



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

S/No	ACADEMIC POSITIONS			
	Position	Grade	Positions	Reference Number
1.	Associate Professor	14	2	KarU/HR/AP/2021
2.	Lecturer	12	1	KarU/HR/LEC/2021
ADMINISTRATIVE POSITIONS				
1.	Catering Officer II	11	1	KarU/HR/CAT/2021
2.	Hostels Officer II	11	1	KarU/HR/HOS/2021
3.	Technician II	6	1	KarU/HR/TEC/2021

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 **Wednesday 15th December, 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: ASSOCIATE PROFESSOR – GRADE 14: KarU/HR/AP/2021

Basic Salary for this position is between Kshs. 180,337/= by Kshs. 6,393/= to Kshs. 250,668/=

Specialization

- (A) Political Science/Criminology (one position)
- (B) Mathematics Special Methods (one position)

This job exists to seek and disseminate knowledge through research, publication, teaching and supervision of students during project research, grant seeking and curriculum development so as to meet the mandate of the university

a) Job Description for Associate Professor

- 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) Participate in academic leadership programmes
- iii) Develop and review curriculum in line with the current market trends in order to guide in teaching and learning.
- iv) Interpret curriculum in a bid to synthesize the content and disseminate the same to the learners.
- v) Set, moderate, invigilate, administer examinations to test the understanding of course content and give progressive report to the department.
- vi) Supervise undergraduate projects, dissertations/theses at graduate level and other experiential learning programmes.
- vii) Attend defense meetings for undergraduate and postgraduate students.
- viii) Participate in conferences and prepare publications in order to disseminate knowledge generated through research.
- ix) Initiate, promote and participate in research in order to generate new knowledge.
- x) Enhance research through sourcing research grants, reviewing research proposals for funding and supervising research projects
- xi) Conduct research in collaboration with local, regional and international collaborators in order to tackle different issues in the society.
- 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 two-thirds 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, practical's and research.
- xvi) Provide academic leadership through programme development, mentoring and guidance of young scholars and postgraduate students.
- xvii) Assist in development of policies to guide the execution of day to day tasks in the various disciplines.
- xviii) Develop research proposals for individual or joint research to solve societal problems and expand knowledge through academic publications in internationally recognized journals and

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

b) Job Requirements for Appointment

- i) Must have an earned Doctorate degree or its academic equivalent.
- ii) Must have at least four (4) years teaching and research experience since becoming Senior Lecturer at university.
- iii) Must have at least four (4) articles in refereed journals since appointment as Senior Lecturer.
- iv) Must have supervised postgraduate degree candidates.
- v) Should have attended and contributed at academic conferences, seminars or workshops.
- vi) Should show evidence of continued research and effective teaching.
- vii) Should be recognized and registered by relevant professional boards where applicable.
- viii) Should show evidence of contribution to University life as well as national and international life.

2. 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) Linguistics/English (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.

b) 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.

3. JOB TITLE: CATERING OFFICER II - GRADE 11: KarU/ HR/ CAT/2021

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

The job is responsible to the Senior Catering Officer and exists to provide catering services within the university to ensure provision quality food and beverage to students and staff at affordable price.

a) Job Description

- i) Prepare the annual catering section procurement plans in liaison with the Senior Catering Officer through needs assessment analysis and review subsequent resource matching to ensure availability of food and beverage resources in a timely and complete manner.
- ii) Prepare catering section quarterly budget, in liaison with the Senior Catering Officer, to seek for financial resources and aid in controlling expenditure.
- iii) Prepare quarterly and annual catering section work plan, in conjunction with Senior Catering Officer to ensure tasks are carried out in a timely and complete manner.
- iv) Assign tasks to assistant catering officer in line with al work plan to ensure that all sectional tasks are carried out in a timely and complete manner.
- v) Conduct catering staff performance appraisal through analyzing information provided by the relevant staff in the appraisal form to ensure that they are performing at the optimal performance levels
- vi) Ensure implementation of policies and regulations governing students in the kitchen and dining halls to ensure orderliness and efficient delivery of services.

- vii) Inspect the food preparation process to ensure timely production of food for students and staff.
- viii) Approve scheduled menus for the day to facilitate planning for food preparation.
- ix) Control all deliveries, quantities and quality of supplies in the catering section to meet the required standards on a daily basis.
- x) Monitor the use of stock of food items in the catering section on a daily basis to avoid wastage of food.
- xi) Ensure proper food preparation, presentation and service in order to meet and surpass the standards to clients.
- xii) Train the catering staff to ensure that their skills are up-to-date and ensure quality service delivery to students and staff.
- xiii) Coordinate the cleanliness of the kitchen and the service area enhance hygiene and prevent food poisoning.
- xiv) Coordinate stock taking of foodstuff available in the store in order to establish stock level so as to facilitate restocking.
- xv) Coordinate repairs and maintenance works of the kitchen equipment and structure by liaising with estates department to ensure that catering equipment are functioning appropriately at all times
- xvi) Carry out other duties and responsibilities as may be assigned by a senior officer

b) Job Requirements for Appointment

- i) Master's degree in the relevant field or its approved equivalent from a recognized institution.
- ii) At least five (5) years relevant working experience. Applicants with Bachelor's degree and eleven (11) years' experience may be considered.
- iii) Knowledge of Information and Communication Technology.

