



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

ACADEMIC POSITIONS				
S/No	Position	Grade	Positions	Reference Number
1.	Lecturer	12	5	KarU/HR/LEC/2021
2.	Tutorial Fellow	11	1	KarU/HR/TF/2021
NON - ACADEMIC POSITIONS				
3.	Finance Officer	15	1	KarU/HR/FO/2021
4.	Deputy University Librarian	14	1	KarU/HR/DUL/2021
5.	Deputy Chief Internal Auditor	14	1	KarU/HR/DCIA/2021
6.	Senior Assistant Registrar (Examinations)	13	1	KarU/HR/SAR (EXAMS)/2021
7.	Senior Assistant Registrar (Human Resource)	13	1	KarU/HR/SAR (HR)/2021
8.	Procurement Officer	12	1	KarU/HR/PO/2021
9.	Assistant Registrar (Admissions)	12	1	KarU/HR/AR (ADMS)/2021
10.	Accountant II	11	1	KarU/HR/ACC/2021
11.	Assistant Games Tutor (II)	10	1	KarU/HR/GT/2021
12.	Laboratory Technologist (Mortician)	10	1	KarU/HR/LT (Mortician)/2021
13.	Assistant Database Administrator I	10	1	KarU/HR/ADBA I/2021
14.	Assistant Database Administrator III	8	1	KarU/HR/ADBA III/2021

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 5th October, 2021.**

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/2021

Basic Salary for this position is between Kshs. 110,591/= by Kshs. 4,524/= to Kshs. 160,357/=

Specialization

- (A) Information Science (one position)
- (B) Information Technology (one position)
- (C) Computer Science (one position)
- (D) Health Sciences (Clinical and Pharmacy) (one position)
- (E) Criminology (one position)

This position exists to facilitate the teaching of both the undergraduate and postgraduate students, carry out research in areas of specialization, execute administrative duties and responsibilities and engage in community service and outreach programmes so as to meet the mandate of the University.

a) Job Description

- i) Teach in a specialized and established programme of study to impart knowledge and skills to students by employing a range of delivery techniques to inspire and engage students for effective learning.
- ii) Develop and review curriculum in line with the current market trends in order to guide in teaching and learning.
- iii) Interpret curriculum in a bid to synthesize the content and disseminate the same to the learners.
- iv) Prepare course outline to guide in the effective delivery and coverage of the syllabus.
- v) Develop learning content to ensure adequate coverage of the course outline.
- vi) Set, moderate, invigilate, administer examinations to test the understanding of course content and give progressive report to the Department.
- vii) Supervise undergraduate projects, dissertations/theses at graduate level and other experiential learning programmes.
- viii) Attend defense meetings for undergraduate and postgraduate students.
- ix) Participate in conferences, professional bodies events and prepare publications in order to disseminate knowledge generated through research.
- x) Initiate, promote and participate in research in order to generate new knowledge.
- xi) Establish linkages and networks through collaboration with University and industry stakeholders at local and international levels so as to enhance exchange of ideas and expertise.
- xii) Facilitate field studies for the students to enable them acquire hands on experience.
- xiii) Invigilate and assess students during attachments/trips/internships so as to equip them with the technical knowhow for future careers.
- xiv) Monitor class attendance sheets to ensure that students sitting for the examinations meet the required lecture attendance of more than four-fifths of all lectures before they can sit for their examinations.
- xv) Prepare list of items required to be procured with their specification for use during teaching, practicals and research.
- xvi) Present examination results to the Departmental board of examiners.
- xvii) Be an academic adviser and mentor students and staff.

- xviii) Develop fundable research proposals to attract funding, solve societal problems and expand knowledge through academic publications in internationally recognized journals.
- xix) Carry out administrative and other duties and responsibilities as may be assigned by a senior officer.

a) Job Requirements for Appointment

- i) Should have an earned Doctorate degree or its equivalent from a recognized academic institution
- ii) Be registered or registerable with the relevant professional body (where applicable)
- iii) Those with publications shall have an added advantage.

2. JOB TITLE: TUTORIAL FELLOW – GRADE 11: KarU/HR/TF/2021

Basic Salary for this position is between Kshs. 97,842/= by Kshs. 3,825/= Kshs. 139,915/=.

