



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.	Office/ Department	Designation
ADMINISTRATIVE POSITIONS			
1	KeMU/ADM/STW/1/9/2022	Student welfare	Assistant Student welfare Officer
2	KeMU/ADM /QA/2/9/2022	Quality Assurance	Quality Assurance Officer
3	KeMU/ADM/RA/3/9/2022	Security	Chief Security Officer
4	KeMU/ADM/ARA/4/9/2022	Administrative Registry	Administrative Assistant
5	KeMU/ADM/ICT/5/9/2022	Information Communication Technology	Network Administrator
ACADEMIC POSITIONS			
6	KeMU/AA/HTM/6/9/2022	Hospitality & Tourism Management	Senior Lecturer
7	KeMU/AA/HTM/7/9/2022	Hospitality & Tourism Management	Lecturer
8	KeMU/AA/CJ/8/9/2022	Communication and Journalism	Senior Lecturer
9	KeMU/AA/NUR/9/9/2022	Nursing	Senior Lecturer
10	KeMU/AA/NUR/10/9/2022	Nursing	Lecturer
11	KeMU/AA/SMHS/11/9/2022	Pharmacy-Clinical Pharmacy	Lecturer
12	KeMU/AA/IR/12/9/2022	International Relations	Lecturer

1. ADMINISTRATIVE POSITIONS

I. ASSISTANT STUDENTS' WELFARE OFFICER: KeMU/ADM/STW/1/9/2022

Responsible to the Director Mombasa Campus for the smooth running and coordination of all the activities involving students.

Duties and Responsibilities: -

- i. Careers: provide assistance and information on careers, employment opportunities, further studies and training. The career service also works closely with academic departments in helping students to acquire the necessary skills and experience for their future professional lives.
- ii. Registering students' clubs and societies and supervising annual elections for each of them.
- iii. Supervising and coordinating University extracurricular activities programme as it pertains to social organization, societies clubs and special programmes.
- iv. Maintaining records that are appropriate to the fulfillment of students' personnel services.
- v. Provide advice and assistance to all students on welfare related issues before and after arrival.
- vi. Participating in the orientation of new students.
- vii. Actively publicize support and welfare services to all students and staff.
- viii. Maintaining records of students' movements on and off campus and equally coordinating visits to campus by other institutions.
- ix. Student's counselling: Offer a responsive counselling and referral service to all students experiencing a wide range and degree of emotional and psychological difficulties. Maintain accurate, confidential records of counselling sessions and ensure compliance with professional standards
- x. Information sharing and Networking: Actively participate in external and internal networks to build, develop and maintain best practice. Ensure student welfare issues are shared and fed into departmental planning to encourage continuous student support and ongoing development within the Department.
- xi. Performing any other duties that may be assigned to him by the Dean of Students from time to time

Requirements

- i. Bachelor's Degree in Social Sciences, Education, Psychology or equivalent qualification from a recognized University with at least five (5) years working experience in students' services and handling of student welfare matters preferably in Educational Institution.
- ii. Counsellor Supervision Course lasting not less than four (4) weeks.

- iii. Trainer of Facilitation Course in Psychological Counselling lasting not less than two (2) weeks.
- iv. Computer literacy
- v. Registration with the Kenya Counselling Association (KCA).
- vi. Ability to keep confidentiality of clients' information

II. QUALITY ASSURANCE OFFICER: KeMU/ADM /QA/2/9/2022

Job purpose

Reports to the Director – Quality Assurance will implement University's policies, procedures and processes for quality assurance and enhance quality professional services to students, staff, and external stakeholders.

Duties and Responsibilities

1. To implement the University Quality Assurance policy
2. To spearhead ISO 9001: 2015/QMS implementation in the University
3. To monitor teaching and learning and preparing reports
4. To undertake programme evaluations in the University
5. To analyze external examiners reports
6. To review all quality assurance procedures, tools and methods.
7. To conduct tracer studies on matters affecting quality of training and research in the University and propose solutions.
8. To monitor the adherence of the University quality assurance procedures and guidelines set by the National/regional/international Quality Assurance Agencies.
9. To collaborate with agencies and organs responsible for quality evaluation and accreditation procedures at national and international levels.
10. Secretariat to the Directorate of Quality Assurance and Curriculum meetings
11. Any other duty as allocated by the Director Quality Assurance and Curriculum Development.

Requirements

- i. Masters degree in relevant field from a recognized university with at least three (3) years' experience in quality assurance in a university or a comparable organization.
- ii. Certificate in Quality Management Systems.
- iii. Knowledge of professional standards.
- iv. Experience in using statistical or qualitative software packages.

III. CHIEF SECURITY OFFICER: KeMU/ADM/RA/4/9/2022

Reporting to the Registrar Administration Planning & Development, the Chief Security Officer will be in charge of the Department of Security, in overall management, direction, control and co-ordination of Security Operations at the University.

