KENYA METHODIST UNIVERSITY

VACANCIES

Kenya Methodist University (KeMU) is a chartered private University sponsored by the Methodist Church in Kenya. The University has it’s main campus situated in the outskirts of Meru town with campuses at Nairobi and Mombasa. We would wish to invite qualified applicants for the following positions:

### ADMINISTRATIVE POSITIONS

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Ref.</th>
<th>Department/Directorate</th>
<th>Designation</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KeMU/APF/CFO/1/1/2020</td>
<td>Finance</td>
<td>Chief Finance Officer</td>
<td>MU 14</td>
</tr>
<tr>
<td>2</td>
<td>KeMU/ASA/DoS/1/1/2020</td>
<td>Student welfare</td>
<td>Dean of students</td>
<td>MU 14</td>
</tr>
<tr>
<td>3</td>
<td>KeMU/VC/DUAM/1/1/2020</td>
<td>University Advancement &amp; Marketing</td>
<td>Director</td>
<td>MU 13</td>
</tr>
<tr>
<td>4</td>
<td>KeMU/ADM/ RGAP/1/1/2020</td>
<td>Administration</td>
<td>Senior Assistant Registrar Administration</td>
<td>MU 12</td>
</tr>
<tr>
<td>5</td>
<td>KeMU/HR/HRO/1/1/2020</td>
<td>Human Resource</td>
<td>Human Resource Officer</td>
<td>MU 10</td>
</tr>
<tr>
<td>6</td>
<td>KeMU/IAT/ AAS/1/1/2020</td>
<td>Audit</td>
<td>Audit Assistant</td>
<td>MU 9</td>
</tr>
</tbody>
</table>

### ACADEMIC POSITIONS

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Ref.</th>
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<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KeMU/AA/ED/1/1/2020</td>
<td>Education</td>
<td>Senior Lecturer</td>
<td>MU 12</td>
</tr>
<tr>
<td>2</td>
<td>KeMU/AA/CJ/1/1/2020</td>
<td>Journalism</td>
<td>Senior Lecturer</td>
<td>MU 12</td>
</tr>
<tr>
<td>3</td>
<td>KeMU/AA/IS/1/1/2020</td>
<td>Information science</td>
<td>Senior Lecturer</td>
<td>MU 12</td>
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<td>4</td>
<td>KeMU/AA/HT/1/1/2020</td>
<td>Hospitality</td>
<td>Senior Lecturer</td>
<td>MU 12</td>
</tr>
<tr>
<td>5</td>
<td>KeMU/AA/CJ/2/1/2020</td>
<td>Journalism</td>
<td>Lecturer</td>
<td>MU 11</td>
</tr>
<tr>
<td>6</td>
<td>KeMU/AA/IL/1/1/2020</td>
<td>International relations</td>
<td>Lecturer</td>
<td>MU 11</td>
</tr>
<tr>
<td>7</td>
<td>KeMU/AA/ED/2/1/2020</td>
<td>Education</td>
<td>Lecturer-English/literature</td>
<td>MU 11</td>
</tr>
</tbody>
</table>
I. **CHIEF FINANCE OFFICER:**  
KeMU/APF/CFO/1/1/2020

The Chief Finance Officer is responsible to the Deputy Vice-Chancellor (Administration, Planning & Finance) for prudent management of the University’s financial resources.

**Duties and Responsibilities:**

i) Ensure prudent management of financial resources of the institution;

ii) Design, monitor and supervise internal financial control measures and systems to safeguard the University’s resources

iii) Ensure development and adherence to financial policies, regulations and accounting principles

iv) Ensure preparation of financial reports for Management and Council

v) Oversee the preparation of institutional budget;

vi) Coordinate the activities of the department and ensure collaboration with the other departments.

vii) Liaise with internal and external auditors

viii) In charge of overall financial planning;

ix) Provide strategic direction for financial sustainability

x) Chief advisor on all financial matters

xi) Any other duty assigned from time to time

**Qualifications and Skills:**

Applicants should be Kenyan citizens with:-

i) A Master’s Degree in Accounting/Finance OR equivalent;

ii) Bachelor’s Degree with specialization in Accounting or Finance or Economics or equivalent, from a recognized University;

iii) Certified Public Accountant (CPA(K)) or its recognized equivalent;

iv) Must be a member of ICPAK with good standing;

v) At least Ten (10) years of work experience. Having served as a Deputy Chief Finance Officer or a comparable position in a University or an equivalently large organization shall be an added advantage.

vi) Good communication skills, self-driven and possess good interpersonal skills;

vii) Ability to manage staff and provide good leadership;
viii) They should demonstrate competence in Modern Integrated Financial Management Information Systems;
ix) The candidate should be fully compliant with the provisions of Chapter 6 of the Constitution of Kenya;

II. **DEAN OF STUDENTS: KeMU/ASA/DoS/1/1/2020**

The Dean of Students is responsible to the Deputy Vice-Chancellor (Academic and Students’ Affairs) for the smooth running and coordination of all students’ activities.

