



## KENYA METHODIST UNIVERSITY VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals 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:

ADMINISTRATIVE POSITIONS				
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S.N	Ref	Department/directorate	Designation	GRADE
1.	KeMU/ADM/DoS/1/2/2023	Student Welfare	Students Counselor	MU 12
2.	KeMU/ADM/DoS/2/2/2023	Student welfare	Assistant Student Counselor	MU 11
3.	KeMU/ADM/RAA/3/2/2023	Examinations	Administrative Assistant – Examinations (Main Campus)	MU 7
4.	KeMU/HR/SW/4/2/2023	Student Welfare	Hostel Attendant (Main Campus)	
ACADEMIC POSITIONS				
1	KeMU/AA/CIS/1/1/2023	Computer science	Senior Lecturer	MU 13
2	KeMU/AA/CIS/2/1/2023	Computer science	Lecturer	MU 12
3	KeMU/AA/CJ/3/1/2023	Journalism	Senior Lecturer	MU 13
4	KeMU/AA/IR/4/1/2023	International Relations	Lecturer	MU 12
5	KeMU/AA/SMHS/5/2/2023	Clinical Medicine and Surgery(Pediatrics, Reproductive Health )	Lecturer	MU 12
6	KeMU/AA/SMHS/6/2/2023	Orthopedics	Lecturer	MU 12

## ADMINISTRATIVE POSITIONS

### 1. STUDENT COUNSELLOR: KeMU/ADM/DoS/1/2/2023

Reports to the Dean of students.

#### Job Description

The Students Counsellor will be expected to:-

- i. Provide guidance and counselling services to students and employees.
- ii. Promote personal, social and career development.
- iii. Provide appropriate interventions to assist employees/ students with psycho-social related problems.
- iv. Identify employees/ students with social, psychological or health related problems and assisting in getting solutions.
- v. Prepare, develop, review and monitor comprehensive counseling plans.
- vi. Analyze and take appropriate action on feedback from student's customer satisfaction surveys.
- vii. Maintain accurate records of counseling services.
- viii. Recommend to the University Management, those students who may need assistance.
- ix. Any other duties assigned by the immediate supervisor.

#### Minimum Requirements

- i. Master's Degree in Counselling and a Post-Graduate Diploma in Counselling from a recognized institution
- ii. Served at the grade of Counsellor or a comparable position in a University or public service office for at least six (6) years.
- iii. Undertaken strategic leadership development Course lasting not less than six (6) weeks.
- iv. Undertaken counsellor supervision course lasting not less than four (4) weeks.
- v. Undertaken trainer of facilitation course in Psychological Counselling lasting not less than two (2) weeks.
- vi. Psychological Debriefing Course lasting not less than one week.
- vii. Proficient in Computer Applications.
- viii. Registered with the Kenya Counselling Association (KCA).
- ix. Shown merit and ability as reflected in work performance.
- x. Ability to keep confidentiality of clients' information.

## **2. ASSISTANT STUDENT COUNSELLOR, KeMU/ADM/DoS/2/2/2023**

Reports to the Student Counsellor.

### **Job Description**

The Assistant Students Counsellor will be expected to:-

- I. Provide counseling services at the University.
- II. Coordinate activities of Peer Counselors in the University
- III. Organize student's orientation exercise to familiarize them with counseling services at the University.
- IV. Keep an accurate record of counseling sessions with the students.
- V. Prepare and develop comprehensive counseling plan
- VI. Liaise with academic advisors in identifying the students who need counseling and making the necessary arrangements to help them.
- VII. Prepare and keep accurate records of counseling services at the University.
- VIII. Recommend to the University Management those students who may need further assistance.
- IX. Recommending students for work-study programme.
- X. Supervise staff under them.
- XI. Any other duties assigned by immediate supervisor.

### **Minimum Requirements**

- i. Master's Degree in Counselling and a Post-Graduate Diploma in Counselling from a recognized institution.
- ii. Served at the grade of Counsellor or a comparable position in a University or public service office for at least four (4) years.
- iii. Trainer of Facilitation Course in Psychological Counselling lasting not less than two (2) weeks.
- iv. Proficiency in Computer Applications.
- v. Registration with the Kenya Counselling Association (KCA).
- vi. Ability to keep confidentiality of clients' information.

### **3. ADMINISTRATIVE ASSISTANT – EXAMINATIONS: KeMU/ADM/RAA/3/2/2023**

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/4/2/2023 (2posts 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 the hostels 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 the 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.

