



KENYA METHODIST UNIVERSITY

VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a globally competitive Christian University producing the next generation of professional and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We would wish to invite qualified applicants for the following positions:

S.N.	Ref.	Department	Designation	Positions	Grade
ACADEMIC POSITIONS					
1.	KeMU/ASA/UL/1/9/2025	Library	University Librarian	1	MU 15
2.	KeMU/ASA/IR/2/9/2025	International Relations	Lecturer	2	MU 12
3.	KeMU/ASA/HSM/3/9/2025	Health Systems Management	Lecturer	1	MU 12
4.	KeMU/ASA/NUR/4/9/2025	Nursing	Lecturer	2	MU 12
5.	KeMU/ASA/BMBS/5/9/2025	MBChB PROGRAM	Lecturers	10	MU 12
ADMINISTRATION POSITIONS					
6.	KeMU/ADM/IAR/1/9/2025	Internal Audit	Internal Audit Assistant	1	MU 10
7.	KeMU/ADM/ICT/2/9/2025	Information Communications Technology	Database Administrator	1	MU 10

ACADEMIC POSITIONS

1. UNIVERSITY LIBRARIAN KeMU/ASA/UL/1/9/2025- GRADE MU 15 (I) POSITION MAIN CAMPUS

The officer reports to Deputy Vice Chancellor – Academics and Student Affairs

Duties and Responsibilities for the University Librarian:-

- I. Advise the University Management Board and other university governing organs on matters pertaining to the library.
- II. Provide visionary leadership in the strategic planning, development, and management of library infrastructure to ensure alignment with institutional goals while fostering innovation, accessibility, and operational excellence.
- III. Formulate, review and implement library policies, regulations and procedures for smooth operations.
- IV. Prepare and implement library budget
- V. Oversee the acquisition of information resources to support teaching, learning and research activities in the university.
- VI. Coordinate the development and implementation of information literacy curriculum and user education to facilitate academic success and encourage lifelong learning.
- VII. Plan and coordinate staffing, staff development and professional growth, mentorship in the library for effective service delivery.
- VIII. Coordinate compliance with the Commission for University Education standards for library and adherence to other applicable requirements from regulatory bodies.
- IX. Liaise with faculties, schools and respective directorates to promote and support research in the university.
- X. Foster professional affiliations, collaborations and networks with library consortium other institutions and professional bodies for value added information services.
- XI. Secretariat to the Library Committee meetings.
- XII. Represent the library in the University Management Board (UMB), Senate and Deans Committee.
- XIII. Prepare and submit library reports for decision making.
- XIV. Monitoring and evaluating library services performance, identifying gaps and proposing remedial measures for improvement.
- XV. Plan and conduct library orientation for all new university employees and students from time to time to create awareness of the services offered.
- XVI. Hold exhibitions, conferences, seminars and workshops to harness growth of information and knowledge.
- XVII. Represents the Library in various committees and ad hoc groups internally; nationally, regionally and internationally as required from time to time.
- XVIII. Research in the line of information sciences and knowledge management to contribute towards the existing body of knowledge and further development of the career.

- XIX. Performing any other related duties and responsibilities as may be assigned or delegated by the Deputy Vice Chancellor Academics and students Affairs or other Chief Officer of the University in accordance with the University Statute

Minimum Requirements

For appointment to this position the ideal candidate MUST have: -

- I. Doctorate Degree in Library and Information Science from a recognized institution, in addition to Master's and Bachelor's degrees from recognized institutions.
- II. At least Fifteen (15) years of relevant work experience in a busy university library, three (3) of which as a Deputy University Librarian.
- III. Published at least three (3) relevant refereed publications since the last promotion.
- IV. Evidence of leadership and management training course
- V. Evidence of continuous professional development
- VI. Strong leadership and management skills
- VII. Proficiency in ICT skills
- VIII. Membership registration with a relevant professional body.

