



KENYA METHODIST UNIVERSITY VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals and transformational leaders. The seat of 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.	REF.	OFFICE/ DEPARTMENT	DESIGNATION	GRADE
A. ADMINISTRATIVE POSITIONS				
1	KeMU/ADM/1A/8/2024	Internal Audit	Manager, Internal Audit And Risk Management	14
C. ACADEMIC POSITIONS				
1	KeMU/AA/1B/8/2024	Nursing	Associate Professor	14
2	KeMU/AA/2B/8/2024	Public Health, Nutrition & Dietetics	Senior Lecturer	13
3	KeMU/AA/3B/8/2024	Nursing	Senior Lecturer	13
4	KeMU/AA/4B/8/2024	Nursing	Lecturer	12
5	KeMU/AA/6B/8/2024	Public Health	Public Health Technologist/ Public Health Officer	8

A. ADMINISTRATIVE POSITIONS

1. MANAGER, INTERNAL AUDIT AND RISK MANAGEMENT: KeMU/ADM/IA/8/2024

Reporting functionally to the Audit, Risk, Governance and Sealing Committee of Council and administratively to the Vice Chancellor, the person shall be the Head of Internal Audit function charged with the responsibility to provide independent objective assurance and consulting activities designed to add value and improve University operations.

Duties and Responsibilities:

1. To develop a flexible annual risk-based audit and work plan for review and approval;
2. To facilitate the development and assess the effectiveness of the University risk management framework;
3. To maintain and develop a diverse professional audit team with sufficient knowledge, skills, and expertise;
4. To develop a quality assurance program in compliance with IPPF framework;
5. To evaluate, assess and advise on significant changes in the University functions, new services, operations, and control processes coincident with university growth;
6. To regularly review the adequacy and effectiveness of control environment established to ensure accurate, reliable, and timely information relevant for decision making;
7. To review all established university procedures and systems to recommend for improvements;
8. To appraise the use of University resources regarding economy and efficiency;
9. To conduct special audits including fraud investigation if any;
10. Any other duties assigned by management and council.

Requirements for the Position:

1. A Master's degree in Finance, Accounting or an equivalent qualification from a recognized university;
2. Bachelor's degree in Finance, Accounting, Actuarial Science, or equivalent qualification from a recognized university;
3. Must be a Certified Public Accountant (K) or hold equivalent recognized professional qualification in Accounting and Finance;
4. Must have qualifications in any of CISA, CFE, CFIP, CRMA, or CRISC;
5. Membership of the relevant professional body that is recognized in Kenya;
6. At least five (5) years of working experience in an institution of higher learning or equivalent organization with at least Five (5) years in a senior management position.

B. ACADEMIC POSITIONS

1. ASSOCIATE PROFESSOR -NURSING KEMU/AA/1B/8/2024

Requirements for the Position:

1. Must have a Doctorate degree in Nursing field from a recognized/accredited institution;
2. Must have at least 3 years of teaching and research experience since becoming a Senior Lecturer; or Senior Researcher/Industry experience or equivalent;
3. Must have at least 48 publication points since attaining the position of a Senior Lecturer; or Senior Researcher/Industry experience or equivalent of which at least

- thirty two (32) should be from refereed scholarly journals;
4. Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student;
 5. Must have attended and contributed at learned conferences, seminars or workshops;
 6. Must be recognized and registered by Nursing Council of Kenya. Evidence of affiliation to a professional body will be an added advantage;
 7. Must show evidence or contribution to community, national and international life.
 8. Must show evidence of contribution to university life through participation in Departmental matters, students' academic advising, school and university meetings, membership and others;
 9. Must show evidence of having attracted research or development funds as Senior Lecturer/Senior Research fellow.

2. SENIOR LECTURER FOR PUBLIC HEALTH - KeMU/AA/2B/8/2024

Requirements for the Position:

1. Must have an earned Ph.D. degree or its equivalent in the relevant field from a recognized academic institution;
2. Must have at least three (3) years of university teaching at the level of a full time Lecturer;
3. Must have at least four (4) articles in refereed journals since becoming a Lecturer. OR at least one (1) refereed book in candidate's professional area published by recognized publishers, plus two (2) articles, OR at least (3) distinguished exhibition, performances or original creation, plus one (1) article in a refereed journal since becoming a lecture;
4. Should show evidence of supervision of postgraduate students;
5. Should have attended and contributed at learned conferences, seminars or workshops;
6. Must be a registered member of Public Health Officers & Technicians Council;
7. Should have evidence of contribution to university life through active participation in Departmental and Faculty activities, good quality teaching, attendance of meetings, student academic advising and committee membership.

3. SENIOR LECTURER FOR NURSING - KeMU/AA/3B/8/2024

Requirements for the Position:

1. Must have an earned Ph.D. degree or its equivalent in Nursing from a recognized academic institution;
2. Must have at least three (3) years of university teaching at the level of a full time Lecturer;

3. Must have at least four (4) articles in refereed journals since becoming a Lecturer. OR at least one (1) refereed book in candidate's professional area published by recognized publishers, plus two (2) articles, OR at least (3) distinguished exhibition, performances or original creation, plus one (1) article in a refereed journal since becoming a lecture;
4. Should show evidence of supervision of postgraduate students;
5. Should have attended and contributed at learned conferences, seminars or workshops;
6. Must be a registered member of Public Health Officers & Technicians Council;
7. 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.

4. LECTURER FOR NURSING - KeMU/AA/4B/8/2024

Requirements for the Position:

1. Must have an earned Ph.D. in Nursing or their equivalents from a recognized academic institution
OR
Master's degree in nursing or their equivalents from a recognized academic institution;
2. Must have at least three (3) years of teaching or research experience at university level after obtaining a Master's degree;
3. Must have at least 24 publication points of which 16 should be from two (2) publications in refereed journals or one (1) book or 2 (two) book chapters in relevant areas;
4. A registered member of a relevant professional body (where applicable).

5. PUBLIC HEALTH TECHNOLOGIST/PUBLIC HEALTH OFFICER - KeMU/AA/6B/8/2024

Duties and Responsibilities for the Positions:

1. Preparation of practical's classes/courses and keeping of students records, practical allocation and loss/breakage records;
2. Collection and preparation of teaching and research materials;

3. Ensure that the laboratory glass ware and equipment are clean and available for the next practical;
4. Assist in student projects and research activities;
5. Assisting students during laboratory/workshop practical sessions;
6. Take students to the fields to monitor health trends, conduct research, educate the public, and implement programs to improve Community health;
7. Carry out other duties and responsibilities as may be assigned from time to time.

Minimum Requirements

1. Diploma in Public Health or Environmental Health or equivalent from a recognized institution with not less than three (3) years' experience in comparable position in a busy organization.
2. Bachelor of Science in Public Health or Environmental Health will be an added advantages;
3. Must be registered with Public Health Officers & Technician Council (PHOTC);
4. Must have the current practicing License.

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 applications.august@kemu.ac.ke

1. 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 **18th September 2024**. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to bring the following:

1. Tax Compliance Certificate from Kenya Revenue Authority;
2. Higher Education Loans Board;
3. Ethics and Anti-Corruption Commission;
4. Credit Reference Bureau;
5. Certificate of Good Conduct from Criminal Investigation Department;
6. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.