Specialization

Mathematics (one position)

This job is responsible to the Head of Department and exists to transfer knowledge and skills via research, preparation of classwork materials, supervision of projects, and lecturing in order to deliver on the mandate of the university

a) Job Description for Tutorial Fellow

- i) Participate in curriculum development and review.
- ii) Prepare course outline to guide in the effective delivery and coverage of the syllabus.
- iii) Develop learning content to ensure adequate coverage of the course outline.
- iv) Teach Undergraduate, Diploma and Certificate courses.
- v) Set, invigilate, administer examinations to test the understanding of course content and give progressive report to the Department.
- vi) Supervise students' projects and attend defense meetings to enable them complete their studies successfully.
- vii) Carry out research, prepare publications and participate in conferences to disseminate knowledge generated.
- viii) Attract funding to the University to support research.
- ix) Facilitate field studies and assess students during attachments/trips/ internships.
- x) Participate in official University meetings and functions.
- xi) Monitor class attendance sheets to ensure that students sitting for the examinations meet the required lecture attendance of more than four-fifth of all lectures before they can sit for their examinations.
- xii) Carry out other duties & responsibilities as may be assigned from time to time.

b) Job Requirements for Appointment

- i) Must have a Master's degree and a Bachelor's degree from a recognized university.
- ii) Be registered or ready to register for a Doctorate (PhD) degree programme.

- iii) Demonstrate potential for university teaching and/or research during the appointment interview.
- iv) Be registered or registerable with the relevant professional body (where applicable).

3. JOB TITLE: FINANCE OFFICER – GRADE 15: KarU/HR/FO/2021

Basic Salary for this position is between Kshs. 209,694/= by Kshs. 6,672/= to Kshs. 283,087/=.

The finance officer is the head of Finance Department who is responsible for overall formulation and implementation of finance policies and strategies, organization, control and supervision of the department

a. Job Description

- i) Provide technical advice on financial matters to University Management and Council.
- ii) Develop the Departmental strategic plan to meet strategic and financial objectives of the University.
- iii) Develop departmental work plans that will guide the members of the Department each year in achieving the strategic objectives.
- iv) Advise and set financial targets for the University and evaluate them through performance contracts.
- v) Prepare University budgets to request for funds from the Ministry and guide utilization of financial resources.
- vi) Prepare and submit management reports (financial projection/ cost benefit analysis) to facilitate decision making.
- vii) Prepare and submit annual financial statements and quarterly reports in compliance with statutory requirements.
- viii) Review and formulate accounting policies and regulations that govern operations of the University.
- ix) Institute internal controls in the operations of the Department to ensure accuracy of financial records and enhance efficiency in service delivery.
- x) Review and formulate quality management procedures to guide operations within the department.
- xi) Allocate duties, supervise and conduct appraisals to evaluate the performance of finance staff.
- xii) Promote staff development and capacity building through training, mentorship and coaching to ensure subordinate are equipped with the necessary knowledge and skills to carry out their duties effectively.
- xiii) Custodian of the assets register of the University to ensure safe guarding of assets.
- xiv) Provide interpretations to various financial policies and laws to enhance implementation of the same.
- xv) Update the University management on the new/ current financial trends and their impact to the University - this is to facilitate compliance and review of strategy.
- xvi) Act as the liaison person for all financial audits both internal & external audits.
- xvii) Ensure adherence and compliance to financial regulations and standards e.g. IPSAS.

- xviii) Liaise with the Ministry of Education and other financial institutions on financial matters to facilitate smooth running of the University.
- xix) Cash management by monitoring cash flows of the University to facilitate planning and utilization of same.
- xx) Keep records to ensure that all books of accounts are properly maintained as a statutory requirement.
- xxi) Custodian of accountable documents for finance in compliance with statutory requirements.
- xxii) Facilitate effective and efficient service delivery to ensure all clients are given services to the required standard and as per the University service charter.
- xxiii) Attend to customer feedback by providing responses to all complaints and compliments.
- xxiv) Advise University committees on financial matters to facilitate decision making.
- xxv) Approve payments and release of funds to enable the execution of various tasks within the University.
- xxvi) Monitor budget operation activities at all levels to ensure all activities are within the stipulated budgetary allocations.
- xxvii) Monitor and ensure the University revenue targets and projections are met in order to advise on expenditures.
- xxviii) Authorize payments to be settled for expenditures incurred.
- xxix) Assist in developing the budget.
- xxx) Any other duty assigned by a senior officer.

b. Job Requirements for Appointment

- i) Master's degree in finance or accounting field from a recognized institution
- ii) CPA (K).
- iii) At least fourteen (14) years relevant work experience, ten (10) 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.
- vi) Doctorate degree is an added advantage.

