



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 five faculties; Health Sciences, Hospitality and Textile Technology, Pure and Applied Sciences, Business and Education and Engineering and Built Environment. 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 HEALTH SCIENCES

Department of Clinical Medicine

Lecturer Grade 12 2 Positions KyU/AC/154/07/2021

Tutorial Fellow Grade 11 2 Positions KyU/AC/155/07/2021

Area /Field of specialization: Clinical Medicine

Department of Forensic Sciences

Lecturer Grade 12 2 Positions KyU/AC/156/07/2021

Tutorial Fellow Grade 11 2 Positions KyU/AC/157/07/2021

Area/Field of specialization: Forensic Science

Department of Nursing

Lecturer Grade 12 2 Positions KyU/AC/158/07/2021

Area/Field of specialization: Critical Care Nursing, Mental Health/Psychiatric Nursing

Department of Medical Engineering

Lecturer Grade 12 2 Positions KyU/AC/159/07/2021

Tutorial Fellow Grade 11 2 Positions KyU/AC/160/07/2021

Area/Field of specialization: Medical Engineering

SCHOOL OF PURE & APPLIED SCIENCES

Department of Mathematics

Senior Lecturer Grade 13 2 Positions KyU/AC/161/07/2021

Lecturer Grade 12 4 Positions KyU/AC/162/07/2021

Tutorial Fellow Grade 11 2 Positions KyU/AC/163/07/2021

Area/Field of specialization: Pure Mathematics/ Applied Mathematics/ Financial Mathematics

Department of Computing & Information Technology

Senior Lecturer Grade 13 2 Positions KyU/AC/164/07/2021

Lecturer	Grade 12	4 Positions	KyU/AC/165/07/2021
Tutorial Fellow	Grade 11	2 Positions	KyU/AC/166/07/2021

Area of Specialization: Information Technology/Computer Science

SCHOOL OF BUSINESS AND EDUCATION

Department of Education

Lecturer	Grade 12	9 Positions	KyU/AC/167/07/2021
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Area /Field of specialization: History, Geography, Literature, English, Kiswahili, CRE, Economics of Education & Planning, Education Media Communication and Technology

Tutorial Fellow	Grade 11	5 Positions	KyU/AC/168/07/2021
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Area/Field of specialization: Geography, Literature, English, Kiswahili, Education Psychology

Department of Business Studies

Lecturer	Grade 12	5 Positions	KyU/AC/169/07/2021
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Area of specialization: Procurement & Supplies Management, Economics, International Business Management

SCHOOL OF HOSPITALITY & TEXTILE TECHNOLOGY

Lecturer	Grade 12	2 Positions	KyU/AC/170/07/2021
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Area of specialization: Fashion design, Interior design

Tutorial Fellow	Grade 11	2 Positions	KyU/AC/171/07/2021
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Area of specialization: Interior design

NON ACADEMIC POSITIONS

Clinical Instructor (Nursing)	Grade 10	1 Position	KyU/NT/068/07/2021
Student Counsellor	Grade 10	1 Position	KyU/NT/069/07/2021
Maintenance Officer	Grade 9	1 Position	KyU/NT/070/07/2021
Administrative Assistant	Grade 8	3 Positions	KyU/NT/071/07/2021
Records Clerk	Grade 5	1 Position	KyU/NT/072/07/2021
Technician (Medical Engineering)	Grade 5	1 Position	KyU/NT/073/07/2021
ICT Technician	Grade 5	1 Position	KyU/NT/074/07/2021
Technician (Biology)	Grade 5	1 Position	KyU/NT/075/07/2021
Technician (Physics)	Grade 5	1 Position	KyU/NT/076/07/2021
Electrician	Grade 5	1 Position	KyU/NT/077/07/2021
Clerk Typist	Grade 3	1 Position	KyU/NT/078/07/2021
Farm Attendant(Re-advertisement)	Grade 3	1 Position	KyU/NT/079/07/2021

REQUIREMENTS

1. SENIOR LECTURER GRADE 13

Duties and Responsibilities:

The responsibilities of a Senior Lecturer shall include but not limited to:

- Teaching and evaluation of undergraduate and postgraduate students
- Setting, moderating, administering, processing and marking examinations
- Academic advising and mentoring of undergraduate and postgraduate students
- Participate in professional and community services
- Initiating linkages and resource mobilization
- Initiating, promoting and conducting research.

