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 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.	Department	Designation	Grade
ADMINISTRATIVE POSITIONS				
1.	KeMU/ADM/IAR/1/4/2025	Internal Audit	Internal Audit Assistant	MU 10
2.	KeMU/ADM/SP/2/4/2025	ICT	Systems Programmer	MU 11
ACADEMIC POSITIONS				
1	KeMU/ASA/HSM/1/4/2025	Health Systems Management	Senior Lecturer	MU 13
2	KeMU/ASA/BMBS/2/4/2025	Medicine & Surgery	Lecturer	MU 12
3.	KeMU/ASA/ANR/3/4/2025	Agriculture & Natural Resources	Animal Production Technician	MU 8

A. ADMINISTRATIVE POSITIONS

1. INTERNAL AUDIT ASSISTANT: KeMU/ADM/IAR/1/4/2025;
(I) POSITION, MAIN CAMPUS

Answering to the Manager, Internal Audit and Risk Management, the Internal Audit Assistant will ensure the University resources are safeguarded and economically utilized by planning and completing financial audits, identifying inadequate, inefficient, or ineffective internal controls and recommending improvements.

Duties and Responsibilities

The Internal Audit Assistant will:

1. Assist in planning financial audits by understanding University objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs.
2. Assess compliance with relevant regulations and legal requirements by studying existing and new legislation; enforcing adherence to requirements and advising management on needed actions.
3. Assess risks and internal controls by identifying areas of non-compliance, evaluating manual and automated (ERP) financial processes, identifying process weaknesses and inefficiencies as well as operational issues.
4. Verify assets and liabilities by comparing and analyzing items and collateral to documentation.
5. Complete audit paper work by documenting audit tests and findings.
6. Communicate audit progress and findings by providing information to management highlighting unresolved issues, reviewing working papers and preparing final audit reports.
7. Improve governance by recommending changes in management monitoring, assessment, and motivational practices, in the internal control structure, and in operating processes as well as identifying root causes.
8. Support external auditors by coordinating information requirements.
9. Provide financial control information by collecting, analyzing, and summarizing data and trends.
10. Contribute to team results by welcoming new and different work requirements and exploring new opportunities to add value to the University.

Required qualifications and experience
I. A Bachelor's degree in Commerce (Accounting/Finance) or a related field from a recognized institution
II. CPA (K) / ACCA qualifications.
III. Bonafide member of ICPAK or Institute of Internal Auditors (IIA).
IV. At least 2 years internal audit experience preferably in institution of higher learning.
V. Training in risk and/or fraud management is highly preferable
VI. Certification in information systems audit is an added advantage.
VII. Proficiency in Microsoft Office and familiarity with audit software and ERP system.
VIII. Strong business acumen and ability to identify audit issues.
IX. Strong analytical skills, team player, ability to multi-task, flexible and can work under pressure.

2. SYSTEMS PROGRAMMER : KeMU/ADM/SP/2/4/2025; 2 POSITIONS, MAIN CAMPUS
Kenya Methodist University is setting up a programming unit within its ICT department to support and enhance the Microsoft Dynamics 365 Business Central ERP system. The System Programmer will design, develop, and maintain custom solutions using AL language, build

and customize the university's system portal, and implement security updates to meet academic needs.

Job Responsibilities:

1. Develop, extend, and customize Microsoft Dynamics 365 Business Central using the AL programming language.
2. Design and build modular extensions that add functionality without impacting the base system.
3. Implement integrations with other university systems (e.g., Microsoft 365, student management systems) using APIs, web services, and Power Platform connectors.
4. Develop and maintain a central system portal that provides seamless access to ERP functionalities and related university systems.
5. Customize the portal interface and user experience to align with the university's branding and workflow requirements.
6. Develop and optimize SQL Server queries, ensuring data integrity, performance, and reliability for both ERP operations and portal data management
7. Configure ERP components and deploy custom extensions, portal functionalities, and integrations in collaboration with the Microsoft partner.
8. Ensure smooth transition through update cycles and maintain robust deployment practices.
9. Develop and execute test plans for new functionalities, integrations, and portal customizations.
10. Troubleshoot issues, debug code, and validate that solutions meet university needs before production release.
11. Produce comprehensive technical documentation covering system customizations, integration workflows, portal developments, and security updates for future reference and compliance.
12. Provide post-deployment support, addressing issues related to ERP customizations, portal functionality, and overall system performance.
13. Proactively monitor the system for errors or inefficiencies and implement timely maintenance updates.
14. Stay informed about and implement recommended security updates and patches for Microsoft Dynamics 365 Business Central and the system portal.
15. Assess risks, ensure data protection, and maintain the integrity of the ERP and portal infrastructure.
16. Collaborate with ICT team members and end-users to provide training on new ERP functionalities and portal features.
17. Document and share best practices to ensure effective system usage and maintainability.
18. Evaluate existing workflows and propose technology-driven improvements that enhance operational efficiency.
19. Any other related duties that may be assigned by your supervisor.

Minimum Requirements

I.   A minimum of a bachelor's degree in Computer Science, Information Technology, or a related field.

II. Candidates must hold industry-recognized certifications. Microsoft Certified: Dynamics 365 Business Central Functional Consultant Associate is preferred, or equivalent developer credentials for previous versions (e.g., Dynamics Nav).

III. Solid understanding of integration methodologies (APIs, web services, Power Platform connectors) to ensure seamless communication between Dynamics 365 Business Central, Microsoft 365, and other enterprise systems.