4. JOB TITLE: HOSTEL OFFICER I – GRADE 11: KarU/ HR/HOS/2021

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

The job is responsible to the Senior Hostel Officer and exists to ensuring proper management of students' halls of residence within the university to ensure convenient and safe accommodation services for students.

a) Job Description

- i) Prepare annual sectional procurement plans, in liaison with the Senior Hostels Officer through needs assessment and subsequent resource matching to ensure availability of resources in a timely and complete manner to facilitate achievement of sectional mandate.
- ii) Prepare sectional budget through needs assessment and subsequent resource identification to ensure availability of financial resources.
- iii) Prepare annual sectional work plan in conjunction with the Senior Hostels Officer through needs assessment and subsequent human capital matching to ensure sectional tasks are carried out in a timely and complete manner.
- iv) Assign tasks to Assistant Hostels Officer in line with work plan to ensure that all sectional tasks are carried out in a timely and complete manner.

- v) Coordinate hostel staff performance appraisal through validation of integrity of information provided by the relevant staff in the appraisal form to ensure that they are performing at the optimal performance levels.
- vi) Prepare reports using the available tools and as received in the office including complaints, special requests from students for action by management, dean of students, student counsellor and others as required to ensure student issues are addressed in a timely and complete manner.
- vii) Investigate incidences relating to students and their behavior within the halls of residence from the information received so as to aid in resolving their disputes according to university policy.
- viii) Provide advice and guidance to prospective and current students on accommodation options through assessment of private housing and making referrals to students to ensure that all students are housed in safe and conducive environment.
- ix) Evaluate and analyze the resident student database in line with student accommodation module so as to ensure that all records kept are up-to-date, are accurately complete and any flaws or failings are quickly rectified with reference to the established module requirements.
- x) Undertake room capacity analysis within University managed hostels using appropriate analytical tools so as to provide the management with necessary performance data to aid in decision making.
- xi) Update the accuracy of the accommodation part of the university website through observation and inspections so as to advise on any updates required or errors discovered.
- xii) Respond to queries relating to accommodation through face-to-face dialogue, telephone and email so ensure that concerns are addressed effectively.
- xiii) Oversee maintenance of room utilities and fittings within the halls of residence through liaising with estates department to ensure good working conditions of the respective utilities.
- xiv) Oversee the allocation and clearance of accommodation services to university students in line with set accommodation policy to ensure that deserving students are allocated rooms and subsequent clearance at the end of the semester.
- xv) Facilitate ISO concession in the section through monitoring of sectional activities in line with ISO requirements to ensure compliance.
- xvi) Supervise activities of students in the halls of residence by routine check-ups, control of visitors and visiting hours using existing procedures to ensure compliance with the university code of conduct in the halls of residence.
- xvii) Implement emergency procedures by calling for ambulance during emergency to transport students to the university hospital when required to ensure students get medical assistance as fast as possible.
- xviii) Carry out other duties and responsibilities as may be assigned by a senior officer

b) Job Requirements for Appointment

- i) Master's degree in the relevant field or its approved equivalent from a recognized institution.
- ii) At least five (5) years relevant working experience. Applicants' with Bachelor's degree and eleven (11) years' experience may be considered.
- iii) Knowledge of Information and Communication Technology.

5. JOB TITLE: TECHNICIAN II - GRADE 6: KarU/HR/TEC/2021

Basic Salary for this position is between Kshs. 33,481 by Kshs. 1,065/= to Kshs. 45,200/=

Specialization

(A) Botany (one position) {Natural Resources & Environmental studies}

This position is responsible for preparation and collection of teaching and research materials and demonstration and supervision of students during practicals in order to effectively carry out practicals and research. The holder of this position is also responsible for the Institutional Tree Nursery and Botanical Garden.

a) Job Description

- i) Collection and preparation of teaching and research materials to effectively carry out research.
- ii) Prepare and set tools, equipment and machines to facilitate practicals for students and researchers.
- iii) Ensure safe keeping and disposal of laboratory waste and chemicals to ensure conducive environment for practicals and research.
- iv) Offer professional support to students and teaching staff in carrying out various field activities in order to prepare samples.
- v) Carry out basic routine analysis in relevant field or discipline to obtain accurate data in practicals and researches.
- vi) Initiate procurement of materials, equipment and tools for the laboratory to effectively carry out practicals and research.
- vii) Ensure cleanliness of materials, glassware, apparatus and the laboratory to ensure a safe environment for study and research for accurate and reliable results
- viii) Carry out other duties and responsibilities as may be assigned by a senior officer

b) Job Specification for Appointment

- i) A diploma or its equivalent in a relevant field from a recognized institution
- ii) At least seven (7) years relevant work experience in a relevant field
- iii) Knowledge of Information Communication Technology
- iv) Higher National Diploma in relevant field 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
Wednesday 15th December, 2021.

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

Only shortlisted candidates will be contacted.