## **ACADEMIC POSITIONS**

### **SENIOR LECTURERS**

Responsible to the Chair of Department, a senior Lecturer/ lecturer shall have the following specific

#### **Responsibilities:**

- I. Articulating the mission and vision of the University and the department.
- II. Initiating, planning and conducting research.
- III. Development of teaching and learning materials.
- IV. Supervising postgraduate students in research activities.
- V. Participating in development and preparation of Departmental and Faculty development plans.
- VI. Teaching and mentoring both undergraduate and post graduate students.
- VII. Setting, moderating, administering, processing and marking examinations.
- VIII. Organizing and supervising educational activities for undergraduate students.

- IX. Attending and participating in seminars, workshops, conferences etc. in relevant fields.
- X. Participating in planning, development, implementation and evaluation of curricular in the department.
- XI. Participating in the departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- XII. May be assigned or delegated other duties and responsibilities by the Dean of School or CoD as deemed necessary.

### **Minimum Requirements**

- I. Doctorate degree or its academic equivalent from a recognized or accredited institution.
- II. Must have at least 3 years of teaching and/or research experience at university level since becoming Lecturer/Research Fellow or six (6) years research/industry experience.
- III. Must have a minimum of thirty-two (32) publication points as lecturer or equivalent of which at least twenty-four (24) should be from refereed journals.
- IV. Supervised at least three (3) post- graduate degree students to completion as a Lecturer or equivalent.
- V. Must have attended and contributed at learned conferences, seminars or Workshops.
- VI. Must show evidence of continued research and evaluated effective teaching & Success in student supervision.
- VII. Must show evidence of contribution to university life through active participation in departmental matters, students' academic advising, School and University Meetings committee membership and others.
- VIII. Must be recognized and registered by relevant professional bodies (where applicable)
- IX. Must show evidence of having developed proposals that have attracted funding.

### **LECTURER**

Responsible to the chairperson of department, a Lecturer shall have the following

#### **Specific responsibilities:**

- I. Teaching and mentoring both undergraduate and post graduate students.
- II. Articulating the mission and vision of the University and the department.
- III. Initiating, planning and conducting research.

- IV. Development of teaching and learning materials.
- V. Supervising postgraduate students in research activities.
- VI. Participating in development and preparation of Departmental and Faculty development plans.
- VII. Provide professional and community services and initiate linkages and fundraising
- VIII. Carry out administrative and other duties & responsibilities as may be assigned
- IX. Organizing and supervising educational activities for undergraduate students
- X. Attending and participating in seminars, workshops, conferences etc. in relevant fields.
- XI. Participating in planning, development, implementation and evaluation of curricular in the department
- XII. Participating in the departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- XIII. May be assigned or delegated other duties and responsibilities by the Dean of School or COD as deemed necessary.

#### **Minimum Requirements**

- I. Doctorate degree or its academic equivalent from a recognized or accredited Institution;
- or**
- II. Master's degree in addition to a Bachelor's degree in the relevant field  
From an accredited and recognized University with at least three (3) years teaching
- III. Experience at University level or in research or in industry and a minimum of 24 Publications points, of which at least 16 should be from refereed journal paper.
- IV. Must be recognized and registered by relevant professional bodies (where Applicable).

- 1. Senior Lecturer in Computer Science KeMU/AA/CS/1/2/2023
- 2. Lecturer in Computer Science KeMU/AA/CS/2/2/2023
- 3. Senior Lecturer in Communications and Journalism KeMU/AA/CJ/3/2/2023
- 4. Lecturer in International Relations: KeMU/AA/IR/4/2/2023
- 5. Lecturer in Clinical Medicine and Surgery (Pediatrics, Reproductive Health Clinical) KeMU/AA/SMHS/5/2/2023
- 6. Lecturer in Orthopedics KeMU/AA/SMHS/6/2/2023

**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@kemu.ac.ke](mailto:applications@kemu.ac.ke)
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 **28<sup>th</sup> February 2023**. Only shortlisted candidates will be contacted.

**Successful candidates will be required to bring the following:**

- I. Tax Compliance Certificate from Kenya Revenue Authority.
- II. Higher Education Loans Board.
- III. Ethics and Anti-Corruption Commission.
- IV. Credit Reference Bureau.
- V. Certificate of Good Conduct from Criminal Investigation Department.
- VI. 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.**