



KARATINA UNIVERSITY

JOB VACANCIES

Karatina University wishes to recruit qualified and interested applicants for the vacant positions listed below: Specific specializations are indicated in the university website www.karu.ac.ke

ADVERT

SN	ACADEMIC POSITIONS			
	Position	Grade	Positions	Reference Number
1.	Lecturer	12	2	KarU/HR/LEC/2018
2.	Tutorial Fellow	11	2	KarU/HR/TF/2018
3.	Nursing Skills Lab Technician	10	1	KarU/HR/NSL.NO/2018
4.	Clinical Instructor	10	1	KarU/HR/CI.NO/2018
NON - ACADEMIC POSITIONS				
5.	Deputy Registrar (Academic & Student Affairs)	14	1	KarU/HR/DR(ARSA)/2018
6.	Director, Resource Mobilization	13	1	KarU/HR/DRM/2018
7.	Senior Assistant Dean of Students	13	1	KarU/HR/SADOS/2018
8.	Assistant Games Tutor I	11	1	KarU/HR/AGT/2018
9.	Systems Librarian I	11	1	KarU/HR/SLI/2018
10.	Assistant Network Administrator	10	1	KarU/HR/ANA/2018
11.	Database Administrator	8	1	KarU/HR/DBA/2018
12.	Senior Technician II	9	1	KarU/HR/STEC/2018
13.	Ambulance driver	4	1	KarU/HR/AMBd/2018

INTERNSHIP OPPORTUNITES

Karatina University invites suitably qualified and interested candidates from Universities and Colleges to apply for Internship for a period of three (3) months, effective January to March and April to June 2019. Details of departments are found in our website www.karu.ac.ke.

Part Time Lecturers

For information related to job specifications, areas of specialization and general requirements, kindly visit our website www.karu.ac.ke. Interested applicants should send the applications quoting the relevant reference number, so as to be received on or before **Tuesday 18th December, 2018.**

Karatina University is an equal opportunity employer and therefore applicants of either gender, persons with disability and those from marginalized areas are encouraged to apply.

JOB RESPONSIBILITIES AND REQUIREMENT FOR VACANT POSITIONS

1. JOB TITLE: LECTURER– GRADE 12: KarU/HR/LEC/2018

Specialization

Nursing (2 Positions)

a) Job Description

- i) Teach and assess courses in the discipline at both undergraduate and postgraduate level
- ii) Supervise undergraduate projects and other experiential learning programmes
- iii) Supervise dissertations/theses at graduate level.
- iv) Participate in the development of undergraduate and postgraduate courses
- v) Initiate, promote and participate in research projects
- vi) Provide professional and community services and initiate linkages and fundraising.
- vii) Carry out administrative and other duties and responsibilities as may be assigned

b) Job Specification

- i. Earned PhD or equivalent degree qualification in the relevant field from an credited and recognized University; and be registered or registrable with the relevant professional body
OR A master's degree in the relevant field from an accredited and recognized University (in special cases) with at least three (3) years teaching experience at University level or in research or in industry: and
 - a. A minimum of 24 publication points of which at least sixteen (16) should be from refereed journal papers; and
 - b. Registered with the relevant professional body;
- ii. For Nursing Lecturers candidates must have a valid practice license from the Nursing Council of Kenya.

2. JOB TITLE: TUTORIAL FELLOW– GRADE 11: KarU/HR/TF/2018

Specializations

Nutrition (1 Position)

Nursing (1 Position)

a) Job Description

- i) Teach and assess courses in the discipline at undergraduate level
- ii) Supervise undergraduate projects and other experiential learning programmes
- iii) Supervise projects at undergraduate level.
- iv) Participate in the development of undergraduate courses
- v) Initiate, promote and participate in research projects
- vi) Provide professional and community services and initiate linkages and fundraising.
- vii) Carry out administrative and other duties and responsibilities as may be assigned

b) Job Specification

- i. Have a Bachelor's Degree and a Master's degree qualification from accredited and recognized University in the relevant field;
- ii. Be registered for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification;
- iii. For Nursing Candidates one must have a valid registration and a valid practice license from the Nursing Council of Kenya.
- iv. For Nutrition candidates one must have a valid registration and a valid practice license from the Kenya Nutritionists and Dieticians Institute (KNDI)

