



**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY  
(MMUST)**

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Kenya

**Office of the Deputy Vice Chancellor (Administration & Finance)**

**VACANCIES**

In pursuit of its Mission to provide excellent University education, training and research through integrating science, technology and innovation into quality programmes to suit the need of a dynamic world, Masinde Muliro University of Science & Technology invites applications from suitably qualified candidates for the following vacant positions:

<b>ACADEMIC POSITIONS</b>				
S/No	Designation	Area of Specialization	Advert Ref	Number of Positions
<b>A. SCHOOL OF MEDICINE</b>				
	i. Lecturer (Scale 12)	Human Anatomy	AC/01/04/18	1
<b>B. SCHOOL OF EDUCATION</b>				
<b>Department of Educational Foundations</b>				
	i. Senior Lecturer (Scale 13)	Philosophy of Edu/History of Edu / Comparative & International Edu	AC/02/04/18	1
	ii. Lecturer (Scale 12)	“	AC/03/04/18	1
<b>C. SCHOOL OF ARTS AND SOCIAL SCIENCES</b>				
<b>Department of Criminology and Social Work</b>				
	i. Senior Lecturer (Scale 13)	Criminology/Social Work	AC/04/04/18	1
	ii.			
	iii. Lecturer (Scale 12)	Criminology/Social Work	AC/05/04/18	1
	iv. Tutorial Fellow (Scale 11)	Criminology/Social Work	AC/06/04/18	1
<b>Department of Literature and Language Education</b>				
	i. Associate Professor (Scale 14)	Kiswahili	AC/07/04/18	1
	ii. Senior Lecturer (Scale 13)	Kiswahili	AC/08/04/18	1
	iii. Lecturer (Scale 12)	Kiswahili	AC/09/04/18	1
	iv. Lecturer (Scale 12)	Literature/English	AC/10/04/18	2
<b>NON ACADEMIC POSITIONS</b>				
<b>A. OFFICE OF THE VICE CHANCELLOR</b>				
<b>Directorate of Corporate Communication and Marketing</b>				
	i. Senior Assistant Registrar (Scale 13)	Communication/ Public Relations/Journalism	AD/01/04/18	1
<b>B. SCHOOL OF MEDICINE</b>				
	i. Gross Laboratory Technologist (Scale 8)	Anatomy/Histology/ Pathology	AD/02/04/18	1
	ii. Mortician (Scale 5)	Anatomy	AD/03/04/18	1
<b>C. UNIVERSITY LIBRARY</b>				
	i. Assistant Librarian I (Scale 12)	Information Studies/ICT	AD/04/04/18	1
	ii. Assistant Librarian II (Scale 11)	Information Studies	AD/05/04/18	1
	iii. Senior Library Assistant I (Scale 10)	Information Studies	AD/06/04/18	1
<b>D. OFFICE OF THE REGISTRAR ADMINISTRATION</b>				
	i. Senior Assistant Registrar (Scale 13)	Human Resource Mgmt.	AD/07/04/18	1
	ii. Assistant Registrar (Scale 12)	Human Resource Mgmt.	AD/08/04/18	1
	iii. Administrative Assistant (Scale 8)	Human Resource Mgmt.	AD/09/04/18	1
<b>E. OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS</b>				
	i. Administrative Assistant (Scale 8)	Statistics and Mathematics	AD/10/04/18	1

<b>F. LEGAL OFFICE</b>				
	i. Legal Officer (Scale 12)	Law	AD/11/04/18	1
	ii. Legal Assistant (Scale 8)	Law	AD/12/04/18	1
<b>G. HEALTH SERVICES</b>				
	i. Enrolled Community Nurse (Scale 7)	Nursing	AD/13/04/18	1

## ACADEMIC POSITIONS

### **Associate Professor (Scale 14)**

Applicants should have an earned PhD or equivalent degree qualification in the relevant area from an accredited and recognized university; at least three (3) years teaching and research experience at university level since being appointed Senior Lecturer. In addition, they must have accumulated a minimum of forty eight (48) equivalent publication points since attaining Senior Lecturer or equivalent of which at least thirty two (32) should be from refereed scholarly journals; supervised a minimum of four (4) postgraduate students to completion including at least one (PhD); registered with relevant professional bodies (where applicable) and attracted research/Development funds as Senior Lecturer or equivalent.

