



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

Tel: +254 702597360/1
+254 733120020/2
+254752505222/3
E-mail dvc-af@mmust.ac.ke
vc@mmust.ac.ke
Website www.mmust.ac.ke

P.O Box 190
Kakamega – 50100
Kenya

Office of the Deputy Vice Chancellor (Administration & Finance)

VACANCY

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 needs of a dynamic world, Masinde Muliro University of Science & Technology invites applications from suitably qualified candidates for the following vacant positions.

REGISTRAR ACADEMIC AFFAIRS

AD/01/12/19

JOB GRADE XV

1 POST

Minimum Criteria for Appointment

The person appointed as Registrar Academics shall be required to be a holder of a doctorate degree from accredited and recognized University and have the status of at least an Associate Professor in a teaching department of the University and should have served as Dean or Director in an office involving students for at least three (3) years.

Job Description.

Reporting to the Deputy Vice Chancellor Academic and Student Affairs the successful applicants will be responsible for:

- Providing custodianship, administration and prudent management of the university instruments of governance;
- Declaring the academic status of each student in line with the statutory guidelines, rules and regulation of the university;
- Ensuring integrity, accuracy and security of academic records, production and issuance of official academic transcripts and original certificates;
- Declaring programmes and programme capacities for student placements and admissions;
- Preparing, publishing and implementing the academic calendar / semester schedules including the graduation date;
- Planning, developing and formulating all activities related to the admissions, enrolment records, registration of students, Examinations, processing of results and certification;
- Keeping of the University's student records and data;

- Planning, recommending, installing, administering and reviewing academic systems in line with University objectives, policies and procedures;
- Ensuring effective coordination and planning of units to be taught in accordance with approved university programmes as per the rules and regulations governing the implementation of academic programmes;
- Interpreting and enforcing policies and regulations of the University touching on academic matters;
- Developing and managing the departmental budget and procurement plan;
- Investigating, analysing, resolving and reviewing student disputes related to records, registration, examinations and certification;
- Collaborating with other administrators; deans, faculty, IT expert and counselors to facilitate and improve services to students; registration, teaching, research, examinations, outreach activities and welfare;
- Serving as Secretary to the Senate and all committees of Senate

UNIVERSITY LIBRARIAN

AD/02/12/19

JOB GRADE XV

1 Post

Minimum Criteria for Appointment

The person appointed as the University Librarian shall be required to (a) hold a doctorate degree in Library and Information Sciences or its equivalent qualification from a recognized University; with at least ten (10) years' working experience in a University Library, with six (6) years' experience as a Deputy Librarian or its equivalent in a University or an equivalent institution, is a member of a recognized professional association for Librarians (KLA, LA, ALA); must have attained at least fifteen peer reviewed publications; and provide evidence of scholarship or research in their area of specialization.

Job Description.

Reporting to the Deputy Vice Chancellor Academic and Student Affairs as the Head of the University Library the successful applicants will be responsible for:

- Management, organization, operation and utilization of University Library Resources and Services.
- Running of the University Library including, overseeing the acquisition, processing and circulation of library materials
- Planning and budgeting including planning the growth of library resources, preparing the annual library budget and procurement plans.
- Identifying, developing and implementing Information and Communication Technology-ICT policy in the library in conjunction with the manager of ICT services.
- Developing and administering library user education programmes for members of staff and students.
- Setting technical standards for all library services
- Managing the operations of the University Printing Press.
- The Librarian shall ensure that all approved academic programmes of the University are well catered for in terms of books, journals, e-learning resources and other resource materials, equipment, and develop the library repository for current academic materials and other reading materials of scholarly value.

CHIEF SECURITY OFFICER

AD/03/12/19 JOB GRADE XIV

1 Post

Minimum Criteria for Appointment

The person appointed as the Chief Security Officer shall be required to be a holder of a PhD Degree in Criminology/Security Science or its equivalent from a recognized Institution and must have worked with Disciplined Forces of Kenya for at least eight (8) years OR must possess Masters Degree Degree in Criminology/Security Science or its equivalent from a recognized Institution with at least ten (10) years experience in Disciplined Forces of Kenya at Grade XIII or equivalent or and should at all cases posses clean Discharge Certificate, Certificate of Good Conduct, First Aid Certificate and Fire Fighting Certificate .

Job Description.

Reporting to the Vice Chancellor on all security matters of the University the successful applicant will be responsible for:

- Managing, directing, controlling and coordinating Security matters and operations at the University;
- Liaising with both internal and the external security agents while managing security intelligence systems within and for the University, and executing periodic security surveys for all campuses;
- Liaising with Police on security matters and following up court cases;
- Ensuring effective security is maintained for the protection of university property, staff and students;
- Planning and coordinating the training and development of staff in the Department of security;
- Managing security intelligence systems within and for the University;
- Carrying out any investigation requested by University officers;
- Carrying out Investigation of disciplinary matters as referred by Management Board;
- Attending to all security meetings in all Campuses;
- Advising the Vice Chancellor and University Management Board on all security issues at the University;
- Formulating, planning, controlling and implementing the departmental strategic plan and budget;
- Ensuring effective coordination and implementation of policies in the department.

