



**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY  
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**Office of the Vice Chancellor**

**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 & Technology invites applications from suitably qualified candidates for the following vacant positions.

<b>SCHOOL OF MEDICINE</b>					
<b>S</b>	<b>Designation</b>	<b>Grade</b>	<b>Area of Specialization</b>	<b>Ref. No</b>	<b>Posts</b>
1.	Professor	XV	PhD or M. Med Anatomy/Physiology/Biochemistry/Microbiology/Pathology or M. Med Surgery or FCS(ECSA)or equivalent	AC/01/04/21	1
2.	Associate Professor	XIV	PhD or M. Med Anatomy/Physiology/Biochemistry/Microbiology/Pathology or M. Med Surgery or FCS(ECSA)or equivalent	AC/02/04/21	1
3.	Senior Lecturer	XIII	PhD or M. Med Anatomy/Physiology/Biochemistry/Microbiology/Pathology or M. Med Surgery or FCS(ECSA)or equivalent	AC/03/04/21	1
4.	Lecturer	XII	PhD or M. Med Anatomy/Physiology/Biochemistry/Microbiology/Pathology or M. Med Surgery or FCS(ECSA)or equivalent	AC/04/04/21	1
5.	Assistant	XI	MSc	AC/05/04/21	1

	Lecturer/Tutorial Fellow		Anatomy/Physiology/Biochemistry/Microbiology/Pathology		
<b>SCHOOL OF ENGINEERING AND THE BUILT ENVIRONMENT</b>					
<b>DEPARTMENT OF ELECTRICAL AND COMMUNICATIONS ENGINEERING</b>					
6.	<b>Designation</b>	<b>Grade</b>	<b>Area of Specialization</b>	<b>Ref. No</b>	<b>Posts</b>
7.	Professor	XV	Power Systems and Machines	AC/06/04/21	1
8.	Associate Professor	XIV	Control Systems	AC/07/04/21	1
9.	Senior Lecturer	XIII	Power Systems and Machines/Microprocessors/Electronics	AC/08/04/21	1
10.	Lecturer	XII	Control Systems/Power Systems and Machines/Microprocessors/Electronics	AC/09/04/21	3
11.	Assistant Lecturer	XI	Control Systems/Power Systems and Machines/Microprocessors/Electronics	AC/10/04/21	1
12.	Technician I	VII	Light OR Heavy Current	AD/01/04/21	1
13.	Technician II	VI	Light OR Heavy Current	AD/02/04/21	2
<b>DEPARTMENT OF MECHANICAL AND INDUSTRIAL ENGINEERING</b>					
14.	Associate Professor	XIV	Mechanical & Industrial Engineering/Renewable Energy/Thermofluids/Applied Mechanics	AC/11/04/21	1
15.	Senior Lecturer	XIII	Applied Mechanics and Material Science/Engineering Design/Thermofluids/Manufacturing and Industrial Engineering	AC/12/04/21	2
16.	Lecturer	XII	Applied Mechanics and Material Science/Engineering Design/Renewable Energy/Manufacturing and Industrial Engineering	AC/13/04/21	3
17.	Assistant Lecturer/Tutorial Fellow	XI	Mechanical & Industrial Engineering/Renewable Energy	AC/16/04/21	1
18.	Principal Technician I	XII	Plant/Production Engineering	AD/03/04/21	1
19.	Technician II	VI	Plant & Welding/Production Engineering	AD/04/04/21	2
20.	Technician III	V	Welding & Fabrication/Refrigeration	AD/05/04/21	1