### **Senior Lecturer (Scale 13)**

Applicants should have an earned PhD or equivalent degree qualification (or a master's degree qualification in special cases) in the relevant area from an accredited and recognized university; at least three (3) years teaching experience at university level since being appointed Lecturer or six (6) years research/industry experience. In addition, they must have accumulated a minimum of thirty two (32) equivalent publication points since attaining Lecturer or equivalent of which at least twenty four (24) should be from refereed scholarly journals; supervised a minimum of three (3) postgraduate students to completion as a lecturer or equivalent; registered with relevant professional bodies (where applicable).

### **Lecturer (Scale 12)**

Applicants should have an earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university; and be registered or registerable with the relevant professional body (where applicable) OR A Master's degree in the relevant field from an accredited and recognized university (in special cases) with at least three (3) years teaching experience at university level or in research or in industry; and a minimum of twenty four (24) publication points, of which at least sixteen (16) should be from refereed journals papers; and registered with relevant professional body (where applicable).

### **Tutorial Fellow (Scale 11)**

Applicants should have an earned Masters degree in addition to a Bachelors in the relevant area of Specialization from a recognized University, with evidence of registration for Ph.D studies or at least be registrable. They should demonstrate potential for University teaching and research.

## **NON ACADEMIC POSITIONS**

### **1. OFFICE OF THE VICE CHANCELLOR**

#### **Directorate of Corporate Communication and Marketing**

#### **i. Senior Assistant Registrar Scale 13**

Reporting to the Vice Chancellor, successful candidates will be responsible for the University's Corporate Communication and Marketing activities which will include; developing and implementing effective corporate communication platform, establish

collaborations, maintaining and building of brand and corporate image for the University as well as keeping track of up to date market trends communicating on behalf of the University.

For appointment to this position, one must have Masters Degree in Public relations, Communication, journalism or its equivalent with at least 9 years working experience at a senior management level in an equivalent or busy organization. Possession of a post graduate diploma in communication will be an added advantage, the candidate must also be registered with relevant professional body.

## **2. SCHOOL OF MEDICINE**

### **i. Gross Technologist Scale 8**

For appointment to this position, applicants should have a Higher National Diploma in in Medical Laboratories with Histology/Anatomy with at least five (5) years working experience in anatomy lab. Those with evidence of additional training in Gross anatomy, mortuary science, medical laboratory, cadaver embalming, born and tissue harvesting at certificate level will have an added advantage.

### **ii. Mortician Scale 5**

Applicants should have undergone at least a three months certificate course in Mortuary science from a reputable organization in addition to a KCSE C- Mean Grade. They should possess a practical working experience of not less than five years in embalming of long term bodies a recognized institution.

## **3. UNIVERSITY LIBRARY**

### **i) Assistant Librarian I Scale 12 (*Systems/ICT*)**

Applicants must possess a Masters Degree in Information Studies with six (6) years working experience three (3) of which as Assistant Librarian Scale 11 or its equivalent. Those with a relevant Bachelors Degree with a working experience of (12) years' are also encouraged to apply. They should have served in a comparable organization for at least three (3) years at the level of Assistant Librarian Scale 11 or its equivalent. Be registered with relevant professional body and ICT competent.

### **ii) Assistant Librarian II Scale 11**

Applicants must possess a Masters Degree in Information Studies with three (3) years working experience as Senior Library Assistant Scale 10 or its equivalent. Those with a relevant Bachelors Degree with a working experience of nine (9) years are also encouraged to apply. They should have served in a comparable organization for at least three (3) at the level of Senior Library Assistant Scale 10 or its equivalent. Be registered with relevant professional body and ICT competent.

### **iii) Senior Library Assistant I Scale 10**

Applicants must possess a Masters Degree in Information Studies. Those with a relevant Bachelors Degree with a working experience of six (6) years are also encouraged to apply. They should have served in a comparable organization for at least three (3) years at the level of Senior Library Assistant Scale 9 or its equivalent. Be registered with relevant professional body and ICT competent.

