



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

EXTERNAL ADVERT

S/No	ACADEMIC POSITIONS			
	Position	Grade	Positions	Reference Number
1.	Lecturer	12	2	KarU/HR/LEC/2022
2.	Tutorial Fellow	11	1	KarU/HR/TF/2022
NON - ACADEMIC POSITIONS				
3.	Finance Officer	15	1	KarU/HR/FO/2022
4.	Deputy University Librarian	14	1	KarU/HR/DUL/2022
5.	Senior Librarian	13	1	KarU/HR/SL/2022
6.	Senior Internal Auditor	13	1	KarU/HR/SIA/2022
7.	Corporate Communication Officer	12	1	KarU/HR/CCO/2022
8.	Assistant Database Administrator I	10	1	KarU/HR/ADBA I/2022

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 8th February, 2022.**

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

(18TH JANUARY 2022- 8TH FEBRUARY 2022)

ACADEMIC POSITIONS

1. JOB TITLE: LECTURER– GRADE 12: KarU/HR/LEC/2022

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

Specialization:

1. Criminology (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) Requirements for Appointment

- i. Earned PhD or equivalent degree qualification in the relevant field from a recognized academic institution;
- ii. Be registered or have qualification for registration by a relevant professional body;
- iii. Those with publications shall have an added advantage.

2. JOB TITLE: TUTORIAL FELLOW– GRADE 11: KarU/HR/TF/2022

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

Specialization: Health Sciences (Clinical Medicine / Medical Laboratory Technology) (one position)

a) Job Description for Tutorial Fellow

- i) Teach and assess courses in one's discipline at undergraduate level.
- ii) Supervise undergraduate projects and other experiential learning programmes
- iii) Initiate, promote and participate in research projects and publish.
- iv) Carry out other duties and responsibilities as may be assigned.

b) Requirements for Appointment

- i. Must have a Masters Degree and a Bachelors Degree from a recognized university;
- ii. Be registered or be ready to register for a Doctorate (PhD) degree programme;

- iii. Demonstrate potential for university teaching and/or research during the appointment interview’;
- iv. Registration by the Clinical Officers Council of Kenya (for Clinical Medicine) or Kenya Medical and Laboratory Technicians & Technologist Board (for Laboratory Technology).
- v. A valid practicing license from the relevant regulatory body.

NON- ACADEMIC POSITIONS

3. JOB TITLE: FINANCE OFFICER – GRADE 15: KarU/HR/FO/2022

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) Advice 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) Assist in budgetary controls to ensure budgets are adhered to. xxix) Authorize payments to be settled for expenditures incurred.
- xxx) Any other duty assigned by a senior officer.

a. Job Specification/Requirements for Appointment

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 fourteen (14) years relevant work experience, ten (10) of which must have been in a senior managerial position.
- iii) Membership registration with ICPAK or any other relevant professional body
- iv) Knowledge of Information and Communication Technology
- v) Doctorate degree is an added advantage

b. Job Specification/Requirements for serving employees

For promotion to this grade, an employee must have;

- i) Masters Degree in Finance or Accounting field from a recognized institution
- ii) CPA (K)
- iii) At least three (3) years work experience at grade 14.
- iv) Membership registration with ICPAK or any other relevant professional body
- v) Shown merit and ability as reflected in work performance and results

- vi) Knowledge of Information and Communication Technology
- vii) Doctorate degree is an added advantage

4. JOB TITLE: DEPUTY UNIVERSITY LIBRARIAN - GRADE 14: KarU/ HR/ DUL/2022

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.

a. Job Specification/Requirements for Serving Employees

For promotion to this grade, an employee must have:-

- i) Doctorate degree in a relevant field from a recognized institution;
- ii) At least three (3) years work experience at Grade 13.
- iii) Shown merit and ability as reflected in work performance and results.
- iv) Good knowledge of Information Communication Technology.
- v) Membership registration to a relevant professional body.
- vi) Published at least two (2) relevant refereed publications.

5. JOB TITLE: SENIOR LIBRARIAN – GRADE 13: KarU/ HR/ SL/2022

The position exists to oversee the implementation of policies in campus libraries and all other library sections, including human resource management and budget utilization control for all library departments in campuses to facilitate smooth operation within the library.

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 in 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 participation in policy formulation and implementation.
- vi) Participate in maintenance, enhancement and improvement of 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 such as 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) Participate in development, revision and implementation of statements of vision, mission and objectives of the library through policies so as to provide strategic leadership of the university library.
- x) Prepare and manage campus library budget to ensure smooth running of operations
- xi) Participate in provision of leadership through overall department planning, development, organization and management of the University Library and information services so as to meet the mission of the library.
- xii) Participate in training and performance reviews of staff so as to ensure a high level of professional service
- xiii) Participate in the academic administration of the University through membership to university committees.
- xiv) Create library publicity through library movements, talks, association's national and international committees so as to improve the library profession.
- xv) Develop work plans for campus libraries so as to facilitate for planning for campus library activities
- xvi) prepare campus library reports to the Deputy University Librarian to facilitate decision making
- 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) Participate in development, revision and implementation of statements of vision, mission and objectives of the library through policies so as to provide strategic leadership of the university library.
- xix) Participate in the academic administration of the University through participation in university committees
- xx) Participate in planning for physical and virtual resources and facilities in the library so as to provide a convenient and conducive place for study and research
- xxi) Participate in performance reviews for staff through appraisals so as to ensure a high level of professional service
- xxii) Formulate policies that enable library share information and metadata nationally so as to enable international collaborations.
- xxiii) Oversee departmental information services through report analysis so as to ensure quality in service provision

a. Job Specification/Requirements for Direct Appointment

For direct appointment to this grade, a candidate must have:-

- i) Masters Degree in the relevant field from a recognized institution;
- ii) At least five (5) years relevant work experience.
- iii) Good knowledge of Information Communication Technology.
- iv) Membership registration to a relevant professional body.
- v) Published at least one (1) relevant refereed publications.
- vi) Doctorate degree is an added advantage.

b. Job Specification/ Requirements for Serving Employees.

