



## 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.

<b>OFFICE OF THE VICE CHANCELLOR</b>					
<b>Directorate of Corporate Communication &amp; Marketing</b>					
S/N	Position	Grade	Specialization	Reference	Vacancies
1.	Director, Corporate Communications & Marketing	XIV	Journalism/Public Relations/Marketing	AD/01/05/22	1
2.	Public Relations & Protocol Officer	XII	Public Relations/Journalism	AD/02/05/22	1
<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE)</b>					
1.	Manager, MMUST Enterprises	XIV	Marketing/Strategic Management/ Accounting/ Finance/Entrepreneurship	AD/03/05/22	1
2.	Manager, ICT	XIV	Information Technology/Computer Science/Computer Engineering	AD/04/05/22	1
3.	Senior Estates Officer	XIII	Civil & Construction Engineering	AD/05/05/22	1
4.	Senior Procurement Officer	XIII	Procurement / Supply Chain Management	AD/06/05/22	1
<b>OFFICE OF THE REGISTRAR ADMINISTRATION</b>					
1.	Assistant Registrar-Human Resource	XII	Human Resource Management	AD/07/05/22	1
<b>OFFICE OF THE REGISTRAR (PLANNING, RESEARCH &amp; INNOVATION)</b>					
1.	Assistant Registrar/Grants Officer	XII		AD/08/05/22	1
<b>OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS</b>					
<b>Examination Section</b>					
1.	Assistant Registrar	XII		AD/09/05/22	1

## 1. Director, Corporate Communications & Marketing (Grade XIV)

The Director, Corporate Communications & Marketing shall be answerable to the Vice Chancellor and will oversee all communications of the University including the development and implementation of a communications strategy and a diverse range of business and marketing activities.

### Job Description

- Develop and implement a communications strategy for the University that builds and maintains a positive brand;
- Oversee corporate communications and branding in various online and print platforms such as LinkedIn, Twitter, Facebook, and Campus magazines;
- Oversee the development and maintenance of the corporate website including methods to deliver message, ease of navigation, and clarity of information; ensure that all content is current and relevant;
- Provide consistent and timely information to employees through various communication programs;
- Develop and maintain positive professional relationships with various members of the media;
- Assist the Vice Chancellor in developing presentations, speeches and other important corporate messages;
- Provide suggestions concerning graphics, clarity, distribution, and press releases to Finance and Accounting departments for preparation of the corporation's annual report;
- Develop, implement, and adhere to the communications budget;
- Develop, compose, distribute and implement policies to enhance the efficiency of the Communications & Marketing division and to further develop the building and maintaining of a positive corporate brand;
- Oversee the Institution's promotion and advertising efforts to drive student's acquisition and build brand awareness;
- Develop an overall marketing plan, approving campaigns and measuring the return on investment of various advertising methods;
- Review current marketing trends and advertisements to determine the effectiveness of different styles and strategies;
- Analyze sales numbers in comparison to the marketing budget in order to find the profit margin and which campaigns were most effective;
- Research competitors to stay current with similar products or services on the market;
- Work with both the sales and marketing departments to develop successful strategies and campaigns that attract new customers and keep current clients;
- Collaborate with other executives to make high-level decisions regarding the budget and the direction of the University;
- Create and maintain a successful brand and image that attracts customers to the product or service;
- Develop marketing strategies for new products or services that comply with current industry standards.

### Job Specification

- Doctorate degree (PhD) in Journalism/Public Relations & Marketing or related field from a recognized University with three (3) years experience in a similar role or as Deputy Director Corporate communications; **OR**
- Master's degree in Journalism/Public Relations & Marketing or related field from a recognized University with six (6) years experience in a similar role or as Deputy Director, Corporate Communications.
- Be a member of a relevant professional body and have strong financial management orientation;
- Excellent planning and organization skills and ability to exercise sound judgements;
- Ability to supervise a team and deliver well under pressure, produce high-level, brand-driven content within deadlines
- Proficiency in Microsoft computer applications;

- Self-motivated team player with good inter-personal and communication skills.
- Teamwork and the ability to lead and motivate their staff to produce high-level, brand-driven content
- Excellent written, verbal and digital communication skills
- Analytical skills to solve problems and find the best way to convey a message
- Organizational skills and the ability to multitask.
- The technological ability to work on a variety of digital platforms and also create web and mobile content
- Fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

## **2. Public Relations & Protocol Officer (Grade XII)**

Public Relations and Protocol officer shall be answerable to the Director, Corporate Communications & Marketing.

