



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.

S/N	Position	Advert Reference	Vacancies
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE)			
1.	Deputy Chief Procurement Officer – Grade XIV	AD/01/11/23	1
2.	Senior Estates Officer – Grade XIII	AD/02/11/23	1
3.	Medical Officer - Grade XII	AD/03/11/23	1
OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMICS AND STUDENT AFFAIRS)			
SCHOOL OF MEDICINE			
Department of Community Health and Behavioral Sciences			
4.	Lecturer - Grade XII (Area of specialisation: Public Health –MBChB, MPH)	AC/01/11/23	1
Department of Pathology and Laboratory Medicine			
5.	Lecturer - Grade XII (Area of specialisation: General Pathology – MBChB MMED Pathology)	AC/02/11/23	1
Department of Radiology and Imaging Sciences			
6.	Lecturer - Grade XII (Area of specialisation; MBChB MMED Radiology)	AC/03/11/23	1
Department of Ophthalmology and Visual Sciences			
7.	Lecturer - Grade XII (Area of Specialisation: Ophthalmology –MBChB MMED Ophthalmology)	AC/04/11/23	1
Department of Anaesthesia and Intensive Care			
8.	Lecturer - Grade XII (Area of Specialisation: Anaesthesia –MBChB MMED Anaesthesia)	AC/05/11/23	1
Department of Ear, Nose and Throat - Otolaryngology			
9.	Lecturer - Grade XII (Area of Specialisation: –MBChB MMED ENT)	AC/06/11/23	1

	Department of Trauma and Orthopaedics		
10.	Lecturer - Grade XII (<i>Area of Specialisation: -MBChB MMED Orthopaedics Surgery</i>)	AC/07/11/23	1
	SCHOOL OF PUBLIC HEALTH, BIOMEDICAL SCIENCES AND TECHNOLOGY		
	Department of Health Professions Education		
11.	Assistant Lecturer - Grade XI (<i>Area of Specialisation: Physiotherapy; Health Professions; Paediatric; Reproductive Health</i>)	AC/08/11/23	2
12.	Clinical Instructor- Grade IX (<i>Area of Specialisation: Community Health and Surgery</i>)	AC/09/11/23	1
	Department of Nutritional Sciences		
13.	Assistant Lecturer – Grade XI (<i>Area of Specialisation: Hospitality, Tourism & Institutional Management</i>)	AC/10/11/23	2
	Department of Health Promotions and Sports Science		
14.	Lecturer - Grade XII (<i>Area of Specialisation: Public/ Environmental Health</i>)	AC/11/11/23	2
15.	Fitness Instructor-Grade VIII (<i>Area of Specialisation: Gym /Aerobic Instructor</i>)	AC/12/11/23	1
	Department of Optometry and Vision Sciences		
16.	Lecturer - Grade XII (<i>Area of Specialisation: Contact Lenses, Paediatric Optometry and Low vision</i>)	AC/13/11/23	1
17.	Assistant Lecturer – Grade XI (<i>Area of Specialisation: Contact Lenses, Pediatric Optometry/ Geriatrics, Low vision, Dispensing Optics, General Ophthanolgy/ Optometry</i>)	AC/14/11/23	4
	Department of Public Health		
18.	Senior Technologist III - Grade VIII	AC/15/11/23	1
	SCHOOL OF NATURAL SCIENCES		
	Department of Pure and Applied Chemistry		
19.	Assistant Lecturer - Grade XI (<i>Area of Specialisation: Cosmetology and Beauty Sciences</i>)	AC/16/11/23	1
	SCHOOL OF ARTS AND SOCIAL SCIENCES		
	Department of Geography		
20.	Senior Lecturer - Grade XIII (<i>Area of Specialisation: Geographical Information Systems and Digital Imaging or Computer Systems for Geography</i>)	AC/17/11/23	1

1) DEPUTY CHIEF PROCUREMENT OFFICER– GRADE XIV

a) Job Purpose

This position is responsible for the implementation of strategies, policies and manuals in the University's Supply Chain Management function in accordance with the Public Procurement and Asset Disposal Act (PPADA), 2015 and Public Procurement and Asset Disposal Regulations (PPADR), 2020.

