



## 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

Senior Lecturer      Grade 13      1 position      KyU/AC/186/04/2024

Area/ Field of specialization: **Technical Education in Mechanical Engineering/ Electricals & Electronics/Building & Construction**

##### SCHOOL OF HEALTH SCIENCES

###### Department of Clinical Medicine

Lecturer      Grade 12      2 positions      KyU/AC/187/04/2024

Area/ Field of specialization: **Anatomy, Pediatrics & Child Health**

###### Department of Nursing

Lecturer:      Grade 12      1 position      KyU/AC/188/04/2024

Area /Field of specialization: **Midwifery**

#### NON-ACADEMIC POSITIONS

**Legal Assistant III      Grade 8      1 Position      KyU/NT/096/04/2024**

#### REQUIREMENTS

##### 1. SENIOR LECTURER

**GRADE 13**

###### Duties and Responsibilities:

- 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

- e) Initiating linkages and resource mobilization
- f) 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 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 forty (40) publication points as a Lecturer or equivalent, of which at least fifteen (15) 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 industry; and
- A minimum of twenty-four (24) publication points, of which at least ten (10) should be from refereed journal papers; and
- Registered with the relevant professional body (where applicable).

**3. LEGAL ASSISTANT III****GRADE 8****Duties and Responsibilities:**

- a) Drafting of legal documents and handling cases involving the University in liaison with University external lawyers
- b) Handle and advise on all legal matters for the University
- c) Preparation of agreements and /or contracts for approval by relevant parties
- d) Gathering of evidence, facts and exchange of the same with University lawyers
- e) Attending of court and briefing the University authorities on the development of cases
- f) Writing reports and memoranda
- g) Ensuring that the University adheres to the Laid down procedures and regulations in employee matters, disciplinary measures and any other matter which has legal implications.
- h) Guide and assist in the review and interpretation of University Statutes.
- i) Performing any other duties as may be assigned from time to time.

**Requirements;**

- Bachelor's degree in Law from recognized institution
- Postgraduate Diploma in Legal Studies from the Kenya School of Law
- Advocate of the High Court of Kenya
- Valid Practicing Licence
- Computer proficiency
- Minimum of three (3) years legal practice

**Terms and conditions of service**

- Successful candidates will be offered a competitive remuneration package.
- Employment will be on Permanent and Pensionable terms.
- 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 **10<sup>th</sup> May, 2024**.

**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.*

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***KyU is ISO 9001:2015 certified***

***Kirinyaga University is Zero Tolerant to Corruption.***