<b>DEPARTMENT OF CIVIL AND STRUCTURAL ENGINEERING</b>					
21.	Associate Professor	XIV	Highway and Transportation/Geotechnical Engineering /Structural & Material Engineering/Environmental Engineering	AC/17/04/21	1
22.	Senior Lecturer	XIII	Structural and Material Engineering/Highway and Transportation Engineering/Geotechnical Engineering/Environmental Engineering	AC/18/04/21	2
23.	Lecturer	XII	Any area in Civil Engineering	AC/19/04/21	2
24.	Technician III	V	Any area in Civil Engineering	AD/06/04/21	3
<b>SCHOOL OF NATURAL AND APPLIED SCIENCES</b>					
<b>DEPARTMENT OF BIOLOGICAL SCIENCES</b>					
25.	Professor	XV	Bioinformatics, Biochemistry, Zoology, Botany, Microbiology/Immunology/Entomology/Biology	AC/20/04/21	1
26.	Associate Professor	XIV	Bioinformatics, Biochemistry, Zoology, Botany, Microbiology/Immunology/Entomology/Biology	AC/21/04/21	1
27.	Lecturer	XII	Bioinformatics, Biochemistry, Zoology, Botany, Microbiology/Immunology/Entomology/Biology	AC/22/04/21	1
<b>SCHOOL OF AGRICULTURE VETERINARY SCIENCES AND TECHNOLOGY</b>					
28.	Professor	XV	Agronomy	AC/23/04/21	1
29.	Associate Professor	XIV	Agri-Business Management & Extension	AC/24/04/21	1
30.	Senior Lecturer	XIII	Horticulture	AC/25/04/21	1
31.	Lecturer	XII	Agro-Industrial Technology	AC/26/04/21	1
<b>SCHOOL OF PUBLIC HEALTH BIOMEDICAL SCIENCES AND TECHNOLOGY</b>					
32.	Associate Professor	XIV	Medical Laboratory Sciences	AC/27/04/21	1
33.	Senior Lecturer	XIII	Hospitality and Institutional Management	AC/28/04/21	1
34.	Lecturer	XII	Hospitality and Institutional Management	AC/29/04/21	1
35.	Tutorial Fellow	XI	Medical Microbiology/Medical Biotechnology	AC/30/04/21	1
36.	Senior Technologist	XI	Medical Microbiology/Medical Biotechnology	AC/31/04/21	1

<b>SCHOOL OF ARTS AND SOCIAL SCIENCES</b>					
<b>S</b>	<b>Designation</b>	<b>Grade</b>	<b>Specialization</b>	<b>Advert Reference No</b>	<b>Posts</b>
37.	Lecturer	XI	French/Kiswahili/Literature/Geography/Sociology/Social Work	AC/32/04/21	1
38.	Assistant Lecturer	XI	French/Kiswahili/Literature/Geography/ Sociology/Social Work	AC/33/04/21	1
<b>SCHOOL OF BUSINESS AND ECONOMICS</b>					
<b>DEPARTMENT OF BUSINESS ADMINISTRATION AND MANAGEMENT</b>					
39.	Lecturer	XII	Purchasing and Supplies Management, Project Management, Entrepreneurship	AC/34/04/21	1
40.	Tutorial Fellows	XI	Entrepreneurship, Purchasing and Supplies Management, Operations and Information Systems Management and Marketing, Project Management	AC/35/04/21	1
<b>SCHOOL OF COMPUTING AND INFORMATICS</b>					
41.	Lecturer	XII	Computer Science/Information Technology	AC/36/04/21	1
42.	Tutorial Fellow	XI	E-learning Instructional Material Designer/E-Learning Multimedia Specialist	AC/37/04/21	2
<b>OFFICE OF THE VICE CHANCELLOR</b>					
43.	Chief Internal Auditor	XIV	-	AD/07/04/21	1
44.	Chief Security Officer	XIV	-	AD/08/04/21	1
45.	Senior Legal Officer	XIII	-	AD/09/04/21	1
<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE)</b>					
46.	Registrar (Administration)	XV	-	AD/10/04/21	1
47.	Procurement Officer II	XI	-	AD/11/04/21	1
48.	Senior Procurement/Supplies Assistant II	VII	-	AD/12/04/21	1
49.	Procurement/Supplies Assistant II	V	-	AD/13/04/21	1
50.	Senior Driver III	V	-	AD/14/04/21	1

<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (PLANNING, RESEARCH AND INNOVATION)</b>					
51.	Registrar (Planning and Innovation)	XV		AD/15/04/21	1
<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)</b>					
52.	Registrar (Academic Affairs)	XV	-	AD/16/04/21	1
<b>OFFICE OF THE UNIVERSITY LIBRARIAN</b>					
53.	Assistant Librarian I	XII	-	AD/17/04/21	1
<b>OFFICE OF THE REGISTRAR (ADMINISTRATION)</b>					
54.	Deputy Registrar (Administration)	XIV	-	AD/18/04/21	1
55.	Assistant Registrar	XII	-	AD/19/04/21	1
<b>OFFICE OF THE DEAN OF STUDENTS</b>					
56.	Games and Sports Officer	XII	-	AD/20/04/21	1

