



Maasai Mara University

JOB VACANCIES

i) ACADEMIC AFFAIRS DIVISION

Maasai Mara University is a fast growing public University located 2km from Narok Town, off the Narok- Bomet Road. The University invites applications from suitably qualified candidates to fill the following teaching positions in the areas of specializations listed under the various Schools.

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|------|----------------------|---|----------|
| i) | Professors | - | Grade 15 |
| ii) | Associate Professors | - | Grade 14 |
| iii) | Senior Lecturers | - | Grade 13 |
| iv) | Lecturers | - | Grade 12 |

SCHOOL OF TOURISM & NATURAL RESOURCES MANAGEMENT - MMU/ACAD/1/2017

- Land Resource Management (Agriculture, Soil Science and Land Economics)
- Environmental Planning and Management (Urban Management and Environmental Management)
- Environmental Studies (Geology, Hydrology, Minerals and Surveying)
- Geography (GIS and Remote sensing, Cartography and Human Geography)
- Wildlife Resource Management (Wildlife Parasitology and Animal Anatomy)
- Urban and Regional Planning (Architecture, Spatial Planning and Urban Planning)
- Animal Health and Production (Veterinary, Animal nutrition and Breeding)
- Forestry Ecosystem Management (Forest genetics, Biostatistics and Climate change)
- Forest Engineering
- Hotel and Hospitality Management
- Leather Production and Processing
- Tourism Management
- Parks Recreation and Leisure Management

SCHOOL OF EDUCATION - MMU/ACAD/2/2017

- Special Needs of Education
- Educational Foundations
- Early Childhood Development Education
- Educational Psychology
- Educational Guidance and Counseling
- Curriculum Studies
- Curriculum, Instruction and Media
- Educational Management

- Research and Evaluation
- Educational Economics and Planning
- Special Methods in; *Kiswahili, Literature, History, Geography, Christian Religious Education, Business Studies, Physics, Chemistry and Mathematics*

SCHOOL OF SCIENCE & INFORMATION SCIENCE - MMU/ACAD/3/2017

- Pure Mathematics
- Applied Mathematics
- Chemistry (Inorganic and Organic Chemistry)
- Physics (Electronics, Renewable Energy, Condensed Matter and Material Science)
- Information Sciences (Publishing and Book trade, Records and Archives Management, Digital Print production, Media Technology , MIS, Library and Information Systems)
- Applied Entomology (Medical and Veterinary)
- Nursing (Public Health, Community Health Nursing, Medical/Surgical Nursing, Midwifery, Nursing Education, Critical Care Nursing, Pediatric Nursing)
- Zoology (Parasitology, Animal Physiology , Biotechnology and Animal Ecology)
- Botany (Taxonomy, Plant physiology , Microbiology, Mycology and Plant Ecology)
- Computer Science (Artificial intelligence , Neutral Computing, Hardware and Software)
- Applied Statistics

SCHOOL OF ARTS & SOCIAL SCIENCES - MMU/ACAD/4/2017

- Web design and Multimedia
- Copy writing
- Print Media production
- Film production
- Broadcast production
- Community Development
- Linguistics
- Social Work
- Religion
- Political Science
- Public Administration
- International Relations
- Criminology and Penology
- Literature
- Theater Arts
- Film Studies
- History
- Sociology
- Philosophy
- French

SCHOOL OF BUSINESS AND ECONOMICS - MMU/ACAD/5/2017

- Agricultural Economics
- Financial Economics
- Economic Policy Analysis and Management
- Human Resource Management
- Statistics
- Agribusiness Management
- Econometrics

- Entrepreneurship
- Project Planning and Management
- Marketing
- Accounting
- Law
- Strategic Management
- Purchasing and Supplies

Job Requirements

Professor - Grade 15

Applicants should have the following qualifications:

- i) A Ph.D degree in the relevant area of Specialization or its equivalent from a recognized and accredited University.
- ii) At least three (3) years of teaching or research experience at University level since being appointed Associate Professor.
- iii) Have a minimum of five (5) articles in refereed journals or minimum cumulative score of ten (10) equivalent publications since appointment as Associate Professor.
- iv) Have supervised at least five (5) postgraduate degree candidates of which two (2) must be at PhD level.
- v) Have attracted research funds
- vi) Have evidence of membership of Professional Societies.
- vii) Show evidence of continued research and evaluated effective teaching;
- viii) Be recognized and registered/have potential to be registered by relevant professional boards.
- ix) Have attended and contributed at learning conferences, seminars or workshops;
- x) Show evidence of contribution to University life as well as national and international life.
- xi) Show evidence of academic leadership in his/her area of specialization.

