



Kirinyaga University

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VACANCIES

Kirinyaga University is a chartered government owned and established under the Universities Act No.42 of 2012. At present, the University runs degree programmes across four faculties; Health Sciences, Business and Education, Pure and Applied Sciences and Engineering and Technology. The University, situated about 115 kilometers from Nairobi, is among the vibrant and fastest growing citadels of learning in Kenya.

The University invites applications from suitably qualified and experienced persons with excellent academic credentials to fill the following vacant positions;

ACADEMIC POSITIONS

SCHOOL OF BUSINESS AND EDUCATION

Department of Education

Lecturer Grade 12 1 Position (Re-advertisement) KyU/AC/183/01/2023

Area /Field of specialization: History.

SCHOOL OF HEALTH SCIENCES

Department of Clinical Medicine

Lecturer Grade 12 3 Positions (Re-advertisement) KyU/AC/184/01/2023

Area/Field of specialization: Clinical Medicine, Forensic Medicine, Internal Medicine, Pediatrics & Child Health, Health System Management, Public Health.

Assistant Lecturer Grade 11 2 Positions (Re-advertisement) KyU/AC/185/01/2023

Area /Field of specialization: Clinical Medicine, Forensic Medicine, Health System Management, Internal Medicine, Pediatrics & Child Health, Public Health.

NON-ACADEMIC POSITIONS

Internal Auditor	Grade 12	1 position	KyU/NT/090/01/2023
Games & Sports Officer	Grade 10	1 position	KyU/NT/091/01/2023
Administrative Assistant	Grade 8	1 Position	KyU/NT/092/01/2023

1. LECTURER

GRADE 12

Responsible to: Chairperson of Department

The candidates who meet the required qualifications in their areas of specialization may apply.

Duties and Responsibilities:

- a) Teaching and evaluation of undergraduate and postgraduate students
- b) Setting, moderating, administering, processing and marking examinations.
- c) Academic advising and mentoring undergraduate and postgraduate students.
- d) Development of teaching and learning materials.
- e) Supervising undergraduate and postgraduate students in research activities. Developing research proposals for funding. Participate in meetings and conferences related to research proposals for funding. Participate in meetings and conferences related to research and building inter-disciplinary collaboration within and outside the department.
- f) Participating in preparation of Department and Faculty strategic plans.
- g) Organizing and supervising educational activities for undergraduate and postgraduate students.
- h) Attending and participating in seminars, workshops, conferences etc, in relevant fields.
- i) Participating in administrative, academic and consultancy activities in the Department and other organizations.
- j) Participating in planning, development, implementation and evaluation of curricula in the Department.
- k) Attending and participating in the Departmental meeting and other activities for effective and efficient management of the Department and Faculty.

Qualification Requirements;

- i. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;

OR

- A Master's degree in the relevant field from 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
- ii. A minimum of twenty- four (24) publication points, of which at least sixteen (16) should be from refereed journal papers; and
 - iii. Registered with the relevant professional body (where applicable).

2. ASSISTANT LECTURER

GRADE 11

Duties and Responsibilities:

- a) Teaching, evaluation and mentoring undergraduate students.
- b) Setting, administering and marking examinations.
- c) Developing teaching and learning materials.
- d) Participating in preparation of Department and Faculty development plans.
- e) Organizing and supervising educational activities for undergraduate students.

- f) Attending and participating in seminars, workshops and conferences in relevant fields.
- g) Participating in administrative, academic and consultancy activities in the Department and other organizations.
- h) Participating in planning, development, implementation and evaluation of curricula in the Department.
- i) Participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.

Requirements:

- Have Bachelor's degree and a Master's degree qualification from accredited and recognized university in the relevant field;
- Be registerable for a Doctor of Philosophy (PhD) or equivalent Doctoral Degree qualification; and
- Be registered or registerable with the relevant professional body (where applicable).

