



## MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

### Office of the Deputy Vice Chancellor (Administration and Finance)

### VACANCIES

In pursuit of its mission to provide excellent University education, training and research through integrating science, technology and innovation into quality programmes to suit the needs of a dynamic world, Masinde Muliro University of Science and Technology invites applications from suitably qualified candidates for the following vacant positions.

OFFICE OF THE VICE CHANCELLOR			
S/N	Position	Advert Reference	Vacancies
1	Chief Internal Auditor - Grade XV	AD/11/01/22	1
2	Legal Officer - Grade XII	AD/11/02/22	1
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE)			
1.	Registrar( Administration) Grade XV	AD/11/03/22	1
2	Medical Officer- Grade XII	AD/11/04/22	1
OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)			
1.	Registrar (Academic Affairs)-Grade XV	AD/11/05/22	1
2.	University Librarian- Grade XV	AD/11/06/22	1
OFFICE OF THE DEPUTY VICE CHANCELLOR (PLANNING, RESEARCH AND INNOVATION)			
1.	Registrar (Planning, Research and Innovation)-Grade XV	AD/11/07/22	1

#### 1. CHIEF INTERNAL AUDITOR ~ GRADE XV

##### a) Job Purpose

Reporting to the Vice Chancellor administratively and functionally to the Council on the internal audit matters of the University, the Chief Internal Auditor shall formulate and implement annual strategic plans for the audit department in order to ensure departmental strategy meets the University's strategic objectives.

##### b) Job Description

The Chief Internal Auditor's responsibilities shall include:-

- Formulating and implementing annual strategic plans for the audit department in order ensure departmental strategy meets the university set objectives;
- Developing internal audit and audit committee charters to guide the work of audit staff and committee for effective implementation of departmental tasks and objectives;
- Developing and implementing annual work plans for systematic execution of audit activities and proper time management;
- Developing internal audit policies and procedure manuals periodically to standardize work output of staff;
- Chairing departmental staff meetings to review progress in execution of annual work plans and staff welfare matters;
- Advising management on the development and implementation of the risk management frame work

- of the university in order to mitigate risks;
- vii) Preparing quarterly fundamental audit matters to indicate risk exposure and present it to the audit committee;
- viii) Providing secretarial services to audit committee of Council to facilitate their oversight role and enable smooth operations of activities;
- ix) Planning, guiding and monitoring execution of special audit investigations and testify as an expert witness investigation findings;
- x) Ensuring that sound practices adopted in the department conform to professional standards and legislative regulatory requirements;
- xi) Coordinating preparation of final audit reports to management and follow up on implementation of recommendations;
- xii) Collaborating with external auditors and follow up on implementation of their requested implementation for effectiveness;
- xiii) Ensuring fixed assets are properly recorded, valued and safeguarded for confidentiality and security purposes; and
- xiv) Reviewing credibility of financial statements to ensure proper preparation in accordance to the international public sector accounting standards.

### **c) Job Specification**

Minimum requirements:-

- i) Masters Degree in Accounting, Finance or Business Administration and CPA (K) with at least 15 years working experience, three (3) of which as Deputy Chief Internal Auditor Grade 14 in an accredited University or its equivalent;
- ii) Membership to ICPAK , IIA(K ) , and in goodstanding;
- iii) Proficiency in relevant Computer Audit Applications (Integrated Data Extraction and Analysis - IDEA/TEAM MATE/TEAM MATE PLUS etc).

## **2. REGISTRAR (ADMINISTRATION) - GRADE XV**

### **a) Job Purpose**

Reporting to the Deputy Vice Chancellor (Administration and Finance), the Registrar (Administration) shall be responsible for providing guidance on human resource policies and services as well as facilities management that uphold the University's vision and mission for the realization of a qualified, productive and superior workforce and a high performance organizational culture.