b) Job Description

- i) Coordinating development and implementation of policies, procedures, systems, structures and frameworks for all procurement related activities to deliver best practice procurement and contract management solutions to the University;
- ii) Overseeing adherence to contractual agreements, recommending amendments and advising vendors and requisitioners on contractual rights and obligation as well as coordinating all phases of negotiation of disputes arising from contracts;
- iii) Supervising/overseeing preparation and distribution of invitations to tender and managing/ conducting all aspects of the tender exercise;
- iv) Establishing and maintaining work program and time frames for processing requests in accordance with the procurement manual;
- v) Providing expert, authoritative advice to key University stakeholders on all aspects of procurement strategy and practice to inform business planning and action, encourage innovative approaches and enhancing value through improved procurement efficiency and outcomes;
- vi) Consolidating the annual procurement plan for the University based on departmental procurement estimates so as to offer input in development of the University's budget;
- vii) Overseeing the development and implementation of internal procurement policies for use in directing procurement activities in the University;
- viii) Participating and overseeing the development of long term and short-term sourcing strategies for the University to enable attraction and retention of reliable suppliers;
- ix) Establishing and leading University wide procurement governance and risk management framework to monitor, manage and drive procurement performance, ensuring compliance with relevant laws and policies, and managing risks related to procurement;
- x) Preparing, implementing and reviewing of the department's strategic plan and annual work plan;
- xi) Conducting annual appraisal of members of staff in the department;
- xii) Preparing the department's annual budget and procurement plan; and
- xiii) Any other duties as assigned from time to time by the Deputy Vice Chancellor (Administration and Finance).

c) Job specification

Minimum Requirements:-

- i) PhD in Procurement and Supplies Management from an accredited university with nine (9) years working experience, three (3) of which as a Senior Procurement/Supplies Officer Grade 13 in an accredited University or its equivalent **OR**;
- ii) Masters degree in Procurement and Supplies Management from an accredited university with twelve (12) years working experience, three (3) years of which as a Senior Supply Chain Officer Grade 13 in an accredited University or its equivalent.
- iii) Registered with relevant Professional body and in good standing.
- iv) Proficiency in relevant Computer applications.

2) SENIOR ESTATES OFFICER - GRADE XIII

a) Job Purpose

This position is responsible in ensuring that the engineering and building services are maintained and operate effectively and efficiently through periodic supervision of grounds, buildings and engineering installation.

b) Job Description

- i) Conducting investigations on evaluation of the existing facilities and reporting on areas of safety, reliability and efficiency of systems including water and electricity systems in the University;
- ii) Preparing regular technical reports and budgets for maintenance of facilities;
- iii) Performing supervisory duties in the department ensuring that all teams meet their deadlines and targets;
- iv) Developing and implementing departmental budget in line with the University's strategy;
- v) Creating technical reports on project implementation for submission to University Management;
- vi) Developing and implementing regular maintenance schedule for all University physical facilities/buildings;
- vii) Ensuring compliance to regulatory policies related to building, maintenance and project management;
- viii) Allocating duties and responsibilities to teams in the department;
- ix) Ensuring timely completion of projects in the University;
- x) Liaising with Industry Experts to ensure quality development of technical designs and project implementation in the University;
- xi) Any other duty as may be assigned from time to time.

c) Job Specification

Minimum Requirements:-

- i) Master's Degree in Architecture, Buildings or Land Economics, Estates Management or Building Management or Civil Engineering or Water Engineering) from recognized university with nine (9) years working experience three (3) of which as Estates Officer Grade 12 or its equivalent.
- ii) Registered with relevant professional body and in good standing.
- iii) Proficiency in relevant computer applications

3) MEDICAL OFFICER-GRADE XII

a) Job Purpose

This position is responsible for the management of all aspects related to patient care and overseeing the daily operations of the University Health Services for staff and students.

b) Job Description

- 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) Developing and ensuring implementation of the departmental budget;
- 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;
- 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) Job Specifications

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; and
- v) Proficiency in relevant computer applications.

