



KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A CONSTITUENT COLLEGE OF THE UNIVERSITY OF NAIROBI)

OFFICE OF THE PRINCIPAL

JOB VACANCIES

The Koitaleel Samoei University College (KSUC) is a premier learning institution established in 2015 on the virtues of the eponymous hero, Koitaleel Arap Samoei who fought for freedom and justice. It is located in Nandi County, the source of champions. A premier University nurturing talent for sustainable development. It seeks committed and competent staff in the following positions to steadily chaperon its mandate to full realization of its vision.

A. TEACHING POSITIONS

SCHOOL OF BUSINESS

1.0 SENIOR LECTURER GRADE 13 (3 POSTS)

(REF: KSUC/AD/01/05/20)

- **DEPARTMENT OF FINANCE AND ACCOUNTING**
- **DEPARTMENT OF BUSINESS ADMINISTRATION**
- **DEPARTMENT OF MANAGEMENT SCIENCE**

Responsible to Chairperson of Department

As a supervisory grade, the appointee shall be expected to provide academic and research leadership to members of lower cadres. Candidates who meet the required qualifications in their area of specialization may apply.

Duties and responsibilities

- i) Articulates the vision and mission of the university college and the department;
- ii) Develops teaching and learning materials;
- iii) Organizes and supervises educational activities of undergraduate students;
- iv) Teaches and evaluates undergraduate and postgraduate students;
- v) Sets, moderates, administers, processes and marks examinations;
- vi) Advises undergraduate and postgraduate students on academic matters;
- vii) Initiates, plans and conducts research;
- viii) Supervises postgraduate students in research activities;
- ix) Participates in the preparation of department and faculty development plans;
- x) Attends and participates in seminars, workshops, conferences in relevant fields;
- xi) Participates in planning, developing, implementing and evaluating curricula in the department;

- xii) Attends and participates in departmental meetings and other activities for effective and efficient management of the department and the School; and
- xiii) May be assigned any other duties and responsibilities.

Qualification Requirements

MUST demonstrate possession of the following: -

- i) An earned PhD or equivalent degree qualification in the relevant field from a recognized academic institution.
- ii) At least three (3) years teaching experience at a university as a Lecturer.
- iii) A minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) should be from refereed scholarly journals.
- iv) Evidence of supervision of at least three (3) postgraduate students to completion as a Lecturer.
- v) Evidence of registration with the relevant professional body (where applicable).
- vi) Evidence of continuing research activity.

2.0 LECTURER GRADE 12 (3 POSTS)

(REF: KSUC/AD/02/05/20)

- **DEPARTMENT OF FINANCE AND ACCOUNTING**
- **DEPARTMENT OF BUSINESS ADMINISTRATION**
- **DEPARTMENT OF MANAGEMENT SCIENCE**

Responsible to Chairperson of Department

This is the basic entry point to the university teaching and/or research career. Candidates who meet the required qualifications in their areas of specialization may apply.

Duties and Responsibilities

- i) Articulates the vision and mission of the university college and the department;
- ii) Develops teaching and learning materials;
- iii) Organizes and supervises educational activities of undergraduate students;
- iv) Teaches and evaluates undergraduate and postgraduate students;
- v) Sets, moderates, administers, processes and marks examinations;
- vi) Advises undergraduate and postgraduate students on academic matters;
- vii) Initiates, plans and conducts research;
- viii) Develops research proposal for funding;
- ix) Participates in meetings and conferences related to research and building interdisciplinary collaboration within and outside the department;
- x) Participates in the preparation of the department and School strategic plan;
- xi) Organizes and supervises educational activities of undergraduate and postgraduate students;
- xii) Attends and participates in seminars, workshops, conferences in relevant fields;
- xiii) Participates in administrative, academic and consultancy activities in the department and other organizations;
- xiv) Participates in planning, developing, implementing and evaluating curricula in the department;
- xv) Attends and participates in departmental meetings and other activities for effective and efficient management of the department and the School; and
- xvi) May be assigned any other duties and responsibilities.

