



KENYA METHODIST UNIVERSITY

VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a globally competitive Christian University producing the next generation of professional and transformational leaders. The University is situated in Meru with campuses in Nairobi and Mombasa. We would wish to invite qualified applicants for the following positions:

S.N	REFERENCE NUMBER	DEPARTMENT	DESIGNATION	GRADE
ACADEMIC POSITIONS				
1.	KeMU/ASA/NRG/1/1/2025	Nursing	Senior Lecturer	MU 13
2.	KeMU/ASA/NRG/2/11/2025	Nursing	Lecturer	MU 12
3.	KeMU/ASA/PHS/1/11/2025	Pure & Applied Sciences	Physics Lecturer	MU 12
ADMINISTRATIVE POSITIONS				
1.	KeMU/ADM/ SC /1/11/2025	Student Counsellor	Student Counsellor	MU 12
2.	KEMU/FN/EX/1/11/2025	Finance	Accountant	MU 11
3.	KeMU/ADM /QA/1/11/2025	Directorate of Quality Assurance	Quality Assurance Officer	MU 11
4.	KeMU/ADM/LIB/1/1/2025	Library	Senior Library Assistant – IR&SC	MU 10
5.	KeMU/ADM/ LIB /2/11/2025	Library	Senior Library Assistant – DL&ER	MU 10
6.	KeMU/ADM/ LIB /3/11/2025	Library	Library Assistant - AVIC	MU 8

7.	KeMU/ADM/RAA/1/ 11/2025	Registrar AA	Assistant Examinations Officer	MU 10
8.	KeMU/ADM/RAA/2 /11/2025	Registrar AA	Assistant Administrative Officer	MU 10

ACADEMIC POSITIONS

1. SENIOR LECTURER NURSING MU 13: 1 POSITION, MAIN CAMPUS, (KeMU/ASA/NRG/1/11/2025)

Minimum Requirements

- i. Must have an earned Ph.D. degree in Nursing (Midwifery, Critical care, oncology and Education) or its equivalent from a recognized academic institution.
- ii. Must have at least 3 years of teaching and/or research experience at university level since becoming Lecturer/Research Fellow or six (6) years research/industry experience.
- iii. Must have a minimum of thirty-two (32) publication points as lecturer or equivalent of which at least twenty-four (24) should be from refereed journals.
- iv. Supervised at least three (3) post- graduate degree students to completion as a lecturer or equivalent.
- v. Must have attended and contributed at learned conferences, seminars or workshops.
- vi. Must show evidence of continued research and evaluated effective teaching & success in student supervision.
- vii. Strong proficiency in the use of LMS and digital instructional tools.
- viii. Must be registered by the Nursing Council of Kenya
- ix. Must show evidence of contribution to university life through active participation in departmental matters, students' academic advising, School and University meetings committee membership and others.

2. LECTURER NURSING MU 12: 4 POSITIONS, MAIN & NAIROBI CAMPUSES, (KeMU/ASA/NRG/1/11/2025)

Minimum Requirements:

- i. Must have an earned Ph.D. degree in Nursing (Midwifery, Critical care, oncology and Education) or its equivalent in the relevant field from a recognized academic institution.

OR

- a) Have a Master's degree in Nursing (Midwifery, Critical care, oncology and Education) from a recognized academic institution
 - b) Have at least three (3) years of teaching or research experience at University level after obtaining a Master's degree
 - c) Have a minimum of 24 publications points, of which at least 16 should be from refereed journal papers.
- ii. Strong proficiency in the use of LMS and digital instructional tools.
 - iii. Must be registered by the Nursing Council of Kenya

- iv. Those with a Master's degree must demonstrate intention to register for a Doctorate degree.
- v. Excellent communication, mentorship, and teamwork skills
- vi. Should have evidence of contribution to University life through active participation in Departmental and Faculty activities and good quality teaching, attendance of meetings, student academic advising and committee membership

3. LECTURER PHYSICS MU 12: 1 POSITION, MAIN CAMPUS (KeMU/ASA/NRG/2/11/2025)

Minimum Requirements:

- i. Must have an earned Ph.D. degree in Physics or its equivalent in the relevant field from a recognized academic institution.