Duties and Responsibilities: -

- i. Manage security intelligence systems within the University.
 - ii. Undertaking risk and disaster management.
 - iii. Coordination of investigations and prosecutions.
 - iv. Profiling crime cases.
 - v. Investigation of disciplinary matters as referred by Management Board.
 - vi. Attend to all security meetings in all Campuses
 - vii. Plan and organize training for security staff
 - viii. Execute periodic security surveys for all campuses.
 - ix. Liaise with the external security agents.
 - x. Advisor to the University Management Board on security Issues.
 - xi. Responsible for formulation, planning and control of the departmental budget.
 - xii. Effective coordination and implementation of policies in the department.
- Any other duties that may be assigned by the immediate Supervisor

Requirement:

- i. Attained rank of Chief Inspector of Police or equivalent in the disciplined forces
- OR**
- ii. Masters in Security Studies or its equivalent from a recognized institution.
 - iii. Bachelor's Degree in the relevant field from recognized institution.
 - iv. Exemplary work performance.
 - v. Have at least six (6) years' experience as Senior Security Officer or equivalent

IV SENIOR ADMINISTRATIVE ASSISTANT: KeMU/ADM/ARA/4/9/2022

Reporting to the Assistant Registrar (Administration) the person will be responsible for the establishing new records management systems. developing, maintaining, verifying and evaluating existing systems and smooth running of administrative registry.

Duties & Responsibilities

- i. Setting up and maintaining office filing system in accordance with the KeMU Filing System
- ii. Opening of new subject files as required and disposal of old ones in accordance with the established retention schedule.

- iii. Maintenance of archives, making sure files are properly stored and accessible, and safe keeping of documents.
- iv. Provision of photocopies of material from the confidential registry files, as requested by staff. Assistance in the collection of reference and background material from registry files.
- v. Establishment and maintenance of records system of file movements within the office; maintenance of the office circulation and reading files.
- vi. Preparation of correspondence and reports related to registry activities.
- vii. Participation in the creation and maintenance of an electronic registry/archive system in close cooperation with the ICT staff.
- viii. Receipt, registration, coding and forwarding of incoming mails, letters and other correspondence to proper department/unit/officer.
- ix. Registration and dispatch of outgoing communications, including pouch, and follow-up distribution.
- x. Any other related duties assigned from time to time by your supervisor

Requirements

- i. A Diploma in Information Science/ Records and Archives Management or equivalent from a recognized university with not less than 1 years' work experience in a similar administrative position.
- ii. Evidence of proficiency in the use of information management systems.
- iii. Ability to review data, identify and adjust discrepancies
- iv. Adequate knowledge in data mining and Analysis
- v. Proficiency in ICT skills
- vi. Good communication and interpersonal skills
- vii. Attention to details, high level of integrity and confidentiality

Network Administrator: KeMU/ADM/ICT/6/9/2022

DUTIES AND RESPONSIBILITIES:

Reporting to the Head of ICT, the following are the duties and responsibilities for Network Administrator:

- i. Perform a wide range of network administration duties including installations, debugging, maintenance, upgrades, and general support for Network
- ii. Installs and configures WAN and LAN elements to ensure business needs are met.
- iii. Configure and maintain 802.11 network especially WLAN Controller and its Lightweight APs.
- iv. Maintains documentation regarding network configurations, operating procedures, and service records relating to network hardware and software.
- v. Provision of timely and high quality and cost-effective network infrastructure to support the University network.

- vi. Researching on and deployment of modern technologies and its application of industry standards and best practices to network installations
- vii. Provide support for subsidiary network teams and act as an escalation point for all network related issues.
- viii. Evaluate, test, and deploy all software and hardware upgrades to the networking infrastructure
- ix. Proactive monitoring of all network devices, services, and servers using a combination of tools to ensure high availability and SLA's.
- x. Collect and review network utilization data for capacity and planning purposes
- xi. Assist in the configuration and deployment of core and peripheral network devices, which will require continuous learning of new devices (i.e. Nexus switches, ASR routers, and long haul optical equipment).
- xii. Assist in developing, implementing, testing, and maintaining disaster recovery plans.
- xiii. Manage & troubleshoot network and Internet connectivity throughout the University.
- xiv. Ensure proper and regular circulation of updates so that university staff are educated about phishing, Password Cracking, Malware, spam and general security breach attempts.
- xv. Ensure regularly and in close coordination with the Head of ICT Director that the budget planning incorporates project budgets, IT staffing, infrastructure, replacement, upgrades, licensing and maintenance needs
- xvi. Managing Access control systems in the University for both KAPS underground parking and Door Access control

Requirements

- Bachelor's Degree in Information Technology, Computer Science or related field.
- Minimum 3 years' experience in a busy environment working with networking equipment specifically, including maintenance and upgrades
- Significant experience working with Linux and Windows servers and network monitoring tools.
- ITIL Training
- Linux Administration
- Knowledge and experience in Firewall Management & Network Automation.
- Strong interpersonal, communication and leadership skills.
- Ability to maintain confidentiality with sensitive customer and internal information
- Cisco training & Certification such as CCNA, is an advantage

2. ACADEMIC POSITIONS

I. SENIOR LECTURER

Requirements:

- i. Must have an earned Ph.D. degree or its equivalent in the relevant field from a recognized academic institution.
- ii. Must have at least three (3) years of university teaching 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 supervision of postgraduate students.
- v. Should have attended and contributed at learned conferences, seminars or workshops.
- vi. Should have evidence of affiliation with recognized and relevant professional bodies.
- vii. 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.