### **b) Job Description**

The Registrar (Administration) responsibilities shall include:-

- i) Coordinating the development of human resource management policies relating to staff planning, recruitment and management as well as staff retention and development;
- ii) Advising the Deputy Vice Chancellor ( Administration and Finance) in regards to human resource planning, recruitment and retention;
- iii) Coordinating staff training and development;
- iv) Managing staff welfare within the University;
- v) Formulating and implementing Departmental strategic plan;
- vi) Ensuring effective administration systems are in place in conformity with University policies and procedures;
- vii) Developing and controlling Departmental budget for proper utilization of resources;
- viii) Managing and maintaining of staff personnel records and University wide records and documents;
- ix) Developing a competitive reward and remuneration system for staff;
- x) Fostering good employee relations, career development and staff welfare;
- xi) Coordinating staff appraisal in the University;

- xii) Coordinating and ensuring that all relevant insurance covers against risks facing the University are in place and current;
- xiii) Conducting staff appraisal within the department;
- xiv) Ensuring implementation of Terms and Conditions of service for University staff;
- xv) Coordinating administrative functions in the University; Serving as Secretary to the University Management Board and all committees of the University Management Board;
- xvi) Overseeing operations in the Transport department;
- xvii) Overseeing University facilities and Utilities management; and
- xviii) Any other duties as assigned from time to time by the Vice Chancellor and Deputy Vice Chancellor ( Finance and Administration).

### **c) Job Specification**

Minimum Requirements:-

- i) Ph.D in Human Resource Management or Business Management with at least 12 years working experience, three (3) of which as Deputy Registrar (Administration) Grade 14 or Senior Management position in an accredited University or its equivalent;
- ii) Certified Human Resource Professional (CHRP) or Certified Public Secretary, CPS(K) or equivalent;
- iii) Member of the Institute of Human Resource Management or Institute of Certified Public Secretaries of Kenya in good standing.
- iv) Valid practicing license; and
- v) Proficiency in relevant Human Resource Information Systems computer applications.

## **3. REGISTRAR (ACADEMIC AFFAIRS) - GRADE XV**

### **a) Job Purpose**

Reporting to the Deputy Vice Chancellor (Academic and Student Affairs), the Registrar (Academic Affairs) shall be responsible for management, supervision and student enrolment, examination, programmes and certification to ensure maintenance of a good university image and academic reputation.

### **b) Job Description**

The Registrar (Academic Affairs ) responsibilities shall include:-

- i) Providing custodianship, administration and prudent management of the university instruments of governance;
- ii) Declaring the academic status of each student in line with the statutory guidelines, rules and regulation of the University;
- iii) Ensuring integrity, accuracy and security of academic records, production and issuance of official academic transcripts and original certificates;
- iv) Declaring programmes and programme capacities for student placements and admissions;
- v) Preparing, publishing and implementing the academic calendar (semester/trimester) schedules;
- vi) Planning, developing and formulating all activities related to the admissions, enrolment records, registration of students, examinations, processing of results and certification;
- vii) Managing of the University's student records and data;
- viii) Planning, recommending, installing, administering and reviewing academic systems in line with University objectives, policies and procedures;
- ix) Ensuring effective coordination and planning of units to be taught in accordance with approved University programmes as per the rules and regulations governing the implementation of academic programmes;
- x) Interpreting and enforcing policies and regulations of the University touching on academic and students matters;
- xi) Developing and managing the departmental budget and procurement plan;

- xii) Investigating, analyzing, resolving and reviewing student disputes related to records, registration, examinations and certification;
- xiii) Collaborating with other administrators; deans, faculty, IT expert and counselors to facilitate and improve services to students; registration, teaching, research, examinations, outreach activities and welfare;
- xiv) Conducting appraisal of staff within the department;
- xv) Serving as Secretary to the Senate and all committees of Senate; and
- xvi) Any other duties as assigned from time to time.

#### **c) Job Specifications**

Minimum requirements:-

- i) Ph.D degree with at least 12 years working experience, three (3) of which as Deputy Registrar Grade 14 or Senior Management Position in an accredited University or its equivalent;
- ii) Must be registered with relevant professional body and in good standing (where applicable);
- iii) ICT Competent.