### **Job Description**

- Develop and implement PR strategies and campaigns that ensure maintenance of the University's corporate image;
- Prepare and disseminate corporate publicity information materials like press releases, keynote speeches and promotional material like posters, banners, calendars, diaries, prospectus, monthly update newsletters;
- Undertake market analysis and research to identify trends and opportunities for furtherance of the mission of the University;
- Organize PR events (e.g. open days, press conferences) and serve as the University's spokesperson;
- Seek opportunities for media partnerships, sponsorships and advertising
- Address inquiries from the media and other parties
- Contribute to stories, photos and editing of the internal newsletter;
- Track media coverage of University activities (both video and photography) and follow industry trends;
- Prepare advertisements for media houses;
- Participate in organizing and coordinating University exhibitions and marketing activities;
- Coordinate resolution of public complaints and access to information in the University;
- Ensure proper marketing of the University and its products;
- Coordinate Trade Fairs and Exhibitions and the participation of the University in such activities;
- Develop and maintain a University newsletter, web (University website) and social media presence.

### **Job Specification**

- Holder of Master's Degree in Journalism & Mass Communication or other related fields with six (6) years working experience, 3 of which as Assistant Public Relations Officer Scale 11 or its equivalent **OR** Bachelor's Degree in Journalism & Mass Communication or other related fields with twelve (12) years working experience 3 of which as Assistant Public Relations Officer Scale 11 or its equivalent.
- Be a member of a relevant professional body in good standing;
- Excellent Communication skills and ability to exercise sound judgements;
- Ability to supervise a team and deliver well under pressure and meet deadlines;
- Proficiency in Microsoft computer applications;
- Self-motivated team player with good inter-personal and communication skills.

### **3. Manager, MMUST Enterprises (Grade XIV)**

Director, MMUST Enterprises shall be answerable to the Deputy Vice Chancellor, (Administration & Finance).

#### **Job Description**

- Develop an income generating strategy for the University.
- Plan, establish and develop all income generating activities in the University.
- Manage University commercial facilities and all income generation activities.
- Prepare concept plans and business plans for all income generation activities in the University for approval by the University Management Board and Council.
- Provide strategic direction on improvement of performance of University income generating activities.
- Formulate operating and financial policies and guidelines for all income generating units in the University.
- Review of recommendations from departments regarding the optimum utilization of production units based in departments for training, research and production activities.
- Prepare quarterly reports from all income generation activities and production units and, based upon these reports, make recommendations to Management regarding the operations of units.
- Deal with any other matters referred to the Unit by the Council, University Management Board, the Vice Chancellor or any other University Committee;
- Mobilize resources to build the University revenue base.

#### **Job Specification**

- Doctorate degree (PhD) in Business related field (Marketing/Strategic Management/Accounting/Finance/Entrepreneurship) from a recognized University with three (3) years experience in a similar role or in Deputy Director position; **OR**
- Master's degree in Business related field (Marketing/Strategic Management/Accounting/Finance/Entrepreneurship) with six (6) years experience in a similar role or in Deputy Director position;
- Be a member of a relevant professional body in good standing where applicable.
- Have strong financial management orientation.
- Ability to supervise a team and deliver well under pressure and meet deadlines;
- Proficiency in Microsoft computer applications.
- Self-motivated team player with good inter-personal and communication skills.
- Fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **4. Manager ICT Services (Grade XIV)**

#### **Job Description**

Reporting to the Deputy Vice Chancellor (Administration & Finance), the Manager ICT Services will;

- Develop an ICT strategy for the University.
- Prepare ICT infrastructure design to serve the ever growing IT needs of the University and monitor their implementation.
- Develop ICT policies and ensure proper implementation by departments.
- Coordinate the acquisition of hardware and software geared towards improvement of University automation in line with international standards.
- Oversee IT operations by analyzing and designing Information Systems to aid in timely delivery of solutions.
- Maintain the ICT Infrastructure to ensure a good learning and operational environment in the institution.
- Represent the directorate at the senate to ensure the directorate issues are articulated and implemented.