INTERNAL AUDIT DEPARTMENT

3. INTERNAL AUDITOR GRADE 12

Duties and Responsibilities

- i. Responsible for coordination of Internal Audit Departments' activities, including staff training and development;
- ii. Ensure preparation, approval by the Audit Committee and implementation of annual audit plan;
- iii. Ensure proper interpretation of financial policies for sound auditing practices and control;
- iv. Develop and update the Internal Audit Charter for approval by University Council;
- v. Periodically review the Risk Management System and strategies and make appropriate recommendations;
- vi. Review the adequacy of internal policies, procedures and processes to ensure necessary and sufficient internal controls are in place;
- vii. Preparation of quarterly and annual audit reports for presentation to the Audit Committee and approval by the Council;
- viii. Monitor and ensure that the University complies with sound internal audit principles, relevant statutes, government policies and best practices;
- ix. Receive and review external auditors' reports and management responses thereto including the actions taken to address issues raised;
- x. Carry out special assignments including investigations and recommend controls to mitigate risks;
- xi. Perform any other duty as assigned by the Supervisor.

Job Requirements

The Applicants should have the following qualifications;

- a) An earned MBA/MSc. Degree in Accounting / Finance or its equivalent from a recognized Institution;
- b) CPA (K) or its equivalent;
- c) ICPAK Membership or its equivalent;

- d) Computerized Information Systems Audit (CISA);
- e) At least three (3) years working experience as Internal Auditor Grade 11 or comparable position;
- f) Exemplary work performance;
- g) Experience in a University setting will be an added advantage.

DEAN OF STUDENTS OFFICE

4. GAMES & SPORTS OFFICER

GRADE 10

Duties and Responsibilities

- i. Plan, organize and coordinate games and sports activities;
- ii. Ensure general care and maintenance of games/sports facilities;
- iii. Coach and officiate various games activities among students;
- iv. Oversee and organize students going for external fixtures;
- v. Popularize sports and games activities among students;
- vi. Formulate policies in relation to sports and games activities;
- vii. Assist in planning and budgeting for sports activities;
- viii. Ensure procurement and provision of appropriate sports gear and equipment to sport teams for University sports events;
- ix. Organize and games and sports activities are practiced on a regular basis;
- x. Any other assigned by the immediate supervisor

Job Requirements

The applicants must have the following qualifications;

- a) Bachelors' degree in Physical Education or equivalent from a recognized institution;
- b) Advanced coaching certificate in relevant area;
- c) Sound knowledge of coaching and training a wide range of sports disciplines;
- d) Three (3) years' work experience as a Sports & Games Assistant Officer Grade 9 or comparable position;
- e) Be a member of the national sports federation.

5. ADMINISTRATIVE ASSISTANT (SCHOOL OF BUSINESS & EDUCATION) GRADE 8

Duties and Responsibilities

- a) Assist in the implementation of administrative functions of the schools/ Departments;
- b) Manage office setting and order replacement of furniture and equipment;
- c) Taking minutes of meetings in section, departments and University committees.
- d) Ascertain meetings and workshop venues organized by the Head of department /section;
- e) Supervise staff under them;
- f) Ascertain scheduled events and University calendar dates;
- g) Circulate agendas, programs and action points to relevant officers for action;
- h) Any other duties assigned by immediate supervisor.

Job Requirements

- Bachelor's degree in Social Sciences from a recognized institution.
- Should have knowledge and experience in using computerized management information systems applications and tools.
- Three (3) years' working experience in administrative duties.

Mode of application

Applicants must submit five (5) copies of applications giving details of the educational and professional qualifications, age, detailed work experience, present post and salary, applicant's telephone number and e-mail address. Enclose certified copies of certificates and testimonials giving names and addresses of three (3) referees who are knowledgeable about the applicant's competence and areas of specialization, accompanied by a detailed curriculum vitae and a copy of most recent letter of appointment.

Interested applicants should send the applications to the undersigned, quoting the reference number for the job applied for so as to be received on or before **Thursday 16th February, 2023**.

**THE VICE CHANCELLOR
KIRINYAGA UNIVERSITY
P. O. BOX 143-10300
KERUGOYA**

Kirinyaga University is an equal opportunity employer. Applicants of either gender, persons with disabilities and persons from marginalized communities are encouraged to apply.

Only Shortlisted Candidates will be contacted.

KyU is ISO 9001:2015 certified

Kirinyaga University is Zero Tolerant to Corruption.

