



KENYATTA UNIVERSITY

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION)

VACANCIES

Kenya University wishes to invite qualified and dedicated applicants to fill the following vacant positions.

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL COMMUNICATION & TECHNOLOGY - MOMBASA & KITUI CAMPUSES

Department of Educational Communication & Technology wishes to recruit Lecturers in the following areas: - English, Literature, Kiswahili, CRE, History, Geography, Mathematics, Business Studies

Lecturer (Re-Advertisement)

- Applicants must be holders of a PhD degree in the relevant area from a recognized university or have successfully defended PhD thesis. In addition the applicants must have:
- Presented at least three (3) seminar papers or two (2) publications in refereed journals or a university level book by a reputable publisher.
 - Full time university teaching experience as tutorial fellow or assistant lecturer for at least three (3) years

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF GEOGRAPHY

Senior Technician - Grade E/F

- Applicants must be holders of B.Sc. Degree in GIS and remote sensing from a recognized university. In addition, applicants must have:
- At least three (3) years relevant working experience.
 - Good knowledge of national forest/forest statistics, demography and associated data collection processes
 - Good knowledge of digital image processing/land cover classification
 - Advanced technical skills in database management
 - Good insight into relevant environmental forest/forestry topics of relevance to the Kenyan environment
 - Hands-on experience with hardware and software related to GIS and remote sensing

The successful candidate will have demonstrated ability to integrate various remote sensing and GIS application software packages to solve user requirements. Also will be able to interpret remote sensing data and use GIS equipment operation digitizing and drafting and be ready to assist students use the GIS equipment.

Candidates with Higher National Diploma in the relevant field will also be considered.

SCHOOL OF ENGINEERING & TECHNOLOGY -MOMBASA CAMPUS

DEPARTMENT OF INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Lecturer

- Applicants must be holders of a PhD degree in Communication Engineering, Electronics Engineering, Computer Science, Computer Engineering, Software Engineering or related discipline from a recognized university or have successfully defended PhD thesis. In addition the applicant must:
- Have presented at least three (3) seminar papers or has two (2) publications in refereed journals or a university level book by a reputable publisher.
 - Have full time university teaching experience as tutorial fellow or assistant lecturer for at least three (3) years.

Technician - Grade A/B

- Applicants must be holders of KCE Div. III/KCSE Mean Grade C (Plain) and above. They must have minimum professional qualification of Ordinary Diploma in ICT related field from a recognized institution. In addition they must have:
- At least three (3) years relevant working experience in a busy Teaching or Research Laboratory.
 - Proven knowledge in repair and maintenance of ICT equipment

The successful candidate will be responsible in the Computer Laboratory at the campus

SCHOOL OF ENVIRONMENTAL STUDIES

DEPARTMENT OF ENVIRONMENTAL STUDIES AND COMMUNITY DEVELOPMENT

The department wishes to recruit staff to fill the vacant positions in the following areas:

- Statistics and Research Methods
- Environmental Governance, Law and Policy
- Environmental Economics and Natural resources Management
- Population, Human Settlement and environmental Health

Lecturer

- Applicants must be holders of a PhD degree in the relevant area from a recognized university or have successfully defended PhD thesis. In addition the applicants must:
- Have presented at least three (3) seminar papers or has two (2) publications in refereed journals.
 - Must have full time university teaching experience as tutorial fellow or assistant lecturer for at least three (3) years

DEAN OF STUDENTS

DEPARTMENT OF SPORTS AND GAMES

Senior Games Tutor: Grade 13 (Re-Advertisement)

- Applicants must be holders of a Master's Degree in sports related field. In addition, applicants must:
- Have at least five (5) years of administrative experience as a Games Tutor preferably in Institution of higher learning
 - Possess a postgraduate Diploma in Sports from a recognized institution
 - Be able to facilitate a sports related course leading to an award of a certificate
 - Show ability to coach a team sport/athletics at a regional (East Africa) Championship level.
 - Show evidence to demonstrate – and have vast knowledge in other disciplines
 - Show ability to organize and manage Inter-varsities competitions at the regional level.

Possession of PhD will be an added advantage.

Games Tutor: Grade 12 (Re-Advertisement)

- Applicants must be holders of a Masters' degree in sports related field. In addition, applicants must:
- Have at least five (5) years experience as an assistant Games tutor at an institution of higher learning
 - Show ability to coach a team at National level championship
 - Be able to facilitate a coaching course in a particular sport

Evidence of acting in an administrative position in Sports Department in an institution of higher learning and registration for PhD will be an added advantage

Assistant Games Tutor: Grade 11 (Re-Advertisement)

- Applicants must possess a Bachelor's degree from a recognized university. In addition, applicants must:
- Have at least three (3) years experience in sports administration in a school, college or sports organization
 - Show ability to coach and or officiate a major sport
 - Show ability to prepare and implement training programmes for the University teams.

SCHOOL OF HEALTH SCIENCES & SCHOOL OF PURE A & APPLIED SCIENCES

Procurement Assistant – Grade A/B

- Applicants must be holders of KCE Division III or KCSE mean Grade C and above. They must have a Diploma in Supplies Management or equivalent professional qualification from a recognized institution. In addition, applicants must have at least three (3) years relevant working experience in procurement for a busy Science laboratory and be computer literate.

Training in the area of Applied Sciences will be an added advantage.

DEPUTY VICE-CHANCELLOR (ADMINISTRATION) DIVISION

CITY CAMPUS

The following Vacancies are available at the University's City Campus.