OR

- a) Have a Master's degree Physics from a recognized academic institution
 - b) Have at least three (3) years of teaching or research experience at University level after obtaining a Master's degree
 - c) Have a minimum of 24 publications points, of which at least 16 should be from refereed journal papers.
- ii. Strong proficiency in the use of LMS and digital instructional tools.
 - iii. Those with a Master's degree must demonstrate intention to register for a Doctorate degree.
 - iv. Excellent communication, mentorship, and teamwork skills
 - v. Should have evidence of contribution to University life through active participation in Departmental and Faculty activities and good quality teaching, attendance of meetings, student academic advising and committee membership

Duties and Responsibilities:

The responsibilities of a Lecturer are as follows:

- i. Teaching and evaluation of undergraduate and postgraduate students
- ii. Setting, moderating, administering, processing and marking examinations
- iii. Advising and mentoring undergraduate and postgraduate students on academic matters
- iv. Articulating the Vision and Mission of the University, Department and the Faculty
- v. Initiating, planning and conducting research
- vi. Developing teaching and learning materials
- vii. Supervising undergraduate and postgraduate students in research activities.
- viii. Developing research proposals for funding

- ix. Participating in conferences related to research and building inter-disciplinary collaboration within and outside the department
- x. Participating in preparation of Department and Faculty strategic plans
- xi. Organizing and supervising educational activities for undergraduate and postgraduate students
- xii. Attending and participating in seminars, workshops, conferences etc, in relevant fields
- xiii. Participating in administrative, academic and consultancy activities in Department and other organizations
- xiv. Participating in planning, development, implementation and evaluation of curricula in the Department
- xv. Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty
- xvi. Performing any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of Faculty or other Chief Officer of the University in accordance with the University Statutes

ADMINISTRATIVE POSITIONS

1. STUDENT COUNSELLOR MU 12: 1 POSITION NAIROBI CAMPUS (KeMU/ADM/SC /1/11/2025)

The Students Counsellor will be expected to:-

- i. Provide guidance and counselling services to students and employees.
- ii. Promote personal, social and career development.
- iii. Provide appropriate interventions to assist employees/ students with psycho-social related problems.
- iv. Identify employees/ students with social, psychological or health related problems and assisting in getting solutions.
- v. Prepare, develop, review and monitor comprehensive counselling plans.
- vi. Analyze and take appropriate action on feedback from students customer satisfaction surveys.
- vii. Maintain accurate records of counselling services.
- viii. Recommend to the University Management, those students who may need assistance.
- ix. Any other duties assigned by the immediate supervisor.

Minimum Requirements

- i. Master's Degree in Counselling and a Degree/ Post-Graduate Diploma in Counselling from a recognized institution
 - ii. Served at the grade of Counsellor or a comparable position in a University or public service office for at least six (6) years.
 - iii. Undertaken counsellor supervision course lasting not less than four (4) weeks.
 - iv. Undertaken trainer of facilitation course in Psychological Counselling lasting not less than two (2) weeks.
 - v. Psychological Debriefing Course lasting not less than one week.
 - vi. Proficient in Computer Applications.
 - vii. Registered with the Kenya Counselling Association (KCA).
 - viii. Demonstrated ability to keep confidentiality of clients' information.
- ### **2. ACCOUNTANT (EXAMINATIONS) MU 11: (1 POSITION) MAIN CAMPUS, (KEMU/FN/EX/1/11/2025)**

The Job holder will be responsible for reviewing accounting documents and transactions to ascertain compliance, accuracy, relevance, and reasonableness of the transactions in accordance with the University policies and guidelines.

Duties and Responsibilities:

- i. Verification of Procurements documentations to ensure they are in accordance with finance and procurement policies.
- ii. Verification and ascertainment of all stores receipts and issues are in line with university policies.
- iii. Vouching of all payment vouchers and imprest documents.
- iv. Continuous review of university receipts including students' payments
- v. Detection, deterrence and prevention of financial errors and frauds in liaison with internal audit
- vi. Ascertainment of internal control deficiencies, risks and advise the Management of the mitigation.
- vii. Ensure full Compliance with Procurement, Finance and related policies in all financial transactions.