Associate Professor - Grade 14

Applicants should have the following qualifications:

- i) A Ph.D degree in the relevant area of Specialization or its equivalent from a recognized and accredited University.
- ii) At least three (3) years of teaching or research experience at University level since being appointed Senior Lecturer;
- iii) Have a minimum of four (4) articles in refereed journals or cumulative score of eight (8) equivalent publications since appointment as Senior Lecturer.
- iv) Have supervised at least five (5) postgraduate degree candidates of which one (1) must be at PhD level.
- v) Have attracted research funds
- vi) Have evidence of membership of Professional Societies.
- vii) Show evidence of continued research and evaluated effective teaching;
- viii) Be recognized and registered/have potential to be registered by relevant professional boards.
- ix) Have attended and contributed at learning conferences, seminars or workshops;
- x) Show evidence of contribution to University life as well as national and international life.
- xi) Show evidence of academic leadership in his/her area of specialization.

Senior Lecturer - Grade 13

Applicants should have the following qualifications:

- i) A Ph.D degree in the relevant area of Specialization or its equivalent from a recognized and accredited University.
 - ii) At least three (3) years of teaching or research experience at University level since being appointed Lecturer/Research Fellow;
 - iii) Have a minimum of three (3) publications in refereed journals since appointment as Lecturer/Research Fellow;
 - iv) Should have supervised at least four (4) Postgraduate (masters degree) candidates or attracted research funds.
- OR**
- v) A Masters degree from a recognized University and at least eight (8) years of teaching experience at University level and four Publications since becoming Lecturer;
 - vi) Be registered with a professional organization/body (*where applicable*).
 - vii) Have attended and contributed at learning conferences, seminars or workshops;
 - viii) Show evidence of continued research and evaluated effective teaching;
 - ix) Show evidence of contribution to University life through active participation in departmental matters, students academic advising, faculty and University meetings committee membership and others;
 - x) Show evidence of contribution to national and international life.

Lecturer - Grade 12

Applicants should have the following qualifications:

- i) A Ph.D degree in the relevant area of Specialization from a recognized and accredited University **OR**
- ii) A Masters degree in the relevant area of Specialization from a recognized University and at least three (3) years of teaching experience at University level
- iii) A minimum of two (2) publications in refereed journals (Minimum Publication score, 4 points)
- iv) Show evidence of continued research, attendance and contribution in academic conferences, seminars and workshops
- v) Show evidence of effective teaching and active participation in departmental activities
- vi) Should be registered with a professional organization/body where applicable

Salary Scales

Professors: Kshs. 150,589 x 4,907 - 180,034 x 8078 – 220,414/= pa

Associate Professors: Kshs. 127,985 x 4,263 - 140,775 x 4907 – 180,034/= pa

Senior Lecturers: Kshs. 98,068 x 2,824 - 103, 717 x 4001 – 123,722 x 426 – 140,775 /= pa

Lecturers: Kshs. 86,771 x 2,824 - 103, 717 x 4001 – 123,722/= pa

ii) ADMINISTRATION DIVISION

I) REGISTRAR (ADMINISTRATION) -GRADE 15 -REF MMU/AD/01/2017

Reporting to the Deputy Vice-Chancellor (AF&P), the Registrar (Administration) shall be responsible for effective and efficient coordination of Administrative and Human Resource functions of the University.

For appointment to this position the applicant should:

- Hold a PhD in a relevant field from a reputable University with a minimum of three (3) years work experience, preferably in a University setting OR
- Have a Masters Degree in a relevant field or its equivalent with five (5) years work experience preferably in a University setting
- Have at least five (5) years relevant work experience in a busy institution preferably of higher learning
- Demonstrate a clear understanding of the Universities Act 2012, Statutes, Policies and other Regulations related to Administrative functions of a University
- Should have served in the position of Deputy Registrar or in a comparable position
- Demonstrate track record and ability as reflected in work performance and results
- Be able to demonstrate evidence of administrative leadership skills
- Be conversant with modern Information, Communication Technology
- Demonstrate creativity in evolving innovative strategic management trends e.g evidence on resource mobilization
- Demonstrate understanding of government policies as well as Human Resource Policies
- Be registered with relevant professional body.

Duties and responsibilities:

Take overall charge of the following administrative functions: -

- Responsible for planning, policy formulation and general administration of the various administrative activities in the University administration.
- Responsible for establishment and management of effective and efficient structures and systems for human resources management, including records management, performance contracting and management, staff development.
- Management of the various departments within the Administration Division with regard to the legal instruments and regulations governing the management and administration of University resources in general and within their respective departments.
- Responsible for formulation and implementation of the Divisional Strategic Plan
- Responsible for formulation, planning and control of the Administration Budget
- Secretary to the University Management Board

2) DEPUTY REGISTRAR ADMINISTRATION -GRADE 14 –REF MMU/AD/02/2017

Reporting to this position the applicant should;