- Direct, develop, and supervise department staff by providing technical hands on leadership to the technical team.
- Develop, revise, and maintain a set of comprehensive ICT policies and procedures.
- Manage and maintain the University website.
- Publicize University programmes to prospective clients through the web.
- Establish collaborations and strategies for the improvement of web metrics ranking of the University.
- Represent the Directorate at official University functions and events.
- Prepare monthly reports on the operations of the directorate to measure its performance.
- Develop appropriate ICT budgets to aid the directorate in planning for its activities.

### **Job Specification**

Applicants must possess an earned PhD in Information Technology/Computer Science/Computer Engineering or its equivalent from a recognized University, with at least six (6) years working experience in a relevant field, three (3) of which at the level of a Systems Analyst/Programmer, Systems/Database/Network Administrator/Computer Technologist **Or** M.Sc. in Computer Security or Information Security or Digital Forensics or any other related field with nine (9) years working experience, three (3) of which at the level of Systems Analyst/Programmer, Systems/Database/Network Administrator/Computer Technologist. In addition, candidates must have professional certifications in MCSE, CCNP, CERT, CISA, CISM, or any other relevant certifications and also fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010. Those with knowledge of Network Resource Sharing and Security, Server, Firewall, Active Directory and Proxy Configurations will have an added advantage.

## **5. Senior Estates Officer (Grade XIII)**

### **Job Description**

Reporting to the Deputy Vice Chancellor (Administration and Finance) the Senior Estates Officer will;

- Prepare monthly project work plans as per the requirements of the User departments
- Approve all technical designs of new projects for implementation.
- Assist in budget preparation for the capital development projects annually as an input to the institutional budget.
- Receive regular maintenance concerns for buildings or electrical services from other departments or sections and develop maintenance action plans to rectify the situation.
- Participate in preparation of the annual procurement plan for the department to ensure timely requisition of materials.
- Monitor the performance of staff and report cases of non-performance
- Develop strategies to ensure timely completion of projects
- Prepare progress reports on the status of projects in the University
- Monitor the performance of staff and report on staffing and training requirements.
- Perform regular checks to confirm accuracy of work done by staff in the department.
- Conduct quality tests to ascertain the quality of completed projects

### **Job Specification**

Applicants must possess a Master's Degree in Architecture, Buildings or Land Economics, Estates Management or Building Management or Civil Engineering or Water Engineering) from recognized university with 9 years working experience 3 of which as Estates Officer Scale 12 or its equivalent. In addition they must be registered by the relevant professional body and be ICT Competent.

## **6. Senior Procurement Officer (Grade XIII)**

### **Job Description**

Reporting to the Vice Chancellor, the Senior Procurement Officer will;

- Develop and oversee the implementation of policies, procedures and manuals that safeguard integrity of the procurement processes of the University;
- Oversee the procurement and asset disposal process to ensure compliance with the Procurement Laws and any other relevant laws;
- Oversee the preparation, publishing and distribution of procurement and asset disposal opportunities including invitation of tender, request for quotation and proposal, registration of suppliers and expression of interest;
- Review and Oversee preparation of all tender documents;
- Draft all procurement contract agreements
- Oversee the uploading of tenders, expression of interest and any other relevant information to the Public Procurement Information Portal (PPIP) or/and the MMUST website;
- Review the developed clarifications to bidders, addendums and any amendments to tender documents;
- Recommend and propose members to be appointed in the evaluation, negotiation, disposal, opening and Inspection and Acceptance Committees to the Accounting Officer in all procurement proceedings;
- Provide professional opinion and recommendations on procurement and asset disposal matters;
- Oversee the development and maintain an updated list of registered suppliers for the University;
- Prepare and present weekly reports on Procurement activities to the University Management Board and advice appropriately to ensure minimal distraction of operations of the University;
- Prepare and present Quarterly reports on Procurement activities to the University Council;
- Report the implementation of the MMUST procurement plan to the University Council;
- Prepare reports for submission to the National Treasury, PPRA, Ethics and Anti- Corruption Commission on matters relating to procurement and asset disposal;
- Oversee the safeguarding of all procurement records and ensure the records are secure and safely maintained for ease of retrieval and future reference;
- Approve the local purchase orders, local service orders and Internal Purchase Requisitions;
- Recommend asset disposal for obsolete and unserviceable stores;
- Oversee periodic and annual stock taking for prudent inventory management;
- Ensure efficiency of systems, processes, Standard Operating Procedures (SOPs) to achieve the operational excellence that drives the University's objectives;

