



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

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

<b>ADMINISTRATIVE POSITIONS</b>			
<b>OFFICE OF THE VICE CHANCELLOR</b>			
<b>S/N</b>	<b>Position</b>	<b>Advert Reference</b>	<b>Vacancies</b>
1	Chief Internal Auditor - Grade XV	AD/01/07/23	1
2	Legal Officer - Grade XII	AD/02/07/23	1
<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE)</b>			
3	Registrar (Administration) - Grade XV	AD/03/07/23	1
4	Medical Officer - Grade XII	AD/04/07/23	1
<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMICS AND STUDENT AFFAIRS)</b>			
5	Registrar (Academic Affairs) - Grade XV	AD/05/07/23	1
<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (PLANNING, RESEARCH &amp; INNOVATION)</b>			
6	Registrar (Planning Research and Innovation) -Grade XV	AD/06/07/23	1
<b>ACADEMIC POSITIONS</b>			
<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMICS AND STUDENT AFFAIRS)</b>			
<b>SCHOOL OF MEDICINE</b>			
<b>Department of Community Health and Behavioral Sciences</b>			
7	Lecturer - Grade XII (Area of specialisation: Public Health –MBChB, MPH)	AC/01/07/23	1
<b>Department of Surgery</b>			
8	Lecturer - Grade XII (Area of specialisation: General Surgery, MBChB MMed Surgery)	AC/02/07/23	1
<b>Department of Obstetrics and Gynaecology</b>			
9	Lecturer - Grade XII (Area of specialisation : Obstetrics MBChB, MMED Obstetrics)	AC/03/07/23	1
<b>Department of Paediatrics and Child Health</b>			
10	Lecturer - Grade XII (Area of Specialisation: MBChB, MMED Paediatric)	AC/04/07/23	1
<b>Department of Pathology and Laboratory Medicine</b>			
11	Lecturer - Grade XII (Area of specialisation: General Pathology – MBChB MMED Pathology)	AC/05/07/23	1
<b>Department of Radiology and Imaging Sciences</b>			
12	Lecturer - Grade XII (Area of specialisation; MBChB MMED Radiology)	AC/06/07/23	1
<b>Department of Ophthalmology and Visual Sciences</b>			
13	Lecturer - Grade XII (Area of Specialization: Ophthalmology –MBChB MMED Ophthalmology)	AC/07/07/23	1

