



MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

Office of the Deputy Vice Chancellor (Administration & Finance)

VACANCIES

In pursuit of its Mission to provide excellent University education, training and research through integrating science, technology and innovation into quality programmes to suit the needs of a dynamic world, Masinde Muliro University of Science & Technology invites applications from suitably qualified candidates for the following vacant positions.

DIVISION OF ACADEMICS AND STUDENT AFFAIRS			
OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENTS AFFAIRS)			
S/N	Position & Area of Specialization	Advert Reference	Vacancies
1.	University Librarian-Grade XV	AC/01/08/25	1
School of Nursing, Midwifery and Paramedical Sciences			
Department of Reproductive Health, Midwifery and Child Health			
2.	Clinical Instructor-Grade VIII(Nursing)	AD/01/08/25	3
Department of Paramedical Science			
3.	Clinical Instructor-Grade VIII (Paramedical Science)	AD/02/08/25	1
School of Agriculture, Veterinary Sciences and Technology			
Department of Agriculture and Land Use Management			
4.	Senior Technologist-Grade VIII(Crop and Soil Science)	AD/03/08/25	1
Department of Agro Industrial Technology			
5.	Senior Technologist-Grade VIII(Agricultural Extension and Resource Management)	AD/04/08/25	1
Department of Agribusiness and Extension Management			
6.	Senior Technologist-Grade VIII(Agricultural Economics)	AD/05/08/25	1
School of Public Health, Biomedical Sciences and Technology			
Department of Health Professions(Medical)Education			
7.	Clinical Instructors-Grade VIII(Medicine, Reproductive Health, Paediatrics)	AD/06/08/25	3
Department of Nutritional Sciences			
8.	Clinical Instructor-Grade VIII(Hospitality, Nutrition and Dietetics.	AD/07/08/25	2
School of Engineering and Built Environment			
Department of Civil and Structural Engineering			
9.	Senior Technologist III – Grade VIII(Surveying)	AD/08/08/25	1
Department of Mechanical and Industrial Engineering			
10.	Senior Technologist III – Grade VIII(Advanced Manufacturing/Industrial Automation/Robotics)	AD/09/08/25	1
DIVISION OF ADMINISTRATION AND FINANCE			
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE)			
11.	Senior Estates Officer – Grade XIII	AD/10/08/25	1
12.	Senior Procurement/Supplies Chain Officer -Grade XIII	AD/11/08/25	1
13.	Senior Legal Officer - Grade XIII	AD/12/08/25	1
14.	Procurement /Supplies Officer II – Grade XI	AD/13/08/25	1
15.	Senior Administrative Assistant II (AA) – Grade X	AD/14/08/25	1

Res (Adm.) 2
ICT manager
Request approved
advancement
06/10/2025

16.	Senior Administrative Assistant III (Statistician) – Grade IX	AD/15/08/25	1
17.	Administrative Assistant (Payroll)– Grade VIII	AD/16/08/25	2
18.	Legal Assistant- Grade VIII	AD/17/08/25	1
19.	Assistant Maintenance Officer I (Electrical)- Grade VIII	AD/18/08/25	1
20.	User Support Technologist (Networks) – Grade VIII	AD/19/08/25	1
21.	Senior Accounts Assistant – Grade VIII	AD/20/08/25	1
22.	Senior Audit Assistant I – Grade VIII	AD/21/08/25	1
23.	Senior Transport Assistant I – Grade VIII	AD/22/08/25	1
24.	Artisan (Plumber) – Grade III	AD/23/08/25	2
25.	Artisan(Sewerage Attendant) – Grade III	AD/24/08/25	2
26.	Driver –Grade III	AD/25/08/25	3

1) UNIVERSITY LIBRARIAN – GRADE XV

a) Job Purpose

Reporting to the Deputy Vice Chancellor (Academic and Student Affairs) the University Librarian shall provide strategic leadership and oversight of the University's Library to create and sustain a library system responsive to a diverse academic community, emphasizing student-focused learning and exploration and the effective delivery of core library functions, collections management and services to the University community and patrons.

