



## 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
<b>ADMINISTRATIVE POSITIONS</b>			
1	KeMU/UC/VC/1/4/2021	Office of the Vice Chancellor	Vice Chancellor
2	KeMU/ ADM /ICT/1/4/2021	ICT Directorate	Head of ICT
3	KeMU/ADM/LO/1/4/2021	Legal Office	Legal Officer
<b>ACADEMIC POSITIONS</b>			
4	KeMU/AA/SMHS/1/4/2021	MBChB - Anaesthetic	Lecturer
5	KeMU/AA/SMHS/2/4/2021	MBChB - Ophthalmologist	Lecturer
6	KeMU/AA/SMHS/3/4/2021	MBChB - ENT Surgeon	Lecturer
7	KeMU/AA/SMHS/4/4/2021	MBChB - Radiologist	Lecturer
8	KeMU/AA/SMHS/5/4/2021	Human Anatomy	Lecturer
9	KeMU/AA/SMHS/6/4/2021	MBChB - Orthopaedics	Lecturer
10	KeMU/AA/SMHS/7/4/2021	MBChB - Histopathologist	Lecturer
11	KeMU/AA/SMHS/8/4/2021	MBChB - Haematologist	Lecturer
12	KeMU/AA/SMHS/9/4/2021	MBChB - Chemical Pathologist	Lecturer

#### 1. VICE-CHANCELLOR: *KeMU/UC/VC/1/4/2021*

The University is seeking to appoint an innovative individual with demonstrated high standards of personal and professional integrity as well as an outstanding track record in academic, research and business leadership for the position of Vice Chancellor. The Vice Chancellor will be expected to build a dynamic management team to execute the University's vision and strategic plan. More especially, the Vice Chancellor will be fully conversant with the current trends and challenges in higher education in Kenya, Africa and globally and be able to develop visionary approaches for their mitigation.

## Requirements:

For appointment to the position of the Vice-Chancellor, a person shall:

- i. Be a Professor or Associate Professor, holder of an earned doctorate degree or equivalent qualification from a university recognized in Kenya;
- ii. Have thorough knowledge in the structural, legislative and regulatory framework for administering university education in Kenya;
- iii. Have at least ten (10) years hands-on experience at a senior level in managing a large and complex university or equivalent institution with demonstrable leadership, and management capacity including knowledge of financial management and strategic people management;
- iv. Be an accomplished scholar with proven track record and demonstrated evidence in formulating and managing academic programmes, supervising and mentoring Masters and PhD students;
- v. Have a proven track record of research as evidenced by publications in peer reviewed journals, monographs and books;
- vi. Have proven record of grant proposal writing, resource mobilization and wide networking with development partners;
- vii. Have demonstrable experience in project management;
- viii. Be innovative visionary leader with capacity to build a dynamic management team;
- ix. Have a demonstrable experience in transformative and strategic leadership;
- x. Must have good understanding of the current trends, education laws, policies and regulations governing the planning and management of Universities in Kenya; and
- xi. Meet the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity.

## Duties and Responsibilities:

Subject to the provisions of Universities Act, 2012, the Kenya Methodist University Charter and Statutes, the Vice Chancellor shall be responsible for the implementation of the Council's decisions in a results oriented and timely manner to achieve goals, objectives and agreed performance targets. This will entail *inter alia*:

- a) Developing of and recommending to Council short- and long-term strategies, business plans, annual operating budgets, and establishing proper internal monitoring control systems and procedures.
- b) Coordinating and preparing business related proposals, reports and other submissions for consideration by Council.
- c) Proactively engaging in intensive fundraising initiatives locally and internationally.
- d) Ensuring that there is effective communication between Management and Council as well as between different levels of Management.
- e) Providing leadership to the employees.
- f) Attending to personnel matters including organizational structures, appointments, welfare, training, industrial relations, separation and effective management succession plans
- g) Ensuring continuous improvements in the quality and value of services and products provided by the University.
- h) Ensuring continuous achievement of the University financial and operating goals and objectives.
- i) Overseeing and ensuring implementation of Policies and Programmes.

- j) Maintaining a conducive work environment for attracting, retaining and motivating employees.
- k) Fostering a corporate culture that promotes ethical and good corporate citizenship.
- l) Acting as the principal spokesperson of the University.
- m) Ensuring compliance with the laws of the country.
- n) Generally upholding the corporate image and brand name of the Kenya Methodist University at all times.
- o) Performing any other lawful responsibilities as may be necessary to achieve the objectives of the University.

### **Tenure of Office:**

As per the Kenya Methodist University Charter and Statutes, the Vice-Chancellor shall hold office for a duration of five (5) years with the possibility of one term renewal for a further five (5) years subject to positive appraisal by Council.

### **How to Apply:**

Each application shall be accompanied by detailed Curriculum Vitae and copies of relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and any other relevant supporting documents.

Applicants must inform their three (3) referees to write to the Chairman of Council, Kenya Methodist University when submitting their applications.

Applicants must also submit valid clearances of the following:

- i. Kenya Revenue Authority;
- ii. Higher Education Loans Board;
- iii. Ethics and Anti-Corruption Commission;
- iv. Criminal Investigation Department (Certificate of Good Conduct) and
- v. Credit Reference Bureau

### **How to Submit Applications:**

Applications should be clearly marked “Application for the position of Vice-Chancellor” and submitted as follows: -

- 1 Three hard copies sent to:

The Chairman of Council,  
Kenya Methodist University  
P.O. Box 267-60200,  
Meru, Kenya.

- 2 An electronic copy in PDF format to the Chairman of Council through email address [university.council@kemu.ac.ke](mailto:university.council@kemu.ac.ke)

Applications must be submitted on or before **15<sup>th</sup> May, 2021**.