Qualification and Requirements

MUST demonstrate possession of the following: -

- i) An earned PhD degree in the relevant field or its equivalent from a recognized academic institution;
OR
- ii) Must have a Masters degree from a recognized academic institution;
- iii) At least three (3) years of teaching or research experience at university level or in research or industry after attaining Masters degree;
- iv) At least two (2) publications in refereed journals or one (1) book or two (2) book chapters in relevant areas;
- v) A minimum of twenty-four (24) publication points, of which at least sixteen (16) should be from refereed journal papers; and
- vi) Registered with the relevant professional body (where applicable).

3.0 TUTORIAL FELLOW (1 POST)

(REF: KSUC/AD/03/05/20)

Responsible to Chairperson of Department

This is a training grade with potential for employment with KSUC. Candidates who meet the required qualifications in their areas of specialization may apply.

Duties and Responsibilities

- i) Articulates the vision and mission of the university college and the department,
- ii) Develops teaching and learning materials;
- iii) Teaches, evaluates and mentors undergraduate students;
- iv) Sets, administers, and marks examinations;
- v) Initiates, plans and conducts research;
- vi) Participates in the preparation of the department and school strategic plan;
- vii) Organizes and supervises educational activities of undergraduate students;
- viii) Attends and participates in seminars, workshops, conferences in relevant fields;
- ix) Participates in administrative, academic and consultancy activities in the department and other organizations;
- x) Participates in meetings and conferences related to research and building interdisciplinary collaboration within and outside the department; and
- xi) May be assigned any other duties and responsibilities.

Qualification and Requirements

MUST demonstrate possession of the following: -

- i) A Masters degree or its equivalent from a recognized academic institution.
- ii) Potential for university teaching and/or research by registering for PhD studies.

SCHOOL OF EDUCATION

1.0 SENIOR LECTURER GRADE 13 (5 POSTS)

(REF: KSUC/AD/04/05/20)

Responsible to Chairperson of Department

As a supervisory grade, the appointee shall be expected to provide academic and research leadership to members of lower cadres. Candidates who meet the required qualifications in their area of specialization may apply.

Duties and responsibilities

- i) Articulates the vision and mission of the university college and the department;
- ii) Develops teaching and learning materials;
- iii) Organizes and supervises educational activities of undergraduate students;
- iv) Teaches and evaluates undergraduate and postgraduate students;
- v) Sets, moderates, administers, processes and marks examinations;
- vi) Advises undergraduate and postgraduate students on academic matters;
- vii) Initiates, plans and conducts research;
- viii) Supervises postgraduate students in research activities;
- ix) Participates in the preparation of department and faculty development plans;
- x) Attends and participates in seminars, workshops, conferences in relevant fields;
- xi) Participates in planning, developing, implementing and evaluating curricula in the department;
- xii) Attends and participates in departmental meetings and other activities for effective and efficient management of the department and the School; and
- xiii) May be assigned any other duties and responsibilities.

Qualification Requirements

MUST demonstrate possession of the following: -

- i) An earned PhD or equivalent degree qualification in the relevant field from a recognized academic institution.
- ii) At least three (3) years teaching experience at a university as a Lecturer.
- iii) A minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) should be from refereed scholarly journals.
- iv) Evidence of supervision of at least three (3) postgraduate students to completion as a Lecturer.
- v) Evidence of registration with the relevant professional body (where applicable).
- vi) Evidence of continuing research activity.

They should show evidence of continuing research activity. The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students, carry out further research in their areas of specialization which are:

- Early childhood Education;
- Curriculum development;
- Educational Psychology; and
- Educational Technology - Instructional methods/Instructional technology.

2.0 LECTURER GRADE 12 (5 POSTS)

(REF: KSUC/AD/05/05/20)

Responsible to Chairperson of Department

This is the basic entry point to the university teaching and/or research career. Candidates who meet the required qualifications in their areas of specialization may apply.