- g) Developing teaching and learning materials
- h) Supervising undergraduate and postgraduate's students in research activities.
- i) Participating in preparation of Department and Faculty development plans.
- j) Attending and participating in seminars, workshops, conferences in relevant fields.
- k) Participating in planning, development, implementation and evaluation of curricula in the Department.
- l) Attending and participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- m) Undertaking administrative duties and other responsibilities as may be assigned from time to time.

Requirements:

- An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant field from an accredited and recognized university;
- At least three (3) years teaching experience at the University Level as a Lecturer or six (6) years research/industry experience
- A minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) should be from refereed scholarly journals;
- Supervised at least three (3) post graduate students to completion as a lecturer or equivalent;
- Registered with the relevant professional body (where applicable)

2. LECTURER

GRADE 12

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.
- f) Developing research proposals for funding.
- g) Participate in meetings and conferences related to research and building inter-disciplinary collaboration within and outside the department.
- h) Participating in preparation of Department and Faculty strategic plans.
- i) Organizing and supervising educational activities for undergraduate and postgraduate students.
- j) Attending and participating in seminars, workshops, conferences etc, in relevant fields.
- k) Participating in administrative, academic and consultancy activities in the Department and other organizations.
- l) Participating in planning, development, implementation and evaluation of curricula in the Department.
- m) Attending and participating in the Departmental meeting and other activities for effective and efficient management of the Department and Faculty.
- n) Undertaking administrative duties and other responsibilities as may be assigned from time to time.

Requirements;

- An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university; and be registered or registerable with the relevant professional body (where applicable).

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

3. TUTORIAL FELLOW

GRADE 11

Duties and Responsibilities:

- Teaching, evaluation and mentoring undergraduate students.
- Setting, administering and marking examinations.
- Developing teaching and learning materials.
- Participating in preparation of Department and Faculty development plans.
- Organizing and supervising educational activities for undergraduate students.
- Attending and participating in seminars, workshops and conferences in relevant fields.
- Participating in administrative, academic and consultancy activities in the Department and other organizations.
- Participating in planning, development, implementation and evaluation of curricula in the Department.
- 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).

4. CLINICAL INSTRUCTOR (NURSING)

GRADE 10

Duties and Responsibilities

- Provide support in teaching by preparing workshop practicals in liaison with Lecturers
- Development and review of Workshop practical manuals
- Guide and supervise students during experiments/practicals
- Developing, implementing, enforcing, reviewing hospital safety measures and guidelines.
- Provide mentoring and coaching to students both during and outside the formal evaluation and instruction arenas.
- ISO Matters- Implementing workshop QMS
- Develop, maintain and implement equipment, maintenance, calibration schedule and to always ensure workshop equipment & Manikins are in good working conditions
- Participate in community outreach programs.
- Practical/attachment supervision; coordinating student rotations or site visits and helping students understand their duties in different attachment settings.
- Student Evaluation; conduct formal student performance evaluations, as well as occasionally providing informal feedback.
- Perform any other duty assigned by the C.o.D and or Dean

Requirements;

- Have a Bachelor of Science in Nursing from a recognized Institution.
- Have at least three years' relevant work experience.
- Knowledge of Information Communication Technology
- Must be registered with the Nursing Council of Kenya.
- Must have a valid practicing license from the Nursing Council of Kenya.

5. STUDENT COUNSELLOR**GRADE 10****Duties and Responsibilities**

- a) Provide individual and group counselling services at the University.
- b) Coordinate activities of the Peer Counselors' in the University.
- c) Organize student orientation exercises to familiarize them with various services at the University.
- d) Participate in organizing sensitization and motivational fora for students in relevant psycho-educative topics as need arises in consultation with Senior Counsellor.
- e) Refer students who require further assistance for management by relevant specialists
- f) Keep accurate records of counselling sessions with the students.
- g) Perform any other duty that may be assigned by the immediate Supervisor

Requirements:

- Bachelors' degree in Counselling Psychology, Psychology(Counselling), Education Psychology (Guidance and Counselling) or any equivalent qualification from a recognized institution. A Masters' degree in relevant field from a recognized institution will be an added advantage.
- Membership of a counselling professional body recognized by Counsellors and Psychologists Board.
- Valid practicing license issued by Counsellors' and Psychologists' Board.
- Certificate in computer applications from a recognized institution.
- At least three (3) years' work experience as a professional counsellor in an education institution.