### **Job Specification**

Applicants must possess a Master's Degree in Procurement and Supplies with nine (9) years working experience, three (3) of which at the level of Procurement/Supplies Officer Grade 12 or its equivalent. In addition they must possess a current practicing license, registered with relevant professional bodies be ICT competent and fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

## **7. Assistant Registrar (Human Resources) Grade XII**

Reporting to the Senior Assistant Registrar, Recruitment & Placement, the Assistant Registrar (Human Resources) will;

### **Job Description**

- Prepare reports on human resource projection in the long and short term as envisaged in the Strategic Plan;
- Ensure accurate and confidential utilization of University HRIS for proper record keeping and management of employee data;
- Coordinate development and maintenance of Human Resource Database;
- Provide advice to staff on pay and benefit system;

- Ensure compliance with statutory and regulatory requirements relating to Human Resource;
- Ensure preparation of quarter and annual staffing reports;
- Prepare job descriptions, adverts of vacant positions, and manage the employment process;
- Orientate new employees and train existing employees;
- Monitor employee performance;
- Ensure that all employees are organized and satisfied in their work environment;
- Oversee the health and safety of all employees;
- Implement systematic staff development procedures;
- Provide counseling on policies and procedures;
- Ensure meticulous implementation of payroll and benefits administration;
- Communicate with staff about issues affecting their performance;
- Ensure accurate and proper record-keeping of employee information in electronic and digital format.

#### **Job Specification**

Applicants shall be a holder of Master's Degree in Human Resource Management with Six (6) years working experience, three (3) of which as Senior Administrative Assistant Grade XI or its equivalent. CHRP qualifications, CPS (K) or Diploma in relevant area is an added advantage. In addition applicants **MUST** be registered with Institute of Human Resource Management (IHRM) and be in good standing, be ICT competent. **OR.** Bachelor's Degree in Human Resource with twelve (12) years working experience, three (3) of which as Senior Administrative Assistant Grade XI or its equivalent. CHRP qualifications, CPS (K) or Diploma in relevant area is an added advantage. In addition applicants **MUST** be registered with Institute of Human Resource Management (IHRM), be in good standing and be ICT competent.

#### **8. Assistant Registrar (Grants Officer) Grade XII**

##### **Job Description**

Reporting to the Registrar, Planning, Research & Innovation, the Assistant Registrar (Grants Officer) will;

- Maintain a comprehensive internal control on grant and financial management system, subcontracts and audit requirements;
- Conduct research on grants available to the University;
- Oversee process of grant proposal writing;
- Maintain financial records of all grants won by the University;
- Provide timely response to donor request related to local grants agreements, budgets and spending;
- Liaise with all Grantees on the implementation of the Grant Agreements and ensure that the agreements are fully understood and implemented;
- Conduct close monitoring of the Grantee performance, validating of the accountabilities, analyzing results versus targets and engage Grantees;
- Provide guidance and support to the Grantees to ensure that the submitted requests are in line with requirements as indicated in the Grant Agreements;

- Ensure the administrative processes are in place and followed, when preparing requests for payment to the Grantees. All requests submitted to finance need to have full documentation and have the correct information;
- Develop and maintain a database of all requests and payments, to allow management of the Grant Management Unit activities;
- Undertake monitoring and evaluation activities for grants.