- Have a master's degree in relevant field or its equivalent with five (5) years' work experience preferably in an institution of higher learning.
- Demonstrate a clear understanding of the Universities Act 2012, Statutes, Policies and other regulations related to Administration functions of a University
- Should have served in the position of Senior Assistant Registrar or in a comparable position for at least three (3) years
- Demonstrate track record and ability as reflected in work performance and results
- Be conversant with modern Information Communication Technology (ICT)
- Demonstrate understanding of Government Policies as well as Human Resource Policies
- Be registered with relevant Professional Body
- Should have undertaken a course with the Kenya School of Governments
- Possession of PhD degree in relevant field will be an added advantage

Duties and Responsibilities

- To deputize the Registrar in management of day-to-day activities of the department.
- To coordinate and handle the management of staff matters in the department
- To prepare departmental budgets, procurement plans and strategic plans

- To coordinate the implementation of University Policies and Procedures
- Any other duties as may be assigned from time to time

3) ESTATE MANAGER -GRADE 14 - REF MMU/AD/03/2017

Reporting to the Deputy Vice-Chancellor (AF&P), the University Estates Manager will be responsible for the overall functioning of design, supervision and development of all projects in the University.

For appointment to this position applicant should have:

- Masters degree in electrical engineering, Civil engineering, Architecture/ Quantity Surveying/ Civil & structural engineering, Building Economics or its equivalent from a recognized institution
- A Bachelor's degree in Architecture/ Quantity Surveying/ Civil & Structural Engineering, Architecture, Building Economics or its equivalent from a recognized institution with Four (4) years experience
- Served in the position of Senior Estates officer or in a comparable position for a minimum period of at least four (4) years
- Been registered with the Architectural Association of Kenya/ relevant professional bodies
- A thorough knowledge of relevant software packages.
- Demonstrated general administrative ability required for direction, control and implementation of building programmes including supervision of technical staff.
- Shown merit and ability as reflected in work performance and results (portfolios)
- Shown unquestionable integrity
- Demonstrated work records

Duties and Responsibilities:

- Management and co-ordination of professional staff in the preparation, design and production of drawings of all projects.
- Supervision of projects during construction
- Monitoring of expenditure and advising the University on matters relating to design, briefs and expenditure.
- Being the custodian of all "as built" drawings, documents, specifications, manuals etc. of all completed buildings.
- Performing any other duties that may be assigned

4) FINANCE OFFICER -GRADE 15- REF: MMU/AD/034/2017

The Finance officer will be reporting to the Deputy Vice - Chancellor (AF&P) for the overall formulation and implementation of the Finance strategy for the university.

For appointment to this position the applicant must:

- Be a holder of a Masters Degree in Finance or related degree from a recognized University.
- Have at least seven (7) years relevant work experience and must have served for at least 5 years as Deputy Finance Officer / Chief Accountant or equivalent
- Be a holder of Professional qualifications in CPA (K), ACCA, and ACA.
- Be registered with ICPAK or an equivalent Accounting body.
- Have good understanding of ERP and other MIS.
- Have entrepreneurial and innovative approach to business and business solutions
- Have highly developed interpersonal and communication skills.
- Demonstrated merit and ability as reflected in work performance and results
- Has shown unquestionable integrity
- Possession of a Ph.D. degree in a relevant field will be an added advantage.

Duties and Responsibilities

- Responsible for review, planning, coordination, design and implementation of accounting services and systems.
- Responsible for effective coordination and implementation of all financial policies
- Responsible for the adherence to International financial reporting Standards
- Advise University Management/Council on all financial matters.
- Liaise with Government and other agencies on all University financial matters.
- Coordination and generation of financial reports.
- Responsible for preparation and submission of end of year financial statements and accounts to University Council and Kenya National Audit.
- Formulation and implementation of departmental strategic plans
- Ensure compliance with all relevant laws on financial matters.
- Ensure compliance with International Financial Reporting Standards.
- Responsible for submission of the University budget to University Council and Government.
- Perform any other duties as may be assigned from time to time.

5) DEPUTY FINANCE OFFICER -GRADE 14-REF MMU/AD/05/2017

Reporting to the Finance Officer for appointment to this position, the applicant should

- Have a master's degree in Finance Business Administration or related degree from a recognized University
- Have at least five (5) years relevant work experience and must have served for at least three (3) years as Chief Accountant or equivalent preferably in an institution of higher learning.
- Be a holder of professional qualifications such as ICPAK, ACCA and ACA.
- Be registered with ICPAK or equivalent Accounting body
- Have highly developed, Interpersonal and Communication skills
- Has shown unquestionable integrity

Duties and Responsibilities

- To deputize the Finance Officer in management of day to day activities of the department
- Implementation of an adequate accounting system as a means of maintaining sound financial records which must recognize, classify, post and summarize and report transactions'
- Supervision and development of staff in the department
- Assist in formulation and implementation of the Departmental Strategic Plan
- To coordinate and implement of Financial Policies
- To coordinate and generate Financial Reports
- Perform any other duties as many be assigned from time to time