b) Key Responsibilities

- i) Develop and implement a strategic plan for the University Library that aligns with University priorities, emerging trends in higher education and evolving user needs;
- ii) Provide expert advisory services to University leadership on library matters, information policy, scholarly communication and academic support services;
- iii) Lead the development, review and implementation of library policies, procedures and standards to ensure best practices and regulatory compliance;
- iv) Champion the adoption of emerging technologies, digital tools and innovative services to enhance research, access and use of library resources;
- v) Oversee the development and maintenance of the library's digital infrastructure, including integrated library systems, research platforms, digital repositories and learning management system integrations;
- vi) Ensure the library remains at the forefront of technological advancement in support of 21st-century teaching, learning and research;
- vii) Provide strategic direction for the development, acquisition, organization and stewardship of diverse collections across all formats (print, digital, multimedia and special collections);
- viii) Oversee resource sharing arrangements, consortium memberships and cooperative collection development initiatives;
- ix) Develop and manage the library's annual operating budget and capital expenditure plans, ensuring optimal allocation of resources;
- x) Monitor expenditures and provide regular financial reporting to ensure accountability and fiscal responsibility;
- xi) Develop, mentor and retain a high-performing, diverse team of library professionals and support staff;
- xii) Promote a culture of excellence, innovation, collaboration, continuous learning and professional development;
- xiii) Conduct performance evaluations, provide constructive feedback and support career advancement opportunities;
- xiv) Lead community engagement and outreach initiatives to promote library resources and services to diverse user groups;
- xv) Cultivate strategic partnerships with other academic libraries, consortia and professional networks;
- xvi) Collaborate with Schools on curriculum integration, research support services and open educational resources (OER) initiatives;
- xvii) Build relationships with publishers, technology vendors and content providers to advance the

- library's mission; and
xviii) Any other duty as assigned from time to time.

c) Job Specification

Minimum Requirements:-

- i) A PhD in Library and Information Sciences or its equivalent;
- ii) A minimum of twelve (12) years working experience, three (3) of which as Deputy Librarian Grade 14 in an accredited University or its equivalent;
- iii) Registered with relevant professional body and in good standing; and
- iv) Proficiency in relevant library computer applications.

2) SENIOR LEGAL OFFICER - GRADE XIII

a) Job Purpose

The Senior Legal Officer serves as a key legal advisor providing strategic legal counsel and guidance to University management on a comprehensive range of legal and policy issues relevant to the institution's operations, ensuring legal compliance, minimizing institutional risk and protecting the University's legal rights and interests.

b) Key Responsibilities

- i) Provide timely, accurate and strategic legal advice and counsel to University executives, management and department heads on diverse legal topics including labor law, contracts, real estate transactions, compliance, corporate governance, intellectual property, student affairs and regulatory matters;
- ii) Draft, review, negotiate and approve a wide variety of legal documents including contracts, agreements, leases, policies, procedures, memoranda of understanding and other legal instruments to ensure the University's full legal rights and regulatory compliance;
- iii) Monitor and ensure institutional compliance with applicable local, national and international laws, regulations, statutory requirements and legal obligations affecting all facets of University operations;
- iv) Identify, assess and mitigate legal risks in business processes, strategic decisions and operational activities by conducting legal research, risk analysis and developing proactive legal strategies;
- v) Liaise with the Office of the Attorney General, external legal counsel, regulatory authorities and government agencies on legal matters affecting the University, coordinating responses and ensuring proper representation;
- vi) Represent or oversee the representation of the University in judicial and administrative proceedings, negotiations, dispute resolution and litigation management, including selection and supervision of external counsel when required;
- vii) Review and update University policies, regulations, bylaws and legal frameworks to ensure alignment with current legislation, regulatory changes and institutional best practices;
- viii) Provide legal support for University governance including serving as legal advisor to the University Council, attending Council meetings, preparing legal documentation and supporting Council calendar development;
- ix) Conduct legal training and education programs for the University community through seminars, workshops and advisory sessions to enhance legal awareness and promote compliance culture; and
- x) Maintain current knowledge of alterations in legislation, emerging legal trends and developments in higher education law through continuous professional development, research and participation in professional networks.

c) Job Specifications

Minimum requirements:-

- i) Master of Laws (LL.M.) degree from a recognized university with nine (9) years of progressive legal experience, three (3) of which must be as Legal Officer Grade 12 or equivalent; **OR**
- ii) Bachelor of Laws (LL.B.) degree from a recognized institution with twelve (12) years of progressive legal experience, three (3) of which must be as Legal Officer Grade 12 or equivalent;
- iii) Postgraduate Diploma in Law from the Kenya School of Law or equivalent;
- iv) Admitted as an Advocate of the High Court of Kenya;
- v) Be a registered member of Law Society of Kenya and in good standing;
- vi) Valid and current practicing certificate issued by the Law Society of Kenya.

3) SENIOR TRANSPORT ASSISTANT I - GRADE VIII

a) Job Purpose

The Senior Transport Assistant I is responsible for implementation, monitoring and controlling of vehicle movement in line with stipulated transport policies and ensuring the vehicles are roadworthy.

b) Key Responsibilities

- i) Performing checks of all vehicles to ensure that they are in working condition;
- ii) Maintaining vehicle logs to ascertain mileage;
- iii) Designing and implementing transport solutions;
- iv) Participating in acquisition of all insurances and licenses and ensuring they are renewed on time; Monitoring prudent utilization of fuel cards;
- v) Maintaining fiduciary responsibility;
- vi) Observing high standards of attire tidiness
- vii) Providing safe custody of vehicles;
- viii) Checking of life saver, complete tool kit, fire extinguisher; and
- ix) Any other duty as assigned from time to time.

c) Job Specifications

Minimum requirements:-

- i) Bachelor's Degree in Transport and Logistics Management; OR
- ii) Higher Diploma in Transport and Logistics/Fleet Management with 6 years work experience 3 of which as Senior Transport Assistant Grade 7 or its equivalent; OR
- iii) Diploma in Transport and Logistics Management with 9 years' work experience 3 of which as Senior Transport Assistant Grade 7 or its equivalent;
- iv) Be a member of a relevant professional body and in good standing. v) Proficiency in relevant computer applications.

