINISTRATIVE POSITIONS				
S/No.	Designation	Grade	Advert No.	No. of Posts
1.	Senior Estates Management Officer I	AD 13	KIBU/ADM/08/2024	1
2.	Supply Chain Management Assistant II	AD 6	KIBU/ADM/09/2024	1
<b>Sub-Total</b>				<b>2</b>
<b>Grand Total</b>				<b>7</b>

**A. TEACHING POSITIONS**

**1. SENIOR LECTURER/SENIOR RESEARCH FELLOW, GRADE AC 13 - THREE (3) POSITIONS**

**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



**Kibabii University ISO 9001:2015 Certified**  
Knowledge for Development

Approved:  
VC  
05/01  
2024

Date: 4<sup>th</sup> January, 2024

- iii. 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. SENIOR ESTATES MANAGEMENT OFFICER, GRADE AD 13 – ONE (1) POSITION**

#### **Requirements for Appointment**

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

- i. Master's degree in Civil Engineering/Architecture/Construction Management or its equivalent;
- ii. Bachelor's Degree in Civil Engineering/ Architecture.
- iii. Served in the grade of Senior Estates Officer II (University Engineer/University Architect) Grade AD 12 or in a comparable position for a minimum period of three (3) years;
- iv. Must be registered with Engineers Board of Kenya as a professional Engineer or with Board of Registration of Architects and Quantity Surveyors as a Professional Architect.
- v. Current valid Professional practicing license;
- vi. Must have a Post Professional Engineer/Architect registration experience of over 3 years;
- vii. Must be a Corporate Member or Fellow of Institute of Engineers of Kenya;
- viii. Certificate in Computer Applications from a recognized institution;
- ix. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage; and
- x. Demonstrate merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Responsible for Engineering design, drawings, contract documentation of capital development projects in the University;



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- ii. Supervision and monitoring of capital development projects from inception to completion;
- iii. Documentation of as-build drawings for University infrastructure;
- iv. Responsible to repair and maintenance of the University infrastructure;
- v. Management of the University project life cycle;
- vi. Planning, monitoring and implementation of the strategic direction on infrastructure development of the University Strategic Plan; and
- vii. Carrying out of infrastructure performance audits.

## 2. SUPPLY CHAIN MANAGEMENT ASSISTANT II, GRADE AD 6 – 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;
- ii. Level 3 CIPS Advanced certificate in purchasing and supplies or equivalent;
- iii. Served in the grade of Supply Chain Management Assistant III Grade AD 5 or in a comparable position for a minimum period of three (3) years;
- iv. Certificate in computer applications from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

### Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Receiving and issuing of stores;
- ii. Preparing and maintaining stores records;
- iii. Supervising attendants in the store and vehicle loading/unloading operations;
- iv. Stocktaking and reconciliation;
- v. Safe custody, coding and cleanliness of stores;
- vi. Proper preservation of stores; and
- vii. Maintaining stores records.

## Terms and Conditions

In accordance with Kibabii University Charter and Statutes, 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.

## 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.

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](mailto:recruitment@kibu.ac.ke)

Applications must be submitted on or before **Wednesday 17<sup>th</sup> January, 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.

