



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.	Lecturer	12	1	KarU/HR/LEC/2022
2.	Tutorial Fellow	11	2	KarU/HR/TF/2022
NON - ACADEMIC POSITIONS				
3.	Senior Internal Auditor	13	1	KarU/HR/SIA/2022
4.	Accountant I	12	1	KarU/HR/ACC/2022
5.	Senior Network Administrator	11	1	KarU/HR/SNA/2022
6.	Senior Technician I (Media)	10	1	KarU/HR/STM/2022
7.	Clinical Officer III	9	1	KarU/HR/CO/2022
8.	Computer Technician I	8	1	KarU/HR/CT/2022
9.	Webmaster	8	1	KarU/HR/WM/2022
10.	Technician III (Mortician)	5	1	KarU/HR/TM/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 1st November, 2022.**

Notes:

- (i) *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.*
- (ii) *Canvassing will lead to automatic disqualification.*
- (iii) *Only shortlisted candidates will be contacted.*
- (iv) *Successful candidate will be required to fulfil the requirements of Chapter Six of the Constitution of Kenya*

JOB RESPONSIBILITIES AND REQUIREMENT FOR VACANT 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

Linguistics (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/2022

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

Specialization

- (A) Actuarial Science (one position)
- (B) Criminology with Law (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: 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. 184,818/=.

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; and
- 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; and

- 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
- xix) Carry out 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) 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

4. JOB TITLE: ACCOUNTANT I - GRADE 12: KarU/ HR/ ACC/2022

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

This job exists to monitor expenditure of payments, supervise finance operations as well as implement and enforce policies and regulations to ensure that the department runs smoothly and departmental objectives are achieved within the financial year

a. Job Description

- i. Prepare University quarterly and annual financial statements and reports to assist management in decision making
- ii. File statutory returns with the relevant authorities to ensure compliance with statutory requirements.
- iii. Prepare the finance department risk matrix and ensure that finance department members are aware of risk prone areas to develop ways to mitigate the risk
- iv. Assist in preparation of the finance department work plan and ensure adherence by the members of department to plan for departmental activities
- v. Prepare the finance department procurement plan and ensure that the University procurement plan is within the approved University budget for budgetary control
- vi. Supervise operations in the cash office, expenditure section, student finance and salaries section to ensure smooth running of the operations within these sections
- vii. Prepare management reports to facilitate decision making
- viii. Conduct analysis of financial data within each section to guide future operations
- ix. Oversee the Maintenance of Fixed assets register on regular basis and ensure that the assets are correctly coded to safeguard University assets
- x. Carry out other duties and responsibilities as may be assigned by a senior officer

a. Job Requirements for Appointment

- i) Master's degree in finance or accounting field from a recognized institution
- ii) CPA III
- iii) At least four (4) years' work experience as an Accountant II or a comparable position.
- iv) Membership registration with ICPAK or any other relevant professional body
- v) Knowledge of Information Communication Technology

**5. JOB TITLE: SENIOR NETWORK ADMINISTRATOR - GRADE 11:
KarU/HR/SNA/2022**

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

This position is responsible for design, development, installation, configuration and maintenance of software and information systems in the university

a. Job Description

- i) Support server applications and operating systems by coding to ensure ICT infrastructure runs efficiently.
- ii) Maintenance of telephone systems and computer stations to keep the system running efficiently and effective.
- iii) Provide helpdesk assistance in resolving network related problems by university users.
- iv) Set user access, permissions and implement firewalls and security devices to ensure network security to prevent unauthorized access.
- v) Assist in maintaining both internal and external university networks.
- vi) Respond to service calls and emails promptly to solve any computer issues and failed processes and systems.
- vii) Maintain, repair, install and upgrade network and computer systems for more efficiency, faster and increased productivity by users.
- viii) Diagnose and fix problems or potential problems with the network and its hardware, software and systems to ensure all failed computer products and processes are identified and solved.
- ix) Monitor network and systems to improve performance.
- 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 a relevant field from a recognized institution
- ii) At least three (3) years relevant work experience from an institution of higher learning or a large commercial enterprise
- iii) Membership registration in a relevant professional body
- iv) Any other professional qualifications will be an added advantage