4) CLINICAL INSTRUCTOR III – GRADE VIII

a) Job Purpose

An officer at this level will work under guidance of Clinical Instructor I. This position is responsible for offering technical support to teaching departments and guiding students on their technical work.

b) Key Responsibilities

- i) Supervise and evaluate students' clinical performance through direct observation, practical assessments and constructive feedback aligned with course learning outcomes and professional competency standards;
- ii) Develop individualized student learning plans by identifying each student's strengths, areas for improvement and learning needs, adjusting instructional approaches accordingly to optimize clinical skill development;
- iii) Orient students to clinical settings including agency policies, procedures, electronic health records, medication administration systems and equipment operation prior to commencing clinical rotations;
- iv) Plan and assign appropriate clinical learning experiences that align with students' academic level, course objectives and available patient care opportunities while ensuring progressive skill development;
- v) Facilitate clinical reasoning and critical thinking through Socratic questioning, case discussions and reflective practice sessions that connect theoretical principles with clinical application;
- vi) Develop, implement and revise clinical education materials, practical training programs and simulation-based learning experiences in collaboration with course coordinators;
- vii) Conduct practical demonstrations, hands-on training sessions and simulation workshops to enhance students' technical skills and procedural competencies;
- viii) Coordinate, invigilate and grade practical examinations, clinical assessments and competency evaluations, providing timely and detailed feedback to support student learning;

- ix) Maintain current clinical competency through regular practice, continuing education and staying abreast of evidence-based practices, emerging trends and technological advancements in healthcare;
- x) Collaborate with clinical site staff, preceptors and healthcare professionals to ensure optimal learning environments, address student performance concerns and maintain positive institutional relationships;
- xi) Ensure safe clinical learning environments by implementing appropriate precautions to protect students, patients, equipment and facilities while maintaining compliance with safety standards and institutional policies;
- xii) Participate in budget preparation, resource allocation and inventory management for clinical training materials, equipment and supplies across classroom, laboratory, hospital and community settings;
- xiii) Operate, maintain and troubleshoot clinical training equipment, ensuring proper functioning and timely repairs while recommending equipment upgrades or replacements as needed;
- xiv) Participate in departmental committees, curriculum development initiatives, clinical practice audits, quality improvement projects and program accreditation activities;
- xv) Organize and participate in health education outreach activities, community health programs, professional exhibitions and academic showcases to promote health sciences education and community engagement; and
- xvi) Any other duty as assigned from time to time.

c) Job specification

Minimum Requirements:-

- i) Bachelor's Degree in Clinical Medicine & Surgery, Nursing, Environmental Health, Nutrition, Medical Laboratory Science, Optometry or other relevant field relevant area; **OR**
- ii) Higher National Diploma in relevant area with three(3) years working experience; **OR**
- iii) Diploma in relevant area with nine (9) years working experience, three (3) of which as Assistant Clinical Instructor Grade 7 or its equivalent;
- iv) Member of a recognized professional body and in good standing;
- v) Proficiency in relevant computer applications.

5) SENIOR ESTATES OFFICER - GRADE XIII

a) Job Purpose

The role is responsible for ensuring that engineering and building services are maintained, operated effectively and efficiently through periodic supervision of grounds, buildings and engineering installation.

b) Key Responsibilities

- i) Provide strategic leadership in developing and implementing the University's estate plan and capital investment program, ensuring alignment with institutional objectives and long-term facility needs;
- ii) Develop and implement facilities management policies, procedures and standards that ensure efficient operation of all physical assets including buildings, grounds, equipment and infrastructure systems;
- iii) Manage the annual budget process including forecasting capital projects, depreciation schedules, operating expenses and ensuring optimal allocation of resources while maintaining fiscal accountability;
- iv) Lead the planning, coordination and execution of construction projects, renovations, maintenance programs and facility improvements from conceptual design through commissioning;
- v) Supervise, mentor and develop the estates team including allocating work assignments, conducting performance evaluations and overseeing recruitment and training of maintenance staff and technical personnel;
- vi) Manage relationships with external contractors, vendors and service providers through effective contract negotiation, procurement processes, performance monitoring and compliance verification;
- vii) Ensure workplace safety and regulatory compliance by implementing health and safety protocols,

