



MAASAI MARA UNIVERSITY

RECRUITMENT OF DEPUTY VICE-CHANCELLOR (RESEARCH, INNOVATION & EXTENSION), DEPUTY FINANCE OFFICER, SENIOR INTERNAL AUDITOR, SENIOR ACCOUNTANT, ACCOUNTANT I, EXECUTIVE SECRETARY II, SENIOR SECRETARY I AND SENIOR INTERNAL AUDIT ASSISTANT II.

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

- (i) Deputy Vice-Chancellor Research, Innovation and Extension;**
- (ii) Deputy Finance Officer;**
- (iii) Senior Internal Auditor;**
- (iv) Senior Accountant.**
- (v) Accountant I**
- (vi) Executive Secretary II**
- (vii) Senior Secretary I**
- (viii) Senior Internal Audit Assistant II**

REF: MMU/RIE/05/2019 – DEPUTY VICE-CHANCELLOR RESEARCH, INNOVATION AND EXTENSION – GRADE 17 (1 POST)

Job Specifications/ Requirements

For appointment to this position an applicant must:

- (i) Have an earned PhD;
- (ii) Be a Professor or an Associate Professor or an Associate Research Professor/Fellow and be well published and an academic leader in his/her area of specialization;
- (iii) Have at least eight (8) years progressive experience in University leadership/management positions or its equivalent;
- (iv) Be a recognized scholar as evidenced by referred journals, publications, University education level books as well as project grants and awards;
- (v) Have demonstrated competence in Research and Innovations for at least six (6) years;
- (vi) Have excellent understanding and broad awareness of the current trends and developments in University education and training in Kenya and globally
- (vii) Be of the highest ethical standards, integrity and professionalism and comply with the requirements of chapter six of the Constitution.

- (viii) Have proven capacity in crafting and managing sustainable academic linkage/ collaboration programs with reputable academic institutions.
- (ix) Have proven ability to attract and effectively manage research funding to make Maasai Mara University the first among equals.
- (x) Demonstrate highly developed ability to diversify and enrich student's life and activities to mould proactive community of students to participate fully in national development.
- (xi) Meet requirements of Chapter six of the Constitution.

Core Competencies

- (i) Ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity.
- (ii) Be a visionary and result oriented thinker.
- (iii) Have the capacity to work under pressure to meet strict deadlines.
- (iv) Have firm, fair and transparent management style.
- (v) Have demonstrable communication and interpersonal skills.

Duties and Responsibilities

The Deputy Vice-Chancellor (Research, Innovation and Extension) as the in-charge of Research, Innovation and Extension of the University shall:

- Head and provide leadership in the Division;
- Co-ordination of Research, Innovation and Extension;
- Set the University research agenda in line with the Strategic Plan and Vision 2030;
- Fundraise for the University innovations;
- Plan and source for research funds;
- Negotiate and manage research contracts and consultancies;
- Attract, retain and develop the best Human Resource in Research;
- Increase trust in academically led environment (intellectual property rights);
- Provide integrated approach to enterprise that promotes creativity, innovation and impact to the University and community;
- Create, build and enhance strategic partnerships and collaborations;
- Provide integrated support to schools for inter activities such as students partnership, joint research and innovation;
- Increase international reach by ensuring the impact of education, research and alumni community as international event;
- Support commercialization of innovations from the University;
- Initiate and develop Research Centres and Institutes;
- Promote cultural diversity;
- Promote community service and outreach;
- Ensure that the University Senate is properly advised in Research, Innovation and Extension matters in conformity to national and international standards and legally recognized profession bodies;
- Carry out such other duties and responsibilities as may be delegated by the Vice-Chancellor.

REF: MMU/DFO/06/2019 – DEPUTY FINANCE OFFICER – GRADE 14 (1 POST)

Job Specifications/ Requirements

For appointment to this position an applicant must:

- (i) Have a Master of Business Administration (MBA) (Accounting/Finance option) or its equivalent plus CPA(K) or its equivalent;
- (ii) Have Eight (8) years' experience, three (3) of which must have been as a Senior Accountant grade 13 or equivalent;
- (iii) Be a member of a recognized Professional Accounting body;
- (iv) Have outstanding professional competence in Public Sector Financial Management;
- (v) Be a person of integrity and good management skills;
- (vi) Have practical knowledge of ICT and ERP Accounting systems;
- (vii) Meet requirements of Chapter six of the Constitution.