**6. JOB TITLE: SENIOR TECHNICIAN (MEDIA) - GRADE 10: KarU/ST
/2022**

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

The purpose of this position is to organize, direct, coordinate and administer teaching and research activities in the laboratory, material acquisition and preparation for teaching

and research and provide professional support to improve and manage the consultancy services undertaken in the laboratories/workshops

a. Job Description

- i) Planning, designing and supervising collection and preparation of teaching and research materials by students to ensure the correct materials are used in the practicals in liaison with senior officers.
- ii) Organize induction sessions in media technology for students and staff.
- iii) Provide professional support to students and lecturers to improve and manage the consultancy services undertaken in the laboratories/workshops.
- iv) Supervision of undergraduate and postgraduate practicals in order to produce reliable and precise data to support scientific investigations.
- v) Facilitate, managing and administer media technology sessions and research activities.
- vi) Prepare work and procurement plans to ensure timely acquisition of materials and equipment in the media lab.
- vii) Management, maintenance and general safe use of Educational Media Lab equipment and materials.
- viii) Ensure proper disposal of laboratory waste by segregating all wastes by how they are managed in order to minimize risks associated with the disposal of laboratory waste
- ix) Implementing the Quality Management System (QMS) and applicable standards with respect to the Educational Media Lab;
- x) Supporting and facilitating the integration and use of Information Communication Technology (ICT) in University teaching and learning processes;
- xi) Carry out other duties and responsibilities as may be assigned by a senior officer

b. Job Specification for Appointment

- i) Bachelor's degree and Higher National Diploma with seven (7) years relevant experience
- ii) Knowledge in information communication technology
- iii) First Aid and Occupational Health and Safety Training
- iv) Membership of a professional body where applicable

7. JOB TITLE: CLINICAL OFFICER III - GRADE 9: KarU/HR/CO/ 2022

Basic Salary for this position is between Kshs. 50,223 by Kshs. 1,963/= to Kshs. 71,820/=

This position is responsible for provision of health services to staffs and students by giving appropriate diagnosing and treatment of ailments to ensure a healthy university community.

a. Job Description

- i) Clerk and investigate common ailments of patients by requesting for laboratory tests;
- ii) Participate in development of department policies and work plans to guide smooth delivery of health services;
- iii) Conduct minor surgical procedure for patients;

- iv) Participation in continuous medical education through seminars within and outside the university for emerging diseases and medications;
- v) Prepare departmental work plans for smooth delivery of health services;
- vi) Provide counselling services to patients and clients with health challenges;
- vii) Analyze the results from the laboratory and give appropriate diagnosis and treatment of common ailments
- viii) Participate in preparation of financial year departmental budget to ensure the department is running under the financial year budgetary allocation
- ix) Carry out other duties and responsibilities as may be assigned by a senior officer.

b. Job Requirements for Appointment

- i) Diploma in Clinical Medicine and Surgery from a recognized institution
- ii) At least two (2) years relevant work experience
- iii) Valid registration certificate with the relevant professional body
- iv) Knowledge of Information Communication Technology

8. JOB TITLE: COMPUTER TECHNICIAN I - GRADE 8: KarU/ HR/CT/ 2022

Basic Salary for this position is between Kshs. 43,193 by Kshs. 1,570/= to Kshs. 60,470/=