**Duties and Responsibilities**

i. Act as the link between the students and University administration;

ii. Liaise with other service departments that affect housing, health, sports and welfare of students including guidance, counseling and academic advisory;

iii. Advise the Student Governing Council (SGC) in matters concerning its functions and regulate expenditure of its finances;

iv. Manage University Students’ Organization elections and oversee a smooth transition from one outgoing SGC to a new one;

v. Handle internal and external student correspondence and provide secretarial assistance whenever possible;

vi. In conjunction with the students’ organization arrange various types of entertainment for students and coordinate all other cultural activities;

vii. Receive students’ disciplinary cases and process them in consultation with the Deputy Vice-Chancellor (Academic Affairs) for the Students’ Disciplinary Committee;

viii. Supervise and coordinate all students’ publication like newsletters and newspaper;

ix. Maintain a communication like (dialogue) between the University administration and the students through their organization;

x. Help in clearing students leaving the country to other countries in conjunction with the Ministry of Education;

xi. Plan, prepare and direct students’ welfare activities like funerals, weddings, parties or the celebrations;

xii. Keep in safe custody all KeMUSA equipment e.g. television, video machines, radios, projectors etc. and maintaining records for them;

xiii. Oversee the management of Students Centre facilities;

xiv. Coordinate activities of the Students Affair Division, Students Welfare Services Department, Guidance and Counseling Department, Religious activities and involving students and Chaplaincy. Games and sports Department and Wardenship
Department in all campuses;
xv. Liaise with other service department that may affect students’ welfare like health, catering and accommodation;
xvi. Liaise with general public rule on matters relating to students;
xvii. Enforce rules and regulations governing the conduct and discipline of the students of the University;
xviii. Undertake from time to time any other duties as may be assigned by the Deputy Vice-Chancellor (Academic and Student Affairs).

Academic / Professional Requirements
i. PhD in Education or Social Sciences from recognized University
ii. At least Five (5) years working experience with students. Having worked as a Deputy Dean of Students shall be an added advantage
iii. Mature with proven ability to make quick rational decisions.
iv. Proven ability in handling students’ affairs.
v. The candidate should be fully compliant with the provisions of Chapter 6 of the Constitution of Kenya.

III. **DIRECTOR, UNIVERSITY ADVANCEMENT & MARKETING**
KeMU/VC/DUAM/1/1/2020

Reporting to the Vice-Chancellor, the Director of University Advancement & Marketing is responsible for fundraising, alumni outreach, marketing, partnerships and collaborations.

Duties and responsibilities
i. Support the university in the implementation of the Strategic Plan in the key priority areas related to university advancement;
ii. Work with the Senior Management team in fundraising for university operations and development;
iii. Build and maintain strong strategic linkages with the industry, research organizations, foundations and development partners;
iv. Develop opportunities for exchange programmes for staff and students;
v. Spearhead marketing activities;
vi. Provide leadership, direction, and coordination to strengthen and expand the services provided by University Advancement Office;
vii. Spearhead the internationalization agenda of the University;
viii. Monitor and create database for university resource mobilization opportunities and position the university strategically;
ix. Strategically align available resources that best leverage the talent and tools necessary to reach resource mobilization goals;
x. Build, manage, and steward a strong relationships with the University alumni;
xii. Build strong collaborative partnerships and networks and maintain regular communications with all stakeholders;

**Qualifications and Skills**
i. Must be a PhD holder (preferably Marketing and Resource Mobilization) from a recognized institution;
ii. Must have at least three (3) years’ work experience in a recognized University or its equivalent, research institution or related organization;
iii. Experience in marketing and fundraising shall be added advantage
iv. Should have ability to lead, guide, coordinate and facilitate fundraising, marketing, outreach and collaboration activities;
v. Should demonstrate skills in organizing resources and establishing priorities;
vi. Should demonstrate ability to spearhead the internationalization of the university;
vii. Should have proven record of working with funders and partners;
viii. Should have experience in grant writing and evidence of funded projects and initiatives;
ix. Should have proven networking and collaborative ability;
x. The candidate should be fully compliant with the provisions of Chapter 6 of the Constitution of Kenya

iv) **SENIOR ASSISTANT REGISTRAR ADMINISTRATION ONE (1) POSITION (KeMU/ADM/RGAP/1/1/2020)**
Responsible to the Deputy Registrar for the overall and smooth running of various administrative Sections in operations department within the University.