Core Competencies

- (i) Ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity.
- (ii) Be a visionary result oriented and innovative thinker.
- (iii) Have the capacity to work under pressure to meet strict deadlines.
- (iv) Have firm, fair and transparent management style.
- (v) Have demonstrable communication and interpersonal skills.

Duties and Responsibilities

The Responsibilities of the Deputy Finance Officer shall be as follows:

- Deputizing the Finance Officer in the management of day to day activities of the department;
- Implementation of an adequate accounting system through maintenance of accurate financial records, which must recognize, classify, summarize, post and report transactions.
- Supervision and development of staff in the department.
- Monthly and on adhoc basis generate the following reports: budget utilization, students' fees collection status, projects implementation status, rolling cash flow forecast, catering unit performance, consultancy and research funds income and utilization.
- Timely and correctly generate annual report and financial statements and quarterly management reports in compliance International Public Sector Accounting Standards, Public Finance Management Act 2012, Public Finance Management Regulations 2015, other relevant circulars and Generally Accepted Accounting Principles.
- Annually, prepare the University-wide annual estimates of revenue and expenditure in compliance with Public Finance Management 2012.
- Advice ways of raising additional internal and external revenue for the University and ensure such revenue is timely recognized in the books of accounts.
- Participate in formulation and implementation of the departmental strategic plan.
- Ensure timely General Ledger reconciliations especially students financial accounting, bank reconciliations, projects accounts reconciliations, fixed assets reconciliations and research/consultancy funds accounting.

- Co-ordinate both internal and external audit exercises by ensuring timely and correct availability of audit schedules.
- Drive strict implementation of students fees payment policy so as to ensure that all fees due is collected and correctly captured in a timely manner. Implement all banks accounts integration with the ERP system.
- Maintain accurate records of University projects and timely reconcile the same in line with the funding received and payments made.
- Check both recurrent and development expenditure of the University to ensure that they are within budget, authorized, reasonable, are in compliance with Public Procurement and Asset Disposal Act 2015 and value for money is received. Ensure that pending bills are monitored and payments made on aging basis.
- Carry out efficient Treasury Management of the University by ensuring real time update of the cash book, sufficient funds in bank before payment process, daily banking of all receipts and placements in short term deposits of any excess funds.
- Ensure tax compliance. All statutory deductions and other payroll deductions are remitted timely to minimize exposure of the University.
- Check the University payroll especially staff in payroll against head count, earnings in line with specific grades, allowances paid having been duly authorized, deductions to be properly supported and in compliance with applicable laws, circulars and regulations.

REF:MMU/SA/07/2019 - SENIOR ACCOUNTANT – GRADE 13(1 POST)

Job Specifications/ Requirements

For appointment to this position an applicant must have:

- (i) A Master's degree in Accounting, Finance or Business related field from a recognized University and CPA(K);
- (ii) Be a member of recognized Professional Accounting body;
- (iii) Served progressively for five (5) years, three (3) of which should be an Accountant I or equivalent in a similar or reputable Institution;
- (iv) Have outstanding professional competence in Public Sector Financial Management;
- (v) Be a person of integrity and good management skills;
- (vi) Have practical knowledge of ICT and ERP Accounting systems;
- (vii) Meet requirements of Chapter six of the Constitution.

Core Competencies

- (i) Ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity.
- (ii) Be a visionary result oriented and innovative thinker.
- (iii) Have the capacity to work under pressure to meet strict deadlines.
- (iv) Have firm, fair and transparent management style.
- (v) Have demonstrable communication and interpersonal skills.

Duties and Responsibilities

Reporting to the Deputy Finance Officer, the main duties will include:

- Supervision of Staff in sections;
- Preparation of financial statements and accounts;
- Compiling of the University annual plan;
- Participate in budgetary control and administration;
- Review all the general ledgers reconciliations;
- Accounting for revenue of the University and ensuring students finance is properly managed.
- Participate in improving the system and processes in the department.
- Responsible for the timely preparation and submission of periodic financial reports.
- Responsible for the preparation of adhoc management reports for decision making.
- Any other duties as may be assigned by immediate supervisor.