### **4. REGISTRAR (PLANNING, RESEARCH AND INNOVATION) - GRADE XV**

#### **a) Job Purpose**

Reporting to the Deputy Vice Chancellor (Planning, Research and Innovation), the Registrar (Planning, Research and Innovation) shall be responsible for the Planning, Research and Innovation function in the University.

#### **b) Job Description**

The Registrar (Planning, Research and Innovation) responsibilities shall include:-

- i) Participating in the development of the University's master plan so as to offer guidance towards achievement of the University's strategic plan.
- ii) Participating in the periodic review of divisional policies so as to enforce continuous improvement in service delivery within the division.
- iii) Coordinating the development of annual budgets for the various divisional departments for use in managing funds allocated to each of the departments.
- iv) Coordinating the functions of the various departments under the division continually to ensure compliance to the set policies and alignment of departmental activities towards achievement of targets.
- v) Coordinating the promotion and facilitation of leading-edge research, including collaborative and interdisciplinary research in line with the university and national research agenda;
- vi) Building and providing sufficient support for a community of innovative researchers to enhance research capacity at the University and to increase internal and external research opportunities for faculty, post-doctoral fellows, and graduate students;
- vii) Developing, activating and managing research networks between MMUST staff and researchers and other research centres / institutes / partners, in public and private sectors, locally, nationally and internationally;
- viii) Acting as the link between the University and the community with respect to research initiatives of mutual benefit;
- ix) Developing and coordinating mutually beneficial linkages with industry in order to forge robust partnerships and collaborative research and innovations;
- x) Coordinating outreach activities and technology transfer;
- xi) Coordinating the development of linkages with appropriate academic departments and units and adding value to line departments;
- xii) Designing, Preparing, documenting, coordinating and implementing resource mobilization work plan;
- xiii) Leading and guiding in the identification of funding opportunities and engaging the funding agencies such as the private sectors entities, individuals and corporate agencies, through proposal writing and other statutory means;

- xiv) Coordinating the approval of agreements in connection with funding opportunities and ensuring effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals;
- xv) Sourcing information on donor policies and priorities, and subsequently, update donor profiles;
- xvi) Conducting of staff appraisals within the department;
- xvii) Providing secretariat services to the Division's main committees on a regular basis and ensuring proper documentation of all deliberations;and
- xviii) Any other duties assigned from time to time by the Deputy Vice Chancellor (Planning, Research and Innovation)

### **c) Job Specifications**

Minimum requirements:-

- i) Ph.D Degree with at least 12 years working experience, three (3) of which as Deputy Registrar(Planning Research and Innovation) Grade14 or Senior Management Position in an accredited University or its equivalent
- ii) Must be registered with relevant professional body and in good standing (where applicable);and
- iii) Proficiency in relevant Computer application.

## **5. UNIVERSITY LIBRARIAN - GRADE XV**

### **a) Job Purpose**

Reporting to the Deputy Vice Chancellor (Academic and Student Affairs, the University Librarian shall provide strategic leadership and oversight to the University Libraries to create and sustain a library system responsive to a diverse academic community, emphasizing student-focused learning and exploration and the effective delivery of core library functions, collections management and services to the University community and other patrons.

### **b) Job Descriptions**

The University Librarian's responsibilities shall include:-

- i) Preparing the annual budget and establishment for the University Library so as to inform on funds allocation for the department and also ensuing conformance to the annual approved estimates for the department;
- ii) Allocating duties to the subordinates on a regular basis to ensure team work and proper execution of the various responsibilities within all the University Library;
- iii) Developing and reviewing all the Library policies, procedures and processes on a regular basis so as to propel the section into the future and ensure achievement of set goals effectively;
- iv) Presenting regular advisory reports on operational matters affecting the Library department so as to inform on the course of action needed to resolve the same;
- v) Conducting annual performance appraisal of subordinate staff to identify any skills gaps or areas that require improvement and offer recommendations for the same;
- vi) Supervising the subordinates in the Library department on a daily basis to ensure the smooth running of operations;
- vii) Contributing to development, implementation and evaluation of Annual Performance Contract pertaining library service;
- viii) Directing the development and maintenance of an academic Library's' collection of books, periodicals, records, films, tapes and a variety of other Library materials chairs to prioritize and focus future Library developments;
- ix) Directing the development, repairing and maintaining the Library buildings regularly for prompt action;
- x) Directing and controlling the expenditure of departmental fund allocations within the constraints of approved budgets regularly to ensure conformance to the annual approved estimates for the department;