- conducting regular facility inspections, maintaining building codes adherence and coordinating emergency response procedures;
- viii) Oversee preventive and reactive maintenance programs for all building systems including electrical, plumbing, mechanical installations and specialized equipment to ensure optimal functionality and minimize downtime;
- ix) Champion sustainability and energy efficiency initiatives by monitoring University energy usage, implementing environmental standards and ensuring compliance with green building practices and environmental regulations;
- x) Prepare comprehensive reports, status updates and performance metrics for senior management on facility operations, project progress, maintenance activities and strategic recommendations for facility optimization; and
- xi) Any other duty as assigned from time to time.

c) Job Specification

Minimum Requirements:-

- i) Master's Degree in Architecture, Construction or Land Economics, Estates Management or Building Management or Civil Engineering or Water Engineering from recognized University.
- ii) Nine (9) years working experience, three (3) of which as Estates Officer Grade 12 or its equivalent.
- iii) Must be registered with relevant professional body and in good standing.
- iv) Proficiency in relevant computer applications.

6) SENIOR PROCUREMENT/SUPPLY CHAIN OFFICER – GRADE XIII

a) Job Purpose

This role is responsible for the implementation of strategies, policies and manuals in the Commission's supply chain management function in accordance with the Public Procurement and Asset Disposal Act (PPADA), 2015 and Public Procurement and Asset Disposal Regulations (PPADR), 2020.

b) Key Responsibilities

- i) Lead the formulation, review and implementation of procurement policies, procedures, systems and frameworks that promote efficiency, compliance and value optimization;
- ii) Oversee the end-to-end procurement process including needs assessment, tendering, contract management and supplier performance evaluation in line with legal and institutional requirements;
- iii) Provide strategic advice to management and departments on procurement planning, sourcing strategies and contract administration to support the University's operational and strategic objectives;
- iv) Champion ethical, sustainable and innovative procurement practices, promoting green procurement and digital transformation in supply chain operations;
- v) Coordinate the preparation and consolidation of the University's annual procurement plan and ensure alignment with the institutional budget and strategic priorities;
- vi) Monitor adherence to contractual terms, resolve procurement disputes and recommend appropriate corrective measures in consultation with legal and user departments;
- vii) Manage supplier relationships by promoting partnerships that enhance reliability, competitiveness and service quality while mitigating procurement risks;
- viii) Develop and implement a procurement governance and risk management framework to ensure compliance, accountability and effective performance tracking;
- ix) Supervise the preparation, advertisement and management of tenders and quotations, ensuring timely and transparent procurement processes;
- x) Build institutional capacity through mentorship, performance appraisal and continuous professional development of procurement staff;
- xi) Oversee the preparation of departmental budgets, work plans and performance reports, ensuring prudent resource utilization and timely delivery of targets;
- xii) Benchmark procurement practices with other institutions and integrate emerging trends and technologies to enhance operational efficiency;
- xiii) Ensure proper records management, reporting and audit readiness in line with statutory and University requirements; and

- xiv) Perform any other duties as may be assigned from time to time by the Deputy Vice Chancellor (Administration and Finance).

c) Job specification

Minimum Requirements:-

- i) Master's Degree in Procurement and Supplies Management with nine (9) years' work experience, three (3) of which as a Procurement and Supplies Officer I Grade 12 or its equivalent;
- ii) Be registered with the relevant professional body and in good standing;
- iii) Must have a valid practicing license;
- iv) Proficiency in relevant computer applications.

7) PROCUREMENT/SUPPLIES OFFICER II – GRADE XI

a) Job Purpose

This role is responsible for the implementation of policies, procedures and manuals of the supply chain function to safeguard the integrity of the procurement processes of the University;

b) Key Responsibilities

- i) Implement procurement policies, procedures and manuals to ensure integrity, compliance and consistency in procurement operations;
- ii) Prepare, upload and maintain procurement data and tender documents on the Public Procurement Information Portal (PPIP) and the University website in accordance with statutory requirements;
- iii) Draft tender documents, contracts, local purchase orders (LPOs), local service orders (LSOs), supplier correspondence, award and regret letters;
- iv) Provide administrative and secretarial support to tender evaluation, negotiation, inspection and acceptance committees to ensure timely decision-making;
- v) Liaise with suppliers and service providers to ensure timely response to orders, delivery of goods and resolution of operational issues;
- vi) Coordinate the inspection, verification and acceptance of goods and services received and prepare corresponding reports;
- vii) Support user departments in identifying obsolete, unserviceable and surplus items for disposal in accordance with approved guidelines;
- viii) Conduct market surveys and supplier research to inform procurement planning, price benchmarking and continuous improvement initiatives;
- ix) Participate in periodic and annual stock-taking exercises to promote prudent inventory management and accurate record keeping;
- x) Prepare quotations, requests for proposals (RFPs), expressions of interest (EOIs) and other procurement documentation in line with applicable regulations;
- xi) Maintain effective communication with internal stakeholders to ensure procurement activities align with institutional needs and timelines;
- xii) Support the implementation of e-procurement and digital record-keeping systems to enhance transparency and operational efficiency;
- xiii) Ensure adherence to the Public Procurement and Asset Disposal Act (PPADA) 2015, the Public Procurement and Asset Disposal Regulations (PPADR) 2020 and other relevant guidelines;
- xiv) Perform any other duties as may be assigned from time to time by the Senior Procurement/Supplies Chain Officer or the Deputy Vice Chancellor (Administration and Finance).