	<b>Department of Anaesthesia and Intensive Care</b>		
14	Lecturer - Grade XII ( <i>Area of Specialization: Anaesthesia – MBChB MMED Anaesthesia</i> )	AC/08/07/23	1
	<b>Department of Ear, Nose and Throat - Otolaryngology</b>		
15	Lecturer - Grade XII ( <i>Area of Specialization: –MBChB MMED ENT</i> )	AC/09/07/23	1
	<b>Department of Trauma and Orthopaedics</b>		
16	Lecturer - Grade XII ( <i>Area of Specialization: –MBChB MMED Orthopaedics Surgery</i> )	AC/10/07/23	1
	<b>SCHOOL OF PUBLIC HEALTH, BIOMEDICAL SCIENCES AND TECHNOLOGY</b>		
	<b>Department of Health Professions Education</b>		
17	Senior Lecturer – Grade XIII ( <i>Area of Specilisation : Clinical Medicine; Physiotherapy.</i> )	AC/11/07/23	2
18	Lecturer - Grade XII ( <i>Area of Specilisation: Clinical Medicine; Physiotherapy; Health Professions; General Surgery; Paediatric; Reproductive Health</i> )	AC/12/07/23	3
	<b>Department of Nutritional Science</b>		
19	Senior Lecturer – Grade XIII ( <i>Area of Specialisation: Hospitality Management</i> )	AC/13/07/23	1
20	Lecturer - Grade XII ( <i>Area of Specialisation : Hospitality Management</i> )	AC/14/07/23	1
	<b>Department of Public Health</b>		
21	Senior Lecturer - Grade XIII ( <i>Area of Specialisation: Public/ Environmental Health</i> )	AC/15/07/23	1
22	Lecturer - Grade XII ( <i>Area of Specialisation: Public/ Environmental Health</i> )	AC/16/07/23	1
	<b>Department of Optometry and Vision Sciences</b>		
23	Senior Lecturer – Grade XIII ( <i>Area of Specialisation : Paediatric Optometry; Contact Lenses and Low vision</i> )	AC/17/07/23	1
24	Lecturer - Grade XII ( <i>Area of Specialisation: Paediatric Optometry; Contact Lenses and Low vision</i> )	AC/18/07/23	1
	<b>SCHOOL OF NATURAL SCIENCES</b>		
	<b>Department of Pure and Applied Chemistry</b>		
25	Senior Lecturer – Grade XIII ( <i>Area of Specialisation : Industrial Chemistry</i> )	AC/19/07/23	1
26	Lecturer - Grade XII ( <i>Area of Specilisation: Cosmetology and Beauty Sciences</i> )	AC/20/07/23	1
	<b>SCHOOL OF ARTS AND SOCIAL SCIENCES</b>		
	<b>Department of Journalism and Mass Communication</b>		
27	Lecturer - Grade XII ( <i>Area of Specialisation: Ethnomusicology, Music Composition, Music Education</i> )	AC/21/07/23	1
28	Assistant Lecturer - Grade XI ( <i>Area of Specialisation: Music Theory, Composition, Music Education &amp; Instrumental Studies</i> )	AC/22/07/23	1
	<b>Department of Geography</b>		
29	Senior Lecturer - Grade XIII ( <i>Area of Specialisation: Geographical Information Systems and Digital Imaging or computer systems for Geography</i> )	AC/23/07/23	1
	<b>NON ACADEMIC POSITIONS</b>		
	<b>Department of Health Promotions and Sports Science</b>		
30	Clinical Instructors – Grade IX ( <i>Area of Specilisation: Swimming/ Life saver; Gym Instructor/Aerobic Instructor</i> )	AC/24/07/23	2

## 1) CHIEF INTERNAL AUDITOR - GRADE XV

### a) Job Purpose

Reporting to the Vice Chancellor administratively and functionally to the Council on the internal audit matters of the University, the Chief Internal Auditor shall formulate and implement annual strategic plans for the audit department to ensure the University meets its set strategic objectives.

### b) Job Description

The Chief Internal Auditor's responsibilities shall include:-

- i) Formulating and implementing annual strategic plans for the audit department in order ensure departmental strategy meets the university set objectives;
- ii) Developing internal audit and audit committee charters to guide the work of audit staff and committee for effective implementation of departmental tasks and objectives;
- iii) Developing and implementing annual work plans for systematic execution of audit activities and proper time management;
- iv) Developing internal audit policies and procedure manuals periodically to standardize work output of staff;
- v) Chairing departmental staff meetings to review progress in execution of annual work plans and staff welfare matters;
- vi) Advising management on the development and implementation of the risk management frame work of the university in order to mitigate risks;
- vii) Preparing quarterly fundamental audit matters to indicate risk exposure and present it to the audit committee;
- viii) Providing secretarial services to audit committee of Council to facilitate their oversight role and enable smooth operations of activities;
- ix) Planning, guiding and monitoring execution of special audit investigations and testify as an expert witness investigation findings;
- x) Ensuring that sound practices adopted in the department conform to professional standards and legislative regulatory requirements;
- xi) Coordinating preparation of final audit reports to management and follow up on implementation of recommendations;
- xii) Collaborating with external auditors and follow up on implementation of their requested implementation for effectiveness;
- xiii) Ensuring fixed assets are properly recorded, valued and safeguarded for confidentiality and security purposes;
- xiv) Reviewing credibility of financial statements to ensure proper preparation in accordance to the international public sector accounting standards; and
- xv) Any other duty as assigned from time to time by the Council, Vice Chancellor and Deputy Vice Chancellor (Administration and Finance).