2. LECTURER, INTERNATIONAL RELATIONS KeMU/ASA/IR/2/9/2025 1 POSITION NAIROBI CAMPUS

Minimum Requirements:

- I. Must have an earned Ph.D. degree in International Relations or its equivalent from a recognized academic institution.
OR
 - a) Have a Master's degree in International Relations from a recognized academic institution
 - b) Have at least three (3) years of teaching or research experience at University level after obtaining a Master's degree
 - c) Have at least two (2) publications in refereed journals or one (1) university level book or 2 (two) book chapters in relevant areas.
 - d) Experience in supervising research and industrial attachment for undergraduate students.
- II. Strong proficiency in the use of LMS and digital instructional tools.
- III. Membership in professional bodies is desirable.
- IV. Excellent communication, mentorship, and teamwork skills.
- V. 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.

3. LECTURER HEALTH SYSTEMS MANAGEMENT: KeMU/ASA/HSM/3/9/2025 1 POSITION, NAIROBI CAMPUS

Minimum Requirements:

- i. Must have an earned Ph.D. degree in Health informatics, Health information Management, Biomedical informatics, public health informatics, computer Science (with specialization in Health informatics) or a closely related field from a recognized academic institution;

OR

- a) Have a Masters degree in Health informatics, Health information Management, Biomedical informatics, public health informatics, computer Science (with specialization in Health informatics) from a recognized academic institution
 - b) Have at least three (3) years of teaching or research experience at University level after obtaining a Master's degree
 - c) Must have at least two (2) publications in refereed journals or one (1) university level book or 2 (two) book chapters in relevant areas.
 - d) Experience supervising research and industrial attachment for undergraduate students.
- ii. Strong proficiency in the use of LMS and digital instructional tools.
 - iii. Membership in professional bodies is desirable.
 - iv. Excellent communication, mentorship, and teamwork skills.
 - v. 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.

4. LECTURER NURSING: KeMU/ASA/CJ/4/7/2025(3) POSITIONS, MAIN CAMPUS

Minimum Requirements:

- I. Must have an earned Ph.D. degree in Nursing (Midwifery, Critical care, oncology and Education) or its equivalent in the relevant field from a recognized academic institution.

OR

- a) Have a Master's degree Nursing (Midwifery, Critical care, oncology and Education) from a recognized academic institution
 - b) Have at least three (3) years of teaching or research experience at University level after obtaining a Master's degree
 - c) Have at least two (2) publications in refereed journals or one (1) university level book or 2 (two) book chapters in relevant areas.
 - d) Experience supervising research and Clinical Rotations for undergraduate students.
- II. Strong proficiency in the use of LMS and digital instructional tools.
 - III. Must be registered by the Nursing Council of Kenya
 - IV. Excellent communication, mentorship, and teamwork skills.
 - V. 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.

5. LECTURERS MBChB PROGRAM: KeMU/ASA/BMBS/5/9/2025; 10 POSITIONS, MAIN CAMPUS

The School of Medicine and Pharmacy requires lecturers with the following specializations: Anesthesiology, Ophthalmology, Orthopedic Surgery/trauma, ENT, Mental Health, Internal Medicine, Pathology, Surgery, Medical Physiology, Pediatrics and Child Health.

Minimum Requirements:

- i. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- ii. Must be a holder of Master of Medicine in either of the following: Anesthesiology, Ophthalmology, Orthopedic Surgery/trauma, ENT, Mental Health, Internal Medicine, Pathology, Surgery, Medical Physiology, Paediatrics and Child Health or equivalent
- iii. The holder must be duly registered by KMPDC (Kenya Medical Practitioners and Dentists Council) or the equivalent in the EAC countries and hold a retention certificate of the KMPDC.
- iv. Teaching experience in a medical school will be an added advantage.

DUTIES AND RESPONSIBILITIES FOR TEACHING POSITIONS:

1. Teaching and evaluation of undergraduate and postgraduate students;
2. Setting, moderating, administering, processing and marking examinations;
3. Academic advising and mentoring undergraduate and postgraduate students;
4. Articulating the Vision and Mission of the University, Department and the Faculty;
5. Initiating, planning and conducting research;
6. Development of teaching and learning materials;
7. Supervising undergraduate and postgraduate students in research activities. Developing research proposals for funding;
8. Participate in meetings and conferences related to research and building interdisciplinary collaboration within and outside the department;
9. Participating in preparation of Department and Faculty strategic plans;
10. Organizing and supervising educational activities for undergraduate and postgraduate students;
11. Attending and participating in seminars, workshops, conferences etc, in relevant fields;
12. Participating in administrative, academic and consultancy activities in Department and other organizations;
13. Participating in planning, development, implementation and evaluation of curricula in the Department;
14. Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty;

15. 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 Statute.

