



MAASAI MARA UNIVERSITY

JOB VACANCIES

Maasai Mara University is a fast-growing Public University located 2 km from Narok Town, off the Narok-Bomet Road. The University invites applications from suitably qualified candidates to fill vacancies in the School of Science and Information Sciences and the Department of Students Affairs.

A. VACANCIES IN THE DEPARTMENT OF MATHEMATICS AND PHYSICAL SCIENCES

The University, through the Department of Mathematics and Physical Sciences, in the School of Science and Information Sciences, seeks to fill the following positions for the ongoing Kenya-Nottingham (KN) SPHEIR project on Transformation of Chemistry and Pharmacy Programmes. The project is being implemented in 5 HEI's in Kenya, namely, Maasai Mara University, University of Nairobi, Kenyatta University, Jomo Kenyatta University of Agriculture and Technology JKUAT and Maseno University in partnership with Kenya Association of Manufacturers (KAM), Pharmaceutical Society of Kenya (PSK) and GSK.

The University invites applications from suitably qualified candidates to fill the following vacancies:

- 1. Educational Developers (Pharmacy)**
- 2. Education Developers (Chemistry)**

REF: MMU/EDP/02/2019 – EDUCATION DEVELOPERS (PHARMACY)

Job Specifications/ Requirements

For appointment to this position an applicant must:

- (i) Be a holder of relevant postgraduate qualification (PhD)
- (ii) Have degree in Pharmacy
- (iii) Higher education teaching qualification
- (iv) Professional recognition as educational developer or instructional designer
- (v) Have knowledge and understanding of student learning and assessment in higher learning
- (vi) Ability to design course materials and plan and organize the delivery and assessment of taught courses including IT enabled approaches.
- (vii) Outstanding organizational skills and the ability to prioritize, multi-task and forward plan
- (viii) Have experience of supporting and/or supervising students
- (ix) Have experience of teaching both small and large groups in higher education
- (x) Have experience of contributing to the administration of teaching
- (xi) Have experience of delivering training to colleagues



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- (xii) Have previous experience in using a virtual learning environment
- (xiii) Awareness and understanding of developments in HEI and pharmacy, healthcare sector
- (xiv) Ability to engage and retain the interest and enthusiasm of students and inspire them to learn
- (xv) Registered pharmacist and member of relevant professional body

Duties and Responsibilities

The Responsibilities of the Education Developers (Pharmacy) shall be the following:

- Day to day evaluation of University and global higher education trends in Pharmacy degrees.
- Promote cultural diversity
- Work closely with other education developers in chemistry/pharmacy/education and academic staff from University of Nottingham and partner Kenyan HEIs
- Flexible and positive approach to team work as well as ability to work independently
- Capability of understanding the technical challenges of a modern multi-dimensional chemistry and/or pharmacy degree programmes
- Excellent data analysis /project management skills to support the design and development of pharmacy and chemistry undergraduate programmes for delivery through Kenyan Universities
- Contribute to ongoing development of standards and guidelines relating to learning, design, evaluation and provision of flexible learning programmes and courses
- Utilize approved process when working with staff, model learner centered, course design and development of engaging learning
- Contribute to identifying and introducing new technology solutions to enhance teaching and learning in pharmacy and chemistry programmes
- Perform any other duties that may be assigned from time to time.

REF: MMU/EDC/02/2019 – EDUCATION DEVELOPERS (CHEMISTRY)

Job Specifications/ Requirements

For appointment to this position an applicant must:

- (i) Be a holder of relevant postgraduate qualification (PhD Chemistry)
- (ii) Have degree in Chemistry
- (iii) Higher education teaching qualification
- (iv) Professional recognition as educational developer or instructional designer
- (v) Have knowledge and understanding of student learning and assessment in higher learning
- (vi) Have excellent communication skills
- (vii) Ability to design course materials and plan and organize the delivery and assessment of taught courses
- (viii) Outstanding organizational skills and the ability to prioritize, multi-task and forward plan



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- (ix) Flexible and positive approach to team work as well as ability to the ability to work independently
- (x) Awareness and understanding of developments in HEI and chemistry sectors
- (xi) Ability to engage and retain the interest and enthusiasm of students and inspire them to learn
- (xii) Registered chemistry and member of relevant professional body

Duties and Responsibilities

The Responsibilities of the Education Developers (Pharmacy) shall be the following:

