



MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

Office of the Vice Chancellor

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 position.

S/N	Position	Advert Reference	Vacancy
OFFICE OF THE VICE CHANCELLOR			
1.	Senior Legal Officer -Grade XIII (Re-advertisement)	AD/01/10/2026	1
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE)			
2.	Finance Officer - Grade XV	AD/02/10/2026	1
3.	Deputy Finance Officer - Grade XIV	AD/03/10/2026	1
4.	Manager ICT Services - Grade XIV	AD/04/10/2026	1

FINANCE OFFICER - GRADE XV

a) Job Purpose

This position has overall responsibility for providing direction in financial resource planning, monitoring, management and reporting in the University.

b) Job Description

- Developing policies, systems, processes that would safeguard the financial resources and lead to attainment of university goals and objectives;
- Developing, implementing and reviewing of the University long term financial strategies, business plans, and annual budgets;
- Maintaining financial controls, prudent procedures, accurate records, and accountability standards that meet requirements funding partners, other collaborating agencies and regulatory bodies;
- Maintaining effective and efficient collaborative relationships between the University and government or private sector and international partners;
- Developing and implementing annual Performance Contract of the department;
- Advising on resource mobilization strategies to ensure sustainability of university functions;
- Ensuring compliance with relevant legislations, statutes and Regulatory Audit directives issued by Government of Kenya;
- Ensuring continual improvement in the quality and value of services and products provided by the Department;

- ix) Fostering corporate culture that promotes ethical and good corporate governance practices in the department;
- x) Advising on all statutory management accounts and submission relevant state agencies;
- xi) Producing financial statements including Profit & Loss accounts, cash flows, variance analysis and commentaries;
- xii) Ensuring timely updates of payments and verification of payroll;
- xiii) Ensuring maintenance of University Finance IT systems; and
- xiv) Any other duty as assigned from time to time.

c) Job Specifications

Minimum Requirements:-

- i) PhD in Finance, Economics, Accounting or its equivalent from a recognized University and CPA(K) with 12 years working experience, three (3) of which as Deputy Finance Officer, Grade 14 **OR**
- ii) Masters Degree in any of the following: Commerce, Accounting, Business Administration or their equivalent qualification from a recognized institution with fifteen (15) years' experience, three (3) years' experience as Deputy Finance Officer Grade 14 or its equivalent.
- iii) Certified Public Accountant (CPA-K) or its equivalent.
- iv) Member of the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
- v) Proficiency in relevant computer applications with emphasis on Financial Management Information Systems.

DEPUTY FINANCE OFFICER - GRADE XIV

a) Job Purpose

To supervise all operations in the department and ensure that they meet the required standards.

b) Job Description

- i) Supervising Implementation of agreed audit recommendation, council resolutions and Government Circulars and orders;
- ii) Supervising implementation of universities policies on fiscal matters;
- iii) Overseeing adherence to current accounting standards through mentoring and coaching;
- iv) Supporting the Finance officer in provision of advisory on strategic decisions to the university;
- v) Ensuring preparation and implementation of university budget in line with government guidelines;
- vi) Supervising management of financial and non-financial resources of the University;
- vii) Ensuring working capital is managed efficiently and optimally;
- viii) Ensuring accurate and timely preparation of the financial statement, statutory and tax reports;
- ix) Ensuring compliance with Corporate Governance, accounting principles, tax regulations, Internal Control and Financial Reporting standards;
- x) Ensuring that preparation and filing of statutory reporting is performed according to

- regulatory requirements;
- xi) Leading and developing the Finance team in line with University core Values and contract performance management requirements; and
- xii) Any other duty as assigned from time to time.

c) Job Specification

Minimum Requirements:-

- i) An earned PhD in Finance, Accounting, Business Management, Economics from an accredited university with nine (9) years working experience three (3) of which as a Senior Accountant Grade 13 in an accredited University or its equivalent, OR;
- ii) Masters degree in Finance, Accounting, Business Management, Economics from an accredited university with twelve (12) years working experience, three (3) years of which as a Senior Accountant Grade 13 in an accredited University or its equivalent
- iii) Certified Public Accountant (CPA-K) or its equivalent
- iv) Registered with relevant Professional body and in good standing.
- v) Proficiency in relevant Computer applications.