- xi) Directing and training Library staff in technical and administrative Library skills from time to time to implement professional development and scholarship among staff;
- xii) Directing and participating in personnel actions such as hiring, termination, assignment, and evaluation and labor relations to guide in selection of highly skilled and efficient personnel;
- xiii) Representing the Library on regional and national committees and serves as the University authority on Library issues regularly to build on expertise and provide professional opinion;
- xiv) Confering with the University officials and general public to provide information and to resolve problems and complaints from time to time;
- xv) Providing reference and readers advisory services on a regular schedule to Library patrons as supervisor of that department;
- xvi) Assessing quality and effectiveness of programs and services in the Library department for efficiency and effectiveness in service delivery; and
- xvii) Contributing in community talks and activities from time to time in order to create awareness on different purposes of information and promote information literacy from time to time.

### **c) Job Specifications**

Minimum Requirements:-

- i) A Ph.D in Library and Information Sciences or its equivalent with at least 12 years working experience, three (3) of which as Deputy Librarian Grade 14 in an accredited University or its equivalent;
- ii) Registered with relevant professional body; and
- iii) Proficiency in relevant Library Computer applications.

## **6. MEDICAL OFFICER-GRADE XII**

### **a) Job Purpose**

Reporting to Senior Medical Officer, the Medical Officer shall manage all aspects related to patient care and oversee the daily operations of the University Health Services for staff and students

### **b) Job Description**

The Medical Officer's responsibilities shall include:-

- i) Managing inter-institutional collaboration and strategic partnerships with other relevant healthcare institutions in clinical referral, clinical research and training services in the region and beyond;
- ii) Developing and fostering effective collaboration among the University Health Facilities, departments, staff leadership, faculty and other affiliated services to ensure an integrated approach to providing services, and fulfilling the Client Service Charter ;
- iii) Promoting and ensuring a culture of compliance with all established statutory and professional regulations and requirements, good governance principles and best practices in the University Health Facilities ;
- iv) Working through the Facility Management committee and leadership of the department, serving as a resource to help reduce costs, enhance revenues, achieve effective utilization and quality goals and objectives, analyze and utilize information to develop and support management decisions;
- v) Planning and conducting community outreach activities through medical camps and disease outbreak investigations;
- vi) Early identification and screening of alcohol and substance abuse disorders and linking to care and rehabilitation;
- vii) Preparing medico legal reports , assessment of disability and invalidity ;
- viii) Conducting weekly clinic and theatre days, performing emergency surgeries, working with medical specialists in wards, theaters and clinics;

- ix) Undertaking medico-legal duties including filling P3 forms, court attendance and attending post mortems sessions involving university staff and students , undertaking pre-employment & pre university medical examinations;
- x) Maintaining regularly updated patient medical records that document all evaluations, medications, treatments, allergies, test results and other records;
- xi) Evaluating a patient's symptoms and determine the most appropriate course of treatment to address them;
- xii) Prescribing medications in compliance with relevant statutes and counsel patients on all possible risks, complications and interactions with other medications they may be taking;
- xiii) Educating clients on topics such as proper nutrition, fitness and hygiene to assist them in making informed decisions and taking good care of their health; and
- xiv) Referring appropriately all cases that require further treatment in other secondary facilities .