**3. JOB TITLE: NURSING SKILLS LAB TECHNICIAN – NURSING OFFICER II
GRADE 10: KarU/HR/NSL.NO/2018**

a) Job Description

- i. Provide support in teaching and assessing courses in the discipline at undergraduate level
- ii. Guide and supervise undergraduate projects and other experiential learning programmes
- iii. Guide and supervise experiments/practicals
- iv. Initiate, promote and participate in research projects
- v. Provide professional and community services.
- vi. Carry out administrative and other duties and responsibilities as may be assigned

c) Job Specification

- i. Bachelor's Degree in Nursing from a recognized institution;
- ii. At least five (5) years relevant work experience;
- iii. Evidence of continuing professional development;
- iv. Knowledge of Information Communication Technology;
- v. Valid registration with the Nursing Council of Kenya.

**4. JOB TITLE: CLINICAL INSTRUCTOR- NURSING OFFICER II – GRADE 10:
KARU/HR/CI.NO/2018**

a. Job Description

- i. Provide support in teaching and assessing courses in the discipline at undergraduate level
- ii. Guide and supervise undergraduate projects and other experiential learning programmes
- iii. Guide and supervise experiments/practicals
- iv. Initiate, promote and participate in research projects
- v. Provide professional and community services.
- vi. Carry out administrative and other duties and responsibilities as may be assigned

b. Job Specification

- i. Bachelor's Degree in Nursing from a recognized institution;
- ii. At least five (5) years relevant work experience;
- iii. Evidence of continuing professional development;
- iv. Knowledge of Information Communication Technology.
- v. Valid registration with the Nursing Council of Kenya;

vi. Must have a valid practice license from the Nursing Council of Kenya.

5. JOB TITLE: DEPUTY REGISTRAR – ACADEMIC RESEARCH & STUDENT AFFAIRS - GRADE 14: KarU/HR/DR(ARSA)/2018

a. Job Description

Work at this level entails planning, policy formulation and general administration of the various administrative and/or academic activities in the University administration. In addition, management of the various departments within the administrative and/or academic divisions with regard to the legal instruments and regulations governing the management and administration of University resources in general and within their respective departments, staff development and capacity building, procurement. Specifically, duties and responsibilities will include:

- i. Coordination of all academic functions of the University making sure all university programmes are updated, relevant and market driven
- ii. Coordination of all research activities in the University in liaison with Registrar (ARSA) to ensure that the University is proactive in its core mandate of research and contribution to knowledge pool nationally and internationally
- iii. Ensuring implementation of policy guidelines in the academic division including effective development, review and interpretation of the curriculum to ensure it matches laid down standards and market requirements.
- iv. Facilitation of capacity building activities for the staff in the division to realize optimum performance while ensuring that all academic staff materials and facilities are available on time to ensure effective and optimum utilization of the said resources
- v. Participating in preparation of policy guidelines on creation, use and dissemination of knowledge while ensuring that both academic and student affairs matters and interest are well taken care of
- vi. Collecting and collating data on research activities in University, for Performance Contracting and guide decision making with regard to effective and productive areas that may require support and or changes.
- vii. Liaising with Registrar (ARSA) on generating, analyzing and recommending proposals for funding to diversify sources of funds for the University and develop capacity among the teaching staff and students.
- viii. Facilitating presentations and guidance to research and attendance supports in line with University mandate and as provided for in the university statute.

b. Job Specifications

- i) Master's degree in a relevant field from a recognized institution
- ii) At least four (4) years relevant work experience at the level of Senior Assistant Registrar or a comparable position.
- iii) Knowledge of Information Communication Technology.
- iv) Membership registration with relevant professional body.
- v) Should be a person of high integrity
- vi) Doctorate Degree in a relevant field from a recognized institution will be an added advantage.
- vii) Evidence of participation and contribution in academic seminars, workshops and conferences.