- Day to day evaluation of University and global higher education trends in Chemistry degrees.
- Evidence-informed and underpinned by relevant theoretical and empirical literature which involves curricula design, deliver, evaluation, review and administration
- Work closely with other developers in Chemistry /Pharmacy/Education and academic staff from Department of Chemistry and partner Kenyan HEIs
- Promote cultural diversity
- Capability of understanding the technical challenges of a modern multi-dimensional chemistry and/or pharmacy degree programmes
- Excellent data analysis /project management skills to support the design and development of pharmacy and chemistry undergraduate programmes for delivery through Kenyan Universities
- Contribute to ongoing development of standards and guidelines relating to learning, design, evaluation and provision of flexible learning programmes and courses
- Utilize approved process when working with staff, model learner centred, course design and development of engaging learning
- Contribute to identifying and introducing new technology solutions to enhance teaching and learning in pharmacy and chemistry programmes
- Flexible and positive approach to team work as well as ability to work independently
- Perform any other duties that may be assigned from time to time.

Terms & Conditions of Service

Successful candidates, for these positions, will be offered a competitive remuneration package, including House Allowance and other benefits in accordance with the Kenya Government public service guidelines. The appointment will be for a contractual period of two (2) years renewable for a further period of two (2) years subject to satisfactory performance.

B. VACANCIES IN THE DEPARTMENT OF STUDENTS AFFAIRS

REF: MMU/ADCSC/02/2019-ASSISTANT DEPUTY CHIEF STUDENT COUNSELLOR - MMU GRADE 12

Job Specification for Appointment

For appointment to this position, a candidate must have the following;

- (i) Master's Degree in Counselling or a Master's Degree in any of the Social Sciences with a Post-Graduate Diploma in Counselling from a recognized institution.
- (ii) Relevant experience of at least three (3) years at senior level.



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- (iii) Counsellor Supervision Course lasting not less than four (4) weeks.
- (iv) Trainer of Facilitation Course in Psychological Counselling lasting not less than two (2) weeks.
- (v) Psychological Debriefing Course lasting not less than one week.
- (vi) Proficiency in Computer Applications.
- (vii) Registration with the Kenya Counselling Association (KCA).
- (viii) Shown merit and ability as reflected in work performance and results.
- (ix) Addiction training is an added advantage.

Duties and Responsibilities

Reporting to the Head of Department, the Responsibilities of the Assistant Deputy Chief Student Counsellor shall be the following:

- Initiating and preparing management /departmental advisory meetings.
- Following-up on counselling development projects in the field.
- Monitoring implementation and evaluation of accounting and management systems as well as guidelines for counselling.
- Providing counsellor supervision to field officers to ensure that counselling activities are conducted efficiently.
- Keeping appropriate records.
- Conducting research in counselling.
- Supervising staff working under the officer.
- Provide guidance and counselling services to employees/ staff.
- Promote personal and social development appropriate to career development.
- Provide appropriate interventions to assist employees with psycho-social related problems.
- Identify employees/students with social, psychological or health related problems.
- Plan, organize seminars and workshops on guidance and counselling matters.

Terms & Conditions of Service

Successful candidate will be offered a competitive remuneration package, including house allowance and other benefits in accordance with the Kenya Government public service guidelines. The appointment to this position will be on Permanent and Pensionable terms.

Application Guidelines and Statutory requirements for applicants for the position

Applications in ten copies, should be submitted together with a detailed curriculum vitae detailing academic qualifications, professional experience, leadership and management roles, publications/awards/scholarships/funding, membership of professional associations, linkages and community service; copies of relevant certificates, email address and telephone contacts. Must obtain clearance from Higher Education Loans Board (HELB), Ethics and Anti-Corruption Commission (EACC), Kenya Revenue Authority (KRA) and a certificate of Good Conduct.



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Applications and referees' confidential reports on the applicant's suitability for the post should be sent to the undersigned. Applicants should indicate on the envelope the Reference number and the position applied for.

All Applications should reach us on or before 5.00 pm on 15th April, 2019

Addressed to: -

**Deputy Vice-Chancellor (Administration, Finance and Planning)
Maasai Mara University
P. O. Box 861-20500
NAROK**

Maasai Mara University is an equal opportunity employer committed to diversity and gender equality and therefore encourages persons living with disability, women and those from marginalized areas to apply.



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