6. MAINTENANCE OFFICER**GRADE 9****Duties and Responsibilities**

- a) Maintenance of physical facilities, housekeeping and ground maintenance
- b) Preparation of Architectural and structural drawings
- c) Preparation of cost estimates related to maintenance and construction of new buildings.
- d) Site measurements for valuation of projects
- e) Co-ordinate Artisans work as assigned
- f) Ensuring that materials are utilized well to avoid loss.
- g) Conducting routine maintenance surveillance.
- h) Collaborating and giving input for implementation of maintenance schedule for physical facilities.
- i) Ensure delivery of quality services and workmanship by contractors and consultants
- j) Perform any other duty as may be assigned by the immediate supervisor

Requirements

- Bachelors' Degree in Civil Engineering/ Quantity Surveying/ Architecture from a recognized Institution
- At least three (3) years' work experience in a large organization
- Registration with the relevant professional body
- Demonstrate knowledge of relevant computer based applications such as AutoCAD

7. ADMINISTRATIVE ASSISTANT (SCHOOLS) 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

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.

8. ADMINISTRATIVE ASSISTANT (EXAMINATION SECTION) GRADE 8

Duties and Responsibilities

- a) Ensure safe custody of examination documents and records.
- b) Receive pass lists from academic departments. This shall include scanning and filing copies in safe custody.
- c) Photocopying, collating, packaging and dispatch of University examinations.
- d) Processing examination results, registration of supplementary examinations and registration of repeat units.
- e) Secretariat to Senate and Deans Board of Examiners, Student disciplinary committee and Graduation committee.
- f) Schedule teaching venues in the system and generate an overall University teaching timetable.
- g) Ensure transcripts are generated on time.
- h) Prepare examination office procurement plan and budget for a financial year in consultation with the Examination Office.
- i) Processes store requisition and purchase requisition of office items.
- j) Perform any other duty assigned from time to time by the supervisors.

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

9. RECORDS CLERK GRADE 5

Duties and Responsibilities

- a) Sorting, filing and dispatching letters for efficient communication.
- b) Maintaining an efficient file system for easy retrieval of documents.
- c) Find, retrieve and make copies of information from Students' files in response to requests and deliver information to authorized users.

- d) Open files for the new students and folio them
- e) Manage office files and ensure confidentiality on the same
- f) Receive and deliver mail in the office
- g) File correspondence in the student files
- h) Assist in updating electronic student records
- i) Assist in the management of the Academic Registry
- j) Assist in the control and tracking the movement of files and documents within the academic registry.
- k) Assist in managing students' activities and records

Requirements

- KCSE Certificate with a minimum grade of C- (minus)
- Diploma in Records Management or relevant qualification
- Be Computer literate
- Have at least three years past work experience

10. TECHNICIAN (MEDICAL ENGINEERING) GRADE 5

Duties and Responsibilities

- a) Provide support in teaching by preparing workshop practicals in liaison with Lecturers
- b) Development and review of Workshop practical manuals
- c) Guide and supervise experiments/ practicals
- d) Developing, implementing, enforcing, reviewing Laboratory safety measures and guidelines.
- e) Provide mentoring and coaching to students both during and outside the formal evaluation and instruction arenas.
- f) ISO Matters- Implementing workshop QMS
- g) Advising the School and the University on new developments in medical engineering attachment placement
- h) Develop, maintain and implement equipment, maintenance, calibration schedule and to always ensure workshop equipment are in good working conditions
- i) Initiate, promote and participate in research projects
- j) Practical/attachment supervision; coordinating student rotations or site visits and helping students understand their duties in different attachment settings.
- k) Student Evaluation; conduct formal student performance evaluations, as well as occasionally providing informal feedback.
- l) Perform any other duty assigned by the C.o.D and or Dean

Requirements;

- Diploma in Medical Engineering from a recognized institution
- Applicants with Diploma in Electrical Engineering will have an added advantage
- At least three (3) years' relevant work experience
- Registered with relevant professional body

11. TECHNICIAN (I.C.T) GRADE 5

Duties and Responsibilities

- a) Open computer laboratories for students and lecturers during class sessions and ensure the laboratories are closed after normal working hours for safety purposes
- b) Conduct preventive maintenance by ensuring computers are cleaned by blowing dust for optimal functionality.

- c) Develop and maintain an ICT asset register for the computer laboratories for accountability purposes.
- d) Install and configure software and hardware for new computers to make them ready for use.
- e) Provide support to students and staff during practical sessions for ease of training and understanding.