4. JOB TITLE: DEPUTY UNIVERSITY LIBRARIAN - GRADE 14: KarU/ HR/ DUL/2021

Basic Salary for this position is between Kshs. 162,203/= by Kshs. 6,050/= to Kshs. 228,848/=

The position of Deputy University Librarian exists to support the University Librarian in provision of leadership, administration, human resource management and budgeting for the University Library and its campuses to ensure the university library achieves its objectives.

a. Job Description

- i) Impart research and scholarship skills through conducting Information Literacy Trainings for researchers and scholars to improve research skills.
- ii) Participate in negotiation for research database licenses, copyright and consortia agreements so as to avail research resources (e-journals, databases)
- iii) Engage in research and information related issues and publish findings so as to keep in touch with changing information landscape.

- iv) Seek research grants through competitive proposals from external funding agencies for research and professional work to acquire resources for research.
- v) Assure adequate library and research resources are available to meet faculty and student needs, within assigned budget through policy formulation and implementation.
- vi) Maintain, enhance and improve the Library's integrated learning environment, and the engagement of students, faculty and staff through creation and control of physical and virtual environments to enhance learning.
- vii) Teach information management related courses e.g. Information literacy, communication skills; research skills, study skills and other information science – related courses so as to enhance life-long learning.
- viii) Develop liaisons with outside institutions on Library official commitments, both locally and internationally through partnerships, consortia, for purposes of developing the university library and information services.
- ix) Partner with primary and secondary schools in sharing information resources to improve the literacy levels in the community.
- x) Train teacher librarians in primary and secondary schools to enhance library development and management.
- xi) Participate in development, revision and implementation of the vision, mission and objectives of the library through policies so as to provide strategic leadership to the university library.
- xii) Provide leadership in overall planning, development, organization and management of the University Library and information services so as to meet the mission of the library.
- xiii) Participate in recruitment, training and performance reviews of staff so as to ensure a high level of professional service.
- xiv) Create library publicity through library movements, talks, association's national and international committees so as to improve the library profession.
- xv) Prepare proposals and library reports to university librarian to inform decision making in the library.
- xvi) Develop work plans for the library so as to facilitate for planning for library activities.
- xvii) Provide varied, authoritative and up-to-date information resources in all formats (physical, electronic) to all categories of users through budget controls so as to facilitate teaching, learning, research and community service.
- xviii) Plan and manage the physical and virtual resources and facilities in the library in liaison with the university librarian so as to provide a convenient and conducive place for study and research.
- xix) Participate in performance reviews for staff in liaison with the university librarian through appraisals so as to ensure a high level of professional service.
- xx) Formulate policies in conjunction with the University Librarian that enable library share information and metadata nationally so as to enable international collaborations.
- xxi) Coordinate the management of library staff including task allocation, training and supervision to ensure smooth operations in the library.
- xxii) Provide consultancy services in the area of research, documentation, report writing dissemination and information/knowledge management to ensure quality research and publication.
- xxiii) Carry out administrative and other duties and responsibilities as may be assigned by a senior officer.

b. Job Requirements for Appointment

- 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.

5. JOB TITLE: DEPUTY CHIEF INTERNAL AUDITOR – GRADE 14: KarU/HR/DCIA/2021

Basic Salary for this position is between Kshs. 162,203/= by Kshs. 6,050/= to Kshs. 228,848/=

This position is responsible for provision of independent appraisal of the University operations and advise the management on the compliance with set regulations and measures through evaluation of Internal Control Systems and giving necessary guidance on improvement of the same and appraisal of risk management, value for money audits and information systems audits.