### c) Job Specification

Minimum requirements:-

- i) PhD in Accounting, Finance, Economics or Business Administration or its equivalent from an accredited University with twelve (12) years working experience, three (3) of which as Deputy Chief Internal Auditor, Grade 14 or its equivalent in a reputable organization **OR**;
- ii) Master's Degree in any of the following: Commerce, Finance, Economics, Accounting, Business Administration or their equivalent qualification from an accredited University with fifteen (15) years' experience, three (3) of which as Deputy Chief Internal Auditor Grade 14 or its equivalent in a reputable organization;
- iii) Certified Public Accountant (CPA-K) or its equivalent;
- iv) Member of the Institute of Certified Public Accountants of Kenya (ICPAK)/Institute of Internal Auditors of Kenya – IIA (K) and in good standing; and
- v) Proficiency in relevant computer applications (Integrated Data Extraction and Analysis -IDEA /TEAM MATE/TEAM MATE PLUS).

## **2) LEGAL OFFICER GRADE – GRADE XII**

### **a) Job Purpose**

Reporting to Senior Legal Officer, the Legal Officer shall provide legal guidance on contractual and statutory obligations binding to the University.

### **b) Job Description**

The Legal Officer's responsibilities shall include:-

- i) Advising the University on all legal matters that may arise in its operations from time to time;
- ii) Drawing, vetting and scrutinising of all Contracts, MoUs and other legal documents touching on the University;
- iii) Following up on cases filed on behalf of the University and against the University;
- iv) Developing, implementing and reviewing legal policies and procedures to ensure compliance with existing legislation within the University statutes and nationally
- v) Initiating legal action on behalf of the University on recovery measures as may be proclaimed by the University Council;
- vi) Undertaking legal research;
- vii) Advising the University on changes to University Statutes and related regulations thereof;
- viii) Monitoring compliance with regulatory and legislative requirements;
- ix) Providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews; and
- x) Any other duty as assigned from time to time by the Vice Chancellor.

### **c) Job Specification**

Minimum Requirements:-

- i) Masters of Laws(LLM) with 6 years relevant working experience **OR** ;
- ii) Bachelors Degree in Law (LLB) and Postgraduate Diploma in Law with 9 years relevant working experience, three (3) of which as Senior Legal Assistant I Grade 11;
- iii) Be a registered member of Law Society of Kenya and in good standing;
- iv) Have a current practicing certificate; and
- v) ICT Competent.

## **3) REGISTRAR (ADMINISTRATION) - GRADE XV**

### **a) Job Purpose**

Reporting to the Deputy Vice Chancellor in charge of Administration and Finance, the Registrar (Administration) shall be responsible for providing guidance on human resource policies and services as well as facilities management that uphold the University's vision and mission for the realization of a qualified, productive and superior workforce and a high performance organizational culture.

### **b) Job Description**

The Registrar (Administration) responsibilities shall include:-

- i) Coordinating the development of human resource management policies relating to staff planning, recruitment and management as well as staff retention and development;
- ii) Advising the Deputy Vice Chancellor in charge of Administration and Finance in regards to human resource planning, recruitment and retention;
- iii) Coordinating staff training and development;
- iv) Managing staff welfare within the University;
- v) Formulating and implementing Departmental strategic plan;
- vi) Ensuring effective administration systems are in place in conformity with University policies and procedures;

- vii) Developing and controlling Departmental budget for proper utilization of resources;
- viii) Managing and maintaining of staff personnel records and University wide records and documents;
- ix) Developing a competitive reward and remuneration system for staff;
- x) Fostering good employee relations, career development and staff welfare;
- xi) Coordinating staff appraisal in the University;
- xii) Coordinating and ensuring that all relevant insurance covers against risks facing the University are in place and current;
- xiii) Conducting staff appraisal within the department;
- xiv) Ensuring implementation of Terms and Conditions of service for University staff;
- xv) Coordinating administrative functions in the University; Serving as Secretary to the University Management Board and all committees of the University Management Board;
- xvi) Overseeing operations in the Transport department;
- xvii) Overseeing University facilities and utilities management; and
- xviii) Any other duties as assigned from time to time by the Vice Chancellor and Deputy Vice Chancellor ( Finance and Administration)

### **c) Job Specification**

Minimum Requirements:-

- i) Ph.D in Human Resource Management or Business Management with at least 12 years working experience, three (3) of which as Deputy Registrar (Administration) Grade 14 or Senior Management position in an accredited university or its equivalent ;
- ii) Certified Human Resource Professional (CHRP) or Certified Public Secretary (CPS -K) or equivalent;
- iii) Member of the Institute of Human Resource Management or Institute of Certified Public Secretaries of Kenya in good standing;
- iv) Valid practicing license; and
- v) Proficiency in relevant Human Resource Information Systems computer applications.