**c) Requirements for Appointment:-**

Minimum Requirements:-

- i) Bachelors Degree in Medicine and Surgery (MBChB) or is equivalent from an accredited University; with one (1) year's working experience (excluding internship) from a reputable institution;
- ii) Be registered by the Kenya Medical Practitioners and Dentists Council (KMPDC) and in good standing
- iii) Must have a current practicing license;
- iv) Must have a current professional indemnity insurance cover
- v) ICT competent.

**7. LEGAL OFFICER GRADE – GRADE XII**

**a) Job Purpose**

Reporting to Senior Legal Officer, the Legal Officer shall provide legal guidance on contractual and statutory obligations binding to the University.

**b) Job Description**

The Legal Officer's responsibilities shall include:-

- i) Advising the University on all legal matters that may arise in its operations from time to time;
- ii) Drawing ,vetting and scrutinising of all Contracts, MoUs and other legal documents touching on the University;
- iii) Following up on cases filed on behalf of the University and against the University;
- iv) Developing, implementing and reviewing legal policies and procedures to ensure compliance with existing legislation within the University statutes and nationally
- v) Initiating legal action on behalf of the University on recovery measures as may be proclaimed by the University Council;
- vi) Undertaking legal research;
- vii) Advising the University on changes to University Statutes and related regulations thereof;
- viii) Monitoring compliance with regulatory and legislative requirements;
- ix) Providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews; and
- x) Any other duty as assigned from time to time. By the Vice Chancellor.

### c) Job Specification

#### Minimum Requirements:-

- i) Masters of Laws(LLM) with 6 years relevant working experience from a reputable institution **OR** ;
- ii) Bachelors Degree in Law (LLB) and Postgraduate Diploma in Law with 9 years relevant working experience, three (3) of which as Senior Legal Assistant I Grade 11 or its equivalent in a reputable institution;
- iii) Be a registered member of Law Society of Kenya and in good standing;
- iv) Have a current practicing certificate; and
- v) ICT Competent.

#### Tenure of Service

The appointments of Chief Internal Auditor,Registrar (Academic Affairs),Registrar (Administration), Registrar (Planning, Research and Innovation) and University Librarian shall be on a five (5) year contract terms of service renewable once subject to satisfactory performance as appraised by the respective supervisors. The position of Medical Officer and Legal Officer shall be on Permanent & Pensionable terms upon satisfactory completion of six (6) months probation period and subject to satisfactory performance as appraised by the respective supervisors.

#### How to apply:-

- Applications should be accompanied by a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, e-mail addresses and telephone contacts and any other relevant supporting documents.
- Applicants should also submit valid clearances from the following bodies;
  - 1. Kenya Revenue Authority
  - 2. Higher Education Loans Board
  - 3. Ethics and Anti-Corruption Commission
  - 4. Directorate of Criminal Investigation (Certificate of Good Conduct)
  - 5. Registered Credit Reference Bureau
- They should also provide names, telephone numbers and contact addresses of three (3) referees.
- Applicants should request their referees to submit their confidential reports to the undersigned to be received on or before **16<sup>th</sup> December, 2022**.
- Ten (10) hard copies of the application should be sent via registered mail or courier marked with the Advert Reference number on the envelope to the undersigned. **A Soft copy in PDF running format should** be sent to [recruitmentdec2022@mmust.ac.ke](mailto:recruitmentdec2022@mmust.ac.ke). Applications should be addressed to the undersigned to be received on or before **16<sup>th</sup> December, 2022 by 5:00 p.m.**
- Applicants with foreign earned qualifications should have their certificates certified as recognized by the Commission for University Education (CUE).

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**Deputy Vice Chancellor (Administration & Finance)**  
**Masinde Muliro University of Science and Technology**  
P.O. Box 190-50100  
**KAKAMEGA**  
Website:[www.mmust.ac.ke](http://www.mmust.ac.ke).

**MMUST IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH DISABILITIES ARE  
ENCOURAGED TO APPLY**

**MMUST does not levy any fee in the processing, recruitment & selection of applicants.**  
**The University reserves the right not to make any appointments at any stage of the recruitment exercise.**