## **Requirements for Appointment**

### **1. Professor (Grade XV)**

Applicants should have an earned PhD or equivalent degree qualification in the relevant area from a recognized/accredited University, at least four (4) years teaching and research experience since being appointed Associate Professor. In addition, they must have five (5) publications in credible refereed Journals OR two University level books since last appointment. They should show evidence of continuing research, publications, effective teaching, participation in seminars and conferences and supervision of postgraduate students i.e., supervised at least six (6) postgraduate students, two (2) at Doctoral level since last appointment to completion. They must show evidence of having attracted research funds. Applicants are required to be registered with professional bodies where applicable. Applicants must attain at least forty-two (42) equivalent weighted points

The successful applicants will be expected to provide academic leadership in the department by teaching both undergraduate and postgraduate courses in their areas of specialization, supervise postgraduate students, initiate and carry out research, participate in community service and provide evidence of the same.

### **2. Associate Professor (Grade XIV)**

Applicants should have an earned PhD or equivalent degree qualification in the relevant area from a recognized/accredited University, at least three (3) years teaching and research experience since being appointed Senior Lecturer. In addition, they must have four (4) publications in credible refereed journals OR one (1) University level book. They should show evidence of continuing research, publications, effective teaching, participation in seminars and conferences and supervision of postgraduate students' i.e. supervised at least four (4) postgraduate students (at least two (2) at Doctoral level) to completion since last appointment. They must show evidence of having attracted research funds. Applicants are required to be

registered with professional bodies where applicable. Applicants must attain at least thirty-eight (38) equivalent weighted points.

The successful applicants will be expected to provide academic leadership in the department by teaching both undergraduate and postgraduate courses in their areas of specialization, supervise postgraduate students, initiate and carry out research, participate in community service and provide evidence of the same.

### **3. Senior Lecturer (Grade XIII)**

Applicants should have an earned PhD or equivalent degree qualification in the relevant area from a recognized/accredited University, at least three (3) years as Lecturer or six (6) years in the industry. In addition, they must have four (4) publications in credible refereed journals since last appointment. They should show evidence of continuing research, publications, effective teaching, participation in seminars and conferences and supervision of postgraduate students' i.e., supervised at least three (3) postgraduate students to completion since last appointment. They should show evidence of participation in community service. Applicants are required to be registered with professional bodies where applicable. Applicants must attain at least thirty-four (34) equivalent weighted points.

### **4. Lecturer (Grade XII)**

Applicants should have an earned PhD or equivalent degree qualification in the relevant area from a recognized/accredited University (Masters from a recognized University in special cases), at least three (3) years teaching and research experience since last appointment. In addition, they must have three (3) publications in credible refereed journals since last appointment. They should show evidence of participation in community service. Applicants are required to be registered with professional bodies where applicable. Applicants must attain at least twenty-six (26) equivalent weighted points.

### **5. Assistant Lecturer (Grade XI)**

Applicants should demonstrate evidence of registration of PhD, possess a Master's degree and Bachelor's degree, at least one (1) year teaching experience. In addition, they must have one (1) publication in credible refereed journals. Applicants are required to be registered with professional bodies where applicable. They should show evidence of participation in community service. Applicants must attain at least ten (10) equivalent weighted points.

### **6. Tutorial Fellow (Grade XI)**

Applicants should demonstrate evidence of registration of PhD, possess a Master's degree and Bachelor's degree. In addition, they must have one (1) publication in credible refereed journals. Applicants are required to be registered with professional bodies where applicable. They should show evidence of participation in community service. Applicants must attain at least ten (10) equivalent weighted points.

## 7. Chief Internal Auditor (Grade XIV)

The person appointed as the Chief Internal Auditor shall be required to hold the following qualifications; be a PhD holder in Finance, Accounting, Economics or any other related field with the first degree in Finance, Accounting or Economics; holder of the CPA(K), ACCA or CA qualification and membership to the Institute of Certified Public Accountants and Institute of Internal Auditors (IIA); at least ten (10) years working experience in finance with three (3) years' experience as a Senior Internal Auditor or its equivalent in a university or equivalent institution and demonstrated outstanding qualities of leadership, coordination and organizational capabilities, has a certificate in ICT with demonstrable practical experience, demonstrate outstanding qualities for leadership, coordination and organizational capabilities at top management level.

