



Kenya Methodist University

P. O. Box 267-60200, Meru, Kenya. Tel: 064-3131279, Mob: 0724256162, Email: vice.chancellor@kemu.ac.ke, www.kemu.ac.ke

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.NO	REFERENCE NUMBER	DEPARTMENT	DESIGNATION	GRADE
ACADEMIC POSITIONS				
1.	KeMU/ASA/IT/1/8/2025	Information Technology	Lecturer	MU 12
2.	KeMU/ASA/IT/2/8/2025	Information Technology	Lecturer	MU 12
3.	KeMU/ASA/CJ/3/8/2025	Communication & Journalism	Senior Lecturer	MU 13
4.	KeMU/ASA/CJ/4/8/2025	Communication & Journalism	Lecturer	MU 12
ADMINISTRATIVE POSITIONS				
5.	KeMU/SW/ AGT/1/8/2025	Student Welfare	Assistant Games tutor	MU 10
6.	KeMU/ADM/STW/2/8/2025	Student Welfare	Janitor	MU 5
7.	KeMU/ADM/STW/3/8/2025	Student Welfare	Hostel Attendance	MU 4

ACADEMIC POSITIONS

1. LECTURER CYBERSECURITY AND ETHICAL HACKING: KeMU/ASA/IT/1/7/2025 ONE (1) POSITION AT NAIROBI CAMPUS

Minimum Requirements

- i. PhD in Cybersecurity, Information Technology, Computer Science, Software Engineering, or a closely related field from a recognized institution of higher learning
- ii. Master's degree in the above areas with at least five (5) years teaching experience at university level.
- iii. Demonstrated knowledge and hands-on experience in areas such as:
 - a) Ethical Hacking Tools (e.g., Metasploit, Burp Suite, Nmap)
 - b) Network Security
 - c) Cyber Laws and Governance
 - d) Machine Learning Applications in Cybersecurity
 - e) Cloud and IoT Security
- iv. Proficiency in using Learning Management Systems (LMS) and virtual teaching tools.
- v. Professional certifications (e.g., CEH, CISSP, CISA, CompTIA Security+, OSCP) will be an added advantage.
- vi. Membership in relevant professional bodies such as ISACA, IEEE, or ACM is preferred.
- vii. Evidence of publications in peer-reviewed journals will be an added advantage.

2. LECTURER, DATA SCIENCE & MACHINE LEARNING: KeMU/ASA/IT/2/7/2025 ONE (1) POSITION AT NAIROBI CAMPUS

Minimum Requirements

- i. PhD in Data Science, Machine Learning, Computer Science, Information Technology, Artificial Intelligence, from a recognized institution of higher learning.
- ii. Master's Degree in the above areas with at least five (5) years of university-level teaching experience.
- iii. Demonstrated teaching experience in courses such as Python/R Programming, Artificial Intelligence, Deep Learning, Data Analytics, and Database Systems.
- iv. Experience in supervising research and industrial attachment for undergraduate students.
- v. Strong proficiency in the use of LMS and digital instructional tools.
- vi. Evidence of research and publication in relevant academic fields.
- vii. Professional certifications (e.g., AWS, Google Analytics, Tensor Flow, and Microsoft Data Analyst) will be an added advantage.
- viii. Membership in professional bodies such as IEEE, ACM, or Data Science Society of Kenya is desirable.
- ix. Excellent communication, mentorship, and teamwork skills.

**3. SENIOR LECTURER COMMUNICATION & JOURNALISM: KeMU/ASA/CJ/3/7/2025
ONE (1) POSITION AT NAIROBI CAMPUS**

Minimum Requirements

- i. Must have a Ph.D. degree in Communication and Journalism from a recognized academic institution.
- ii. Must have at least three (3) years of university teaching experience at the level of a full time Lecturer.
- iii. Must have at least four (4) 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 having supervised postgraduate students.
- v. Should have attended and contributed at conferences, seminars or workshops.
- vi. Have experience in curriculum development and review.
- vii. Should show evidence of having experience in handling technical courses in broadcast and new media.
- viii. Should have evidence of affiliation with recognized and relevant professional bodies.
- ix. Should have evidence of contributions towards 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 COMMUNICATION & JOURNALISM: KeMU/ASA/CJ/4/7/2025 ONE (1)
POSITION AT NAIROBI CAMPUS**

Minimum Requirements

- i. Must have an earned Ph.D. degree in in Communication and Journalism or its equivalent from a recognized academic institution.
OR
- ii. Must have a Masters degree in a Communication and Journalism from a recognized academic institution.
- iii. Must have at least three (3) years of teaching or research experience at university level after obtaining a Master's degree.
- iv. Must have at least twenty four (24) publication points of which Sixteen (16) should be from two (2) publications in refereed journals OR one (1) book or 2 (two) book chapters in relevant areas.
- v. Be a registered member of a relevant professional body (where applicable).
- vi. Should show evidence of having experience in handling technical courses in broadcast and new media.