Secretary - Grade A/B

- Applicants must be holders of KCE Division III or KCSE mean Grade C (Plain) and above. They must have credit in English or Grade C and above. In addition the applicants must have a Diploma in secretarial duties
- Evidence of Computer literacy

- At least three (3) years relevant working experience in a busy organization

Receptionist Grade III/IV

Applicants must be holders of KCE Division IV or KCSE mean Grade D+ and above. They must also have a certificate in front office operation/reception or equivalent certificate from a reputable institution In addition they must have:

- At least three (3) years experience in a busy office environment.
- Evidence of computer literacy.

Knowledge of a foreign language will be an added advantage.

Administrative Assistant Grade C/D

Applicants must be holders of a University degree in Social Sciences/Public Administration. Candidates with any other degree from a recognized University and a post-graduate Diploma in Public Administration/Management or CPS will also be considered.

In addition they must:

- Have at least three (3) years relevant experience in administration preferable at an institution of higher learning.
- Show proof of computer literacy.

Caretaker - GRADE III/IV

- Applicants must be holders of KCE Division IV or KCSE mean Grade D+ and above. In addition the applicant should have:
- Discharge certificate from Armed forces or Security firms indicating rank of Constable or its equivalent.
 - Relevant working experience of at least three (3) years.
 - Valid certificate of Good Conduct

Cateress/Caterer – Grade A/B

Applicants must be holders of KCE Division III or KCSE mean Grade C (Plain) and above. They must also have professional qualification of Ordinary Diploma in Institutional Management, Food and Beverage Production and Service or equivalent qualification from a recognized institution. In addition, they must have at least three (3) years relevant work experience in a busy hospitality environment and be computer literate.

Technician - Grade A/B

- Applicants must be holders of KCE Div. III/KCSE Mean Grade C (Plain) and above. They must have minimum professional qualification of Ordinary Diploma in ICT related field from a recognized institution. In addition they must have:
- At least three (3) years relevant working experience in a busy Teaching or Research Laboratory.
 - Proven knowledge in repair and maintenance of ICT equipment

The successful candidate will be responsible in the Computer Laboratory at the campus

Messenger Grade III/IV

Applicants must be holders of K.C.E Div IV or KCSE D+ and above. They must have not less than five (5) years relevant working experience be a computer literate.

Candidates

Those who have a certificate in machine operation or equivalent will have an added advantage.

Plumber - Grade III/IV

Applicants must be holders of KCE Division IV or KCSE mean Grade D+ and above. They must be in possession of Government Trade Test (GTT) Grade II or Craft Certificate Grade II in the relevant area. In addition they must have a minimum of five (5) years practical working experience in a large establishment.

Electrician - Grade III/IV

Applicants must be holders of KCE Division IV or KCSE mean Grade D+ and above. They must be in possession of Government Trade Test (GTT) Grade II or Craft Certificate Grade II in the relevant area. In addition they must have a minimum of five (5) years practical working experience in a large establishment.

Public Relations Officer - Grade 11

- Applicants must be holders of a Master's degree in Public Relations or Mass Communication or equivalent qualification from a recognized university. In addition they must:
- Have at least three (3) years relevant work experience in a large organization preferably in an institution of higher learning.
 - Demonstrate administrative and professional

competence in the area of Public Relations.

- Be conversant with relevant aspects of Information Technology.

Duties will include but not limited to:

- Initiating and developing appropriate public relations strategies.
- Preparing publication materials and maintenance of media database.
- Initiating and developing linkages with stakeholders and keeping record of the stakeholders.
- Building and maintaining strong and credible institutional image
- Organizing protocol and media events and briefings.

Holders of a Bachelors degree with at least five (5) years relevant experience will also be considered.

BUSINESS & STUDENT CENTRE

The following Vacancies are available at the University's Business and Student Centre located at the main Campus.

Caretaker - GRADE III/IV

- Applicants must be holders of KCE Division IV or KCSE mean Grade D+ and above. In addition the applicant should have:
- Discharge certificate from Armed forces or Security firms indicating rank of Constable or its equivalent.
 - Relevant working experience of at least three (3) years.
 - Valid certificate of Good Conduct

Catering Manager – Grade E/F

Applicants must be holders of a Bachelor's degree in Hospitality and Tourism Management, Hotel Management or equivalent qualification from a recognized institution.

In addition they must be computer literate and have at least three (3) years relevant working experience in a busy Hotel environment. Those with Advanced Diploma in the relevant field may also be considered on condition that they have at least five (5) years relevant working experience.

The successfully applicant will be responsible for the management of food and beverage production and service.

Pastry Cook – Grade A/B

Applicants must be holders of KCSE Div III/KCSE mean Grade C (Plain) and above. They must have minimum professional qualification of Diploma in food and Beverage Production/Processing or equivalent qualification from a recognized institution.

In addition they must have at least three (3) years relevant working experience as Pastry Cook in a busy hotel environment.

Assistant Cook – Grade II/IV

Applicants must be holders of KCSE Div IV/KCSE mean Grade D+ and above. They must have minimum professional qualification of a Certificate in Food and Beverage Production/Processing or equivalent qualification from a recognized institution.

In addition they must have at least three (3) years relevant working experience as a Cook in a busy hotel environment.

TERMS OF SERVICE:

Terms of service for teaching posts of lecturers and above and posts under Sports and Games include membership to a pension scheme, a generous medical scheme, housing allowance and commuting allowance. Other posts will be on performance based two (2) year renewable contract plus gratuity at the end of the contract, a generous medical scheme, housing allowance and commuting allowance.

Applications giving full details of educational and professional qualifications, work experience, present post and salary, applicant's telephone number and E-mail address and enclosing copies of certificates and testimonials and giving the names and addresses of three referees who are knowledgeable about the applicant's competence and area of specialization. Applicants should request their referees to write immediately and directly to the undersigned.

The applications and letters from the referees should reach the undersigned not later than **Wednesday 17th February 2010**

Deputy Vice-Chancellor (Administration)
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