### Job Description

Reporting to the Vice Chancellor functionally and answerable to Council, the Chief Internal Auditor will be responsible for:

- Developing and implementing annual risk based internal audit plans that outline activities to be undertaken by the Internal Audit department;
- Providing leadership in the Internal Audit Department as per the approved Internal Audit Charter and Internal Audit Plan, regulatory guidelines and the Institute of Internal Auditors' Guidelines and Standards;
- Conducting independent assessments of the University's systems of internal control and advise the University Management Board and Council on their appropriateness and effectiveness;
- Determining the level of compliance with internal policies, procedures, statutory and regulatory requirements;
- Preparing and presenting timely audit reports to the Audit, Governance and Risk Management Committee of the Council;
- Conducting post audit reviews to assess the implementation of recommendations outlined in both external and internal audit reports;
- Liaising with external auditors on both interim and final audits in order to fully conform to the recommendations and statutory requirements;
- Supporting, guiding and agreeing with the departments on the necessary preparations with respect to the action plans required for compliance with the external auditors reports on both interim and final audits.
- Preparing, implementing and reviewing the departmental strategic plan and annual work plan;
- Preparing the department's annual budget and procurement plan; and
- Conducting annual appraisal of members of staff in the department.

## **8. Chief Security Officer -GRADE XIV**

### **Minimum Criteria for Appointment**

The person appointed as the Chief Security Officer shall be required to be a holder of a PhD degree in Criminology/Security Science or its equivalent from a recognized institution and must have worked with the Disciplined Forces of Kenya for at least eight (8) years OR must possess Master's Degree in Criminology/Security Science or its equivalent from a recognized institution with at least ten (10) years' experience in the Disciplined Forces of Kenya at Grade XIII or equivalent or/ and should at all cases possess clean Discharge Certificate, Certificate of Good Conduct, First Aid Certificate and Fire Fighting Certificate

### **Job Description**

Reporting to the Vice Chancellor on all security matters of the University, the successful applicant will be responsible for:

- Managing, directing, controlling and coordinating security matters and operations at the University;
- Liaising with both internal and external security agents while managing security intelligence systems within and for the University, and executing periodic security surveys for all Campuses;
- Liaising with the Kenya Police on security matters and following up on court cases;
- Ensuring effective security is maintained for the protection of University property, staff and students;
- Planning and coordinating the training and development of staff in the Department of Security;
- Managing security intelligence systems within and for the University;
- Carrying out any investigation requested by University officers;
- Carrying out investigation of disciplinary matters as referred by the University Management Board;
- Attending to all security meetings in all Campuses;
- Advising the Vice Chancellor and the University Management Board on all security issues at the University;
- Formulating, planning, controlling and implementing the departmental strategic plan and budget;
- Ensuring effective coordination and implementation of policies in the department.

## **9. Registrar (Administration) -Grade XV**

### **Requirements for Appointment**

Applicants shall be a certified Human Resource Professional with a Doctorate degree in Social Sciences preferably in Human Resource Management or related field from an accredited and recognized University and with over fifteen (15) years work experience, six (6) of which as a Deputy Registrar (Administration) or its equivalent, preferably in a university setting.

### **Job Description**

Reporting to the Deputy Vice Chancellor in charge of Administration and Finance, the successful applicant will be responsible for

- Ensuring effective coordination and implementation of University policies in the Division for smooth running of operations.
- Formulating Departmental strategic plans in order to ensure that the objectives of the department are met.
- Ensuring that effective administration systems are in place in conformity with University policies and procedures.
- Developing and controlling Departmental budget to ensure proper utilization of resources.
- Overseeing proper keeping and custodianships of the Department's records to ensure policy documents are well preserved.
- Establishing a competitive reward and remuneration system for staff;
- Inculcating good employee relations, career development and staff welfare
- Preparing and executing staff disciplinary matters to enhance good conduct among staff members.
- Facilitating staff appraisals in order to recommend awards, promotions and training.
- Approving staff leaves; compassionate, annual and study leave upon recommendation by the respective heads of departments and verification at the Central Registry.
- Controlling and approving staff payroll, staff claims, casual payments, and statutory deductions.
- Custodianship and managing of records of Finance and Administration Division;
- Coordinating the entire work force in the University;
- Serving as Secretary to the University Management Board and all committees of the University Management Board.

## **10. Registrar (Academic Affairs) -Grade XV**

### **Requirements for Appointment**

Applicants shall be holders of a Doctorate degree from an accredited and recognized University and have the status of at least an Associate Professor in a teaching department of the University and should have served as Dean or Director in an office involving students for at least three (3) years.