#### **4. OFFICE OF THE REGISTRAR ADMINISTRATION**

##### **i) Senior Assistant Registrar Scale 13**

Applicants must possess Masters Degree in Human resource management with 9 years working experience in a comparable organization, they must have served for at least three (3) years at the level of Assistant Registrar Scale 12 or its equivalent. They must also be registered and licensed by the Institute of Human Resource Management. They should possess a working Knowledge and experience in the application of Labor Laws of Kenya and other HR best practices. Those with evidence of continual professional growth and practice will have an added advantage. All applicants must also be competent in information Technology.

##### **ii) Assistant Registrar Scale 12**

Applicants must possess Masters Degree in Human resource management with 6 years working experience or a Bachelor's degree in Human Recourse Management with 12 years' working experience in a comparable organization, they must have served for at least three (3) years at the level of Administrative Assistant Registrar Scale 11 or its equivalent. They should posses a working Knowledge and experience in the application of Labor Laws of Kenya and other HR best practices. They must also be registered and licensed by the Institute of Human Resource Management. Those with evidence of continual professional growth and practice will have an added advantage. All applicants must also be competent in information Technology.

##### **iii) Administrative Assistant Scale 8**

Applicants must possess Bachelor's Degree in Human Resource Management with evident relevant work experience in a busy comparable HR office. They should posses a working Knowledge of the Labor Laws of Kenya and other HR procedures. They must also be registered and licensed by the Institute of Human Resource Management. All applicants must also be competent in Information Technology.

#### **5. OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS**

##### **i. Administrative Assistant Scale 8 (Data Administrator)**

Applicants must possess Bachelors Degree in Statistics/Mathematics. He /She should be proficient in computer programs relating to data management and statistical modeling. Possession of moderate knowledge of university operations and demonstration of ability to engage in research will be an added advantage.

#### **6. LEGAL OFFICE**

##### **i. Legal Officer – Scale 12**

Applicants must possess a Masters Degree in Law/Legal Studies with 6 years relevant working experience in a busy comparable organization. Those in possession of a Bachelors degree in the specified area and a Postgraduate Diploma in Law/Legal Studies with 9 years relevant working experience may apply. Those with evidence of Admission as an Advocate of the High Court of Kenya and registration as Commissioner for Oath with a current practicing certificate in addition to registration with the Law Society of Kenya will have an added advantage.

##### **ii. Legal Assistant – Scale 8**

Applicants should be in possession of a Bachelors Degree in Law (LLB) or a Diploma in Law/Legal Studies with evidence of experience in practice of law.

## 7. HEALTH SERVICES

### i. Enrolled Community Nurse (Scale 7)

Applicants should possess a Diploma in nursing with at least three3 years working experience in a busy medical facility. They must be registered by the Kenya Nursing Board of Kenya.

#### TERMS OF SERVICE

Appointment to the positions will be on permanent and pensionable terms subject to successful completion of probation. Benefits include: a contributory pension scheme or payment of gratuity for those on contract terms, non-contributory medical scheme, generous housing allowance and paid leave among others.

#### APPLICATION MODE

Applicants should send ten (10) hard copies of their application to the undersigned clearly indicating the advert reference number of the position of interest on the envelope, In addition, send an email clearly quoting the advert reference number on the subject line. An updated curriculum vitae and cover letter only, on a **running PDF format as one attachment** should be emailed to [recruitment@mmust.ac.ke](mailto:recruitment@mmust.ac.ke) so as to us reach not later than **27<sup>th</sup> April, 2018**.

Applicants are advised to request their referees to write letters of reference directly to the address below to be received by the deadline. Applications should be sent to the address below so as to reach him not later than **27<sup>th</sup> April, 2018**. **Only shortlisted candidates will be acknowledged.**

**Deputy Vice Chancellor (Administration & Finance)  
Masinde Muliro University of Science and Technology  
P.O. Box 190-50100  
KAKAMEGA**

**MMUST IS AN EQUAL OPPORTUNITY EMPLOYER  
MMUST does not levy any fees in the process of recruitment & selection of applicants  
exercise**