Qualifications and Skills: -

- i. Bachelor's degree in Commerce (Accounting option) or its equivalent from a recognized institution.
- ii. CPA (K) Qualification
- iii. A member of ICPAK and in good standing.
- iv. 5 years' experience as Accounts Assistant in the University or other comparable institution
- v. Audit experience would be an added advantage.

**3. QUALITY ASSURANCE OFFICER MU 11: 1 POSITION, MAIN CAMPUS
(KeMU/ADM/QA/1/11/2025)**

Job purpose

The Quality Assurance Officer will implement University's policies, procedures and processes for quality assurance and enhance quality professional services to students, staff, and external stakeholders.

Duties and Responsibilities

- i. To implement the University Quality Assurance policy
- ii. To spearhead ISO 9001: 2015/QMS implementation in the University
- iii. To monitor teaching and learning and preparing reports
- iv. To undertake programme evaluations in the University
- v. To analyze external examiners reports
- vi. To review all quality assurance procedures, tools and methods.
- vii. To conduct tracer studies on matters affecting quality of training and research in the University and propose solutions.
- viii. To monitor the adherence of the University quality assurance procedures and guidelines set by the National/regional/international Quality Assurance Agencies.
- ix. To collaborate with agencies and organs responsible for quality evaluation and accreditation procedures at national and international levels.

- x. Secretariat to the Directorate of Quality Assurance and Curriculum meetings
- xi. Any other duty as allocated by the Director Quality Assurance and Curriculum Development.

Minimum Requirements

- i. Masters degree in relevant field from a recognized university with at least three (3) years' experience in quality assurance in a university or a comparable organization.
- ii. Certificate in Quality Management Systems.
- iii. Knowledge of professional standards.
- iv. Experience in using statistical or qualitative software packages.

4. SENIOR LIBRARY ASSISTANT – INSTITUTIONAL REPOSITORY AND SPECIAL COLLECTIONS CENTRE MU 10: 1 POSITION, MAIN CAMPUS, (KeMU/ADM/LIB/1/11/2025)

Job Purpose

To develop and manage the Institutional Repository and Special Collection, ensure efficient administration and access of the University's research output and other indigenous information resources.

Job Description:

- i. Develop, manage and administrate the KeMU digital institutional repository;
- ii. Source, receive, assess and upload digital repository content guided by institutional repository policy;
- iii. Acquire postgraduate theses and dissertations (soft and hard copies) in collaboration with the academic department and the Director of Postgraduate Studies;
- iv. Scan and check proposals and theses for plagiarism to comply with standards and set guidelines;
- v. Upload approved documents on the digital institutional repository;
- vi. Liaise with the collection development unit to ensure timely processing of print postgraduate theses and dissertations;
- vii. Market, promote and prepare online/print brochures, posters and guides to the collection to ensure its utilization by the university community;
- viii. Implement the digital institutional repository policy;
- ix. Acquire and digitize identified print materials as per IR policy for better access to the collection;
- x. Monitor the usage of special collection and produce usage statistics;
- xi. Manage and take care of the equipment and resources to ensure effective user information services in the unit;
- xii. Train students, teaching and non-teaching staff on how to access and utilize the collections in the institutional repository;
- xiii. Participate in user information retrieval skills training;

- xiv. Shelving and shelf-reading information materials to facilitate easy and faster retrieval of information materials at the assigned area and in the unit;
- xv. Participate in new students/staff orientation;
- xvi. Train staff and students on APA referencing style and check postgraduate students' documents for compliance with APA citation and referencing style;
- xvii. Coordinate information retrieval training programme for masters and doctoral students and provide them specialized support regarding access to information sources and services.

Minimum Requirements:

- i. Bachelor's degree in Information Science (Library and Information Science) from a recognized university;
- ii. Minimum of three (3) years working experience in a busy University Library;
- iii. Hands-on skills in using Dspace;
- iv. Working experience in managing digital institutional repository;
- v. Adequate knowledge in training library users on e-resources;
- vi. Adequate knowledge in citing and referencing systems;
- vii. Working knowledge in KOHA (Library Management System);
- viii. Proficiency in ICT skills;
- ix. Good communication and interpersonal skills;
- x. Registered with relevant professional body.