DUTIES AND RESPONSIBILITIES FOR THE ACADEMIC 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. Initiating, planning and conducting research.
5. Development of teaching and learning materials.
6. Supervising undergraduate and postgraduate students in research activities.
7. Developing research proposals for funding.
8. Participate in meetings and conferences related to research and building inter-disciplinary 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 in relevant fields.
12. Participating in administrative, academic and consultancy activities in the 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.

ADMINISTRATIVE POSITIONS

1. ASSISTANT GAMES TUTOR: KeMU/SW/AGT/1/8/2025 ONE (1) POSITION MOMBASA CAMPUS

Reporting to the University Games Tutor.

Job Description

The Assistant Games Tutor will be expected to:-

- i. Assist in planning and organizing games and sports activities.
- ii. Ensure general care and maintenance of games facilities.
- iii. Supervise students going for extracurricular activities to ensure they conduct themselves in a proper manner.
- iv. Conduct specialized training to enhance players' performance.
- v. Accompany teams to competitions to provide support to participating students.
- vi. Motivate players/students and staff to enhance participation in games and sports.
- vii. Coach and referee games to ensure compliance and order during participation.

- viii. Coach and present teams for community organized competitions to encourage social integration.
- ix. Coordinate training and practice of teams to ensure adherence to training programmes.
- x. Keep inventory of games and sports materials and equipment and ensure they are in proper state.
- xi. Issue team with sports equipment to ensure teams are well equipped for games.
- xii. Supervise marking of sports courts to ensure the appropriate specifications are adhered to.

Minimum Requirements

- i. Bachelor's degree in Physical Education/ Sports and Extra-curricular activities or equivalent from a recognized institution with at least four (4) years' experience as a Coach in a University or comparable institution
- ii. First Aid and lifesaving training.
- iii. Computer literacy.
- iv. A coach of at least three (3) sports/games.
- v. Active refereeing experience in at least two (2) sports.
- vi. Training in Sports Administration and Management.
- vii. Physically fit.

3. JANITOR GRADE MU 5: KeMU/ADM/STW/2/8/2025 ONE (1) POSITION AT THE MAIN CAMPUS

Reports to the Dean of Students.

Job Description

The Janitor will be expected to:-

- i. Allocate and supervise student's welfare work by staff under them.
- ii. Carry out students room allocation
- iii. Enforce hostel rules and regulations in liaison with the security office.
- iv. Handle issues of sick students in liaison with the University clinic and security Staff.
- v. Monitor and report all emergency cases which may arise during hours of service to the supervisor and obtain help as needed.
- vi. Monitor and report any unusual events or misconduct of students or staff.
- vii. Monitor and report any University property misplaced or that requires repair and maintenance.
- viii. Ensure that all security lights are in working order and report any area that requires repairs and replacement.
- ix. Ensure cleanliness in the relevant premises;
- x. Keep records and inventories
- xi. Carry out any other related duty as assigned by the supervisor

Minimum Requirements

- i. Certificate in House Keeping / Institutional Management/ Business Administration from a recognised institution with at least three (3) years at the level of hostel attendant or equivalent in a busy organisation
- ii. Be physically fit
- iii. Have a certificate of good conduct from the Kenya Police
- iv. Have held a clean record of service with proven integrity, assertiveness, alertness and compliance to orders.

4. HOSTEL ATTENDANT GRADE MU4 KeMU/ADM/STW/3/7/2025 FIVE (5) POSITIONS AT THE MAIN CAMPUS

Reports to the Janitor.

Job Description

The Hostel Attendant will be expected to:-

- i. Responsible for the welfare, security, and hygiene of students residing in university halls of residence. Ensure cleanliness in the relevant hostels.
- ii. Report matters of repair and maintenance to relevant authority.
- iii. Keep records and inventories.
- iv. Enforce regulations.
- v. Mediate disputes, address complaints, and promote a conducive living environment.
- vi. Assist with various administrative tasks related to student accommodation.
- vii. Carry out any other duty as assigned by the Head of Section/ Department.

Minimum Requirements

- i. Certificate in House Keeping / Institutional Management/ Business Administration from a recognised institution with at least one (1) year in a related position
- ii. Be physically fit.
- iii. Have a certificate of good conduct certificate from the Kenya Police.
- iv. Have held a clean record of service.
- v. Good communication and interpersonal skills
- vi. They should be able to address student issues and mediate disputes.

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 to:-

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

Further send an electronic copy in PDF format to the Vice Chancellor through the email address applications.august25@kemu.ac.ke.

To be received on or before **16th September 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 uphold and exercise high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.