

# KENYA METHODIST UNIVERSITY

## INTERNAL JOB ADVERTISEMENT

Kenya Methodist University (KeMU) seeks to appoint innovative individuals with demonstrated high standards of personal and professional integrity for the following positions.

S.N.	Ref.	Department/Section	Designation
1	KeMU/ADM/QA/1/2/23	Quality Assurance	Director – Quality Assurance( Main Campus)
2	KeMU/ADM/ICT/2/2/23	Information Communication Technology	Systems Administrator I (Nairobi Campus)
3	KeMU/ADM/RAA/3/2/2023 (Main Campus)	Examinations	Administrative Assistant – Examinations (Main Campus)
4	KeMU/HR/SW/4/2/2023	Student Welfare	Hostel Attendant (Main Campus)

### 1. DIRECTOR – QUALITY ASSURANCE KeMU/ADM/QA/1/1/23

Reports functionally to the Vice Chancellor and operationally to the Deputy Vice Chancellor – APF

#### Job Description

The Director-quality assurance will be expected to:-

- I. Develop/ review quality assurance policy and mechanisms in line with standards and requirements of the Commission for University Education so as to fulfil the mission and vision of the university.
- II. Establish quality standards for management and streamline quality assurance and performance issues for the University.
- III. Provide quality assurance and quality control of all academic programmes and develop tools for the same.
- IV. Oversee development of new curricula and review existing curricula in line with set guidelines from Commission for University Education to ensure mounting of quality market-oriented programmes.
- V. Train academic staff on development and review of curricula and subsequent assessment of the program in line with set standards and guideline by the Commission for University Education to ensure delivery of quality programmes.

- VI. Advise and make recommendations to the Senate and Management on matters of policy and practice in order to enhance teaching, learning and research in the University.
- VII. Oversee, on behalf of the Senate, the conduct and development of pedagogic practice across the University.
- VIII. Provide guidance in the development and implementation of internal and external quality assurance procedures and practices in the University.
- IX. Promote the development of quality assurance and performance partnerships and engagement with certifying bodies, regulatory authorities and the broader society.
- X. Participate as a substantive member in Dean's committee, Senate and Quality assurance committee for deliberations.
- XI. Prepare program and institutional assessment, quality audit reports, student/lecturer evaluation reports and graduate tracer study reports using appropriate analytical tools and submit the reports trimester to the Senate.
- XII. Oversee the preparation of the departmental annual procurement plan through needs assessment and resource matching.
- XIII. Monitor the adherence of University Quality Assurance procedures and guidelines in line with National/ Regional/International quality assurance agencies for compliance purposes.

### **Minimum Requirements**

- I. Master's Degree in relevant field from a recognized university with at least five (5) years' experience in a supervisory role
- II. PhD in relevant field from a recognized university will be an added advantage.
- III. Certificate in Quality Management Systems.
- IV. Knowledge of professional standards.
- V. Experience in using statistical or qualitative software packages.
- VI. Be engaged in research and publications.

### **2. SYSTEMS ADMINISTRATOR I KeMU/ADM/ICT/2/1/23- GRADE MU 11**

Reports to the Head of ICT.

### **Job Description**

The Systems Administrator I will be expected to be:-

- I. Plan, implement and monitor server provisioning (processor, memory, network and bandwidth requirements) in VMware to meet both the organizational and applications needs threshold as well as monitoring the data growth rate and utilization statistics for future planning.
- II. Planning and scheduling routine maintenance tasks on HP Generation 8 Blade Server hardware, VMware Server virtual environment and HP P4300 Storage system in the Universities' main data centre.
- III. Recording and maintaining an updated hardware and software inventories.

- IV. Investigating, planning, implementing, testing, debugging, patching and upgrading base operating systems software.
- V. Providing support for all the database systems (Oracle, Access, and SQL).
- VI. Providing support and maintenance for all servers, such as Linux Servers, Windows Servers, DNS, DHCP, CISCO equipment, and Mail Servers, to ensure that all users have necessary and secure services all the time.
- VII. Making necessary backups for all data and information on servers and other computers.
- VIII. Managing both UNIX/LINUX and Windows based Virtualized Server environments.
- IX. Documenting system server configurations.
  - X. Regularly applying system updates and patches.
  - XI. Controlling access permissions and privileges of corporate systems as per set policies, procedures and user needs.
- XII. Performing any other duties in line with job description.

