



Kenya Methodist University is a chartered Christian Institution and its vision is to be a world class University raising a generation of professional and transformational leaders. The Main Campus is in Meru and other Campuses are in; Nairobi, Mombasa, Nakuru, and Nyeri.

VACANCIES

The University Council wishes to appoint staff who are visionary, innovative and transformational with excellent credentials and integrity to provide leadership in the following positions:

Ref: FA/12/16/1: HUMAN RESOURCE MANAGER (Grade MU12)

The Human Resource Manager shall report to the Deputy Vice Chancellor, Finance & Administration and shall be responsible for the following functions:

- (a) Supervision and advancement of the Human Resource Function of the University.
- (b) Manpower Planning and preparation of related Budgets, Succession Planning.
- (c) Interpretation and implementation of Human Resource Policies and Terms and Conditions of Service as relates to (i) Staff Training (ii) Recruitment (iii) (Job description) (iv) Staff evaluation (v) Schemes of Service (vi) Union matters in collaboration with heads of sections concerned.
- (d) Oversight of the remuneration, compensation and reward management, Medical Benefits Scheme, Pension Scheme and Performance Management.
- (e) Provide leadership in management of change processes within the University and advice on the development of University Structure, effective job design and processes to maximize organizational effectiveness.
- (f) Provide the service of industrial Relations Officer of the University and advise the Deputy Vice Chancellor Administration and Finance on all matters relating to negotiations with trade unions and other bodies on Terms and Conditions of Service.
- (g) To review all disciplinary cases and advise the Deputy Vice Chancellor Administration and Finance on which cases should be referred to the Staff Disciplinary Committee.

Requirements for the Position

- A Master's Degree in Management or Business Administration (Human Resource specialization) or an equivalent qualification from a recognized university.
- A Bachelor's degree from a university that is recognized in Kenya.

- At least six (6) years working experience in an institution of higher learning or similar organization in the corporate sector
- A recognized professional qualification in Human Resource Management
- Membership of a human resource professional body that is recognized in Kenya.

Ref: FA/12/16/2: HUMAN RESOURCE OFFICER (Grade MU10)

The Human Resource Officer shall report to the Human Resource Manager and shall be responsible for one or more of the following functions:

- Staff Recruitment and training, management of change;
- Schemes of Service, Job description, establishment, and performance management;
- Industrial/Labour relations and liaison with unions, staff disciplinary matters;
- Remuneration compensation and reward management, Medical Benefits Scheme, Pension Scheme;

Requirements for the Position

Either

- A Master's degree and a Bachelor's degree in Management or Business Administration (Human Resource specialization) or an equivalent qualification from a recognized university; and.
- At least two(2) years post qualification working experience in a human resource environment in an institution of higher learning or similar organization in the corporate sector;

Or

- A Bachelor's degree in human resource from a university that is recognized in Kenya; and,
- At least six (6) years post qualification working experience in a human resource environment in an institution of higher learning or similar organization in the corporate sector.

And

- Membership (or eligibility thereto) of a human resource professional body that is recognized in Kenya.

Ref: FA/12/16/3: PROCUREMENT AND SUPPLIES MANAGER (Grade MU12)

The Procurement and Supplies Manager shall report to the Deputy Vice Chancellor, Finance and Administration and shall be responsible for the following:

- Supervise and advance the procurement and supplies function of the University.
- Ensure the effective implementation of policies, procedures and guidelines in the procurement system.
- Improve efficiency and effectiveness of operations in the procurement department of the University.
- Ensure effective accountability of the procurement processes including management of stores.
- Ensure the achievement of the performance targets set out in the procurement plan.
- Oversee preparation of University-wide procurement plan and enforce adherence as approved.
- Prepare and manage the supplier prequalification process and supplier database.

- (h) Undertake regular market surveys on new products, emerging issues in the supply chain and cost effectiveness in the industry.
- (i) Process tender applications and provide secretariat services to the Tender Committee and other procurement subcommittees.
- (j) Facilitate establishment of quality specifications by end users of goods and services.
- (k) Enhance end user competencies through training on procurement processes and guidelines.

Requirements for the Position

- A Master's Degree in Procurement/Supplies Management or an equivalent qualification from a recognized university.
- A Bachelor's degree in Procurement/Supplies Management or a related area from a university that is recognized in Kenya.
- At least six (6) years working experience in an institution of higher learning or equivalent organization in the corporate sector
- A recognized professional qualification in Purchasing and/or Supplies Management
- Membership of relevant professional body that is recognized in Kenya.

Ref: FA/12/16/4: PROCUREMENT AND SUPPLIES OFFICER (Grade MU10)

The Procurement and Supplies Officer shall report to the Procurement and Supplies Manager and shall be responsible for one or more of the following functions:

- (a) Maintain efficiency and effectiveness of operations in the procurement department of the University.
- (b) Enforce effective accountability of the procurement processes including management of stores.
- (c) Enforce adherence to the approved University-wide procurement plan.
- (d) Manage the supplier database and the process and procedures of engaging the suppliers.
- (e) Undertaking regular market surveys to ensure cost effectiveness for the University to get value for money in the for goods and services.
- (f) Processing of tender applications and provision of secretariat services for the Tender Committee and other procurement subcommittees.
- (g) Facilitation of end users to establish quality specifications for required goods and services.

Requirements for the Position

Either

- A Master's Degree and a Bachelor's degree in Procurement/Supplies Management or an equivalent qualification from a recognized university; and,
- At least two(2) years post qualification working experience in an institution of higher learning or equivalent organization in the corporate sector

Or

- A Bachelor's degree in Procurement/Supplies Management from a university that is recognized in Kenya; and,

- At least six (6) years post qualification working experience in an institution of higher learning or equivalent organization in the corporate sector.

And

- Membership (or eligibility thereto) of relevant professional body that is recognized in Kenya.

Ref: FA/12/16/5: INTERNAL AUDIT MANAGER (Grade MU12)

The Internal Audit Manager shall report to the Vice Chancellor and shall be responsible for the following:

- (a) Supervise and advance the Internal Audit function of the University;
- (b) Ensure the effective implementation of policies, procedures and guidelines approved by the governing organs of the University.
- (c) Improve efficiency and effectiveness of University operations by highlighting identifying risks and proposing mitigation for the same.
- (d) Prepare University-wide audit work plan and enforce adherence as approved
- (e) Prepare and present regular and special reports to Management and Council on compliance with laws, regulations, processes and procedures.
- (f) Advise Management on risk management and assist in building capacity for the same.

Requirements for the Position

- A Master's Degree in Finance and Accounting or an equivalent qualification from a recognized university.
- A Bachelor's degree in either Business Administration or Management or a related area from a university that is recognized in Kenya.
- Be a Certified Public Accountant (K) or hold equivalent recognized professional qualification in Accounting and Finance.
- At least six (6) years working experience in an institution of higher learning or equivalent organization in the corporate sector with at least three (3) years in a senior audit position.
- Membership of the relevant professional body that is recognized in Kenya.

The University offers competitive packages of salary, allowances and other benefits.

Interested and suitably qualified candidates should send their detailed **CV with daytime contacts and copies of academic and professional certificates** to the undersigned so as to reach them **on or before 10th January, 2017**, indicating clearly the reference number and title of the position applied for. The applicants should also advise their referees to write letters of reference and submit directly to the address below.

The Vice Chancellor,
P. O. Box 267-60200, MERU;
Or email: vice.chancellor@kemu.ac.ke

Kenya Methodist University is an equal opportunity employer.

“The future is here”