**Job Description**
i. In-charge of the administration Section
ii. Responsible for implementation of departmental policies and procedures.
iii. Responsible for maintenance of buildings, infrastructure and installations as well as university fleet.
iv. Responsible for preparation of reports and administration budgets.
v. Responsible for timely production of minutes and follow-up for implementation.
vi. Responsible for effective and efficient management of staff in the section.
vii. Responsible for ensuring that the university complies with the requirements of Statutory agents and inspectorates, as well as certification of systems and equipment.

viii. Responsible for maintenance of hygiene and ambience of university premises.

ix. Any other duties assigned by immediate supervisor.

**Minimum Requirement**

For direct appointment to this grade an officer must have:-

i. A master’s Degree in Management or Administration from a recognized University with not less than eight (8) years’ work experience of which five (5) years’ experience at the level of Assistant Registrar or its equivalent

ii. CPS III and any other relevant diploma will be an added advantage

iii. Shown merit and administrative ability in work performance and results

iv. Strong organizational and interpersonal skills

v. Excellent IT skills with good knowledge of Microsoft Office suite

vi. Be willing to work on his/her own initiative with little supervision

vii. Be enthusiastic, pro-active and committed, and enjoy working in a small team

**HUMAN RESOURCE OFFICER: KeMU/HR/HRO/1/1/2020**

**Duties and responsibilities**

i. Assist in developing, updating and implementing Human resource policies and procedures.

ii. Provide HR advice in accordance with current legislation, University policies and procedures and best practice.

iii. Process documentation and preparation of reports relating to personnel activities such as staffing, recruitment, training, grievances and performance evaluations

iv. Track the performance management cycle, processes and ensure timely completion of performance appraisals

v. Processing of contract/resignation/termination/dismissal letters to employees

vi. Preparation and submission of ad hoc and regular reports

vii. Processing of data for administrative planning

viii. Assist in payroll preparation by providing relevant data

ix. Take minutes in human resource related committees in the university.

x. Provide front line support and advice on all people related issues, particularly discipline, grievance, performance and sickness.
Minimum Requirements

For appointment to this grade an officer must have:-

i. Bachelor’s degree in human resource management.
ii. Must be Certified Human Resource Profession 11 (CHRP 11)
iii. Post graduate diploma/degree in Human Resources Management will be an added advantage.
iv. Must be a member of the Institute of Human Resource Management (IHRM) in good standing.
v. Experience in a busy Human Resources Department for a minimum of 6 years.
vi. Computer literacy and efficiency in the use of Microsoft Office packages.
vii. Good administrative and coordination skills
viii. Ability to manage and sustain high cost center performance, compliance and performance Standards.

INTERNAL AUDIT ASSISTANT: KeMU/IAT/AAS/1/1/2020

The Internal Audit Assistant will assist to ensure the University resources are safeguarded and economically utilized by planning and completing financial audits; identifying inadequate, inefficient, or ineffective internal controls; recommending improvements.

Duties and Responsibilities

He/she will assist to:

• Plan financial audits by understanding University objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs.
• Assess compliance with relevant regulations and legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
• Assess risks and internal controls by identifying areas of non-compliance; evaluating manual and automated (ERP) financial processes; identifying process weaknesses and inefficiencies and operational issues.
• Verify assets and liabilities by comparing and analyzing items and collateral to documentation.
• Complete audit paper work by documenting audit tests and findings.
• Communicate audit progress and findings by providing information to management highlighting unresolved issues; reviewing working papers and preparing final audit reports.
• Improve governance by recommending changes in management monitoring, assessment, and motivational practices, in the internal control structure, and in operating processes; identifying root causes.
• Support external auditors by coordinating information requirements.
• Provide financial control information by collecting, analyzing, and summarizing data
  and trends.
• Contribute to team results by welcoming new and different work requirements;
  exploring new opportunities to add value to the University.

**Required skills and qualification**

• Bachelor’s degree in Finance or Accounting or its equivalent will be an added
  advantage
• CPA (K) / ACCA and a member of ICPAK.
• Training in risk and/or fraud management is highly preferable.
• At least 2 years audit experience preferably in institution of higher learning
• Strong business acumen and an ability to identify audit issues.
• Strong analytical skills, team player, ability to multi-task, flexible and can work under
  pressure.