IV. Possess a certification in Microsoft SQL Administration will be preferred or an equivalent credential demonstrating proficiency in managing and querying SQL-based database systems.

V.   Candidates must demonstrate at least three years of hands-on experience working directly with Microsoft Dynamics 365 Business Central or its predecessor systems (e.g., Dynamics Nav). This should include a track record in end-to-end ERP customization, development, and implementation projects.

VI. Applicants should be ready to provide professional references that can attest to their work on Dynamics 365 Business Central projects.

VII. Proficiency in the AL programming language used for extension development on Dynamics 365 Business Central. This includes creating, modifying, and deploying AL code tailored to business processes.

VIII. Web development and internet programming will be an added advantage.

B. 2. ACADEMIC POSITIONS

1. SENIOR LECTURER - HEALTH INFORMATION MANAGEMENT: KeMU/ASA/HSM/1/4/2025; 1 POSITION, NAIROBI CAMPUS

Minimum Requirements:

i.   Must have an earned Ph.D. degree in Health informatics, Health information Management, Biomedical informatics, public health informatics, computer Science (with specialization in Health informatics) or closely related field from a recognized academic institution;

ii. Must have at least three (3) years of university teaching at the level of a full time Lecturer;

iii. 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 lecturer;

iv. Should show evidence of supervision of postgraduate students;

v. Should have attended and contributed at learned conferences, seminars or workshops;

vi. Must be a registered member of professional body;

vii. 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.

2. LECTURERS MBChB PROGRAM: KeMU/ASA/BMBS/3/2/2025; 16 POSITIONS, MAIN CAMPUS

The School of Medicine and Pharmacy requires lecturers with the following specializations: Anesthesiology, Ophthalmology, Orthopedic Surgery/trauma, ENT, Mental Health, Internal Medicine, Pathology, Surgery, Medical Physiology, Pediatrics and Child Health.

Minimum Requirements:
i. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)

ii. Must be a holder of Master of Medicine in either of the following: Anesthesiology, Ophthalmology, Orthopedic Surgery/trauma, ENT, Mental Health, Internal Medicine, Pathology, Surgery , Medical Physiology, pediatrics and Child Health or equivalent

iii. The holder must be duly registered by KMPDC (Kenya Medical Practitioners and Dentists Council) or the equivalent in the EAC countries and hold a retention certificate of the KMPDC.

iv. Teaching experience in a medical school will be an added advantage.

DUTIES AND RESPONSIBILITIES FOR ACADEMIC POSITIONS:
1. Teaching and evaluation of undergraduate and postgraduate students;
2. Setting, moderating, administering, processing and marking examinations;
3. Academic advising and mentoring undergraduate and postgraduate students;
4. Articulating the Vision and Mission of the University, Department and the Faculty;
5. Initiating, planning and conducting research;
6. Development of teaching and learning materials;
7. Supervising undergraduate and postgraduate students in research activities. Developing research proposals for funding;
8. Participate in meetings and conferences related to research and building inter-disciplinary collaboration within and outside the department;
9. Participating in preparation of Department and Faculty strategic plans;
10. Organizing and supervising educational activities for undergraduate and postgraduate students;
11. Attending and participating in seminars, workshops, conferences etc, in relevant fields;

12. Participating in administrative, academic and consultancy activities in Department and other organizations;
13. Participating in planning, development, implementation and evaluation of curricula in the Department;
14. Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty;
15. 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 Statute.

3. ANIMAL PRODUCTION TECHNICIAN: KeMU/ASA/ANR/3/4/2025; 1 POSITION, MAIN CAMPUS

Duties and Responsibilities:

1. Implementation of practical activities as will be planned with the respective lecturers
2. Treating any sick animals at the farm at no fee except cost of drugs and tools/equipment
3. Supervision of repairs and cleanliness of animal structures
4. Supervision of feeding of farm animals
5. Planning exhibitions and farmers training at the farm and elsewhere as may be required. Setting up and maintaining laboratory and farm equipment for practical sessions and research.
6. Ensure that all equipment, supplies, specimen and reagents are available.
7. Maintain laboratory solutions, equipment and apparatus.
8. Overseeing the daily care and management of animals used for teaching and research.
9. Collect and preserve of animal microorganism in the laboratory.
10. Assisting lecturers in demonstrating animal husbandry practices, such as feeding, breeding, health management, and record-keeping.
11. Preparing and organizing teaching aids, such as charts, models, and samples, for use in lectures and practical classes.
12. Keeping an inventory of laboratory and farm equipment, tools, and supplies and ensuring that all equipment are in good working condition.
13. Ensuring compliance with safety and animal welfare regulations.
14. Preparing reports on laboratory and farm activities for departmental review.

Minimum Requirements

i. Diploma in Animal Health from a Recognized College or University
ii. Being registered and licensed by the Kenya Veterinary Board
iii. A Certificate in Artificial Insemination will be an added advantage
iv. Ability to conduct laboratory analysis of animal products and feed samples.
v. At least 3 years of practical experience in animal production and treatment of a wide range of farm animals.
vi. Must be computer literate

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. 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**

> *And*

2. An electronic copy in PDF format to the Vice Chancellor through email address applications.april@kemu.ac.ke

To be received on or before **30ᵗʰ April 2025**. Only shortlisted candidates will be contacted.

Successful 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.