#### **Job Specification**

Applicant must possess Master Degree in Public Affairs, Communications, English, Journalism, Education or a related field, Six (6) years working experience, three (3) of which as Grants Officer Grade XI, **OR**. Bachelor's Degree in relevant field with twelve (12) years working experience, three (3) of which as Grants Officer Grade XI. Must be registered and in good standing with the relevant professional body (where applicable), Must have training in grants management, Demonstrated experience writing grant proposals and reports to both government and private funding sources. Experience in coordinating grant development teams. Experience in researching and identifying funding sources and requirements. Experience in interpreting requests for proposals, reporting cycles and funding guidelines. Experience in developing and monitoring budgets. Computer proficiency, Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010

### **9. Assistant Registrar (Examination Section) Grade XII**

#### **Job Description**

Reporting to the Registrar, Academic Affairs, the Assistant Registrar will;

- Supervise and allocate duties to the subordinates in the reprographic section in order to maintain high service delivery standards in the department;
  - Prepare reports on the administration of examinations that may be required from time to time Prepare annual requisition for all materials required by the examination office to operate effectively and efficiently;
  - Practically follow up on resolutions of senate to ensure policy issues regarding examinations are implemented and communicated to relevant actors on a timely basis
- Operational Responsibilities;**
- Prepare examination process schedule one week before commencement of the semester and forward to the Registrar academic affairs for view and adjustments;
  - Provide support to the reprographic section staff with respect to examination processing activities to ensure well administration of section activities;
  - Custodian of all confiscated materials and other hard evidence relating to cases of students caught cheating during examinations to be provided during disciplinary process for decision making;
  - Release examination papers to main invigilators at least 1 hour before start of the exams for preparation;
  - Prepare examination process schedule before the commencement of each semester for easy and timely allocation of examination activities;
  - Monitor the administration of examinations by visiting venues to ascertain such aspects of examinations as candidate to invigilator, spacing between candidates, how conducive the venues are and to provide field reports to the reprographic section in real time;
  - Conduct follow ups on a regular basis to ensure timely delivery of requisite materials for examination processing each semester;

- Coordinate the production of sufficient number of answer scripts to be used for examinations for each trimester and all special/supplementary examinations to avoid shortage or lack of enough scripts during administration of exams;
- Receive submitted examination and oversee the reproduction, packaging and storage of examination papers to ensure proper management and arrangement of documents within the unit for easy retrieval;
- Coordinate the timely dispatch of examination answer scripts and scheduled examination papers to invigilators and coordinators of all campuses for action purposes;
- Coordinate and oversee the overall process involving production, packaging, storage and collection of examination scripts to ascertain success of high quality service delivery.

### **Job Specification**

Applicant must possess Master's Degree in relevant field from a recognized institution, Minimum of six (6) six years' work experience, three (3) of which as Senior Administrative Assistant Grade XI or its equivalent, **OR** Bachelor's Degree in relevant field from a recognized institution with twelve (12) years working experience, three (3) of which as Senior Administrative Assistant Grade XI or its equivalent (most preferably examination management set up), Must be registered and in good standing with the relevant professional body (where applicable), Computer proficiency, Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

### **Tenure of Service**

The appointment in the positions of Director, Corporate Communication & Marketing, Manager ICT and Manager MMUST Enterprises shall be on a **three (3) year contract term** renewable once subject to satisfactory performance as appraised by the respective supervisor. The position of Senior Procurement Officer, Senior Estates Officer, Public Relation & Protocol Officer and Assistant Registrars shall be on Permanent & Pensionable upon satisfactory completion of six (6) months probation period and subject to satisfactory performance as appraised by the respective supervisor.

### **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 15<sup>th</sup> June, 2022.
- Ten (10) copies of the application should be sent via registered mail or courier marked with the reference number on the left hand corner of the envelope to the under-signed. **A ONE PDF running document of the application** to be sent to [recruitmentmay2022@mmust.ac.ke](mailto:recruitmentmay2022@mmust.ac.ke). Applications should be received on or before **15<sup>th</sup> June, 2022 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.

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**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.