Duties and Responsibilities

- i) Articulates the vision and mission of the university college and the department;
- ii) Develops teaching and learning materials;
- iii) Organizes and supervises educational activities of undergraduate students;
- iv) Teaches and evaluates undergraduate and postgraduate students;
- v) Sets, moderates, administers, processes and marks examinations;
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- vii) Initiates, plans and conducts research;
- viii) Develops research proposal for funding;
- ix) Participates in meetings and conferences related to research and building interdisciplinary collaboration within and outside the department;
- x) Participates in the preparation of the department and School strategic plan;
- xi) Organizes and supervises educational activities of undergraduate and postgraduate students;
- xii) Attends and participates in seminars, workshops, conferences in relevant fields;
- xiii) Participates in administrative, academic and consultancy activities in the department and other organizations;
- xiv) Participates in planning, developing, implementing and evaluating curricula in the department;
- xv) Attends and participates in departmental meetings and other activities for effective and efficient management of the department and the School; and
- xvi) May be assigned any other duties and responsibilities.

Qualification and Requirements

MUST demonstrate possession of the following: -

- i) An earned PhD degree in the relevant field or its equivalent from a recognized academic institution;
OR
- ii) Must have a Masters degree from a recognized academic institution;
- iii) At least three (3) years of teaching or research experience at university level or in research or industry after attaining Masters degree;
- iv) At least two (2) publications in refereed journals or one (1) book or two (2) book chapters in relevant areas;
- v) A minimum of twenty-four (24) publication points, of which at least sixteen (16) should be from refereed journal papers; and
- vi) Registered with the relevant professional body (where applicable).

Areas of specializations are as follows:

- Physical Education & Sport;
- English (Relevant qualifications including, linguistics, etc.);
- C.R.E; and
- Geography (with expertise in Environmental Sciences).

3.0 GAMES TUTOR GRADE 12 (1 POST)

(REF: KSUC/AD/06/05/20)

Responsible to the Chairperson

- i) Coaches students in various sports activities;
- ii) Takes charge of all sports equipment and facilities;
- iii) Officiates in various games and sports activities;
- iv) Oversees students' participation in external fixtures;
- v) Popularizes sports and games activities among students;
- vi) Conducts specialized training;
- vii) Designs and implements income generating units and any other duties as may be assigned by a senior officer.

Qualification and Requirements

- i) Applicants must be holders of a Bachelor's degree in Physical Education and Sports from a recognized institution.
- ii) They must have professional training in the field of sports and games administration and management, refereeing and/or officiating competence.
- iii) Physical and mental fitness.
- iv) At least eleven (11) years relevant work experience in organizational, planning and implementation skills in sports and games fixtures. They should also have proven knowledge in management and sports facilities, equipment and kits. Evidence of aerobic instruction/training will be added advantage.
- v) Good knowledge of Information Communication Technology.
- vi) Masters Degree in the relevant field from a recognized institution is an added advantage
- vii) The successful candidate will be expected to teach Physical Education to undergraduate students and carry out further research in this area of specialization.

4.0 TUTORIAL FELLOW (1 POST)

(REF: KSUC/AD/07/05/20)

Responsible to Chairperson of Department

This is a training grade with potential for employment with KSUC. Candidates who meet the required qualifications in their areas of specialization may apply.

Duties and Responsibilities

- i) Articulates the vision and mission of the university college and the department,
- ii) Develops teaching and learning materials;
- iii) Teaches, evaluates and mentors undergraduate students;
- iv) Sets, administers, and marks examinations;
- v) Initiates, plans and conducts research;
- vi) Participates in the preparation of the department and school strategic plan;
- vii) Organizes and supervises educational activities of undergraduate students;
- viii) Attends and participates in seminars, workshops, conferences in relevant fields;
- ix) Participates in administrative, academic and consultancy activities in the department and other organizations;
- x) Participates in meetings and conferences related to research and building interdisciplinary collaboration within and outside the department; and
- xi) May be assigned any other duties and responsibilities.