a. Job Description

- i. Participate in the development, implementation and maintenance of internal audit plan and system of internal controls to help provide assurance that applicable laws, regulations, and University policies and procedures are complied with.
- ii. Participate in the preparation of annual Departmental work plans adopting a risk based approach to ensure that work done is accomplished within the required time.
- iii. Review and present audit reports to the Chief Internal Auditor to ensure transparency in the operations of different Departments and Directorates within the University.
- iv. Ensure effective and strategic/ operational objectives are consistently met in an efficient and cost effective manner.
- v. Conduct risk based audits to provide reasonable assurance that Risk Management processes and structures put in place by management function effectively.
- vi. Conduct staff appraisal to provide feedback to staff in the Department on their work and also to identify staff for recommendation for promotion.
- vii. Participate in formulation and implementation of internal audit policies and operations to ensure conformance to quality standards.
- viii. Identify and critically evaluate elements of governance and risk management and participate in designing appropriate risk management and mitigation strategies and procedures for implementation.
- ix. Report to the audit committee of Council on risk based audits conducted in every quarter of the Financial Year.
- x. Provide consulting services to various departments in order to develop appropriate risk management, control and governance processes to enhance level of assurance to management.
- xi. Carry out value for money audits and information systems audit to ensure internal controls are followed and accountability of work done.
- xii. Examine financial transactions for accuracy and compliance with institutional policies and applicable laws and regulations.
- xiii. Identify, assess and evaluate the risk management of the University to ensure that risks are properly identified and there are measures in place to mitigate the risk.

- xiv. Examine the Information Systems and Database management, and assess its adequacy in terms of data integrity and security.
- xv. Undertake spot checks and cash surveys in cash collection points and at the casual works areas of operation to ensure effective and efficient utilization of University resources.
- xvi. Control institution expenditure by carrying out pre-audit of payments to ensure they are in line with the University regulations.
- xvii. Provide input to the Internal Audit Department budget.
- xviii. Carry out administrative and other duties and responsibilities as may be assigned by a senior officer.

b. Job Requirements for Appointment

- i) Master's degree in finance or accounting field from a recognized institution
- ii) CPA (K).
- iii) Membership registration with (ICPAK) or any other relevant professional body.
- iv) At least eleven (11) years relevant work experience, seven (7) of which must have been in a senior position.
- v) Knowledge of Information Communication Technology.
- vi) Doctorate degree and CISA qualification is an added advantage.

6. JOB TITLE: SENIOR ASSISTANT REGISTRAR (EXAMINATIONS) - GRADE 13: KarU/HR/SAR (EXAMS)/2021

Basic Salary for this position is between Kshs. 127,116 by Kshs. 5,200/= to Kshs. 184,318/=

Work at this level entails planning, coordination, implementation, monitoring and controlling of examinations administrative functions in the University.

a. Job Description

- i) Conduct performance appraisals of the staff in the section to evaluate the process of service delivery, identify skills gap and recommend for training.
- ii) Allocate work and supervise staff within the section to ensure smooth running of examination's functions.
- iii) Prepare students and staff statistical reports for decision making by University management;
- iv) Participate in preparation and implementation of policy documents to enable the University realize its mandate;
- v) Participate in the preparation of Procurement plans for the sections.
- vi) Participate in the budgeting process.
- vii) Secretariat to departmental/divisional committees.
- viii) Custodian of departmental/divisional Committee documents.
- ix) Validate data before circulation or utilization.
- x) Facilitates administrative proceedings for staff and students.
- xi) Address day to day matters related to the office.
- xii) Liaise with the Registrar, Academic Affairs and other senior officers on matters regarding staff and student affairs for speedy resolution;
- xiii) Handle queries, problems and complaints from staff and students.
- xiv) Prepare, maintain and update work schedules and oversee implementation of the same.
- xv) Ensure safe custody and prudent utilization of Departmental resources.

- xvi) Carry out other duties and responsibilities as may be assigned by a senior officer

b. Job Specification for Appointment

- i) Master's degree in a relevant field from a recognized institution.
- ii) At least five (5) years relevant post masters work experience and proven performance in a comparable position.
- iii) Knowledge of Information Communication Technology.
- iv) Should be a person of high integrity.
- v) Be registered with the relevant professional body (where applicable).

7. JOB TITLE: SENIOR ASSISTANT REGISTRAR (HUMAN RESOURCE) - GRADE 13: KarU/HR/SAR (HR)/2021

Basic Salary for this position is between Kshs. 127,116 by Kshs. 5,200/= to Kshs. 184,318/=

Work at this level entails planning, coordination, implementation, monitoring and controlling of Human Resource administrative functions of the University.