### **Job Description**

Reporting to the Deputy Vice Chancellor in charge of Academics and Student Affairs, the successful applicant will be responsible for

- Custodianship, administration and prudent management of University instruments of governance.
- Declaring the academic status of each student in line with the statutory guidelines, rules and regulation of the University;
- Ensuring integrity, accuracy and security of academic records, production and issuance of official academic transcripts and original certificates;
- Declaring programmes and programme capacities for student placements and admissions;
- Preparing, publishing and implementing the academic calendar / semester schedules including the graduation date;
- Planning, developing and formulating all activities related to admissions, enrolment records, registration of students, examinations, processing of results and certification;
- Keeping of the University's student records and data;
- Planning, recommending, installing, administering and reviewing academic systems in line with University objectives, policies and procedures.
- 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;
- Interpreting and enforcing policies and regulations of the University touching on academic matters;
- Developing and managing the departmental budget and procurement plan;
- Investigating, analyzing, resolving and reviewing student disputes related to records, registration, examinations and certification;
- 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;
- Serving as Secretary to the Senate and all Committees of Senate.

## **11. Registrar (Planning, Research and Innovation)-Grade XV**

### **Requirements for Appointment**

Applicant shall be required to be a holder of a Doctorate degree from an accredited and recognized University with over fifteen (15) years' work experience six (6) of which as a Deputy Registrar or its equivalent in a related field, preferably in a University setting OR should have earned a Ph.D. degree in Public Administration, or its equivalent, CPS (K) or relevant professional qualification of five (5) years and must have served at the level of Senior Lecturer or above if from an academic background.

### **Job Description**

Reporting to the Deputy Vice Chancellor in charge of Planning, Research and Innovation, the successful applicant will be responsible for

- Participating in the development of the University's master plan so as to offer guidance towards achievement of the University's Strategic Plan.
- Participating in the development of long term and short-term policies to govern the operations of the various sections under the Division to guide in achieving the set objectives.
- Participating in the periodic review of divisional policies so as to enforce them.
- Continuous improvement in service delivery within the Division.
- Coordinating the development of annual budgets for the various divisional departments for use in managing funds allocated to each of the departments.
- Coordinating the functions of the various departments under the Division
- Ensuring compliance to the set policies and alignment of departmental activities towards achievement of targets.
- Coordinating the promotion and facilitation of leading-edge research including collaborative and interdisciplinary research in line with the University and national research agenda;
- 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;
- 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;
- Acting as the link between the University and the community with respect to research initiatives of mutual benefit;
- Developing and coordinating mutually beneficial linkages with industry in order to forge robust partnerships and collaborative research and innovations;
- Coordinating the transfer of knowledge to society through research and outreach activities, (collaborative research; seminars; workshops; lectures; websites;

publications) and through technology transfer (collaborative research; contract work; and commercialization of intellectual property);

- Coordinating the development of strong linkages with appropriate academic departments and units and adding value to line departments by enriching the research environment and incubation centres, mounting workshops and seminars, providing interdisciplinary research training and mentoring for undergraduate and graduate students; and having regular communication of research activities and opportunities for faculty and students involvement;
- Designing, preparing, documenting, coordinating and implementing a fund generation and resource mobilization work plan;
- 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;
- 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;
- Gathering information on donor policies and priorities, and subsequently, update donor profiles;
- Providing secretariat services to the Division's main committees on a regular basis and ensuring proper documentation of all deliberations.

## **12. Deputy Registrar (Administration) –Grade XIV**

### **Requirements for Appointment**

Applicants shall be a certified Human Resource Professional with a Master's Degree in Human Resource Management with twelve (12) years working experience three (3) of which as Senior Assistant Registrar Grade XIII or its equivalent. In addition, the applicant must be registered with relevant professional body and be **ICT** Competent.

### **Job Description**

- Prepare reports to the University management board for timely decision making
- Formulate and ensure implementation of staff policies to achieve quality on service delivery
- Assist in the coordination of the functions of the heads of administrative sections in the department for efficient service delivery
- Assist in drafting department's budget for consideration and assist in administering the division's approved budget
- Coordinate staff performance appraisals in the administration division
- Supervise and directs HR staff working in the respective divisions.
- Oversee consultants and outsourced consultants providing HR services in the University.