5. SENIOR LIBRARY ASSISTANT – DIGITAL LIBRARY AND ELECTRONIC RESOURCES MU 10: 1 POSITION, MAIN CAMPUS (KeMU/ADM/ LIB /2/11/2025)

Job Purpose

To manage digital library and provide electronic information services to enhance utilization of e-resources by students and staff.

Job Description:

- i. Manage access and use of electronic information resources;
- ii. Supervise and appraise the officers working in the unit;
- iii. Oversee the running of audio-visual information resources and services;
- iv. Market, promote and create awareness of electronic, audio-visual and other electronic databases such as such as Teal and others to the university community;
- v. Daily monitoring of all electronic databases for accessibility and functionality, and instituting corrective actions accordingly. A report on the same should be accrued;

- vi. Daily check-up on functionality of all user computers to ensure functionality and promptly address to non-functionality issues;
- vii. Prepare lists of available / accessible electronic information resources (e-books, e-journals) for particular academic programmes in accordance with the curriculum to facilitate approval process, and enhance selective dissemination of information;
- viii. Monitor online information sources and services development, and emerging issues and hence institute appropriate internal alignment and response mechanisms in consultation with the supervisor for the benefit of users;
- ix. Spearhead the user information retrieval skills training (one-to-one; group or point of service training), and accrue record of the same;
- x. Provide reprographic information services and maintain usage records to generate appropriate monthly and trimester reports;
- xi. Monitor the usage of electronic and audio-visual resources and produce usage statistics per trimester;
- xii. Liaise with other units of library for marketing and publicity of information resources and services;
- xiii. Assess, consult and advise on the infrastructure needs for electronic and audio-visual units;
- xiv. Manage and take care of the equipment and resources in the electronic and audio-visual unit;
- xv. Advise the library management on safety and security of all electronic equipment;
- xvi. Schedule and conduct regular clean-up and other critical maintenance of all user computers in the library and accrue report on the same;
- xvii. Monitor all library computers and other electronic peripherals in collaboration with the ICT department to ensure their maintenance, repair and functionality;
- xviii. Liaise with the system and digital librarian in monitoring, troubleshooting, maintaining, updating centralized library systems and software to ensure functionality and effective utilization;
- xix. Participate in new students/staff orientation and training;
- xx. Shelving and shelf reading;
- xxi. Prepare and submit trimester and annual report of electronic and audio-visual unit.

Minimum Requirements:

- i. Bachelor's degree in Information Science (Library and Information Science) from a recognized university;
- ii. Minimum of three (3) years working experience in a busy university library;
- iii. Adequate knowledge in training library users on e-resources;

- iv. Adequate knowledge in citing and referencing systems;
- v. Proficiency in ICT skills;
- vi. Working knowledge in KOHA (Library Management System);
- vii. Good communication and interpersonal skills;
- viii. Good organizational skills;
- ix. Registered with a relevant professional body.

**6. LIBRARY ASSISTANT – AUDIO-VISUAL INFORMATION CENTER MU 8: 1
POSITION, MAIN CAMPUS, KeMU/ADM/ LIB /3/11/2025**

Job Purpose

To support learning, teaching and research activities in the university by providing electronic and audio-visual services to students and staff.

Job Description:

- i. Provide audio-visual information services;
- ii. Support students and staff to access e-books and e-journals;
- iii. Train students and staff in information searching and retrieval skills (one-to-one & group-to-group);
- iv. Provide selective dissemination of audio-visual information to students and staff;
- v. Ensure audio-visual collection is well arranged for ease of retrieval and utilization;
- vi. Collect, upload and manage past examination papers on KeMU Wiki;
- vii. Provide online past examination papers information services to students and faculty;
- viii. Participate in curricula development and review by providing reports on available audio-visual information resources;
- ix. Shelving and shelf-reading;
- x. Charge and discharge information materials to students and staff;
- xi. Any other duty as assigned by the University Librarian;

Minimum Requirements:

- i. Diploma in Information Studies (Library and Information Science)
- ii. Relevant working experience from a library in institution of higher learning
- iii. Good organizational skills
- iv. Proficiency in ICT skills
- v. Good communication and interpersonal skills
- vi. Working knowledge in KOHA (Library Management System)
- vii. Adequate knowledge in Audio-visual Information Sources and Services
- viii. Conversant with training users on e-resources.

