



**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY  
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Kenya

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

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**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.

**Dean of Students                  Grade XV                                  One (1) Post                  (AD/01/09/19)**

**Minimum Criteria for Appointment**

Applicants must possess a PhD in Education, Social Sciences or its equivalent from a recognized University with ten (10) years working experience, three (3) of which as Deputy Dean of Students or an equivalent position; and is a member of a recognized association of the profession.

**Job Description**

Reporting to the Deputy Vice Chancellor in charge of Academic and Student Affairs the successful candidate will

- Formulate the development of annual work plans to facilitate work distribution and ease of running departmental activities.
- Coordinate the development of the departmental annual budgets to ensure the department is allocated necessary funds for smooth running of departmental activities.
- Develop policies related to student welfare to ensure student satisfaction is prioritized to facilitate a good learning environment.
- Allocate responsibilities within the department on a daily basis to ensure all planned activities are well executed.
- Appraise staff in the department annually to maintain and retain high performing employees in the department.
- Coordinate review of student organization constitutions and other policies on student welfare.
- Liaise with other departmental sections on a regular basis to ensure student welfare services are up to date.
- Coordinate activities of student council whenever the need arise for the efficient running of their welfare activities.
- Organize student leader elections annually to ensure safety of University students.
- Oversee the organization of student entertainment in order to promote student interactions.
- Process student disciplinary cases when need arises to deter unethical behavior that damages the university image and reputation.
- Supervise and coordinate student publications annually.
- Coordinate student weddings and funerals when need arises to facilitate smooth flow of planned activities.

- Act as the custodian of student organizational assets to ensure they are well maintained and secured at all times.
- Oversee and coordinate student center facilities on a daily basis to establish order.
- Conduct research on emerging student issues and share the information with management for decision making purpose.
- Ensure that activities of students with special needs are well catered for and their needs met.
- Oversee registration of clubs in order to keep track and monitor club activities.
- Coordinate sensitization of student community on emerging issues to ensure they are well informed.
- Liaise with other departments offering welfare services to students to ensure seamless delivery of services to students.
- Provide guidance to students seeking financial assistance to ensure they do not miss out on academic opportunities.

**Deputy Dean of Students**

**Grade XIV**

**One (1) Post**

**(AD/02/09/19)**

### **Minimum Criteria for Appointment**

Applicants must possess a Master's Degree in Educational Psychology or Social Sciences with twelve (12) years working experience, three (3) of which as Senior Assistant Dean of Students Scale 13 or its equivalent. In addition, they must be registered with relevant professional body and be ICT Competent.

### **Job Description**

Reporting to the Dean of Students the successful candidate will

- Provide insight in formulating departmental work plan to ensure smooth operations of departmental activities.
- Prepare departmental annual budgets to ensure the department is allocated necessary funds for smooth running of departmental activities.
- Conduct review of student organization constitutions and other policies on student welfare.
- Ensure that student welfare services are up to date for proper and fair treatment of University students.
- Liaise with the Dean of Students in coordination of activities of student council whenever the need arise for the efficient running of their welfare activities.
- Liaise with the Dean of Students in coordinating student leader elections annually to ensure safety of University students.
- Ensure the organization of student entertainment in order to promote student interactions.
- Process student disciplinary cases when need arises to deter unethical behaviors that damage the university image and reputation.
- Provide assistance in supervision and coordination of student publications annually to regulate the information.
- Ensure student organizational assets are secure and well maintained at all times to deter theft.
- Provide assist in coordination of student center facilities on a daily basis to establish order.
- Coordinate activities of students with special needs to ensure they are well catered for.
- Liaise with the Dean of Students in registration of club in order to keep track and monitor club activities.
- Provide assist in sensitization of student community on emerging issues to ensure they are well informed.
- Provide guidance to students seeking financial assistance to ensure they do not miss out on academic opportunities.

**Students Counselor      Grade XII**

**One (1) Post (AD/03/09/19)**

### **Minimum Criteria for Appointment**

Applicants must possess a Master's Degree in Counseling Psychology, Psychology, Guidance and Counseling or Psychiatry with six (6) years working experience three (3) of which as Senior Assistant Students Counselor Scale 11 or its equivalent **OR** Bachelor's Degree or its equivalent in Counseling Psychology, Psychology, Guidance and Counseling or Psychiatry with twelve (12) years working experience, three (3) of which as Senior Assistant Students Counselor Scale 11 or its equivalent. Applicants must be registered with relevant professional body and be ICT Competent.

### **Job Description**

Reporting to the Dean of Students the successful candidate will

- Participate in the development and regular review of departmental policies for smooth running of the departmental activities.
- Develop departmental annual work plan to enable effective running of activities and management of resources.
- Prepare departmental reports on quarterly basis for management and decision making.
- Supervise subordinate staff in the department on a daily basis to ensure service delivery is of high quality.
- Coordinate counseling activities in the department on a daily basis for facilitation of student welfare.
- Liaise with other counselors from other Universities to address diverse challenges faced by clients and provide support on how to overcome the issues.
- Maintain accurate up to date and systematic records of counseling sessions for compliance with the service's code of confidentiality, professional standards for current and future decision making.
- Respond to emergencies and consultation requests from staff regarding students who are experiencing mental health crises and escalate to qualified specialist.
- Organize workshops in the University to sensitize the student community about addiction and behavior disorders and develop strategies to cope with those problems.
- Evaluate students' mental and physical health, addiction, or problem behavior and assess their readiness for treatment.
- Conduct outreach programs within the University to help students identify the signs of addiction and behavior disorders as well as to steps to take to avoid such behavior.
- Organize regular training for peer counselors to assist the Counseling Unit in providing counseling services to student community as and when required.
- Participate in disciplinary sessions for the students especially where clients are involved to ensure that a specialist advice is made to the Disciplinary Committee for appropriate verdict.