Duties and Responsibilities:

- i. Teaching and evaluation of undergraduate and postgraduate students
- ii. Setting, moderating, administering, processing and marking examinations
- iii. Advising and mentoring undergraduate and postgraduate students on academic work
- iv. Articulating the Vision and Mission of the University, Department and the Faculty
- v. Initiating, planning and conducting research
- vi. Developing teaching and learning materials
- vii. Supervising undergraduate and postgraduate students in research activities
- viii. Developing research proposals for funding
- ix. Participating in meetings and conferences related to research and building interdisciplinary collaboration within and outside the department
- x. Participating in preparation of Departmental and Faculty strategic plans
- xi. Organizing and supervising educational activities for undergraduate and postgraduate students
- xii. Attending and participating in seminars, workshops, conferences etc, in relevant fields
- xiii. Participating in administrative, academic and consultancy activities in Department and other organizations

- xiv. Participating in planning, development, implementation and evaluation of curricula in the Department
- xv. Attending and participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty
- xvi. 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 Statutes

II. LECTURER

Requirements:

- i. Must have an earned Ph.D. degree in the relevant area or its equivalent from a recognized academic institution

OR

- ii. Must have a Masters degree in the Relevant Specialization from a recognized academic institution
- iii. Must have at least three (3) years of teaching or research experience at university level after obtaining a Masters degree
- iv. Must have at least 24 publication points of which 16 should be from two (2) publications in refereed journals or one (1) book or 2 (two) book chapters in relevant areas.
- v. A registered member of a relevant professional body (where applicable)

Duties and Responsibilities:

The responsibilities of a Lecturer are as follows:

- i. Teaching and evaluation of undergraduate and postgraduate students
- ii. Setting, moderating, administering, processing and marking examinations
- iii. Academic advising and mentoring undergraduate and postgraduate students
- iv. Articulating the Vision and Mission of the University, Department and the Faculty
- v. Initiating, planning and conducting research
- vi. Development of teaching and learning materials
- vii. Supervising undergraduate and postgraduate students in research activities. Developing research proposals for funding
- viii. Participate in meetings and conferences related to research and building interdisciplinary collaboration within and outside the department
- ix. Participating in preparation of Department and Faculty strategic plans

- x. Organizing and supervising educational activities for undergraduate and postgraduate students
- xi. Attending and participating in seminars, workshops, conferences etc, in relevant fields
- xii. Participating in administrative, academic and consultancy activities in Department and other organizations
- xiii. Participating in planning, development, implementation and evaluation of curricula in the Department
- xiv. Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty
- xv. 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

SENIOR LECTURER IN NURSING: KeMU/AA/NUR/9/9/2022

Requirements:

- I. Must have an earned Ph.D. degree in Nursing or its equivalent from a recognized academic institution and be registered or registerable with the relevant professional body (where applicable)

OR

- ii Must have MSC Nursing in the Relevant Specialization (Medical/Surgical Nursing; Pediatrics; Critical care Nursing: Oncology) from a recognized academic institution.
- iii Must have at least three (3) years of teaching or research experience at university level after obtaining a Masters degree
- ii. Must have at least 24 publication points of which 16 should be from two (2) publications in refereed journals or one (1) book or 2 (two) book chapters in relevant areas.
- iii. Must be registered by the Nursing Council of Kenya.

LECTURER IN NURSING: KeMU/AA/NUR/10/9/2022

Requirements:

vi. Must have an earned Ph.D. degree in Nursing or its equivalent from a recognized academic institution and be registered or registerable with the relevant professional body (where applicable)

OR

ii Must have MSC Nursing in the Relevant Specialization (Medical/Surgical Nursing; Pediatrics; Critical care Nursing: oncology) from a recognized academic institution.

iii Must have at least three (3) years of teaching or research experience at university level after obtaining a Masters degree

iv. Must have at least 24 publication points of which 16 should be from two (2) publications in refereed journals or one (1) book or 2 (two) book chapters in relevant areas.

V. Must be registered by the Nursing Council of Kenya

LECTURER PHARMACY-CLINICAL PHARMACY KeMU/AA/SMHS/11/9/2022

i. Must have a Doctorate degree in Pharmacy or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

OR

ii. Must be a holder of Master of Pharmacy in Clinical pharmacy or equivalent

ii. The holder must be duly registered by KPPB (Kenya Pharmacy poisons Board) or the equivalent in the EAC countries.

iii. Teaching experience in a medical school will be an added advantage

LECTURER IN INTERNATIONAL RELATIONS: KeMU/AA/IR/12/9/2022

I. An earned PhD in International Relations or Political Science, or equivalent qualifications from an accredited university

II. Master's degree holders with 3 years university teaching experience will also be considered

III. Minimum of 24 publication points of which 16 should be from refereed journals

IV. Registered with relevant professional body

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
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 **13th October 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.