7. ASSISTANT EXAMINATION OFFICER MU 10: 2 POSITIONS, MAIN CAMPUS (KeMU/ADM/RAA/1/11/2025)

Reports to the Head of Examinations.

Assist the chair of department in moderating examination results at departmental and schools level to ensure normal distribution of marks and grade students.

Job Description

The Assistant Examination Officer will be expected to:-

- i. Participate in implement the university's annual examinations calendar in consultation with academic departments
- ii. Ensure alignment of examination schedules with the academic calendar.
- iii. Ensure that examination papers meet academic standards, validity, and fairness criteria.
- iv. Ensure internal and external moderation processes in line with university and regulatory requirements.
- v. Implement protocols for the handling, printing, packaging, and storage of examination materials.
- vi. Manage secure distribution and retrieval of examination scripts and related materials.
- vii. Participate in ensuring that examinations are conducted in a fair, transparent, and orderly manner.
- viii. Ensure adherence to examination rules, regulations, and codes of conduct by students and staff.
- ix. Maintain the integrity and confidentiality of examination records and results.
- x. Participate in preparation of examination reports and results summaries.
- xi. Participate in implementation of Senate decisions on examinations, results, and awards.
- xii. Ensure adherence to university examination policies, regulations, and external accreditation standards.
- xiii.
- xiv. Manage examination materials and facilities effectively.
- xv. Maintain digital and physical examination archives.
- xvi. Implement innovations to improve efficiency, transparency, and accountability in examination management.

Minimum Requirements

- i. Bachelor's degree from a recognized university with at least three (3) years' experience in a University or equivalent institution.
- ii. Computer literacy.
- iii. Knowledge of professional standards.

- iv. Evidence of engagement in research and publications.
- v. Registered with respective regulatory body where applicable.

8. ASSISTANT ADMINISTRATIVE OFFICER GRADE MU 10: 1 POSITION, MAIN CAMPUS, KeMU/ADM/RAA/2/11/2025

Job Description

The Assistant Administrative Officer will be expected to:-

- i. Participate and ensure smooth day to day running of the various activities within the office;
- ii. Perform front office duties like receiving visitors and calls and responding to enquiries and/or directing them to the relevant offices;
- iii. Send, receive and direct emails to the concerned officers and/or print for the officer's attention;
- iv. Receive, read and screen correspondences and sort them out and direct them to the respective officers for action;
- v. Take dictations/transcribe/type memos/circulars/letters and other documents or edit documents that come from other departments for signature;
- vi. Read all correspondences that come to the office to ensure that they do not have obvious errors before they are signed;
- vii. Ensure that out-trays are cleared by removing all the files that have been worked on, sorting them and sending to relevant officers for action;
- viii. Ensure proper filing of office records;
- ix. Organize for meetings by issuing notices, preparing agenda and documentation for the meetings and taking accurate minutes in various committees;
- x. Prioritize any matter that requires urgent attention for quick action;
- xi. Assist in forwarding information to Heads of Units on decisions made by various University Management committees so that they can act on what affects their departments;
- xii. Handle and store highly confidential documents on deliberations during Senate/staff disciplinary/interviews meetings in order to secure them and prevent leakage of information to unintended persons;
- xiii. Carry out any other assignment from supervisor.

Minimum Requirements

- i. Bachelor's Degree in Administration/ Management or equivalent qualifications from a recognized University with at least five (5) years in a comparable position.
- ii. Diploma/Higher Diploma in Secretarial Studies from the Kenya National Examinations Council or equivalent qualifications from a recognized Institution.

In addition

The candidate Must have the following qualifications: -

- Typewriting III (50 w.p.m.)/Computerized Document Processing III
- Shorthand II (80 w.p.m.)
- Business English II/Communications I
- Office Practice II
- Secretarial Duties II
- Commerce II
- Office Management III/Office Administration and Management III;
- Exemplary work performance.
- Computer literacy.
- High level of integrity and confidentiality.

How to Apply

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address application.december25@kemu.ac.ke
And
2. Three hard copies marked as per the position should be sent to:

The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

To be received on or before **22th December 2025**. Only shortlisted candidates will be contacted.

These positions requires individuals who is committed who are of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.