c) Job Specification

Minimum requirements:-

- i) Master's Degree in Procurement and Supplies, with three(3) years as Assistant Procurement and Supplies Officer Grade 10 or its equivalent; **OR**
- ii) Bachelor's Degree in Procurement and Supplies Management;
- iii) Nine(9) years' work experience, three(3) of which as Assistant Procurement and Supplies Officer Grade 10 or its equivalent;
- iv) Be registered with the relevant professional body and in good standing;
- v) Valid Practicing license;
- vi) Proficiency in relevant computer applications.

8) SENIOR ADMINISTRATIVE ASSISTANT II (ACADEMIC AFFAIRS) - GRADE X

a) Job Purpose

This position reports to a Senior Officer and is responsible for performance of duties under their sections such as admission, registration, examination management, certification and offering secretarial services to University wide committees.

b) Key Responsibilities

- i) Supervising and allocating duties to the staff in the sections in order to maintain high service delivery standards in the department;
- ii) Preparing of reports for various committees at the end of every semester for action purpose and decision making;
- iii) Preparing reports on the administration of admission, registration, examinations and certification that may be required from time to time;
- iv) Assisting in examination management;
- v) Ensuring that resolutions of senate to ensure policy decisions are implemented and communicated to relevant actors on a timely basis;
- vi) Preparing examination process schedule before the commencement of each semester for easy and timely allocation of examination activities;
- vii) Offering secretarial services to Senate and University Committees; and
- viii) Any other duty as assigned from time to time.

c) Job Specification

Minimum Requirements:-

- i) Bachelor's Degree with six (6) years working experience three (3) of which as Senior Administrative Assistant Grade 9 or its equivalent.
- ii) Must be registered with relevant professional body and in good standing.
- iii) Proficiency in relevant computer applications.

9) SENIOR ADMINISTRATIVE ASSISTANT III (STATISTICS) - GRADE IX

a) Job Purpose

This position is responsible for collecting, analyzing and interpreting statistical data to support departmental decision making and operations.

b) Key Responsibilities

- i) Preparing statistical reports, charts and summaries for internal and external use;
- ii) Designing, maintaining and updating statistical databases and dashboards;
- iii) Interpreting statistical analysis for policy development;
- iv) Assisting with research, data displaying, forecasting and performance analysis;
- v) Offering support to employees and management in analyzing and interpreting data;
- vi) Ensuring accuracy and consistency in data used for reporting purposes;
- vii) Generating basic statistical reports and summaries;
- viii) Assisting with data collection, entry and quality control;
- ix) Collecting, analyzing and interpreting data to support departmental needs;
- x) Verifying data for inaccuracies and applying statistical methods to address such limitations;
- xi) Participating in and contributing to research;
- xii) Ensuring data integrity, quality and compliance with ethical and regulatory standards;
- xiii) Creating charts, graphs and visualizations to communicate data insights;
- xiv) Addressing data quality issues and developing solutions to ensure reliability and validity of results;
- xv) Collaborating with departments to identify data needs and ensure data accuracy; and
- xvi) Any other duties assigned from time to time.

c) Job Specification

Minimum Requirements:-

- i) Bachelor's Degree (Statistics) with three(3) years working experience as an Administrative Assistant Grade VIII or its equivalent;
- ii) Must be registered with relevant professional body and in good standing;
- iii) Proficiency in relevant computer applications.

10) ADMINISTRATIVE ASSISTANT (PAYROLL) - GRADE VIII

a) Job Purpose

Responsible for assisting in the coordination and supervision within the Department i.e. recruitment and placement, general human resource, industrial relations and staff welfare.

b) Key Responsibilities

- i) Ensure effective payroll processing including processing time sheets and entering data in the payroll system.
- ii) Maintain accurate records, ensuring compliance with tax laws and other regulatory requirements.
- iii) Ensure effective record keeping including confidential payroll data and employee's information.
- iv) Manage the implementation of approved deductions, benefits and other legal requirements.
- v) Respond to employee queries regarding salaries, allowances, benefits and other deductions.

c) Job Specification

Minimum Requirements:-

- i) Bachelor's Degree in Finance, Commerce (Accounting Option) or its equivalent.
- ii) Proficiency in relevant computer applications.