### **Minimum Requirements**

- i. M.Sc. in Computer Science/ Information Technology/ Computer Security/ Information Security or any other related field with at least eight (8) years' experience four (4) of which should be at the level of an ICT Administrator in a university or comparable organization.
- ii. Professional Certifications: MCSE, CCNP, CERT, CISA, CISM, or any other relevant certifications.
- iii. Working knowledge of MS Windows Server and Linux Server.
- iv. Good systems, analytical and forensic skills.
- v. Experience in data centre management and data governance

### **3. ADMINISTRATIVE ASSISTANT – EXAMINATIONS: KeMU/ADM/RAA/4/1/2023**

Reporting to the head of section.

#### **Job Description**

The Administrative Assistant, Examinations will be expected to:-

- I. Typeset and edit examinations drafts in a timely manner in line with examination roadmap to achieve adherence to the university calendar.
- II. Assist in generating reports by gathering information from the stored files to provide information on Student's academic and discipline status.
- III. Maintain an elaborate examination database in soft copies for the library by uploading information into the system for future use and easy access.
- IV. Manage and offer front office services for the department through receiving and directing visitors to ensure better client service.
- V. Assist in verification of examination results in line with the examination regulations and guidelines.
- VI. Packaging of examinations by correctly labelling packing bags in line with examination regulations to ensure efficiency in delivery.
- VII. Participate in examination administration by issuing and receiving booklets and attendance lists for future reference and data analysis.
- viii. Carry out any other duty assigned by the supervisor.

#### **Minimum Requirements**

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

- i. A Diploma in the relevant field from a recognized institution with not less than two (2) years' working experience in a similar or related position.
- ii. Evidence of proficiency in the use of information management systems.
- iii. High level of integrity and confidentiality.

### **4. HOSTEL ATTENDANT: KeMU/HR/SW/1/9/2021 (2 posts Male & Female)**

**Duties and Responsibilities: -**

- i. Enforce code of conduct and KeMU values in the hostels and report breach.
- ii. Perform regular checks on security around hostels and within the hostels to ensure safety is guaranteed to the students;

- iii. Ensure cleanliness in the hostels for purposes of having them clean and safe for students' accommodation;
- iv. Inspect the hostel rooms, entire building and equipment on a daily basis to ensure operating standards in the hostels are as per requirements;
- v. Report matters of repair and maintenance to relevant authority after inspection of the rooms to ensure the hostels are in good working conditions;
- vi. Ensure room allocation to students is undertaken to provide accommodation to the students every semester in line with the University policies.
- vii. Provision of basic first Aid when necessary.
- viii. Keeping up to date records of halls and accommodation: Room allocation, Key catalogue, and Students check in and out.
- ix. Keeping in close know of some counseling cases with advice from student counselor
- x. Any other related duty assigned by dean of students or related Authority

### **Minimum Requirements:**

- i. Certificate in Housekeeping or Facility Management.
- ii. KCSE level of Education with at least Grade D+ or equivalent with three (3) years' experiences in Halls of Residence or related institutional setup.
- iii. Be physically fit.
- iv. Have a certificate of good conduct from the Kenya Police
- v. Have a clean record of service
- vi. Applicants must have proven integrity, assertiveness, alertness and compliance to orders.

### **How to Apply**

Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents. Scanned copies of these documents must accompany the email application.

The successful applicant will be required to bring the following:

- i. Clearance from Kenya Revenue Authority
- ii. Clearance from Higher Education Loans Board
- iii. Clearance from the Ethics and Anti-Corruption Commission
- iv. Clearance from Credit Reference Bureau
- v. Criminal Investigation Department (Certificate of Good Conduct)
- vi. Letters of recommendation from at least three referees familiar with the applicant's professional experience and character in general should also be sent to the address below.

Applications shall clearly be marked with the Reference Number of the Advertised position "Application for the position of (*position applied for*)" and submitted as follows:

1. Three (3) hard copies should be addressed to:

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

*And*

2. An electronic copy in PDF format to be sent direct to the Vice Chancellor on email: **applications@kemu.ac.ke**

To be received on or before 10<sup>th</sup> February 2023. Only shortlisted candidates will be contacted.

This position requires an individual who is committed to Christian values and is of high ethical standards, integrity, and professionalism.

***KeMU is an Equal Opportunity Employer.***