## **4) MEDICAL OFFICER-GRADE XII**

### **a) Job Purpose**

Reporting to Senior Medical officer, the Medical Officer shall manage all aspects related to patient care and oversee the daily operations of the University Health Services for staff and students.

### **b) Job Description**

The Medical Officer's responsibilities shall include:-

- i) Managing inter-institutional collaboration and strategic partnerships with other relevant healthcare institutions in clinical referral, clinical research and training services in the region and beyond;
- ii) Developing and fostering effective collaboration among the University Health Facilities, departments, staff leadership, faculty and other affiliated services to ensure an integrated approach to providing services, and fulfilling the Client Service Charter ;
- iii) Promoting and ensuring a culture of compliance with all established statutory and professional regulations and requirements, good governance principles and best practices in the University Health Facilities ;
- iv) Working through the Facility Management committee and leadership of the department, serving as a resource to help reduce costs, enhance revenues, achieve effective utilization and quality goals and objectives, analyze and utilize information to develop and support management decisions;
- v) Planning and conducting community outreach activities through medical camps and disease outbreak investigations;
- vi) Identifying and screening of alcohol and substance abuse disorders and linking to care and rehabilitation;
- vii) Preparing medical legal reports and assessment of disability and invalidity;
- viii) Conducting weekly clinic and theatre days, performing emergency surgeries, working with medical specialists in wards, theaters and clinics;

- ix) Undertaking medical legal duties including filling P3 forms, court attendance and attending post mortems sessions involving university staff and students , undertaking pre-employment & pre university medical examinations;
- x) Maintaining regularly updated patient medical records that document all evaluations, medications, treatments, allergies, test results and other records;
- xi) Evaluating a patient's symptoms and determine the most appropriate course of treatment to address them;
- xii) Prescribing medications in compliance with relevant statutes and counsel patients on all possible risks, complications and interactions with other medications they may be taking;
- xiii) Educating clients on topics such as proper nutrition, fitness and hygiene to assist them in making informed decisions and taking good care of their health; and
- xiv) Referring appropriately all cases that require further treatment in other secondary facilities .
- xv) Any other duty as may be assigned from time to time.

**c) Requirements for Appointment:-**

Minimum Requirements:-

- i) Bachelors Degree in Medicine and Surgery (MB ChB) or equivalent from a recognized Institution; with one year's working experience excluding internship;
- ii) Be registered by the Kenya Medical Practitioners and Dentists Council (KMPDC) and in good standing;
- iii) Must have a current practicing license;
- iv) Must have a current professional indemnity insurance cover;
- v) Proficiency in relevant computer applications.

**5) REGISTRAR (ACADEMIC AFFAIRS) - GRADE XV**

**a) Job Purpose**

Reporting to the Deputy Vice Chancellor (Academic and Student Affairs), the Registrar (Academic Affairs) shall be responsible for management and supervision of student enrolment, examination, programmes and certification to ensure maintenance of a good university image and academic reputation.

**b) Job Description**

The Registrar (Academic Affairs ) responsibilities shall include:-

- i) Providing custodianship and prudent management of the university academic records;
- ii) Declaring the academic status of each student in line with the statutory guidelines, rules and regulation of the University;
- iii) Ensuring integrity, accuracy and security of academic records, production and issuance of official academic transcripts and original certificates;
- iv) Declaring programmes and programme capacities for student placements and admissions;
- v) Preparing, publishing and implementing the academic calendar (semester/trimester) schedules;
- vi) Planning, developing and formulating all activities related to the admissions, enrolment records, registration of students, examinations, processing of results and certification;
- vii) Managing of the University's student records and data;
- viii) Planning, recommending, installing, administering and reviewing academic systems in line with University objectives, policies and procedures;
- ix) 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;
- x) Interpreting and enforcing policies and regulations of the University touching on academic and students matters;
- xi) Developing and managing the departmental budget and procurement plan;
- xii) Investigating, analyzing, resolving and reviewing student disputes related to records, registration, examinations and certification;

- xiii) 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;
- xiv) Conducting appraisal of staff within the department;
- xv) Serving as Secretary to the Senate and all committees of Senate;
- xvi) Any other duties as assigned from time to time by the Vice Chancellor & Deputy Vice Chancellor (A&SA).