c. Job Description

- i) Conduct performance appraisals of the staff in the section to evaluate the process of service delivery, identify skills gap and recommend for training.
- ii) Allocate work and supervise staff within the section to ensure smooth running of human resource functions.
- iii) Prepare staff statistical reports for decision making by University management.
- iv) Participate in preparation and implementation of policy documents to enable the University realize its mandate.
- v) Participate in the preparation of Procurement plans for the sections.
- vi) Participate in the budgeting process.
- vii) Secretariat to Departmental/Divisional Committees.
- viii) Custodian of Departmental/Divisional Committee documents.
- ix) Validate data before circulation or utilization.
- x) Facilitates administrative proceedings for staff.
- xi) Address day to day matters related to the office.
- xii) Liaise with the Registrar, Administration and other senior officers on matters regarding of staff affairs for speedy resolution;
- xiii) Handle queries, problems and complaints from staff.
- xiv) Prepare, maintain and update work schedules and oversee implementation of the same.
- xv) Ensure safe custody and prudent utilization of Departmental resources.
- xvi) Carry out other duties and responsibilities as may be assigned by a senior officer

b. Job Specification for Appointment

- i) Master's degree in a relevant field from a recognized institution.
- ii) At least five (5) years relevant post masters work experience and proven performance in a comparable position.
- iii) Knowledge of Information Communication Technology.
- iv) Should be a person of high integrity
- v) Be registered with the relevant professional body.

8. JOB TITLE: PROCUREMENT OFFICER - GRADE 12: KarU/HR/PO/2021

Basic Salary for this position is between Kshs. 108,714 by Kshs. 4,250/= to Kshs. 155,461/=

This job exists to plan for the procurement of goods, services and works as well as facilitate disposal of obsolete, surplus and unserviceable assets to ensure smooth operations within the University

a. Job Description

- i. Supervise staff to ensure they carry out their duties as allocated for the smooth operations of the Department.
- ii. Prepare the University's procurement plan to facilitate purchase of goods, services and works and ensure smooth operations within the University.
- iii. Prequalify suppliers to ensure that the university maintains a list of reliable suppliers.
- iv. Coordinate disposal of obsolete, surplus and unserviceable assets to utilize storage space optimally and avoid holding assets that are uneconomical.
- v. Advise on any irregularities in supplies procurement and management to ensure compliance with regulations and statutory requirements.
- vi. Coordinate evaluation of tenders to ensure awards are made to the lowest evaluated bidders.
- vii. Attend to Audit queries on purchasing operations to ensure compliance with set procurement laws, rules and regulations.
- viii. Monitor and implement procurement processes through the Enterprise Resource Planning (ERP) system.
- ix. Coordinate the University's Quality Management Systems (QMS) in the Department to guarantee quality of service delivery.
- x. Carry out other duties and responsibilities as may be assigned by a senior officer

b. Job Specification for Appointment

- i) Master's Degree in relevant field or its equivalent from a recognized institution.
- ii) At least seven (7) years relevant work experience.
- iii) Knowledge of Information Communication Technology.
- iv) Membership registration with a relevant professional body.

9. JOB TITLE: ASSISTANT REGISTRAR (ADMISSIONS) - GRADE 12: KarU/HR/AR (ADMS)/2021

Basic Salary for this position is between Kshs. 108,714 by Kshs. 4,250/= to Kshs. 155,461/=

Work at this level entails assisting in planning, coordinating and controlling of Admissions administrative activities of the University.

a. Job Description

- i) Conduct performance appraisals of the subordinates in the section to evaluate the process of service delivery, identify skills gap and recommend for training.
- ii) Allocate work and supervise subordinates within the section to ensure smooth running of admissions functions.

- iii) Prepare students and staff statistical reports for decision making by University management.
- iv) Participate in preparation of policy documents to enable the University realize its mandate.
- v) Participate in the preparation of Procurement plans for the admissions section.
- vi) Participate in the budgeting process.
- vii) Secretariat to Departmental/Divisional Committees.
- viii) Custodian of Departmental/Divisional Committee documents.
- ix) Validate admissions data before circulation or utilization.
- x) Facilitates admissions administrative proceedings for students and staff.
- xi) Address day to day matters related to the admissions office.
- xii) Carry out other duties and responsibilities as may be assigned by a senior officer

a. Job Requirements for Appointment

- i) Master's degree in a relevant field from a recognized institution.
- ii) At least four (4) years relevant post masters work experience.
- iii) Knowledge of Information Communication Technology.
- iv) Should be a person of high integrity.
- v) Be registered or registrable with the relevant professional body (where applicable)

10. ACCOUNTANT II - GRADE 11: KarU/HR/ACC/2021

Basic Salary for this position is between Kshs. 87,080 by Kshs. 3,404/= to Kshs. 124,524/=

