



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:

S.N.	Ref.	Department	Designation
1	KeMU/ADM/RAA/1/10/2022	Office of the Registrar Academic Affairs	Registrar Academic Affairs
2	KeMU/ADM/IAM/1/2/2022	Internal Audit & Risk Management	Manager

1. REGISTRAR ACADEMIC AFFAIRS: KeMU/ADM/RAA/1/10/2022

Reporting to the Deputy Vice Chancellor (Academic & Students Affairs) the person will be responsible for Planning, developing and formulating all activities related to admissions, enrolment records, registration of students, examinations, processing of results and certification among others activities.

Job Description

- Oversee the smooth running of various sections in the Academic Division as stipulated in the statute to ensure programs and delivery is carried out as per the legal frame works.
- Formulation and provision of policy Guidelines on planning, development and management of academic programs.
- Planning, developing and formulating all activities related to admissions, enrolment records, registration of students, examinations, processing of results and certification;
- Ensuring integrity, accuracy and security of academic records, production and issuance of official academic transcripts and original certificates;
- Investigating, analysing, resolving and reviewing student disputes related to records, registration, examinations and certification;
- Declaring programmes and programme capacities for student placements and admissions;
- Preparing, publishing and implementing the academic calendar / semester schedules including the graduation date;

- viii. Developing and managing the departmental budget and procurement plan;
- ix. Coordinate performance contracting, Monitoring and Evaluation to ensure the University operates within set targets.
- x. Provide secretarial services to the Senate, Students Academic disciplinary committee and Deans Committees.
- xi. Perform any other duties and responsibilities as may be assigned by the University Authority from time to time.

Minimum Requirements

- i. Applicants shall be holders of an earned Doctorate degree from a recognized University and have the status of at least a Senior Lecturer in a University.
- ii. Must have at least Ten (10) years relevant work experience at a higher position in a University or an equivalent/institution of which Five (5) years MUST be in a management position either as a departmental Chairperson, Dean/Director.
- iii. Proficiency in modern management techniques and be computer literate.
- iv. Knowledge of national laws and policies in education
- v. Registered with recognized professional body (where applicable).
- vi. Must provide evidence/documentation supporting knowledge of Management

Core Competencies and Skills

The applicant should possess the following core competencies and skills:

- i. Have excellent Organizational, Interpersonal and Communication and Customer Care skills
- ii. Have Analytical, Leadership and Public Relations skills.
- iii. Capacity to work under pressure and meet deadlines.
- iv. Integrity, Confidentiality and Transparency Management.
- v. Have strong Report Writing, Negotiation and Time Management skills.
- vi. Competent in Management Information Systems and Communication Technologies.

Terms and Conditions of Service

The appointment will be for a contractual period of three (3) years renewable for a further period of three (3) years subject to satisfactory performance.

2. MANAGER, INTERNAL AUDIT AND RISK MANAGEMENT: KeMU/ADM/IAM/1/2/2022

Reporting functionally to the Audit, Risk, Governance and Sealing Committee of Council and administratively to the Vice Chancellor, the person shall be the head of Internal Audit function charged with the responsibility to provide independent objective assurance and consulting activities designed to add value and improve University operations.

Duties and Responsibilities:

- i. To develop a flexible annual risk-based audit and work plan for review and approval.
- ii. To facilitate the development and assess the effectiveness the university risk management framework.
- iii. To maintain and develop a diverse professional audit team with sufficient knowledge, skills, and expertise.
- iv. To develop a quality assurance program in compliance with IPPF framework.
- v. To evaluate, assess and advise on significant changes in the university functions, new services, operations, and control processes coincident with university growth.
- vi. To regularly review the adequacy and effectiveness of control environment established to ensure accurate, reliable, and timely information relevant for decision making.
- vii. To review all established university procedures and systems to recommend for improvements.
- viii. To appraise the use of university resources regarding economy and efficiency.
- ix. To conduct special audits including fraud investigation if any.
- x. Any other duties assigned by management and council.

Requirements for the Position

- i. Bachelor's Degree in finance, accounting, actuarial science, or equivalent qualification from a recognized university.
- ii. A Master's Degree in finance, accounting or an equivalent will be an *added advantage*.
- iii. Must be a Certified Public Accountant (K) or hold equivalent recognized professional qualification in Accounting and Finance.
- iv. Qualification in CISA, CFE, CFIP, CRMA, or CRISC
- v. Membership of a relevant professional body that is recognized in Kenya.
- vi. At least five (5) years of working experience in an institution of higher learning or equivalent organization with at least three (3) years in a senior management.

How to apply:

Interested candidates must 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.

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

An electronic copy in PDF format to the Vice Chancellor through email address applications.october2022@kemu.ac.ke

To be received on or before **10th November 2022**. Only shortlisted candidates will be contacted.

Shortlisted 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.