**c) Job Specifications**

Minimum requirements:-

- i) Ph.D degree with 12 years working experience, three (3) of which as Deputy Registrar (Academic Affairs) Grade 14 or Senior Management position in an accredited University or its equivalent;
- ii) Must be registered with relevant professional body and in good standing (where applicable);
- iii) Proficiency in relevant computer applications.

**6) REGISTRAR (PLANNING, RESEARCH AND INNOVATION) - GRADE XV**

**a) Job Purpose**

Reporting to the Deputy Vice Chancellor in charge of Planning, Research and Innovation, the Registrar (Planning, Research and Innovation) shall be responsible for the Planning, Research and Innovation functions in the University.

**b) Job Description**

The Registrar (Planning, Research and Innovation) responsibilities shall include:-

- i) Participating in the development of the University's master plan so as to offer guidance towards achievement of the University's strategic plan.
- ii) Participating in the periodic review of divisional policies so as to enforce continuous improvement in service delivery within the division.
- iii) Coordinating the development of annual budgets for the various divisional departments for use in managing funds allocated to each of the departments.
- iv) Coordinating the functions of the various departments under the division continually to ensure compliance to the set policies and alignment of departmental activities towards achievement of targets.
- v) Coordinating the promotion and facilitation of leading-edge research, including collaborative and interdisciplinary research in line with the university and national research agenda;
- vi) Building and providing sufficient support for a community of innovative researchers to enhance research capacity at the University and to increase internal and external research opportunities for faculty, post-doctoral fellows, and graduate students;
- vii) Developing, activating and managing research networks between MMUST staff and researchers and other research centres / institutes / partners, in public and private sectors, locally, nationally and internationally;
- viii) Acting as the link between the University and the community with respect to research initiatives of mutual benefit;
- ix) Developing and coordinating mutually beneficial linkages with industry in order to forge robust partnerships and collaborative research and innovations;
- x) Coordinating outreach activities and technology transfer;
- xi) Coordinating the development of linkages with appropriate academic departments and units and adding value to line departments;
- xii) Designing, Preparing, documenting, coordinating and implementing resource mobilization work plan;
- xiii) Leading and guiding in the identification of funding opportunities and engaging the funding agencies such as the private sectors entities, individuals and corporate agencies, through proposal writing and other statutory means;
- xiv) Coordinating the approval of agreements in connection with funding opportunities and ensuring effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals;

- xv) Sourcing information on donor policies and priorities, and subsequently, update donor profiles;
- xvi) Conducting of staff appraisals within the department;
- xvii) Providing secretariat services to the Division's main committees on a regular basis and ensuring proper documentation of all deliberations;and
- xviii) Any other duties assigned from time to time by the Deputy Vice Chancellor (Planning, Research and Innovation)

### **c) Job Specifications**

Minimum requirements:-

- i) Ph.D Degree with 12 years working experience, three (3) of which as Deputy Registrar(Planning, Research and Innovation) Grade14 or Senior Management Position in an accredited University or its equivalent;
- ii) Must be registered with relevant professional body and in good standing (where applicable); and
- iii) Proficiency in relevant computer applications.

## **7) SENIOR LECTURER - GRADE XIII**

### **a) Job Purpose**

This position is responsible for teaching and supervision of postgraduate and undergraduate students as well as undertaking research that influences theory and practice in a given field.