ADMINISTRATION POSITIONS

1. INTERNAL AUDIT ASSISTANT: KeMU/ADM/IAR/1/9/2025 ; (I) POSITION, MAIN CAMPUS

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

Duties and Responsibilities

The Internal Audit Assistant will:

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

Required qualifications and experience

- i. Bachelor's degree in Finance or Accounting or its equivalent
- ii. CPA (K) / ACCA and a member of ICPAK.
- iii. At least 2 years audit experience preferably in institution of higher learning

- iv. Strong business acumen and an ability to identify audit issues.
- v. Strong analytical skills, team player, ability to multi-task, flexibility and ability to work under pressure.
- vi. Training in risk and/or fraud management is highly preferable.
- vii. Experience in fraud/risk management is an added advantage.

2. DATABASE ADMINISTRATOR: KeMU/ADM/IICT/2/9/2025 ; (I) POSITION, MAIN CAMPUS

Reporting to the Director ICT

Duties and Responsibilities

- I. Database Administration and activities of all databases on different platforms like MsSql and Mysql,
- II. Database Performance Management.
- III. Developing, managing, testing back-up and recovery plans including archiving and recovery.
- IV. Database security implementation and version upgrade.
- V. Databases change & patch management.
- VI. Perform tests and evaluations regularly to ensure data security, privacy and integrity
- VII. Monitor database performance, implement changes and apply new patches and versions when required
- VIII. Maintaining and monitoring production (primary and secondary), test and development databases.
- IX. Providing support (assisting / guide, troubleshoot, resolve, coordinating) for database service availability issues and escalates externally / internally in case resolution is not possible at their level.
- X. Design / development and maintenance of MIS and dashboards for the consumption of various departments and management team.
- XI. Providing Level 2 (L2) support (assistance, troubleshooting, installation, configurations, guidance, escalations, and coordination) for all databases and data warehouse as well as escalating and following up unresolved issues.
- XII. Providing support to resolve issues as well as the status updating of the issues / requirements assigned / allocated on Call Logging/Tracking system;
- XIII. Executing ICT related business continuity plan (such as Backup testing, restoration and DR testing);
- XIV. Executing DR Fail over related activities in coordination with other relevant teams.
- XV. Create and Optimize complex query definitions that allow data to be extracted

Minimum Requirements

- I. Bachelor's degree in IT, Information Systems or Computer Science from a recognized institution.
- II. Proven experience as Database Administrator or relevant position
- III. At least 3 years relevant experience in handling Databases (SQL is a must) and Management Information Systems.
- IV. Ability to write reports and/or perform routine calculations with the competence to explain these verbally.
- V. Strong planning and organization skills;
- VI. Good communication and interpersonal skills.
- VII. Should demonstrate an understanding of the following platforms, databases, applications and utilities: UNIX / Linux / MS Windows Server, Programming Languages (any one of Java, C++, JavaScript, PL-SQL, XML) SQL, Oracle Web Technologies (J2EE, IIS, Apache)
- Viii. CISA Certification will be an added advantage

How to apply:

Interested candidates 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 any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address applications.sept25@kemu.ac.ke

And

2. Three hard copies marked as per the position should be sent to:

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

To be received on or before **16th October 2025**. Only shortlisted candidates will be contacted.

Successful candidates will be required to bring the following:

1. Tax Compliance Certificate from Kenya Revenue Authority;
2. Higher Education Loans Board;
3. Ethics and Anti-Corruption Commission;
4. Credit Reference Bureau;
5. Certificate of Good Conduct from Criminal Investigation Department;
6. 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.

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

KeMU is an Equal Opportunity Employer.