REF:MMU/A1/08/2019 – ACCOUNTANT 1 – GRADE 12(1 POST)

Job Specifications/ Requirements

For appointment to this position an applicant must have:

- (i) A Bachelor's Degree in Commerce (Accounting) or equivalent from a recognized University and CPA(K);
- (ii) Membership registration with ICPA(K);
- (iii) Served progressively for five (5) years, three (3) of which should be an Accountant II or equivalent in a similar or reputable Institution;
- (iv) Have outstanding professional competence in Public Sector Financial Management;
- (v) Have knowledge and experience in ERP accounting systems;
- (vi) Shown merit and ability reflected in work performance and results.
- (vii) Meet requirements of Chapter six of the Constitution.

Core Competencies

- (i) Ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity.
- (ii) Be a visionary result oriented and innovative thinker.
- (iii) Have the capacity to work under pressure to meet strict deadlines.
- (iv) Have demonstrable communication and interpersonal skills.

Duties and Responsibilities

Reporting to the Senior Accountant, the main duties will include:

- In charge of a section;
- Reconciliation of general ledger accounts;
- Custodian of accountable documents;
- Prepare final accounts and periodic management reports;
- Ensure correct supporting schedules to the financial reports.
- Verify accountable documents in the section.
- Ensuring timely bank reconciliations and daily confirm all postings are done correctly.
- Reconcile tax related matters.

- Any other duties as may be assigned by immediate supervisor.

MMU/IA/09/2019 - SENIOR INTERNAL AUDITOR – GRADE 13 (1 POST)

Job Specifications/ Requirements

For appointment to this position an applicant must have:

- (i) A Master's degree in relevant field from a recognized University;
- (ii) CPA(K) or CIA(K) (Certified Internal Auditor);
- (iii) Membership registration with ICPA(K);
- (iv) Served in the grade of Internal Auditor I for at least a period of three (3) years;
- (v) Demonstrated merit and ability as reflected in work performance and results;
- (vi) Shown unquestionable integrity;
- (vii) Shown merit and ability in work performance and results.
- (viii) Computer literacy.

Core Competencies

- (i) Ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity.
- (ii) Have the capacity to work under pressure to meet strict deadlines.

Duties and Responsibilities

Reporting to the head of department, the main duties will include

- Prepare audit reports for presentation to the University Management Board and University Council;
- Review and revise existing internal audit control systems;
- Develop audit techniques;
- Carry out audit transactions;
- Management of staff matters in the department;
- Perform any other duties as may be assigned from time to time.

MMU/IA/10/2019 - SENIOR INTERNAL AUDIT ASSISTANT II – GRADE 7 (1 POST)

Job specifications/ Requirements

For appointment to this position, an applicant must have: -

- (i) KCSE mean grade C or its equivalent and
- (ii) CPA II (Section III&IV) or CIA II (Certified Internal Auditor)
- (iii) At least three (3) years relevant experience
- (iv) Proficiency in relevant computer applications
- (v) Demonstrated merit and ability as reflected in work performance and results.
- (vi) Shown unquestionable integrity

Core Competencies

- (i) Ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity.
- (ii) Have the capacity to work under pressure to meet strict deadlines.

Duties and Responsibilities

Reporting to the head of department, the main duties will include:

- Vouch payroll and verify accuracy of creditor's documents
- Collect and compile data for audit report
- Perform audit checks
- Perform any other duties as may be assigned from time to time

MMU/ES/11/2019 – EXECUTIVE SECRETARY II - GRADE 11

For appointment to this position, one must have:-

- i. KCSE Certificate (C-) with at least (C-) in English.
- ii. Typewriting III (50 w.p.m)
- iii. Office Management III
- iv. Business English III
- v. Secretarial Studies II
- vi. Commerce II
- vii. Shorthand III (120 w.p.m)
- viii. Office Practice II
- ix. The above qualification should be from KNEC.
- x. Proficiency in Microsoft Office programs.
- xi. Exemplary work performance.
- xii. Bachelor's Degree/ Higher Diploma in relevant field from a recognized institution.

OR

- xiii.** Bachelor's Degree in Secretarial Studies from a recognized institution
- xiv. 3 years' experience as a Senior Secretary I

Master's degree in relevant field is an added advantage

Core Competencies

- (i) Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect to diversity.
- (ii) Have the capacity to work under pressure to meet strict deadlines.
- (iii) Have demonstrable communication and interpersonal skills.