This position exists to receive financial inputs from the various sections, consolidate and prepare financial reports and statements to ensure compliance with regulatory and statutory requirements.

a. Job Description

- i. Supervise staff to ensure timely preparation of the financial reports
- ii. Maintain all university books of accounts in order to adhere to regulatory framework as stipulated by International Public Sector Accounting Standards, Public Finance & Management Act and University policies.
- iii. Supervise bank reconciliation to ensure all uncredited cheques are credited, unrepresented cheques are followed up and variances are explained.
- iv. Prepare financial reports and statements including comparison of budget, Statement of Income, Statement of Financial Position, Statement of cash-flow and Statement of changes in equity to comply with regulatory and statutory requirements for state corporations
- v. Prepare the budget through consolidation of the Departmental budget estimates for presentation to the national treasury.
- vi. Monitor Departmental expenditure as per the approved budget through the vote-book system to ensure budgetary control.
- vii. Carry out financial analysis including cost benefit analysis to inform management on the viability of projects.
- viii. Implement and enforce policies and regulations among them finance manual, asset policy, strategic plan, ISO 9001:2015 Quality Management System to ensure compliance with statutory requirements.
- ix. Ensure expenditure and payments are properly authorized before payments to control expenditure.

- x. Prepare periodic financial performance reports including Performance contracting quarterly reports, financial analysis reports for management decision making.
- xi. Process statutory deductions for compliance with statutory requirements.
- xii. Participate in tender processing committees to ensure representation of the finance Department in compliance with the Public Procurement and Asset Disposal Act 2015.
- xiii. Maintain inventory of all University assets for safe custody and monitoring.
- xiv. Manage imprest and follow up on unaccounted imprest to ensure prudent use of University resources.
- xv. Maintain part time lecturer's ledger and prepare payment schedules and balances on quarterly basis for timely payment of the lectures.
- xvi. Maintain and reconcile student finance affairs including student balances and HELB returns for proper accounting of student fee income.
- xvii. Any other duty assigned by a Senior Officer.

b. Job Requirements for Appointment

- i) Bachelor degree in finance or accounting field and CPA III.
- ii) At least seven (7) years relevant work experience three of which must be at the level of Assistant Accountant I or a comparable position.
- iii) Membership registration with ICPAK or any other relevant professional body.
- iv) Knowledge of Information Communication Technology.
- v) Master's degree is an added advantage.

11. JOB TITLE: ASSISTANT GAMES TUTOR II - GRADE 10: KarU/HR/GT/2021

Basic Salary for this position is between Kshs. 57,729 by Kshs. 2,256/= to Kshs. 82,552/=

This position exists to coach various sports activities, take charge of equipment and facilities and officiate various games and sports to encourage both recreational and competitive sports activities.

a. Job Description

- i) Supervise students going for extracurricular activities to ensure they conduct themselves in a proper manner.
- ii) Conduct specialized training to enhance players' performance.
- iii) Accompany teams to competitions to provide support to participating students.
- iv) Motivate players/students and staff to enhance participation in games and sports.
- v) Coach and referee games to ensure compliance and order during participation.
- vi) Coordinate training and practice of teams to ensure adherence to training programmes.
- vii) Issue team with sports equipment to ensure teams are well equipped for games.
- viii) Coach and present teams for community organized competitions to encourage social integration.
- ix) Supervise marking of sports courts to ensure the relevant specifications are adhered to.
- x) Any other duty assigned by a Senior Officer.

b. Job Requirements for Appointment

- i) Bachelor's degree in the relevant field from a recognized institution.
- ii) At least eleven (11) years relevant work experience.

- iii) Physical and mental fitness.
- iv) Good knowledge of Information Communications Technology.
- v) Master's degree in the relevant field from a recognized institution is an added advantage.