Requirements:

- K.C.S.E C- (Minus) and above.
- Diploma in Computer Science /Information Technology or its equivalent from a recognized institution.
- Cisco or A+ Certification will be an added advantage
- Three (3) years working experience in a relevant field

12. TECHNICIAN (BIOLOGY)

GRADE 5

Duties and Responsibilities

- a) Supervising and assisting students in the laboratory,
- b) Collection and preparation of teaching and learning/research materials,
- c) Preparation of tools, equipment and machines for use in practical by the students and teaching staff.
- d) Obtaining and setting of equipment for practical and demonstrations;
- e) Ensuring safe keeping and general housekeeping of laboratory
- f) Maintaining laboratory safety and proper disposal of laboratory waste.
- g) Maintain of laboratory inventory
- h) Assist teaching staff and students in carrying out various teaching and research projects in the laboratory.

Requirements;

- KCSE C- (Plus) and above.
- Diploma in Biology or its equivalent from a recognized institution
- At least three (3) years relevant work experience
- Show proven ability in assembly of basic scientific equipment and equipment maintenance.
- Knowledge in Information Communication Technology
- First Aid and Occupational Health and Safety Training.

13. TECHNICIAN (PHYSICS)

GRADE 5

Duties and Responsibilities

- a) Supervising and assisting students in the laboratory,
- b) Collection and preparation of teaching and learning/research materials,
- c) Preparation of tools, equipment and machines for use in practical by the students and teaching staff.
- d) Obtaining and setting of equipment for practical and demonstrations;
- e) Ensuring safe keeping and general housekeeping of laboratory
- f) Maintaining laboratory safety and proper disposal of laboratory waste.
- g) Maintain of laboratory inventory
- h) Assist teaching staff and students in carrying out various teaching and research projects in the laboratory.

Requirements;

- KCSE C- (Plus) and above.
- Diploma in Physics or its equivalent from a recognized institution
- At least three (3) years relevant work experience
- Show proven ability in assembly of basic scientific equipment and equipment maintenance.

- Knowledge in Information Communication Technology
- First Aid and Occupational Health and Safety Training.

14. ELECTRICIAN

GRADE 5

Duties and Responsibilities

- Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances apparatus and fixtures.
- Diagnose malfunctioning systems, apparatus and components.
- Inspect electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair.
- Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, to ensure compatibility and safety of system.
- Respond to all electrical emergencies in the University.

Requirements

- KCSE C-(Minus)
- Diploma in Electrical Engineering from a recognized Institution.
- At least three (3) years working experience in Public sector or University set up

15. CLERK TYPIST (EXAMINATION SECTION)

GRADE 3

Duties and Responsibilities

- Typesetting University Examinations.
- Gather and organize office typing materials.
- Compile reports when required.
- Taking minutes of scheduled meetings as well as taking notes and creating detailed texts.
- Manage physical and digital document filing systems.
- Scan and print documents as needed.
- Create spreadsheets and presentations, combining various data from existing files.
- Assist with a variety of clerical duties

Requirements

- KCSE Certificate Mean Grade C- with at least C- in English
- Typewriting I (30 w.p.m.)/ Computerized Document Processing I
- Office Practice I
- Business English I / Communication I
- Proficiency in computer application programs.

16. FARM ATTENDANT

GRADE 3

Duties and Responsibilities

- Carry out weeding, land preparation, attending to nurseries and transplanting in the tea farm to prevent nutrient competition of the desired crop and weeds hence less use of inputs.
- Carry out proper tea pruning to ensure maximum production of yields and maintain required canopy to avoid build-up of pests and diseases
- Apply fertilizers and agrochemicals on the required portions of the tea farm to meet the plant nutrient requirement.
- Prepare land through tillage to ensure timely replanting of dry tea bushes

- e) Undertake crop husbandry through attending to nurseries, planting, weeding, trimming of foot paths, application of fertilizers and spraying of crops to ensure that crops thrive for optimal crop growth and high yields.
- f) Tea leaf collection and weighing duties at the tea buying centre.

Requirements

- Have KCSE certificate D plain and above.
- Must possess Certificate in Agriculture or equivalent course undertaken for at least six (6) months.
- Be medically fit, able to work in upper tea zone.
- Experience in Tea husbandry practices of not less than 3 years.
- Able to work for long hours with minimum supervision.

Terms and conditions of service

- Successful candidates will be offered a competitive remuneration package.
- Employment will be on Permanent and Pensionable terms except for Tutorial Fellows.
- Those with degrees from foreign universities should attach certificates of equation and recognition of qualifications from Kenya National Qualifications Authority.
- Applicants must meet requirements of Chapter Six of the Kenya Constitution, 2010

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 **9th August, 2021**.

**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.