### **b) Job Description**

The Senior Lecturer responsibilities shall include:-

- i) Undertaking teaching at undergraduate and graduate levels in your area of specialization as allocated by the Chair of the Department;
- ii) Developing of learning materials for knowledge dissemination on a variety of platforms;
- iii) Conducting research and producing publications or other research outputs;
- iv) Participating and writing of research winning grant proposals to enhance university research funds;
- v) Supervising undergraduate and postgraduate research;
- vi) Contributing to the development, planning and implementation of quality curriculums;
- vii) Participating in departmental and School seminars aimed at sharing research outcomes and building multi-disciplinary collaborations within and outside the department;
- viii) Participating in the development , administration and managing of examinations in the University;
- ix) Participating in the departmental, School and University wide committees;
- x) Providing guidance and counselling of students;
- xi) Involving in community outreach activities;
- xii) Assessing students on teaching and industrial attachment;
- xiii) Providing mentorship to both students and staff in the Department or School;
- xiv)Attending and participating in research conferences and seminars; and
- xv) Any other duties as assigned from time to time by the Chairperson of Department.

### **c) Job Specification**

Minimum requirements:-

- i) An earned PhD or equivalent degree qualification in the relevant area from an accredited University **OR** for Health Sciences a Master's Degree with a subspeciality experience for at least seven(7) years and evidence of advancement in Ph.D;
- ii) At least three (3) years teaching experience as a Lecturer or eight (8) years in industry **OR** for Health Sciences four(4) years teaching experience at the University level as a Lecturer or eight years in industry;
- iii) Must have at least four (4) publications in credible and refereed journals since last appointment as Lecturer;



- iv) Should show evidence of continuing research, publications, effective teaching, participation in seminars and conferences;
- v) Supervision of postgraduate students' i.e. supervised at least three (3) postgraduate students to completion since last appointment **OR** for Health Sciences at least four(4) post graduate students two(2) of whom to completion and at least two(2) in progress;
- vi) Be registered with at least one (1) professional body where applicable; and
- vii) They should show evidence of participation in community service.

### **8) LECTURER- GRADE XII**

#### **a) Job Purpose**

This position is responsible for teaching and supervision of postgraduate and undergraduate students as well as undertaking research that influences theory and practice in a given field. This will be the entry grade for PhD degree holders into this cadre.

#### **b) Job Description**

The Lecturer shall:-

- i) Undertaking teaching at undergraduate and graduate levels;
- ii) Conducting research and producing publications or other research outputs;
- iii) Supervising undergraduate and postgraduate research;
- iv) Participating in curriculum development and review;
- v) Preparing, administering and managing of examinations in the University;
- vi) Administering and managing of School and departmental programmes/activities;
- vii) Developing learning materials;
- viii) Assessing students on teaching and industrial attachment;
- ix) Involving in community outreach activities;
- x) Guiding and counselling students;
- xi) Writing research winning grant proposals for the university;
- xii) Attending and participating in research conferences and seminars; and
- xiii) Any other duties as assigned from time to time by the Chairperson of Department.

#### **c) Job Specification**

Minimum requirements:-

- i) An earned PhD or equivalent degree qualification in the relevant area from an accredited University **OR** for Health Sciences a Master's Degree with a subspeciality experience for at least six (6) years and evidence of advancement in Ph.D;
- ii) At least three (3) years teaching experience as an Assistant Lecturer or six (6) years in industry;
- iii) At least three (3) publications in credible and refereed journals since last appointment as an Assistant Lecturer;
- iv) Be registered with at least one(1) professional body where applicable; and
- v) Show evidence of participation in community service.

### **9) ASSISTANT LECTURER- GRADE XI**

#### **a) Job Purpose**

This position is responsible for teaching undergraduate students as well as undertaking research that influence theory and practice in a given field This will be the entry grade for Masters' degree holders into this cadre.

#### **b) Job Description**

- i) Undertaking teaching, research and community outreach activities;
- ii) Participating in the development and reviewing of academic programmes;
- iii) Guiding and counselling students;
- iv) Supervising student research projects at undergraduate level;
- v) Preparing, administering and managing of examinations in the University;
- vi) Assessing students on teaching and industrial attachment;

- vii) Attending and participating in research conferences and seminars; and
- viii) Any other duties as assigned from time to time by the Chairperson of Department.