6) DEAN OF STUDENTS--GRADE 15-REF MMU/AD/05/2017

Reports to: Deputy Vice Chancellor (Academic, Research and Student Affairs)

Duties and Responsibilities

- Responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs) for the smooth running and coordination of all the activities involving the students in addition to following specific duties and responsibilities, he/she acts as the link between the students and administration
- Coordinating activities of the Students Affairs Division, Student Welfare Services Department, Guidance and Counseling Department, Religious activities involving Students and Chaplaincy ,Games and Sports Department and Wardenship
- Liaising with other service departments that may affect students' welfare like health, catering and accommodation
- Liaising with the general public rule on matters relating to students
- Enforcing the rules and regulations governing the conduct and discipline of the students of the university

- Undertaking from time to time any other duties as may be assigned by the Deputy Vice chancellor (Academic, Research and Student Affairs)

Job Specifications/Requirements

For appointment to this grade an officer must have:-

- Served in the Grade of Assistant Dean of students ,Deputy dean of students, or in a comparable and relevant position
- A Master's Degree in Education, Management, Social Sciences or its equivalent from a recognized University
- Proven ability to make quick rational decisions in tricky or difficulty situations
- Proven ability in handling student affairs
- Be a member of a professional management body
- Attended at least a professional course on the trends in management affairs
- Evidence of 4 Publications in referred journals
- Evidence on shown merit and ability as reflected in work performance and results in institution of higher learning e.g. participation and Chairing of the university major committees, Development of policies and management documents within the institution of higher learning etc
- Computer literacy

7. SENIOR INTERNAL AUDITOR-GRADE MMU 13

Reports to: Vice Chancellor

Duties and Responsibilities

- Responsible for appraisal, summarization and discussion or Audit findings with relevant departments or sections.
- Responsible for the preparation of audit reports for presentation to the University Management Board.
- Review and revise existing internal audit control systems.
- Responsible for all staff matters in the department.
- Carry out audit of transactions.
- Supervise assigned staff.
- Any other duties that may be assigned be immediate supervisor.

Academic / Professional Requirements

- Masters degree in Accounting/ Finance.
- Must have CPA (k)
- Should be a member of ICPAK or equivalent professional body
- Should have 5 years of work experience
- Should have practical knowledge of ICT
- Should show exemplary work performance with results.

Salary Scales

- Registrar (Administration) – Scale 15 Basic Salary 170,715.Ksh. 150,589 x 4,907 -180,034 x 8,078-220,414/= p.a.House Allowance 73,715
- Finance Officer – Scale 15 Basic Salary 170,715. Ksh. 150,589 x 4,907 -180,034 x 8,078-220,414/= p.a House Allowance 73,715
- Dean of Students – Scale 15 Basic Salary 170,715. Ksh. 150,589 x 4,907 -180,034 x 8,078-220,414/= p.a House Allowance 73,715
- Deputy Registrar (Administration) – Scale 14 Basic Salary Ksh.119,400 . Ksh.119,400x 3,692 -123,093 x 4,462-154,323/= p.a House Allowance 62,658
- Deputy Finance Officer – Scale 14 Basic Salary 119,400. Ksh.119,400x 3,692 -123,093 x 4,462-154,323/= p.a House Allowance 62,658
- Estates Manager – Scale 14 Basic Salary 119,400 Ksh.119,400x 3,692 -123,093 x 4,462-154,323/= p.a House Allowance 62,658

7. Senior Internal Auditor – Scale 13 Basic Salary 92,957.Ksh. 92,957 x 2,678 - 98,318 x 3,337-108,323 x 3,692-123,092 p.a.
House Allowance 58,972

Application Guidelines

Applicants are required to submit **ten (10) copies** of applications together with the Curriculum Vitae giving details of their; academic and professional qualifications, work experience, age, marital status, present post and salary, telephone contact, email address and names and contacts of three (3) referees who are knowledgeable about the applicants' competences in the areas of specialization. You are also required to attach copies of relevant certificates and testimonials. The reference number of the position applied for should be clearly indicated in the application.

Applications for the relevant positions should be addressed to the undersigned, to be received on or before **14th April 2017**. Applicants are advised to contact their referees and request them to send their letters of reference to the undersigned not later than the deadline indicated above. Please note that only shortlisted candidates will be contacted.

The Deputy Vice-chancellor (Administration, Finance & Planning)
Maasai Mara University
P.O. Box 861-20500, Narok

Please visit our website: www.mmarau.ac.ke, for details on job specification and general requirements.

Maasai Mara University is an equal opportunity employer; women and persons with disabilities are encouraged to apply.



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