This position is responsible for organization of the operation and maintenance of computer hardware, un-interruptible power supplies (UPS), printers, scanners and general electronic & computing equipment, organization of design, development, installation, configuration, upgrading and maintenance of software and information systems in the university

a. Job Description

- i) Troubleshoot, analyze and repair problems of computer elements such as desktop computers, laptops and various components/peripherals of an IT network
- ii) Initiate procurement process for required ICT equipment through provision of equipment specifications for different university sections/departments
- iii) Prepare reports on conditions of ICT equipment within the university and submit them to the Director, ICT for decision making.
- iv) Maintenance of computing systems (hardware, software and networks), data communication systems and preventive maintenance and repair of ICT equipment.
- v) Troubleshoot software and hardware compatibility issues and ensure all failed computer products and processes are identified and solved.
- vi) Obtain, set and install computer software for ICT training laboratories to enable user perform their activities effectively.
- vii) Assist the ICT Trainers and Computer Technologists in carrying out various laboratory/workshop activities to support learning in the university.
- viii) Supervise and guide students on practical attachments in order to produce reliable and precise information to support research findings.
- ix) Installation and configuration of Enterprise Resource and Planning software system for university computers to ensure efficient execution of operational activities.
- x) Distribution of procured ICT equipment to departments/campuses to ensure equitable and effective use of ICT resources.

- xi) Management of ICT equipment inventory by updating the database regularly to identify any losses and recommend for upgrade.
- xii) Management and track user work tickets to ensure proper use of university resources and assets.
- xiii) Create user accounts in the Domain Name Server for all staff members for official communication.
- xiv) Install and configuring antivirus software and manage the antivirus server software to combat new viruses and protect university computers and information from any vulnerability.
- xv) Carry out other duties and responsibilities as may be assigned by a senior officer

a. 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 from an institution of higher learning or a large commercial enterprise
- iii) Any other professional qualifications will be an added advantage.

9. JOB TITLE: WEBMASTER - GRADE 8: KarU/ HR/WM/ 2022

Basic Salary for this position is between Kshs. 43,193 by Kshs. 1,570/= to Kshs. 60,470/=

This position is responsible for regularly update and upgrade the institutional website and ensure university sites are functioning properly and are available to users.

a. Job Description

- i) Design, develop and maintain the university's website and content of the university and ensure it is attractive and clearly understood to deliver correct information about the university.
- ii) Enhance maintenance and security of the organization's website through control, regulate and manage access rights of different users on website.
- iii) Ensure the web servers, hardware and software are operating accurately
- iv) Oversee and coordinate content management and user experience. Create and maintain a consistent Web site architectural structure.
- v) Monitor, analyze, and report on Web site traffic and downloads through Google Analytics
- vi) Examine and analyze site traffic to get a greater insight about the habit and behaviors of your users in order to provide them with relevant information and meet their needs.
- vii) Create and maintain a consistent look and feel across the Web site by promoting uniform fonts, formatting, icons, images, and layout, and creating appropriate templates to assist content authors.
- viii) Find, diagnose, and fix Web site problems, including broken links (both internal and external), typographical errors, and formatting inconsistencies.
- ix) 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 from an institution of higher learning or a large commercial enterprise
- iii) Any other professional qualifications will be an added advantage.

**10. JOB TITLE: TECHNICIAN III (MORTICIAN) – GRADE 5:
KarU/HR/TM/2022**

Basic Salary for this position is between Kshs. 29,464/= by Kshs. 937/= to Kshs. 39,776/=

This position is responsible for general maintenance of the laboratory and providing assistance in preparation and conducting of practicals

a. Job Description

- i) Assisting in conducting laboratory tests, cadaver dissections
- ii) General maintenance of the laboratory.
- iii) Assisting in preparation of reagents, samples and specimen for Histology practicals.
- iv) Guiding the students in conducting Practicals in the Gross & Histology laboratories.
- v) Assisting in collection, handling and preservation of cadavers.
- vi) Establishment & maintenance of laboratory inventory for supplies, reagents & equipment.
- vii) Storage of equipment and disposing of used specimen.
- viii) Carry out other duties and responsibilities as may be assigned by a senior officer.

b. Job Requirements for Appointment

- i. Diploma in Medical Laboratory science from an accredited institution
- ii. Experience in an established Human Anatomy laboratory of a higher learning institution.
- iii. Knowledge in Information Communication Technology.
- iv. Registered with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- v. A certificate in mortuary science

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 1st November, 2022.**

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