**12. JOB TITLE: LABORATORY TECHNOLOGIST (MORTICIAN) – GRADE
10: KarU/HR/LT (MORTICIAN) /2021**

Basic Salary for this position is between Kshs. 57,729 by Kshs. 2,256/= to Kshs. 82,552/=

a. Job Description

- i) Participate in planning, designing and developing teaching and research activities in liaison with Senior Officers.
- ii) Assist in conducting laboratory tests, cadaver dissections and teaching Human Anatomy practicals.
- iii) Set up OSCE sessions for Human Anatomy assessments
- iv) Demonstrate and provide instruction to students in proper use and care of the Human Anatomy laboratory materials and equipment.
- v) Prepare laboratory materials and specimens such as histology slides, stains, solutions and preservatives that are stored according to set standards.
- vi) Run calibration and quality control procedures on all anatomy laboratory equipment and machine periodically for accuracy and precision of laboratory test results.
- vii) Supervision and guide undergraduate and postgraduate practicals in order to produce reliable and precise data to support scientific investigations.
- viii) Ensure cleanliness of materials, glassware, apparatus and the laboratory to ensure a safe environment for study and research for accurate and reliable results.
- ix) Ensure proper disposal of laboratory waste by segregating all waste to minimize risks associated laboratory waste.
- x) Provide professional support to students and lecturers to improve and manage the consultancy services undertaken in the laboratories/workshops.
- xi) Provide budget inputs on supplies and consumables used in the laboratory for smooth running of the section.
- xii) Maintain proper inventory of the materials and equipment in the Human Anatomy laboratory to avoid stock outages.
- xiii) Perform preventive maintenance on machines and equipment in the laboratory and trouble shooting them in cases of malfunctions and liaise with the Head of Department to service the equipment.
- xiv) Carry out stock taking exercises in liaison with the stores section of Procurement and Finance Departments.
- xv) Carry out other duties and responsibilities as may be assigned by a senior officer.

b. Job Requirements for Appointment

- i. Bachelor's Degree in Medical Laboratory.
- ii. Three (3) years' work experience in a Human Anatomy lab (gross anatomy and Histology) in an Institution of higher learning or equivalent Institution.
- iii. Demonstrable Knowledge of Information Communication Technology.
- iv. Registered with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- v. A valid practice license.

- vi. Diploma or Certificate in Morgue and Mortuary Science is an added advantage.

13. JOB TITLE: DATABASE ADMINISTRATOR I - GRADE 10: KarU/HR/ADBA I/ 2021

This position is responsible for administration of the University management information system and ensure security is enhanced at all levels of the database system.

a. Job Description

- i) Installation of database software in the server to ensure operations of the server in the University.
- ii) Support end users with varying knowledge and experience through training on software application of the database to equip them with knowledge to enable them use the applications effectively.
- iii) Support and troubleshoot problems for end users and ensure all failed computer products and processes are identified and solved.
- iv) Upgrade and maintenance of database system to enhance performance and effectiveness of the system.
- v) Ensure database security is enhanced through assigning privileges and permissions to users in the database to ensure that access to information is restricted and available based on prescribed rules.
- vi) Prepare daily reports on analysis of system log and submit them to the Director, ICT for decision making.
- vii) Initiate procurement process for ICT software through provision of software specifications for required software on time to reduce procurement lead time and facilitate efficient delivery of ICT services.
- viii) Carry out other duties and responsibilities as may be assigned by a senior officer

a. Job Requirements for Appointment

- i) Bachelor's 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) Master's degree in a relevant field from a recognized institution and any other professional qualifications is an added advantage.

14. JOB TITLE: ASSISTANT DATABASE ADMINISTRATOR III - GRADE 8: KarU/HR/ADBA III/ 2021

This position is responsible for upgrading and installation of new application, customizing existing applications of the database management system and train users on the new application.

a. Job Description

- i) Installation of database software in the server to ensure operations of servers in the University.
- ii) Support end users with varying knowledge and experience through training on software application of the database to equip them with knowledge to enable them use the applications effectively.
- iii) Support and troubleshoot problems for end users and ensure all failed computer products and processes are identified and solved.

- iv) Upgrade and maintenance of database system to enhance performance and effectiveness of the system.
- v) Ensure database security is enhanced through assigning privileges and permissions to users in the database to ensure that access to information is restricted and available based on prescribed rules.
- vi) Prepare daily reports on analysis of system log and submit them to the Director, ICT for decision making.
- vii) Initiate procurement process for ICT software through provision of software specifications for required software on time to reduce procurement lead time and facilitate efficient delivery of ICT services.
- viii) Carry out other duties and responsibilities as may be assigned by a senior officer.

b. Job Requirements for Appointment

- i) Bachelor's degree in the relevant field from a recognized institution.
- ii) At least three (3) years relevant work experience in an institution of higher learning or a large commercial enterprise.
- iii) Any other professional qualifications will be 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 5th October, 2021.**

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

Only shortlisted candidates will be contacted.