



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.	Senior Lecturer/Lecturer (Nursing)	13/12	2	KarU/HR/LEC-NUR/2019
NON - ACADEMIC POSITIONS				
2.	Deputy University Librarian	14	1	KarU/HR/DUL/2019
3.	Medical Officer	13	1	KarU/HR/MO/2019
4.	Senior Accountant	13	1	KarU/HR/SA/2019
5.	Senior Internal Auditor	13	1	KarU/HR/SIA/2019
6.	Senior Assistant Student Counsellor	11	1	KarU/HR/SASC/2019
7.	Registry Supervisor	7	1	KarU/HR/RS/2019

For information related to person 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 2nd July, 2019.**

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: SENIOR LECTURER– GRADE 13: KarU/HR/LEC-NUR/2019

Specialization - Nursing

a) Job Description

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

b) Person Specifications

For appointment to this grade, a candidate must have;

- i) An earned PhD or equivalent degree qualification (*or a master's degree qualification in special cases*) in the relevant field from an credited and recognized University.
- ii) At least three (3) years of teaching experience at University level as a Lecturer or six (6) years research / industrial experience.
- iii) A minimum of 32 publication points as a Lecturer or equivalent of which at least twenty-four (24) should be from refereed scholarly journals.
- iv) Supervised at least three (3) postgraduate students to completion as a Lecturer or its equivalent.
- v) Registered with the Nursing Council of Kenya.
- vi) Nursing Senior Lecturers candidates must have a valid practicing license from the Nursing Council of Kenya.

2. JOB TITLE: LECTURER– GRADE 12: KarU/HR/LEC-NUR/2019

Specialization - Nursing

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 Resource Mobilization.

- vii) Carry out administrative and other duties and responsibilities as may be assigned

b) Person Specifications

For appointment to this grade, a candidate must have;

- i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University; and be registered or registrable with the Nursing Council of Kenya OR
- ii) 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 minimum of 24 publication points of which at least sixteen (16) should be from refereed journal papers.
- iii) Registered with the Nursing Council of Kenya.
- iv) Nursing Lecturers candidates must have a valid practicing license from the Nursing Council of Kenya.

3. JOB TITLE: DEPUTY UNIVERSITY LIBRARIAN - GRADE 14: KarU/HR/DUL/2019

a) Job Description

- i) Liaising with the University Librarian in planning and coordination of library services.
- ii) Marketing the library through publications of bulletin, manuals and guides, attending to official correspondence, career development and counseling.
- iii) Performance evaluation.
- iv) Training and professional development.
- v) Budget preparation and harmonization.
- vi) Promotion of staff welfare.
- vii) Participating in Resource Mobilization activities.
- viii) Undertaking labour relations/public relations.
- ix) Responsible for staff development and capacity building.
- x) Facilitating library services user education and
- xi) Any other duties as may be assigned by senior officer.

b) Person Specifications

For appointment to this grade, a candidate must have;

- i) Doctorate degree in the relevant field from a recognized institution;
- ii) At least four (4) years relevant work experience.
- iii) Good knowledge of Information Communication Technology.
- iv) Membership registration to a relevant professional body.
- v) Published at least two (2) relevant refereed publications.

4. JOB TITLE: MEDICAL OFFICER - GRADE 13: KarU/HR/MO/2019

a) Job Description

- i) Management of University Health Services.
- ii) Ensuring smooth running of the clinical services
- iii) Organizing, planning and controlling resources available at the University Health Services.
- iv) Participating in planning and development committees;
- v) Management and implementation of projects for Health Services development
- vi) Controlling Health Services supplies.

- vii) Staff development and capacity building.
- viii) Providing specialized services in various disciplines.
- ix) Managing of medical stores, plant and equipment in use in relevant specializations.
- x) Any other duties as may be assigned by a senior officer.

b) Person Specifications

- c) For appointment to this grade, a candidate must have;
 - i) Bachelor of Medicine and Bachelor of Surgery (MB ChB) from a recognized institution
 - ii) Valid registration with Medical Practitioners and Dentists Board.
 - iii) At least five (5) years relevant post internship work experience as a Medical practitioner with proven performance
 - iv) Evidence of continuing professional development
 - v) Knowledge of Information Communication Technology
 - vi) Current practicing Certificate