11) LEGAL ASSISTANT – GRADE VIII

a) Job Purpose

Provide legal guidance on contractual and statutory obligations binding to the University.

b) Key Responsibilities

- i) Advising the University on all legal matters that may arise in its operations;
- ii) Drawing and vetting of Contracts, MoUs and other legal documents;
- iii) Following up on cases filed against the University and preparation of legal reports and opinions;
- iv) Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation;
- v) Negotiating for contracts;
- vi) Coordinating service providers in legal matters involving the University;
- vii) Initiating legal action on behalf of the University on recovery measures;
- viii) Undertaking legal research;
- ix) Advising the University on the legislation that affect the University and changes made thereof;
- x) Monitoring compliance with regulatory and legislative requirements;
- xi) Providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews;
- xii) Liaising with external lawyers on all cases filed against the University to ensure instructions, witnesses and statements are procured on time; and
- xiii) Any other duty as assigned from time to time.

c) Job Specification

Minimum Requirements:-

- i) Bachelor's Degree in Law (LLB); **OR**
- ii) Diploma in Law;
- iii) Be a registered member of Law Society of Kenya and in good standing;
- iv) Proficiency in relevant computer applications.

12) USER SUPPORT TECHNOLOGIST (NETWORKS) – GRADE VIII

a) Job Purpose

To ensure an efficient and reliable operations of the organizations computer networks by installing, configuring and maintaining network infrastructure.

b) Key Responsibilities

- i) Performing cable crimping and laying;
- ii) Performing Network trunking;
- iii) Performing mounting of data cabinets;
- iv) Performing network repair and maintenance;
- v) Performing IP conflict resolution;
- vi) Offering user support on network related issues;
- vii) Repairing and maintaining university intercom systems; and
- viii) Any other duties assigned by the Network Administrator I.

c) Job specification

Minimum Requirements:-

- i) Bachelor's Degree in Information & Communication Technology (ICT) OR related areas from a recognized institution; OR
- ii) Higher National Diploma in Information & Communication Technology (ICT) or related areas from recognized institution with three (3) years working experience as ICT Technician I Grade 7 or its equivalent; OR
- iii) Diploma in Information & Communication Technology (ICT) or related areas with nine (9) years working experience three (3) of which as an ICT Technician I Grade 7 or its equivalent;
- iv) Member of a recognized Professional body and in good standing will be an added advantage.

13) SENIOR TECHNOLOGIST III – GRADE VIII

a) Job purpose

This position is responsible for offering technical support to teaching departments and guiding students on their technical work offering practical classes, setting and giving practical exams.

b) Key Responsibilities

- i) Performing laboratory budgeting and stock taking for requisition of materials;
- ii) Participating in departmental committee and internal laboratory and workshops auditing;
- iii) Ensuring safe keeping and disposal of waste left behind after practicals;
- iv) Obtaining and setting of equipment for practicals and demonstrations;
- v) Collecting and preparing teaching and research materials;
- vi) Laboratory waste segregation and management;
- vii) Performing maintenance and troubleshooting on laboratory/workshops equipment's;
- viii) Coordinating, invigilating and marking practical examination;
- ix) Compiling and facilitating the acquisition of laboratory/workshops teaching and research supplies to ensure they are available at the point of use;
- x) Supervising undergraduate and post graduate practicals and workshop practice;
- xi) Assisting in the organization and participation in shows and exhibitions; and
- xii) Any other duty as assigned from time to time.

c) Job specification

Minimum Requirements:-

- i) Bachelor's Degree in the relevant area of specialization; OR
- ii) Higher National Diploma in relevant area with three(3) years working experience; OR
- iii) Diploma in relevant area with nine(9) years working experience, three(3) of which as Technician Grade 7;
- iv) Member of a recognized professional body and in good standing;
- v) Computer proficiency in relevant applications.

14) SENIOR AUDIT ASSISTANT I – GRADE VIII

a) Job Purpose

To support, guide and agree with the departments on the necessary preparations with respect to the action plans required for compliance with the external auditor's reports on both interim and final audits. The Senior Audit Assistant I plays a critical role in evaluating and improving the effectiveness of the University's internal controls, risk management processes and compliance with policies and regulations.