4) 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

- 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) Participating 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 in the relevant field from accredited and recognized University or equivalent **OR** for **HEALTH SCIENCES** must have 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 at the University level as a Lecturer or eight (8) years in industry **OR** for **HEALTH SCIENCES** four (4) years teaching experience at 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) 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;
- v) Be registered with at least one (1) professional body where applicable; and
- vi) They should show evidence of participation in community service.

5) 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

- 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 in the relevant field from accredited and recognized University or equivalent **OR** for **HEALTH SCIENCES** must have a Master's Degree with a subspeciality experience of at least six (6) years and evidence of advancement in Ph.D;
- ii) At least three (3) years teaching experience as an Assistant Lecturer at University level 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.

6) 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) 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 at least one (1) professional body where applicable; and
- vi) Show evidence of participation in community service.

7) 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 three (3) years working experience as Clinical Instructor III Grade 8 or its equivalent **OR**
- ii) Higher National Diploma in relevant area with six (6) years working experience, three (3) as Clinical Instructor III Grade 8 or its equivalent **OR**
- iii) Diploma in relevant area with twelve (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.

8) SENIOR TECHNOLOGIST III – GRADE 8

a) Job purpose

This position is responsible for offering technical support to teaching departments and guiding students on their technical work offering practical classes, setting and giving practical exams

b) Job description

- i) Performing laboratory budgeting and stock taking thereafter advice the Principal technologist II on laboratory requisition materials;
- ii) Participating in departmental committee and internal laboratory and workshops auditing;
- iii) Ensuring safe keeping and disposal of waste left behind after practicals;
- iv) Obtaining and setting of equipment for practicals and demonstrations;
- v) Collecting and preparing of teaching and research materials;
- vi) Laboratory waste segregation and management;
- vii) Performing maintenance and troubleshooting on laboratory /workshops equipment's;
- viii) Coordinating, invigilating and marking practical examination;
- ix) Compiling and facilitating the acquisition of laboratory / workshops teaching and research supplies to ensure they are available at the point of use;
- x) Supervising undergraduate and post graduate practicals and workshop practice;
- xi) Assisting in the organization and participation in shows and exhibitions; and
- xii) Any other duty as assigned from time to time by the Chairperson of Department.

c) Job specification

Minimum Requirements:-

- i) Bachelors Degree and Diploma in relevant area **OR**
- ii) Higher National Diploma in relevant area with three (3) years working experience **OR**
- iii) Diploma in relevant area with nine (9) years working experience, three(3) of which as Technician Grade 7.
- iv) Member of a recognized professional body and in good standing (Public Health Officers and Technicians Council – PHOTC).
- v) Computer proficiency in relevant applications.

9) FITNESS INSTRUCTOR - GRADE VIII

a) Job purpose

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

b) Job description

- i) Assessing the students' fitness competence by performing actual fitness duties and 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 fitness 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 fitness training budgeting and stock taking and advising the fitness 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 fitness training equipment for proper working of equipment;
- xi) Participating in maintenance and troubleshooting on fitness 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 Health Promotion & Sports Science, Physical Education, Sports Science, Leisure & Recreation Management or any sports related field/ area **OR**
- ii) Higher National Diploma in relevant area with three (3) years working experience **OR**
- iii) Diploma in relevant area with nine (9) years working experience, three (3) of which as Assistant Fitness Instructor Grade 7 or its equivalent.
- iv) Member of a professional body and in good standing.
- v) Proficiency in relevant computer applications.

Tenure of Service

The appointment of the positions of Senior Procurement Officer, Senior Estates Officer, Senior Lecturer, Lecturer, Medical Officer, Assistant Lecturer, Clinical Instructor, Fitness Instructor and Technologist shall be on Permanent & Pensionable upon satisfactory completion of six (6) months probation period.

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 **15th December, 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 recruitmentnovember2023@mmust.ac.ke. Applications should be addressed to the undersigned to be received on or before **11th December, 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.

**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.**