UNIVERSITY COUNCIL SECRETARY

AD/04/12/19 JOB GRADE XIII

1 Post

Requirements for the Position

To be eligible for appointment as Council Secretary, applicants shall have the following minimum qualifications:

- 1) Must have a Bachelor's Degree in Law (LL.B)
- 2) Must have Master's Degree in Law
- 3) Post graduate Diploma in Law from the Kenya School of Law
- 4) Be a holder of CPS (K);

- 5) Five (5) years cumulative relevant work experience, in an institution of higher learning, public sector, or a large corporation, three of which at the level of Assistant Registrar scale 12 or its equivalent;
- 6) Membership to relevant Professional Body – ICPS (K) & LSK
- 7) Must be proficient in computer applications.

Key Competencies:

- 1) Excellent leadership and managerial record including knowledge of public procurement as well as public finance;
- 2) Proven high standards of personal and professional integrity;
- 3) Excellent communication skills at organizational and interpersonal levels including logical analytical abilities, problem solving capabilities and transparent management strategies;
- 4) Flexibility and responsiveness in determining and handling University Council Secretarial duties and Corporate communications;
- 5) Demonstrate expertise in legal matters;
- 6) Strong planning and organizational skills.

General Duties and Responsibilities

Working with the Vice Chancellor, the incumbent will:

- i) Manage all Council and Committee meeting logistics, attend and record minutes of all meetings and facilitate Council communications;
- ii) Serve as the focal point for all Council communications and engagements;
- iii) Provide proper advice and resources required by Council members to discharge their duties;
- iv) Maintain accurate records of Council and committee deliberations, ensuring they reflect proper exercise of fiduciary duties;
- v) Facilitate induction of new Council members and assist in their training and development;
- vi) Ensure that Council complies with all relevant legal and regulatory requirements as well as best corporate governance practice, including disclosures.

Specific Duties

- 1) Provide guidance to the Council on their duties and responsibilities and on matters of governance;
- 2) Assist the Council in carrying out the following:
 - i) Council induction and training
 - ii) Preparation of Council Work Plans
 - iii) Updating the Council and Committee Charters
 - iv) Council Evaluation
 - v) Governance Audit
 - vi) Implementation of the Code of Conduct and Ethics
- 3) Ensure timely preparation and circulation of Council and Committee Papers
- 4) Ensure timely preparation and circulation of Council and Committee minutes
- 5) Maintain and update the register of conflict of interest
- 6) Ensure that Council members are aware of all relevant laws affecting the University,
- 7) Facilitate effective communication between the University and the stakeholders
- 8) Ensure that annual returns are promptly filed with the relevant authorities
- 9) Except in exceptional circumstances, ensure that Council and Committee papers are circulated in advance of any meeting.
- 10) Perform any other duty as may be assigned from time to time

TENURE OF OFFICE FOR APPOINTMENT

The appointment will be for a contractual period of three (3) years renewable subject to satisfactory performance and delivery of set performance targets outcomes

Application procedure

- i) Each application shall be accompanied by a detailed curriculum Vitae and certified copies of relevant academic and professional certificates, national identity card or passport, testimonials and any other relevant supporting documents. They should also provide names, telephone numbers and contact addresses of three (3) referees.
- ii) Applicants must also submit valid clearances from the following:

- a) Kenya Revenue Authority (Tax compliance certificate)
- b) Higher Education Loans Board (HELB loan clearance certificate)
- c) Ethics and Anti-Corruption Commission
- d) Directorate of Criminal Investigation (Certificate of good conduct)
- e) Registered and recognized Credit Reference Bureau

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 they should send an email clearly quoting the advert reference number on the subject line. A signed cover letter, updated curriculum vitae, academic certificates and testimonials should be scanned and send as a **ONE running PDF document as ONE ATTACHMENT** to recruitment@mmust.ac.ke with a copy to vc@mmust.ac.ke so as to us reach us not later than Monday **30TH, December, 2019**.

Applicants are advised to request their referees to write letters of reference directly to the address below to be received by the deadline. Those wishing to apply may submit their application to The Office of the Deputy Vice Chancellor (Administration & Finance) personally or post to the address below so as to reach him not later than **Monday 30TH, December, 2019**.

NB: All applicants should ensure compliance with the provisions of chapter six of the laws of Kenya on Leadership and Integrity.

Only shortlisted candidates will be acknowledged.

MMUST does not levy any fees in the process of recruitment & Selection of applicants.

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

MMUST IS AN EQUAL OPPORTUNITY EMPLOYER