6. DIRECTOR, RESOURCE MOBILIZATION - GRADE 13: KarU/HR/DRM/2018

a. Job Description

- i. Lead the development of a fundraising strategy to meet strategic requirements of the University;
- ii. Provide advice on institutional donor requirements and private foundations including reporting timelines and expectations;
- iii. Conducting research on potential donors/partners such as trusts, foundations, companies and high net worth individuals, etc., finding a match with partners whose philanthropic or funding criteria match the University's vision and activities;
- iv. Support proposal development through coordinating the establishment of proposal development working groups with representatives from key departments (on an as needed basis);
- v. Work closely with all RM working groups to ensure a timely submission of proposals and concept notes to donors;
- vi. Chair the Resource Mobilization committee;
- vii. Advise the University on potential funding opportunities and changes in donor priorities;
- viii. Develop, maintain and update partners of Karatina University databases to record their contacts and preference information;
- ix. Raising awareness of Karatina University and its work at the County, National levels and international level;
 - x. Maintain up to date knowledge on donor funded projects;
 - xi. Ensure reporting is completed to the donor in a timely manner;
 - xii. Support the drafting of external reports and work with Programme teams to finalize these in accordance with donor requirements and timelines;
- xiii. Maintain a network of corporate contacts and effectively manage and maximize the relationships;
- xiv. Prepare resource mobilization work plans and up to date development plans;
- xv. Provide a focal point of contact for any RM related matters;
- xvi. Ensure effective and efficient accountability mechanisms are put place;
- xvii. Coordinate the appraisal and phase out process RMAs and ensure all are in line with the University RM Policy;
- xviii. Monitor and advise the implementation of RMAs and report on compliance;
- xix. Mentor, coach and counsel staff;
 - xx. Manage & co-ordinate all the directorate work, ensuring correct, full transparent and accountable financial, administrative and operational procedures are followed
 - xxi. Manage staff performance and provide regular feedback to staff, including interns and volunteers on their performance;
 - xxii. Identify training needs of staff, including volunteers, and assist to create individual development plans
- xxiii. Report to the Vice Chancellor and submit regular reports, at least quarterly; and
- xxiv. Other responsibilities assigned by the Vice Chancellor

b. Job Specification

- i. Minimum Master's degree in Finance, Economics and Business Administration, social sciences, International Relations, Marketing, Communications, humanities, development studies, Public Relations,
- ii. Excellent English language skills (written, spoken, reasoning and analytical skills)
- iii. Minimum of five (5) years of demonstrated experience in developing resource mobilization strategies or partnerships building with organizations;
- iv. Established track record in fund raising and public-private sector partnerships and proficiency in business planning, project/program proposal writing
- v. Experience in developing successful proposals to institutional donors, trusts and foundations, high net worth individuals and corporates

- vi. Proficiency in using applications software such as spreadsheet, Power Point, word processing, and project management tools
- vii. In-depth exposure to the use of various media platforms such as print, electronic/online, and social media, for communication and brand building is desirable;
- viii. Results-oriented, accountable, proactive and able to work with a wide range of stakeholders
- ix. Experience in grants management, monitoring, assessments and reviews
- x. Excellent interpersonal, communication and negotiation skills

NB: This employment is a three (3) years contract

7. JOB TITLE: SENIOR ASSISTANT DEAN OF STUDENTS - GRADE 13:

KarU/HR/SADOS/2018

a. Job Description

Work at this level entails Providing parental supervision and direction to the students; Raising the level of students educational and cultural awareness; Providing opportunity to explore educational career interests; Facilitating informal contacts with faculty and administrative staff; Contributing to development through group interactions and opportunity for leadership experiences and helping in planning and engaging them in productive leisure experiences; developing a sense of community belonging within the halls of Residence; Participating in building self-confidence, assertiveness and respectability in students as well as advise them on their sexual responsibility and helping to maintain discipline within the halls of residence and any other duties as may be assigned by a senior officer.