Duties and Responsibilities

Reporting to the head of department

- Prepares and books all meetings for the officer to whom assigned
- Operates and manages Office Float for the office to whom assigned
- Orders and controls office stationery for the office.
- Manages, administers and coordinates all in-coming and out-going mails/correspondence.
- Books appointments/updates and maintains the Diary for the officer to whom assigned
- Public relations/Front desk operation for the officer to whom assigned
- Filing/Retrieval and maintaining of records for the office.
- Act as Secretariat to some meetings
- Supervise staff under him/her
- Access and utilize online information.
- Any other duties that may be assigned/directed by the immediate supervisor.

MMU/SS/12/2019 – SENIOR SECRETARY I - GRADE 10

For appointment to this position, one must have:-

- i. KCSE Certificate (C-) with at least (C-) in English.
- ii. Typewriting III (50 w.p.m)
- iii. Office Management III
- iv. Business English III
- v. Secretarial Studies II
- vi. Commerce II
- vii. Shorthand III (100 w.p.m)
- viii. Office Practice II
- ix. The above qualification should be from KNEC.

- x. Proficiency in Microsoft Office programs.
- xi. Exemplary work performance.
- xii. Diploma in Secretarial studies will be an added advantage

OR

- xiii.** Bachelor's Degree in Secretarial Studies from a recognized institution
- xiv. 3 years experience a Senior Secretary II.

Core Competencies

- (i) Ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity.
- (ii) Have the capacity to work under pressure to meet strict deadlines.
- (iii) Have demonstrable communication and interpersonal skills.

Duties and Responsibilities

Reporting to the head of department:

- Receive telephone calls and perform public relations duties.
- Type from manuscripts
- Take dictation in shorthand and transcribe
- Operate the office petty cash.
- Supervise staff under him/her
- Undertake routine office duties with little or no supervision.
- Access and utilize online information.
- Draft official correspondence and handle confidential documents.
- Assist in coordinating training, workshops and conferences.
- Take charge of documents and files including classified materials
- Ensure security of the office documents and equipment
- Guide and supervise junior staff and where necessary give counsel
- Any other duties that may be assigned/directed by the immediate supervisor.
- Appointment/Promotion to this post will be subject to availability of a vacancy in the establishment.

Terms & Conditions of Service

Successful candidates will be offered a competitive remuneration package, including house allowance and other benefits in accordance with the Kenya Government public service guidelines. The appointment for Deputy Vice-Chancellor (Research Innovation & Extension) will be for a contractual period of five (5) years renewable for a further period of five (5) years subject to satisfactory performance while that of Deputy Finance Officer, Senior Accountant, Accountant I, Senior Internal Auditor, Senior Internal Audit Assistant II, Executive Secretary II and Senior Secretary I will be on Permanent and Pensionable terms.

Application Guidelines and Statutory requirements for applicants for the position

Applications in ten (10) 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. Applicant must obtain clearance from Higher Education Loans Board, Ethics and Anti-Corruption Commission, Kenya Revenue Authority, certificate of Good Conduct and Credit Reference Bureau Certificate.

Applicants are required to give names, addresses and contacts of three (3) referees and should indicate on the envelope the Reference number and the position applied.

Applications for the position of **Deputy Vice- Chancellor Research, Innovation and Extension, Deputy Finance Officer, Senior Internal Auditor and Senior Accountant** should reach the Chairman of Council on the address indicated below on or before **5:00pm on 28th, January 2019**.

**The Chairman of Council,
Maasai Mara University
P. O. Box 861-20500
Email: chairmarauni@mmarau.ac.ke**

Applications for the position of **Accountant I, Executive Secretary II, Senior Secretary and Senior Internal Audit Assistant II** should reach the Deputy Vice- Chancellor, Administration, Planning and Finance on the address indicated below on or before **5:00pm on 28th, January 2019**.

**Deputy Vice- Chancellor Administration, Finance & Planning,
Maasai Mara University
P. O. Box 861-20500
Email: dvc.afp@mmarau.ac.ke**

Maasai Mara University is an equal opportunity employer.

Canvassing will automatically lead to disqualification.