b) Key Responsibilities

- i) Develop and execute risk-based internal audit plans, considering the University's objectives, business processes and regulatory requirements;
- ii) Conduct financial, operational and compliance audits to assess the effectiveness of internal controls and adherence to University policies and relevant regulations;
- iii) Review and analyze financial statements, records, reports and operational data to identify potential issues or discrepancies;
- iv) Evaluate the efficiency and effectiveness of processes and recommend improvements to enhance operational efficiency and mitigate risks;
- v) Perform risk assessments to identify key areas of risk within the University;
- vi) Test and evaluate the design and operating effectiveness of internal controls;
- vii) Document audit procedures, findings and recommendations in clear and concise audit reports.
- viii) Present audit findings and recommendations to Management and other stakeholders in a professional and objective manner;
- ix) Collaborate with department heads and process owners to discuss audit findings, recommend improvements and track the implementation of corrective actions;
- x) Stay updated with changes in accounting regulations, industry trends and best practices in internal auditing;
- xi) Provide advisory and consultative services to Management on risk management, internal controls and process improvements; and
- xii) Any other duties as assigned from time to time.

c) Job Specifications

Minimum Requirements:-

- i) Bachelor's Degree in Finance, Accounting or Business Administration and CPA Part I; **OR**
- ii) Part III of the Certified Public Accountants (CPA) examinations or its recognized equivalent; **OR**
- iii) Part II of the Certified Public Accountants (CPA) with six (6) years working experience, three (3) of which as Senior Audit Assistant Grade 7 or its equivalent.
- iv) Be registered with relevant professional body and in good standing..
- v) Proficiency in relevant Computer Applications.

15) SENIOR ACCOUNTS ASSISTANT I - GRADE VIII

a) Job Purpose

To ensure that all transactions are well vouched and maintained according to policy in addition to ensuring that books of original entries are accurate.

b) Key Responsibilities

- i) Vouching of receipts, payments and reviewing effectiveness of internal controls;
- ii) Verifying accuracy of the Invoices and other payments supporting documents;
- iii) Processing payments and ensuring payment vouchers are properly coded;
- iv) Assisting accountant with posting processed payments to the General Ledger(GL);
- v) Assisting in carrying out bank reconciliations and other final accounts functions as directed;
- vi) Assisting senior accounts staff with various tasks such as preparing budgets and annual accounts;
- vii) Reviewing weekly cash collection schedules and ensure all collections for the week have been banked and reconciled to original source documents;
- viii) Posting of journals and updating of imprests register;
- ix) Maintaining register for accountable documents and ensures their safe custody;
- x) Preparing of routine performance reconciliation schedules and reports;

- xi) Contributing to university annual budgeting and planning process;
- xii) Preparing routine ,weekly and monthly reconciliations for all accounts and outstanding imprests surrendered;
- xiii) Issuing reports for overdue unsurrendered imprests for recovery and follow up; and
- xiv) Any other duty as assigned from time to time.

c) Job specifications

Minimum requirements:-

- i) Bachelor's Degree in Finance, Accounting or Business Administration and CPA Part I; **OR**
- ii) Part III of the Certified Public Accountants (CPA) examinations or its recognized equivalent; **OR**
- iii) Part II of the Certified Public Accountants (CPA) with six (6) years working experience, three(3) of which as Senior Accounts Assistant Grade 7 or its equivalent;
- iv) Proficiency in relevant computer applications in Accounting software.

16) ASSISTANT MAINTENANCE OFFICER I (ELECTRICAL) - GRADE VIII

a) Job Purpose

This position is responsible for ensuring that all maintenance and minor work services for facilities used by students and staff are timely serviced to avoid any delays in performance.

b) Key Responsibilities

- i) Supervise and carry out installation, inspection, repair and maintenance of electrical systems, equipment and fixtures across University facilities to ensure safe and reliable operations;
- ii) Conduct routine preventive and corrective maintenance of electrical infrastructure, including power distribution systems, lighting, generators, transformers and control panels;
- iii) Respond promptly to electrical faults and breakdowns to minimize downtime and ensure continuous service delivery within academic and administrative areas;
- iv) Prepare and maintain detailed records of maintenance schedules, inspection reports and electrical service logs to support compliance and planning;
- v) Monitor energy consumption and recommend energy-efficient solutions and technologies to enhance sustainability and reduce operational costs;
- vi) Ensure adherence to safety standards, electrical codes and institutional policies during installation, repair and maintenance works;
- vii) Supervise and guide electrical artisans and contractors, ensuring quality workmanship, proper use of materials and timely completion of assigned tasks; and
- viii) Collaborate with other maintenance units in planning and implementing electrical upgrades, refurbishments and infrastructure improvement projects within the University.
- ix) Any other duty as assigned from time to time.

c) Job Specification

Minimum requirements:-

- i) Bachelor's degree in Electrical Engineering, Electrical and Electronics Engineering, or a related field from a recognized institution; **OR**
- ii) Higher National Diploma in Electrical Engineering or Electrical Installation from a recognized institution; **OR**
- iii) Diploma in Electrical Engineering or Electrical Installation with at least three (3) years of relevant experience as Assistant Maintenance Officer, Grade 7, or equivalent;
- iv) Registration with the Engineers Board of Kenya (EBK), Energy and Petroleum Regulatory Authority (EPRA), or other relevant professional body and in good standing;
- v) Valid practicing license from the relevant regulatory authority;
- vi) Proficiency in relevant computer applications and electrical maintenance management systems;
- vii) Demonstrated knowledge of electrical safety standards, energy management and preventive maintenance practices.