b. Job Specification

- i) Masters Degree in a relevant field from a recognized institution
- ii) At least eleven (11) years work experience in the relevant field
- iii) Knowledge of Information Communication Technology
- iv) Membership registration with a relevant professional body
- v) Doctorate degree is an added advantage

8. JOB TITLE: ASSISTANT GAMES TUTOR I/ SPORTS OFFICER I - GRADE 11 :

KarU/HR/AGT/2018

a. Job Description

Work at this level entails training and coaching of different sports, organizing practice and build up matches for specified teams; Undertaking the umpiring and refereeing duties, taking charge of games and trips, motivating students to participate in sports and games, designing and implementing income generating units organizing non-competitive games and sports, supervision of staff, staff development and capacity building and any other duties as may be assigned by a senior officer.

b. Job Specification

- i) Master's Degree in the relevant field from a recognized institution
- ii) At least three (3) years relevant work experience
- iii) Physical and mental fitness
- iv) Good knowledge of Information Communications Technology
- v) Registration with the relevant professional body

9. JOB TITLE: SYSTEMS LIBRARIAN I – GRADE 11: KarU/HR/SLI/2018

a. Job Description

Work at this level entails management of library and information resources, abstracting and indexing; stock editing; library promotion and use; teaching and conducting research in library and information skills; supervision, staff development and capacity building. In addition provide electronic information and any other duties as may be assigned by a senior officer.

b. Job Specifications

- i) Bachelors Degree in the relevant field from a recognized institution;
- ii) At least seven (7) years relevant work experience.
- iii) Good knowledge of Information Communication Technology and specifically:
 - a) Linux system administration skills including basic permission schemes, OpenSSH configuration and usage, and system backups.
 - b) Be able to install, configure, update and customize library open source software
 - c) Knowledge of Dspace, KOHA, EZ-proxy, and other library software
 - d) Basic software configuration skills and knowledge of XML and SQL be able to create and use basic relation models in MySQL/ PostgreSQL.
 - e) Knowledge of Perl, Python, PHP, and Java to customize applications in open source languages.
 - f) Basic understanding of MARC format and how it relates to cataloging standards, especially MARC21 and RDF.
 - g) Be able to use Perl + MARC
- iv) Membership registration to a relevant professional body.
- v) Masters Degree is an added advantage

**10. JOB TITLE: ASSISTANT NETWORK ADMINISTRATOR -GRADE 10:
KarU/HR/ANA/2018**

a. Job Description

Work at this level entails installation, configuration and maintenance Network Security Tools e.g firewall. anti-virus, Intrusion detection systems. Identify, troubleshoot, solve and document network connectivity and performance issues.

Monitor network performance and optimize the network for optimal speed and availability.

Deploy, configure and upgrade network software, such as, enterprise antivirus or diagnostics programs. Implement and maintain emergency backup and restore systems for mission-critical servers. Installation, configuration and maintenance of software and Management information systems (Microsoft Navision 2017); Manage new/existing user accounts for the internal network domain and any other duties as may be assigned by a senior officer.

b. Job Specification

- i) Bachelors Degree in a relevant field from a recognized institution
- ii) At least eleven (11) years relevant work experience
- iii) Membership registration in a relevant professional body
- iv) Masters Degree in a relevant field from a recognized institution and any other professional qualifications is an added advantage.