- Directs the preparation of periodic reports for management as necessary or as requested to achieve strategic goals
- Develops and guides the implementation of policies, procedures and guidelines necessary to enable the employees achieve University's strategic goals
- Ensures accurate and confidential utilization of University HRIS for proper record keeping and management of employee data.
- Develops and identifies employee training needs through periodic Training Needs Assessment exercise
- Ensures a training system that addresses the training needs
- Develops reports on the Training Needs Assessments, employee orientation/onboarding, management development, productivity levels, Return on investment and transfer of knowledge.
- Assist HR with selection/recruitment of external/internal training experts.
- Develops programmes to communicate HR policies, procedures and laws to all University employees.
- Conduct investigations on employee grievances
- Implementation of the established wage/salary, pay policies of the University as per the University guidelines and SRC guidelines.
- Carry out research to establish the existing salary structure in the industry through salary surveys
- Monitors organizations culture to ensure it supports the achievement of goals and promotes employee job satisfaction.
- Participates in employee general welfare matters including negotiations and disciplinary matters
- Assumes other responsibilities as may be assigned by the appointing authority

### **13. Assistant Registrar (Human Resources) Grade XII**

#### **Requirements for Appointment**

Applicants shall be a certified Human Resource professional with a Master's degree in Human Resource Management with six (6) years working experience, three (3) of which as Senior Administrative Assistant Grade XI or its equivalent **OR** Bachelor's Degree in Human Resource with twelve (12) years working experience, three (3) of which as Senior Administrative Assistant Grade XI or its equivalent. CPS (K) or Diploma in relevant area is an added advantage. In addition, applicants must be registered with relevant professional body and be ICT competent.

#### **14. Senior Legal Officer – Grade XIII**

##### **Requirements for Appointment**

Applicants must possess a Masters of Laws/Legal Studies Degree from a recognized University with nine (9) years working experience, three (3) of which as Legal Officer Scale 12 or its equivalent. Those with evidence of Admission as an Advocate of the High Court of Kenya and registration as Commissioner for Oath with a current practicing certificate in addition to registration with the Law Society of Kenya and ICT competent will have an added advantage.

#### **15. Games and Sports Officer – Grade XII**

##### **Requirements for Appointment**

Applicants must possess a Master's degree in Physical Education, Sports Medicine or Sports Science with six (6) years working experience three (3) of which as Senior Assistant Games & Sports Officer Scale 11 or its equivalent **OR** Bachelor's degree in Physical Education, Sports Medicine or Sports Science with twelve (12) years working experience three (3) of which as Senior Assistant Games & Sports Officer Scale 11 or its equivalent. In addition, applicants must be registered with relevant professional body and be ICT competent.

#### **16. Assistant Librarian I – Grade XII**

##### **Requirements for Appointment**

Applicant must possess a Master's Degree in Library and Information Studies with six (6) years working experience three (3) of which as Assistant Librarian Scale 11 or its equivalent **OR** Bachelor's Degree Library and Information Studies with twelve (12) years working experience three (3) of which as Assistant Librarian Scale 11 or its equivalent. In addition, applicants must;

- Be registered with relevant professional body and be ICT competent.
- Have ability to identify suitable hardware and software for the library system
- Have skills in network administration and website authoring tools such as HTML, Apache, MySQL, Perl and Linux
- Have the ability to administer the Library Management System (KOHA) and ensure the integration and accessibility of all Library e-resources
- Experience in developing and /or managing an institutional repository system
- Familiarity with emergence of intuitional repositories, including issues, policies, service models, and strategies securing appropriate content
- Demonstrated experience with current digital collection architectures and platforms such as Dspace, Greenstone, Digital Commons and/or other repository tools.
- Demonstrated knowledge of digitization standards and techniques
- Demonstrated knowledge of digital content and metadata standards, such as PREMIS, IMS and Dublin Core.
- Knowledge of scholarly communication issues, Open Access initiatives, intellectual property and copyright issues, and new forms of publication and research/creative activities.

## **17. Procurement Officer II - Grade XI**

### **Requirements for Appointment**

Applicant must possess a Bachelor's degree in Procurement and Supplies Management with nine (9) years working experience three (3) of which as Assistant Procurement/Supplies Officer Scale 10 or its equivalent. Must be registered with the relevant professional body, hold a Practicing License and be ICT Competent

## **18. Senior Procurement/Supplies Assistant II - Grade VII**

### **Requirements for Appointment**

Applicant must possess a Higher Diploma in Purchasing and Supplies Chain Management with three (3) years working experience as Procurement/Supplies Assistant Scale 6 or its equivalent **OR** Diploma in Purchasing and supplies Chain Management with 6 years working Experience three (3) of which as Procurement/Supplies Assistant Scale 6 or its equivalent. In addition, applicants must be registered with relevant professional body and be ICT competent.