**c) Job Specification**

Minimum requirements:-

- i) Possess a Master's and a Bachelor's degree qualification from accredited and recognized university in the relevant field;
- ii) Registered/ demonstrate evidence of registration for a Doctor of philosophy (PhD) or equivalent Doctoral degree qualification;
- iii) At least one (1) year teaching experience at the university;
- iv) At least one (1) publication in credible and refereed journal;
- v) Be registered with atleast one(1) professional body where applicable; and
- vi) Show evidence of participation in community service.

**10) CLINICAL INSTRUCTOR II ~ GRADE IX**

**a) Job purpose**

This position is responsible for offering clinical / technical support to teaching departments and guiding students on their clinical/ technical work. The position is also responsible for coordinating student fieldwork experiences, and students, provide direct patient care.

**b) Job description**

- i) Assessing the students' clinical competence by performing actual clinical duties and medical procedures under supervision;
- ii) Identifying each student's potential and areas of improvement to adjust the instruction approach as needed;
- iii) Monitoring students' progress and performance during clinical practice trainings;
- iv) Identifying each student's potential and areas of improvement to adjust the instruction approach as needed;
- v) Providing direct patient care as applicable;
- vi) Participating in clinical training budgeting and stock taking and advising the Clinical Instructor I on requisition of materials;
- vii) Participating in departmental committee and internal laboratory and workshops auditing;
- viii) Obtaining and setting of equipment for practicals practice;
- ix) Collecting and preparing of teaching and research materials;
- x) Operating and maintaining clinical training equipment for proper working of equipment;
- xi) Participating in maintenance and troubleshooting on clinical training equipment;
- xii) Coordinating, invigilating and marking practical examination;
- xiii) Supervising undergraduate practicals;
- xiv) Assisting in organizing and participating in shows and exhibitions; and
- xv) Any other duty as assigned from time to time by the Chairperson of Department.

**c) Job specification**

Minimum Requirements:-

- i) Bachelors Degree in Clinical Medicine & Surgery, Nursing, Environmental Health, Nutrition, Medical Laboratory Science, Optometry or other relevant field area with 3years working experience as Clinical Instructor III Grade 8 or its equivalent **OR**
- ii) Higher National Diploma in relevant area with 6 years working experience, three (3) as Clinical Instructor III Grade 8 or its equivalent **OR**
- iii) Diploma in relevant area with 12 years working experience, three (3) of which as Clinical Instructor III Grade 8.
- iv) Member of a professional body and in good standing.
- v) Proficiency in relevant computer applications.

**Tenure of Service**

The appointments of Chief Internal Auditor, Registrar Academic Affairs, Registrar Administration and Registrar Planning Research and Innovation shall be on a **five (5) year contract term**. The position of Senior Lecturer, Lecturer Medical Officer and Legal Officer and Clinical Instructor shall be on Permanent & Pensionable upon satisfactory completion of six (6) months probation period and subject to satisfactory performance.

**How to apply:-**

- Applications should be accompanied by a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, e-mail addresses and telephone contacts and any other relevant supporting documents.
- Only successful candidates shall be required to submit valid clearances from the following bodies;
  1. Kenya Revenue Authority
  2. Higher Education Loans Board
  3. Ethics and Anti-Corruption Commission
  4. Directorate of Criminal Investigation (Certificate of Good Conduct)
  5. Registered Credit Reference Bureau
- They should also provide names, telephone numbers and contact addresses of three (3) referees.
- Applicants should request their referees to submit their confidential reports to the undersigned to be received on or before **7<sup>th</sup> August, 2023**.
- Ten (10) copies of the application should be sent via registered mail or courier marked with the reference number on the envelope to the under-signed. **A Soft copy in PDF running format should** be sent to [recruitmentjuly2023@mmust.ac.ke](mailto:recruitmentjuly2023@mmust.ac.ke). Applications should be addressed to the undersigned to be received on or before **7<sup>th</sup> August, 2023 by 5:00 p.m.**
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**Deputy Vice Chancellor (Administration & Finance)**  
**Masinde Muliro University of Science and Technology**  
P.O. Box 190-50100  
KAKAMEGA  
Website:[www.mmust.ac.ke](http://www.mmust.ac.ke).

**MMUST IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY**

**MMUST does not levy any fee in the processing, recruitment & selection of applicants.**  
**The University reserves the right not to make any appointments at any stage of the recruitment exercise.**