17) ARTISAN (SEWERAGE ATTENDANT) - GRADE III

a) Job Purpose

This position is responsible for ensuring a conducive environment for staff students by unblocking sewage lines and toilets whenever need arises.

b) Key Responsibilities

- i) Attending to all sewerage lines within the university regularly to ensure a good living environment;
- ii) Checking all drainage lines in the university daily to ensure their proper state;
- iii) Attending to maintenance requests concerning sewage as needs arise to ensure satisfaction of the affected;
- iv) Attending to all emergencies concerning sewage when they arise to ensure students and staff are comfortable in their living environment;
- v) Offering technical recommendations on escalated issues from either water or sewerage units on a regular basis to guide in achieving solutions for the same;
- vi) Presenting proposals to the senior estates officer on new thought of developments for the water and sewerage systems such as new major pipeline extensions so as to better the facilities upon approval; and
- vii) Any other duty as assigned from time to time.

c) Job specifications

Minimum requirements:-

- i) Government Trade Test Grade II; OR
- ii) Government Trade Test III with three (3) years relevant working experience as in the relevant trade.

18) ARTISAN (PLUMBER) - GRADE III

a) Job Purpose

This position exists to provide maintenance services for facilities used by students and staff on a regular basis to ensure they are in good condition.

b) Key Responsibilities

- i) Responding to maintenance requests of user departments regularly to ensure satisfaction;
- ii) Participating in routine preventive maintenance regularly to avoid any unexpected breakdowns;
- iii) Responding to emergencies whenever they arise to ensure satisfaction of user departments;
- iv) Performing regular inspection of buildings so as to identify maintenance needs and hence inform on the required course of action; and
- v) Any other duty as assigned from time to time.

c) Job specifications

Minimum requirements:-

- i) Government Trade Test Grade II; OR
- ii) Government Trade Test III with three(3) years relevant working experience as in their relevant trade.

19) DRIVER II – Grade III

a) Job Purpose

Responsible for provision of transport services to staff, students and visitors by provision of safe transportation from different points within or outside the University and ensure safety of company vehicle at all times.

b) Key Responsibilities

- i) Driving and maintaining vehicles;
- ii) Detecting common mechanical faults on the vehicles;
- iii) Carrying out minor repairs including oiling and greasing;
- iv) Maintaining daily work tickets for vehicles;
- v) Ensuring safety of vehicles on and off the road and the vehicles' cleanliness; and

vi) Any other duty as assigned from time to time.

c) Job Specification

- i) Kenya Certificate of Secondary School Grade D-;
- ii) A valid driving license with one (1) year working experience;
- iii) Suitability Test III for drivers;
- iv) Occupational Trade Test III for drivers;
- v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya;
- vi) First Aid Certificate Course;
- vii) A Certificate of Good Conduct.

Terms of Service

The appointment to the positions of Senior Procurement Officer, Senior Estates Officer, Medical Officer, Clinical Instructor and Technologist and other administrative positions shall be on Permanent & Pensionable upon satisfactory completion of six (6) months probation period and subject to satisfactory performance. The appointment to the position of University Librarian shall be on a **Five (5) year contract term**.

How to apply:-

- Applications should be accompanied by a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, e-mail addresses and telephone contacts and any other relevant supporting documents.
- Only successful candidates shall be required to submit valid clearances from the following bodies;
 - 1. Kenya Revenue Authority
 - 2. Higher Education Loans Board
 - 3. Ethics and Anti-Corruption Commission
 - 4. Directorate of Criminal Investigation (Certificate of Good Conduct)
 - 5. Registered Credit Reference Bureau
- They should also provide names, telephone numbers and contact addresses of three (3) referees.
- Applicants should request their referees to submit their confidential reports to the undersigned to be received on or before **24th November, 2025**.
- One (1) copy of the application should be sent via registered mail or courier marked with the reference number on the envelope to the under-signed. **A Soft copy in PDF running format should be sent to recruitmentnovember2025@mmust.ac.ke**. Applications should be addressed to the undersigned to be received on or before **17th November, 2025 by 5:00 p.m.**
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Deputy Vice Chancellor (Administration & Finance)
Masinde Muliro University of Science and Technology
P.O. Box 190-50100
KAKAMEGA
Website: www.mmust.ac.ke

**MMUST IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH DISABILITIES ARE
ENCOURAGED TO APPLY**

MMUST does not levy any fee in the processing, recruitment & selection of applicants.
The University reserves the right not to make any appointments at any stage of the recruitment
exercise.