## **19. Procurement/Supplies Assistant II - Grade V**

### **Requirements for Appointment**

Applicant must possess a Diploma in Purchasing and Supplies Chain Management **OR** Certificate in Purchasing and Supplies Management with three (3) years working experience as Procurement/Stores Clerk Grade four (4) or its equivalent and be ICT Competent.

## **20. Senior Driver III - Grade V**

### **Requirements for Appointment**

Applicant must possess a K.C.S.E Certificate, a valid driving license with six (6) years working experience three (3) of which as Driver Grade four (4) or its equivalent, Suitability Test II for drivers, Occupational Trade Test II for drivers, Defensive Driving Certificate from the Automobile Association (AA) of Kenya, First Aid Certificate Course and A Certificate of Good Conduct.

## **21. Principal Technician I - Grade XII**

### **Requirements for Appointment**

Applicants must possess a Master's Degree and Diploma in the relevant field with six (6) years working experience three (3) of which as Principal Technician Grade XI or its equivalent **OR** A Bachelor's Degree and Diploma in the relevant area with twelve (12) years working experience three (3) of which as Principal Technician Grade XI or its equivalent **OR** Higher National Diploma with fifteen (15) years working experience three (3) of which as Principal Technician Grade XI or its equivalent. In addition, they must be a member of a recognized professional body and be ICT Competent.

## **22. Senior Technician II/Senior Technologist – Grade XI**

### **Requirements for Appointment**

Applicants must possess a Master's Degree and Diploma in the relevant field with six (6) years working experience three (3) of which as Principal Technician Grade X or its equivalent **OR** A Bachelor's Degree and Diploma in the relevant area with twelve (12) years working experience three (3) of which as Principal Technician Grade X or its equivalent **OR** Higher National Diploma with fifteen (15) years working experience three (3) of which as Principal Technician Grade X or its equivalent. In addition, they must be a member of a recognized professional body and be ICT Competent.

## **23. Technician I – Grade VII**

### **Requirements for Appointment**

Applicants must possess a Higher National Diploma in relevant area **OR** Diploma with six (6) years working experience three (3) of which as Technician Grade VI or its equivalent. In addition, they must be a member of a recognized professional body and be ICT Competent.

## **24. Technician II -Grade VI**

### **Requirements for Appointment**

Applicants must possess a Diploma in relevant field with three (3) years working experience as Technician Grade V or its equivalent **OR** Certificate in relevant area with 9 years working experience three (3) of which as Technician Grade V or its equivalent. In addition, they must be a member of a recognized professional body and be ICT Competent.

## **25. Technician III -Grade V**

### **Requirements for Appointment**

Applicants must possess a Diploma in relevant field with related working experience **OR** Certificate in relevant area with six (6) years working experience three (3) of which as Laboratory Assistant Grade IV or its equivalent. In addition, they must be a member of a recognized professional body and be ICT Competent.

### **Application procedure**

- i) Each application shall be accompanied by a detailed curriculum vitae and certified copies of relevant academic and professional certificates, national identity card or passport, testimonials and any other relevant supporting documents. Applicants should also provide names, telephone numbers and contact addresses of three (3) referees.
- ii) Applicants must also submit, on application, **CURRENT AND VALID CLEARANCE** from the following:
  - a) Kenya Revenue Authority (Tax compliance certificate).
  - b) Higher Education Loans Board (HELB loan clearance certificate).
  - c) Ethics and Anti-Corruption Commission.
  - d) Directorate of Criminal Investigation (Certificate of Good Conduct).
  - e) Clearance certificates from registered and recognized Credit Reference Bureau.

iii) All applications shall clearly specify the position applied for by indicating the advert Reference Number on the envelope and submit in ten (10) hard copies to the address below. A soft copy of the cover letter and Curriculum Vitae should be emailed to [recruitmentapril2021@mmust.ac.ke](mailto:recruitmentapril2021@mmust.ac.ke).

Applications should be received on or before Thursday, 13<sup>th</sup> May 2021

**The Vice Chancellor  
Masinde Muliro University of Science and Technology  
P.O. Box 190-50100  
KAKAMEGA**

**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.**