11. **JOB TITLE: DATABASE ADMINISTRATOR GRADE 8: KarU/HR/DBA/2018**

a. Job Description

Work at this level entails:

- i) Administer the modules of the different departments in the ERP Microsoft Navision 2017 system
- ii) Customize, support and maintain Microsoft NAV applications on C/SIDE environment using C/AL programming and SQL 2016.
- iii) Sustaining database security and integrity of data by assigning rights and privileges of users.
- iv) Perform daily Backups and periodic recovery using SQL Server Management Studio 2016. This includes developing, managing and testing back-up and recovery plans for client and server machines.
- v) Software Installation and configuration of databases and test environments as well as documenting
- vi) Sustaining database security and integrity of data by creating users and assigning permissions based on the level of access on the database
- vii) Performance Monitoring and database tuning on the indexes and queries
- viii) Troubleshoot various problems that arise and fix the issues; Document major changes to the servers
- ix) Create and maintain SQL queries
- x) User training and supervision of ICT applications related activities in various departments
- xi) Establishing the needs of users and monitoring user access and security and ensuring that they are addressed
- xii) Installing and Upgrade of new applications and customizing existing applications in order to make it fit for purpose, in liaison with the developers/ vendors.
- xiii) Facilitate Service Level Agreement (SLA) negotiations for external technology deliveries
- xiv) Working with Microsoft Visual Studio 2010 and SQL Server 2012 Report Builder 3.0 in designing the needed reports in the Development system and
- xv) Any other duty as may be assigned by a senior officer

b. Job Specifications

- i) Bachelor's Degree in the relevant field from a recognized institution
- ii) At least three (3) years relevant work experience from an institution of higher learning or a large commercial enterprise.
- iii) Any other professional qualifications will be an added advantage

12. **JOB TITLE: SENIOR TECHNICIAN II – GRADE 9: Karu/HR/STEC/2018**

a. Job Description

Work at this level will entail collection and preparation of teaching and research materials; initiating procurement processes for Laboratory/Workshop tools, materials, machines and equipment. In addition design Laboratory/Workshop arrangements and assist in carrying out various laboratory/workshop field activities. Besides, an employee at this level will be expected to carry out analytical work in specialized fields and any other duties as may be assigned by a senior officer.

b. Job Specification

- i) Bachelor's Degree in addition to Higher National Diploma with three (3) years laboratory working experience in a relevant field or its equivalent from a recognized institution.
- ii) Knowledge in information communication technology
- iii) First Aid and Occupational Health and Safety Training

iv) Membership of a professional body where applicable

13. JOB TITLE: AMBULANCE DRIVER – GRADE 4: KarU/HR/AMBd/2018

a. Job Description

Work at this level entails operation of vehicles, detection and reporting common faults, keeping the vehicles clean, carrying out minor repairs including oiling and greasing, maintenance of work ticket for vehicles as assigned, ensuring safety of the vehicle and any other duties as may be assigned by a senior officer.

b. Job Specification

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (plus) or its equivalent
- ii) Valid driving license classes BCE free from any endorsement
- iii) P.S.V license for bus and mini/bus (for bus and minibus drivers)
- iv) At least seven (7) years driving experience as an ambulance driver
- v) Certificate of Good conduct
- vi) Occupational trade Test III.
- vii) Basic certificate on first Aid
- viii) Computer literacy
- ix) Occupational/Motor Vehicle Mechanic Trade Test II will be an added advantage
- x) Accident free record or if any the records show that they were not in any way attributable to the drivers negligence

TERMS AND CONDITIONS OF SERVICE

The successful candidates will be offered a competitive remuneration package in accordance with the existing Terms and Conditions of Service.

MODE OF APPLICATION

Applicants must submit two (2) copies of applications giving details of their educational and professional qualifications, age, detailed work experience, present, post and salary, applicant's telephone number and e-mail address. Enclose certified copies of certificates and testimonials and giving names and addresses of three (3) referees who are knowledgeable about the applicant's competence and area of specialization, accompanied with detailed Curriculum Vitae and a copy of the most recent pay slip.

In addition, applicants should request their referees to write directly to the undersigned, in separate sealed envelopes. Interested applicants should send the applications to the address below, quoting the relevant reference number, so as to be received on or before **Tuesday 18th December, 2018.**

**The Vice Chancellor
Karatina University
P.O. Box 1957- 10101
KARATINA**

Only shortlisted candidates will be contacted.