For promotion to this grade, an employee must have:-

- i) Masters Degree in a relevant field from a recognized institution;
- ii) At least three (3) years work experience at grade 12.
- iii) Shown merit and ability as reflected in work performance and results.
- iv) Good knowledge of Information Communication Technology.
- v) Membership registration to a relevant professional body.
- vi) Published at least one (1) relevant refereed publication.
- vii) Doctorate degree is an added advantage.

6. JOB TITLE: SENIOR INTERNAL AUDITOR – GRADE 13 : KarU/ HR/ SIA/2022

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

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) Conduct staff appraisal to provide feedback to staff in the department on their work and also to identify staff for recommendation for promotion.
- v) Conduct systems audits in order to provide reasonable assurance that key operating systems are functioning effectively and that strategic/ operational objectives are consistently met in an efficient and cost effective manner;

- vi) Conduct risk based audits to provide reasonable assurance that Risk Management processes and structures put in place by management function effectively;
- 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 assessing 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) Any other duty assigned by a senior officer

a. Job Requirements for External Recruitment

For appointment to this grade, a candidate must have:

- i) Master's 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

b. Job Requirements for Serving Employee

For promotion to this grade, an employee must have;

- i) Master's degree in finance or accounting field from a recognized institution
- ii) CPA (K)
- iii) At least three (3) years' work experience at grade 12.
- iv) Membership registration with (ICPAK) or any other relevant professional body
- v) Shown merit and ability as reflected in work performance and results
- vi) Knowledge of Information Communication Technology
- vii) CISA qualification is an added advantage

7) JOB TITLE: CORPORATE COMMUNICATION OFFICER - GRADE 12 :
KarU/HR/CCO/2022

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

This job exists to coordinate internal/external public relations activities, press conferences, and publicity promotions to enhance University public image.

a. Job Description

- i) Supervise all staff under him/her.
- ii) Liaise with media (coverage of all University functions)
- iii) Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public.
- iv) Oversee, prepare and contribute stories, photos and editing of the internal newsletter
- v) Coverage of University activities (both video and photography)
- vi) Ensure posting of all advertising both internally and externally (media houses)
- vii) Ensure Media monitoring and evaluation and advice management accordingly.
- viii) Organize and coordinate University exhibitions and marketing activities.
- ix) Responsible for development and implementation of the strategic plan for all departments (for all HOD's) Maintain a database of media organizations and contacts within them.
- x) Manage the company's or organization's social media communications.
- xi) Regularly meet with and conduct interviews with media personnel.
- xii) Create and produce Annual newsletters for the organization.
- xiii) Develop and maintain working relationships with journalists in multiple types of media outlets.
- xiv) Act as a spokesperson for the organization.
- xv) Prepare and manage the organization's communication budget
- xvi) Coordinate the implementation of Corporate Communication and Branding Policy;
- xvii) Establish and maintain continual information flows between the University and its stakeholders;
- xviii) Ensure prudent and efficient management and utilization of resources within the Corporate Communication and Branding Office;
- xix) Lead on brand building and brand communications, including content planning and reporting;
- xx) Provide leadership in the conceptualization, planning and implementation of brand sensitization activities and supporting partners as needed.
- xxi) Developing and revising communication strategies,
- xxii) Scanning and assessing the internal and external environment, for issues that might impact the University Brand, and helping the University adapt to the information needs of its stakeholders,
- xxiii) Devising mechanisms to enable Monitoring and Evaluation of the University's Communication and Branding strategies
- xxiv) Any other duties assigned by the immediate supervisor.

b. Job Requirements for External Recruitment

For appointment to this grade, one must have:

- i) Master's Degree in a relevant field from a recognized institution.
- ii) At least six (6) years relevant work experience
- iii) Good knowledge of Information Communication Technology
- iv) Membership registration with a professional body

c. Job Requirements for Serving Employee

For promotion to this grade, an employee must have:

- i) Master's degree in a relevant field from a recognized institution.
- ii) At least three (3) years' work experience at grade 11 or a comparable position
- iii) Show merit and ability as reflected in work performance and results
- iv) Good knowledge of Information Communication Technology
- v) Membership registration with a professional body

8. JOB TITLE: DATABASE ADMINISTRATOR I - GRADE 10: KarU/HR/ADBA I/ 2022

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

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

b. Job Specification/Requirements for Appointment

For appointment to this grade, a candidate must have:-

- 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.

c. Job Specifications/Requirements for serving employee

For promotion to this grade, an employee must have:

- i) Higher National Diploma/Bachelors Degree in the relevant field from a recognized institution.
- ii) At least three (3) years work experience service at Grade 9
- iii) Shown merit and ability as reflected in work performance and results
- iv) Membership registration in a relevant professional body.
- v) Masters Degree in a relevant field from a recognized institution and any other professional qualifications 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.

Interested applicants should send the applications to the address below, quoting the relevant reference number, so as to be received on or before **Tuesday 8th February, 2022.**

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

Only shortlisted candidates will be contacted.