**Senior Procurement Officer      Grade XIII**

**1 Post**

**(AD/04/09/19)**

### **Minimum Criteria for Appointment**

Applicants must possess a Master's Degree in Procurement and Supplies with nine (9) years working experience, three (3) of which at the level of Procurement/Supplies Officer Grade 12 or its equivalent. In addition they must possess a current practicing license, registered with relevant professional bodies and be ICT competent.

### **Duties and Responsibilities**

Reporting to the Deputy Vice Chancellor in charge of Administration and Finance the Senior Procurement Officer will

- Manage the procurement and supplies function in the Institution from tendering, procurement to disposal.
- Maintain and updated record of all stores, machinery and equipment.
- Ensure the provisions of the Public Procurement and Disposal Act 2005 are adhered to.
- Liaise with suppliers to ensure prompt and accurate deliveries.
- Supervise and liaise with staff within the department.
- Ensure that all documents relating to procurement are handed over to finance section for timely payment of suppliers.
- Coordinate stock taking, stock control and verification of materials.

**Manager ICT Services**

**Grade XIV**

**1 Post**

**(AD/05/09/19)**

**Minimum Criteria for Appointment**

Applicants must possess an earned PhD in Information Technology/Computer Science/Computer Engineering or its equivalent from a recognized University, with at least six (6) years working experience in a relevant field, three (3) of which at the level of a Systems Analyst/Programmer, Systems/Database/Network Administrator/Computer Technologist Grade 13 **Or** M.Sc. in Computer Security or Information Security or Digital Forensics or any other related field with nine(9) years working experience, three(3) of which at the level of Systems Analyst/Programmer, Systems/Database/Network Administrator/Computer Technologist Grade 13. In addition, candidates must have professional certifications in MCSE, CCNP, CERT, CISA, CISM, or any other relevant certifications. Those with knowledge of Network Resource Sharing and Security, Server, Firewall, Active Directory and Proxy Configurations will have an added advantage.

**Job Description**

Reporting to the Deputy Vice Chancellor Administration and Finance the Manager ICT Services will

- Prepare strategic and operational plan for the Directorate to serve the ever growing needs of the University.
- Coordinate the acquisition of hardware and software geared towards improvement of University automation in line with international standards.
- Oversee IT operations by analyzing and designing Information Systems to aid in timely delivery of solutions.
- Maintain the ICT Infrastructure to ensure a good learning and operational environment in the institution.
- Represent the directorate at the senate to ensure the directorate issues are articulated and implemented.
- Direct, develop, and supervise department staff by providing technical hands on leadership to the technical team.
- Develop, revise, and maintain a set of comprehensive ICT policies and procedures.
- Manage and maintain of University website.
- Publicize University programmes to prospective clients through the web.
- Establish collaborations and strategies for the improvement of web metrics ranking of the University.
- Represent the Directorate at official University functions and events.
- Prepare monthly reports on the operations of the directorate to measure its performance.

**Assistant Registrar - Council Secretariat**

**Grade XII**

**One (1) Post (AD/06/09/19)**

## **Minimum Criteria for Appointment**

Applicants must have a Bachelor's Degree in Law (LL.B) or in humanities from a recognized University; those with a Master's Degree in Law, Public Administration, Education, and Human Resource Management will have an added advantage. In addition, candidates must be holders of Certified Public Secretary CPS (K); with five (5) years cumulative relevant work experience in an institution of higher learning, public/private sector, or a large corporation; must be a Member of Institute of Certified Public Secretaries of Kenya, ICPS (K) or Law Society of Kenya (LSK) in good standing and must be proficient in computer applications.

## **Job Description**

Reporting to the Vice Chancellor the successful candidate will:

- Manage all Council and Committee meeting logistics, attend and record minutes of all meetings and facilitate Council communications.
- Serve as the focal point for all Council communications and engagements.
- Provide proper advice and resources required by Council members to discharge their duties.
- Maintain accurate records of Council and committee deliberations, ensuring they reflect proper exercise of fiduciary duties.
- Facilitate induction of new Council members and assist in their training and development.
- Ensure that Council complies with all relevant legal and regulatory requirements as well as best corporate governance practice, including disclosures.
  
- Provide guidance to the Council on their duties and responsibilities and on matters of governance.
- Assist the Council in carrying out the following:
  - i) Preparation of Council Work Plans
  - ii) Updating the Council and Committee Charters
  - iii) Council Evaluation
  - iv) Governance Audit
  - v) Implementation of the Code of Conduct and Ethics
- Ensure timely preparation and circulation of Council committee papers and minutes.
- Maintain and update the register of conflict of interest.
- Ensure that annual returns are promptly filed with the relevant authorities.
- Perform any other duty as may be assigned from time to time.

## **TENURE OF OFFICE**

The appointment tenure for Dean of Students, Assistant Registrar- Council Secretariat and the Manager ICT will be for a contractual period renewable subject to satisfactory performance and delivery of set performance targets. Other positions may be considered for permanent and pensionable terms of service upon successful completion of the probation period.

## **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 on application CURRENT VALID CLEARANCE 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) Clearance certificates from registered and recognized Credit Reference Bureau.
- iii) All applications shall clearly specify the position applied for by indicating the advert reference number on the envelope and submit in ten (10) hard copies to the address below. A soft copy of the cover letter and curriculum vitae should be emailed to [recruitment@mmust.ac.ke](mailto:recruitment@mmust.ac.ke).

Applications should be received on or before **Friday, 11<sup>th</sup> October, 2019**

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

**MMUST IS AN EQUAL OPPORTUNITY EMPLOYER, PERSONS WITH DISABILITIES AND FEMALE GENDER 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.**