**SENIOR LECTURER**

This is a supervisory grade and the appointee shall be expected to provide academic and
research leadership to members of lower cadres.

**Duties and Responsibilities**

The responsibilities of a Senior Lecturer are as follows:

i. Teaching and evaluation of undergraduate and postgraduate students
ii. Setting, moderating, administering, processing and marking examinations
iii. Academic advising and mentoring undergraduate and postgraduate students
iv. Articulating the Vision and Mission of the University and the Department
v. Initiating, planning and conducting research
vi. Developing teaching and learning materials.

vii. Supervising postgraduate’s students in research activities

viii. Organizing and supervising educational activities for students

ix. Participating in preparation of Department and Faculty development plans

x. Attending and participating in seminars, workshops, conferences in relevant fields

xi. Participating in planning, development, implementation and evaluation of
    curricula in the Department

xii. Attending and Participating in Departmental meetings and other activities for
     effective and efficient management of the Department and Faculty

xiii. Performing other duties and responsibilities as maybe assigned or delegated by
     Head of Department, Dean of Faculty or other Chief Officers of the University in
     accordance with the University Statutes.
Requirements:

i. Must have an earned Ph.D. degree or its equivalent in the relevant field from a recognized academic institution.

ii. Must have at least three (3) years of University teaching at the level of a full time Lecturer.

iii. Must have at least 32 publication points of which 24 should be from a three (3) articles in refereed journals since becoming a Lecturer. OR at least one (1) refereed book in candidate’s professional area published by recognized publishers, plus two (2) articles, OR at least (3) distinguished exhibition, performances or original creation, plus one (1) article in a refereed journal since becoming a lecturer.

iv. Should show evidence of supervision of postgraduate students.

v. Should have attended and contributed at learned conferences, seminars or workshops.

vi. Should have evidence of affiliation with recognized and relevant professional bodies.

vii. Should have evidence of contribution to University life through active participation in Departmental and Faculty activities and good quality teaching attendance of meetings, student academic advising and committee membership.

LECTURER

Duties and Responsibilities:

The responsibilities of a Lecturer are as follows:

i. Teaching and evaluation of undergraduate and postgraduate students

ii. Setting, moderating, administering, processing and marking examinations

iii. Academic advising and mentoring undergraduate and postgraduate students

iv. Articulating the Vision and Mission of the University, Department and the Faculty

v. Initiating, planning and conducting research

vi. Development of teaching and learning materials

vii. Supervising undergraduate and postgraduate students in research activities. Developing research proposals for funding

viii. Participate in meetings and conferences related to research and building interdisciplinary collaboration within and outside the department

ix. Participating in preparation of Department and Faculty strategic plans

x. Organizing and supervising educational activities for undergraduate and postgraduate students

xi. Attending and participating in seminars, workshops, conferences etc, in relevant fields
xii. Participating in administrative, academic and consultancy activities in Department and other organizations
xiii. Participating in planning, development, implementation and evaluation of curricula in the Department
xiv. Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty
xv. Performing any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of Faculty or other Chief Officer of the University in accordance with the University Statutes

Requirements:

i. Must have an earned Ph.D. degree in the relevant area or its equivalent from a recognized academic institution OR
ii. Must have a Masters degree from a recognized academic institution
iii. Must have at least three (3) years of teaching or research experience at University level after obtaining a Masters degree
iv. Must have at least 24 publication points of which 16 should be from two (2) publications in refereed journals or one (1) book or 2 (two) book chapters in relevant areas.

How to apply:

Interested applicants should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and other relevant testimonials. Applicants who will be invited for the interview will be required to bring the following:

i. Clearance certificate from;
   a) Kenya Revenue Authority;
   b) Higher Education Loans Board;
   c) Ethics and Anti-Corruption Commission;
   d) Credit Reference Bureau;

ii. Certificate of Good Conduct from Criminal Investigation Department;

iii. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant’s professional experience and general character one of whom must be the pastor of their local church.
Three (3) copies hard copies of the application dossier (Letter, CV, Certificates and Testimonials should be sent to:

The Vice Chancellor  
Kenya Methodist University  
P. O. Box 267 – 60200  
MERU, KENYA

An electronic copy of the application letter and CV in PDF format should be sent to:  
vice.chancellor@kemu.ac.ke

To be received on or before 31st January 2020. Only shortlisted candidates will be contacted.

All the positions above require individuals who are committed to Christian values and are of high ethical standards, integrity, and professionalism.

*KeMU is an Equal Opportunity Employer.*