5. SENIOR ACCOUNTANT - GRADE 13: KarU/HR/SA/2019

a) Job Description

- i) Organization and management of accounting units.
- ii) Directing, controlling and coordinating of both routine and non-routine accounting matters.
- iii) Interpreting financial policies, budgetary control, management accounting and periodic financial returns.
- iv) Staff development and capacity building
- v) Any other duties as may be assigned by a senior officer.

b) Person Specifications

- For appointment to this grade, a candidate must have;
- i) Masters Degree in finance or accounting field from a recognized institution
 - ii) CPA (K)
 - iii) At least seven (7) years relevant work experience, three (3) of which must have been in a senior managerial position.
 - iv) Membership registration with ICPAK or any other relevant professional body
 - v) Knowledge of Information and Communication Technology.

6. JOB TITLE: SENIOR INTERNAL AUDITOR - GRADE 13: KarU/HR/SIA/2019

a) Job Description

- i) Formulation and implementation of policies.
- ii) Supervising all internal audit functions.
- iii) Performing quality assurance and standards activities.
- iv) Monitor and review audit work programs and techniques.
- v) Supervision of staff.
- vi) Staff development and capacity building.
- vii) Report writing.
- viii) Any other duties as may be assigned by a senior officer.

b) Person Specifications

For appointment to this grade, a candidate must have;

- i) Masters Degree in finance or accounting field from a recognized institution.
- ii) CPA (K).
- iii) At least seven (7) years relevant work experience, three (3) of which must have been in a senior audit position.
- iv) Membership registration with (ICPAK) or any other relevant professional body.
- v) Knowledge of Information Communication Technology.
- vi) CISA qualification is an added advantage.

7. JOB TITLE: SENIOR ASSISTANT STUDENT COUNSELLOR– GRADE 11: KarU/HR/SASC/2019

a) Job Description

- i) Providing individual and group counseling services
- ii) Assisting with orientation of new students.
- iii) Providing family life education in conjunction with the Health Unit.
- iv) Assisting disadvantaged groups in collaboration with relevant service department.
- v) Liaising with the Wardens in counseling and advising students on personal and social matters within the halls of residence.
- vi) Any other duties as may be assigned by a senior officer.

b) Person Specifications

For appointment to this grade, a candidate must have;

- i) Masters Degree in a relevant field from a recognized Institution.
- ii) At least four (4) years relevant work experience.
- iii) Knowledge in information communication technology.
- iv) Membership registration with a relevant professional body.

8. JOB TITLE: REGISTRY SUPERVISOR -GRADE 7: KarU/HR/RS/2019

a) Job Description for Registry Supervisor

The position is responsible for planning, organizing, leading and managing the University registry. It entails performance of records management duties in establishing a Functional Records Management System in the University in accordance with International standards and best practice. In addition, it supports development, implementation and maintenance of a range of records and information management services as modern trends of record management may dictate. Specific duties and responsibilities include:

- i. Planning, organizing, leading and managing the University registry in accordance to the record management procedures;
- ii. Maintaining Records Management System - controlling and managing movement of documents, ensuring archive maintenance and information security;
- iii. Serves as the section technical expert on University records management issues;
- iv. Mail handling in an efficient manner – collecting, processing, recording and dispatching mails;
- v. Leading in transformation of University records management processes to address the challenges posed by management of records;

- vi. Providing guidance on formulation and implementation of records management policies to keep abreast with appropriate national and international professional records and information management standards;
- vii. Ensuring registry staff are knowledgeable and kept current about records management principles and requirements;
- viii. Providing guidance to University staff on emerging issues on proper records management;
- ix. Support compliance with the Information Security and Data Protection;
- x. Any other duty assigned by a Senior Officer; and
- xi. Reporting to the Registrar (Planning and Administration)

b) Job Specification/Requirements

For appointment to this grade, a candidate must have;

- i. Higher National Diploma from a recognized institution in the relevant field (such as Records Management, Information Management, Information Science, Library Science)
- ii. At least three (3) years post qualification work experience
- iii. Proficiency in Information Communication Technology
- iv. Registration with a professional body is an added advantage

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 2nd July, 2019.**

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

Only shortlisted candidates will be contacted.