Qualification and Requirements

MUST demonstrate possession of the following: -

- i) A Masters degree or its equivalent from a recognized academic institution.
- ii) Potential for university teaching and/or research by registering for PhD studies.

B. ADMINISTRATIVE AND TECHNICAL POSITIONS

1.0 ACCOUNTANT, GRADE EF (1 POST)

(REF: KSUC/AD/08/05/20)

Responsible to the Deputy Finance Officer

This position will require the ability to supervise, excellent communication and interpersonal skills. The candidate should have high level of integrity and ability to work with multi-disciplinary teams.

Qualification and Requirements

- i) Applicants must be qualified accountants with at least CPA-K and a bachelor's degree in accounting, management, economics or finance.
- ii) Have shown merit and ability over a period of at least three (3) years in Grade of Assistant Accountant Grade CD.
- iii) Candidates must be proficient in sage, ERP accounting system.

2.0 EXECUTIVE SECRETARY GRADE E (1 POST)

(REF: KSUC/AD/09/05/20)

Responsible to the Principal

Qualification and Requirements

Applicants must have at least KCSE C or KCE DIV III or an equivalent qualification with a credit in English Language. In addition, they must have the following secretarial qualifications.

- Business English III
- Commerce II
- Secretarial Duties II
- Office Management III
- Shorthand III (minimum 120 wpm) or Audio-Typewriting III
- Typewriting 50 wpm

They should have certificates in and be able to use Word Processing, Spreadsheets and Database Management packages. They must have three (3) years' experience as Senior Secretary Grade D and have knowledge of Anti-virus Tools.

3.0 DEPUTY REGISTRAR GRADE 14 (2 POSTS)

(REF: KSUC/AD/10/05/20)

Responsible to the Registrar Administration/Academic Registrar

Qualification and Requirements

- i) Applicants must have a Masters Degree or its equivalent in either Public Administration or Human Resource Management or its equivalent.
- ii) They must possess CPS (K) or relevant professional qualification.
- iii) They should have nine (9) years administrative experience, three (3) of which must be at a Senior Assistant Registrar level.
- iv) They must also be computer literate and be a member of a recognized professional administration or management body.
- v) Those who possess a PhD degree in Public Administration or Human Resource Management or its equivalent will have an added advantage.

4.0 PUBLIC RELATIONS OFFICER GRADE 11 (1 POST)

(REF: KSUC/AD/11/05/20)

Responsible to the Principal

Qualification and Requirements

- i) Applicant must have at least a BSc/BA in Public Relations, Journalism, Communications, Marketing, Education or a related field from a recognized university.
- ii) Proven five (5) years' of experience as a Public Relations Officer or similar PR role.
- iii) Experience managing media relations (online, broadcast and print).
- iv) Background in researching, writing and editing publications.
- v) Proficient in MS Office and social media.
- vi) Familiarity with project management software and video/photo editing is an added advantage.

APPLICATION PROCEDURE

Applicants must submit ten (10) copies of application letters giving details of their age, education and professional qualifications, detailed work experience, present post and salary, applicant's day telephone and email address. Also enclose duly certified copies of certificates and testimonials and giving names and addresses of three (3) referees who are knowledgeable about the applicant's competence accompanied by a detailed Curriculum Vitae.

Applicants should request their referees to write and send their confidential and recommendation letters on their behalf directly to the undersigned.

The name and the reference number of the position for which the application is made should be clearly indicated on the envelope.

For teaching positions applicants are required to fill the **CUE Interactive Form A** and submit it along with application forms. (The form is available in KSUC website).

Applications should reach the undersigned not later than May 26, 2020 at 5 p.m.

**THE PRINCIPAL, KSUC
PO BOX 5-30307
MOSORIOT**

Only shortlisted candidates will be contacted and canvassing will result to automatic disqualification; KSUC is an Equal Opportunity Employer and people with Disability and female candidates are encouraged to apply.

For more details, visit the KSUC website www.ksu.ac.ke