MANAGER ICT SERVICES - GRADE XIV

a) Job Description

Reporting to the Deputy Vice Chancellor Administration and finance, the Manager ICT responsibilities shall include

- i) Developing an ICT strategy for the University;
- ii) Developing and implementing annual performance contract targets;
- iii) Preparing ICT infrastructure design to serve the ever-growing IT needs of the University and monitor their implementation;
- iv) Developing ICT policies and ensuring proper implementation by departments;
- v) Coordinating the acquisition of hardware and software geared towards improvement of ICT services
- vi) Ensuring University automation is in line with international standards.
- vii) Overseeing IT operations by analyzing and designing Information Systems to aid in timely delivery of solutions. Maintaining the ICT Infrastructure to ensure a good learning and operational environment in the institution.
- viii) Representing the directorate at the Senate to ensure the directorate issues are articulated and implemented.
- ix) Directing, developing, and supervising department staff by providing technical hands-on leadership and appraisal.
- x) Developing, revising, and maintaining a set of comprehensive ICT policies and procedures.
- xi) Managing and maintaining the University website.
- xii) Publicizing University programmes to prospective clients through the web.
- xiii) Establishing collaborations and strategies for the improvement of web metrics ranking of the University.
- xiv) Representing the Directorate at official University functions and events.
- xv) Preparing monthly reports on the operations of the directorate to measure its performance.
- xvi) Developing appropriate work plans, ICT budgets and Procurement plans to aid the directorate in planning for its activities.

b) Job Specification

Minimum Requirements:-

- i) PhD in Information Technology/Information Systems/ Computer Science/Computer Engineering/ or its equivalent from a recognized University, with at least six (6) years working experience or its equivalent from a recognized University, three (3) of which at the level of an Assistant manager Systems/Network/End-User Devices **OR**
- ii) M.Sc. in Information Technology/Information Systems/ Computer Science/Computer Engineering/ or its equivalent from a recognized University, with at least six (6) years working experience or its equivalent from a recognized University, three (3) of which at the level of an Assistant manager Systems/Network/End-User Devices
- iii) In addition, candidates must have professional certifications in systems or networks or end-User devices. 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.

SENIOR LEGAL OFFICER - JOB GRADE XIII**a) Job Purpose**

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

b) Job Description

- i) Advising the University on various legal matters and monitoring the compliance of the University with various applicable regulations;
- ii) Monitoring policy, strategy and programs for legal services;
- iii) Monitoring compliance issues within the University;
- iv) Providing timely legal advice to assist the University in making an informed decision;
- v) Support in the development of Council calendars;
- vi) Liaising with Attorney General (AG) office and advising the University on legal matters;
- vii) Attending to legal matters of the University including advising, vetting and drafting of legal agreements in relation to the University's operations; and
- viii) Liaising with the functional units on queries or legal matters that should arise that relate to the University's affairs; and
- ix) Any other duty as assigned from time to time.

c) Job Specification

Minimum Requirements:-

- i) Masters of Laws Degree(LLM) from a recognized University with 9 years working experience 3 of which as Legal Officer Grade 12 or its equivalent **OR**;
- ii) Bachelors of Laws degree from a recognized institution;
- iii) Postgraduate Diploma in Law from the Kenya School of Law;
- 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) Have a current practicing certificate;
- vii) Proficiency in computer applications.

Tenure of Service

The appointment to the position of Finance Officer shall be on contract terms, while the appointments to the positions of Deputy Finance Officer, Manager ICT Services and Senior Legal Officer shall be on Permanent and Pensionable terms, subject to satisfactory completion of a six (6)-month probationary period and satisfactory performance.

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, telephone contacts and any other relevant supporting documents.
- Successful candidate 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 **Monday, 26th October, 2026**.

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 recruitmentseptember2026@mmust.ac.ke. Applications should be addressed to the undersigned to be received on or before **Monday, 26th October, 2026 by 5:00p.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.

Vice Chancellor

Masinde Muliro University of Science and Technology

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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.**