## 2. HEAD OF ICT (1 post): *KeMU/ADM/ICT/1/4/2021*

Reporting to the Vice Chancellor, this position is responsible for Information Communication Technology in the University.

### **Duties and Responsibilities:**

Reporting to the Deputy Vice Chancellor Administration planning & Finance you will be responsible for:

- i. Provide leadership, technical direction and vision for ICT implementation in the University
- ii. Provide support to Virtual and Blended learning;
- iii. Manage ICT staff by conducting and facilitating training, inducting employees, communicating job expectations and appraising their performance
- iv. Plan and coordinate all IT functions in the University and ensure all campuses are provided with required ICT facilities.
- v. Develop, document and revise policies, procedures and standards for ICT systems and processes.
- vi. Establish efficient and effective ICT systems and processes in the University;
- vii. Integrate ICT into University's operations and institutionalize automated systems for performance management;
- viii. Establish and implement effective ICT security, risk management, and data recovery strategies for the University;
- ix. Ensure alignment of user needs and system functionality.
- x. Plan to eradicate the risk of data loss, breach of privacy and confidentiality for the University;
- xi. Plan, organize, control and evaluate IT and electronic data operations
- xii. Prepare status reports on ICT in the University
- xiii. Ensure professional standards and guidelines are adhered to in ICT operations.;
- xiv. Undertake periodic review of the ICT projects and procedures and recommended improvement;
- xv. Prepare and execute medium plan and annual budget for the ICT department;

### **Qualifications and Experience**

- a) M.Sc. in Computer Science, Information Technology, Computer Security, Information Security, Digital Forensics or any other related field;
- b) Professional Certifications: MCSE, CCNP, CERT, CISA, CISM, or any other relevant certifications
- c) 6 years experience 3 of which should be at a supervisory level
- d) Extensive working knowledge of MS Windows Server and Linux Server;
- e) Knowledge and experience in cloud deployment and administration.

### **Other Skills and Competences**

- Exceptional communication and interpersonal skills
- Excellent report writing skills;
- Good systems, analytical and forensic skills.

- Experience in data centre management and data governance
- Hands-on experience with computer networks, network administration or Systems administration and network installation

### **3. LEGAL OFFICER (1 post): *KeMU/ADM/LO/1/4/2021***

This position reports to the Deputy Vice Chancellor Finance and Administration and is responsible for legal matters in the University.

#### **Qualifications and Experience**

Applicants for the position of Legal Officer should:

- Be a holder of a Bachelor's degree in Law (LLB) from a recognized University
- Must be an advocate of the High Court of Kenya with a current practicing certificate
- Be a member of the LSK with good standing
- Have at least five (5) years' experience handling legal matters in a large and reputable organization with experience in civil and criminal litigation, commercial law, labour law, insurance and conveyance
- Must be conversant with the Public Procurement and Disposal Act and Regulations and all labour laws
- Have experience in contract negotiations and drafting
- Demonstrate high degree of professional competence in legal work and administrative capability in work performance and results
- Be a person of outstanding honesty and integrity with high moral and ethical values.

#### **Duties and Responsibilities**

- Preparation of legal opinions and offering guidance on legal matters
- Monitoring compliance with the legal and regulatory framework
- Reviewing, drafting, negotiating, securing and administering Licenses, Agreements and Contracts for which the University may be involved in.
- Safeguarding the University from possible litigation by offering legal counsel to the University Management and staff
- Coordinating the representation of the University in courts in the event of litigations
- Facilitating dispute resolution process between various Departments and Units in the University
- Provision and handling of all in-house legal matters of the University
- Preparation of staff and students' indemnities
- Formulation of statutes that govern the conduct of discipline of staff and students from time to time as may be deemed necessary
- Preparation of updates to the management in relation to reviews and interpretations of University statutes
- Formulation and guidance on the preparation of documents such as Memoranda of Understanding and Collaboration agreements between the University and external parties

- xii. Crafting charges for staff and students violating regulations governing conduct and discipline in the University
- xiii. Ensuring that the University adheres to the laid down procedures and regulations in employment matters, disciplinary measures and any other matter which has legal implications
- xiv. Conducting any other lawful duty as assigned by the immediate supervisor, the Vice Chancellor or other relevant authority.

## **ACADEMIC POSITIONS**

### **LECTURERS**

#### **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 Departmental and Faculty strategic plans
- xi. Organizing and supervising educational activities for undergraduate and postgraduate students
- xii. Attending and participating in seminars, workshops, conferences, in relevant fields
- xiii. Participating in administrative, academic and consultancy activities in the 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 Officers of the University in accordance with the University Statutes

#### **Requirements:**

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

**OR**

- ii. Must have a Masters degree in the Relevant Specialization from a recognized academic institution
- iii. Must have at least three (3) years of teaching or research experience at University level after obtaining a Masters degree
- iv. 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.

**1. ANESTHETIST (1 post): *KeMU/AA/SMHS/1/4/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- iii. Must be a holder of Master of Medicine in Anaesthesiology or equivalent
- iv. 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.
- v. Teaching experience in a medical school will be an added advantage.

**2. OPHTHALMOLOGIST (1 post): *KeMU/AA/SMHS/2/4/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- iii. Must be a holder of Master of Medicine in Ophthalmology or equivalent
- iv. 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.
- v. Teaching experience in a medical school will be an added advantage.

**3. ENT SURGEON (1 post): *KeMU/AA/SMHS/3/4/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)

- iii. Must be a holder of Master of Medicine in Anesthesiology or equivalent
- iv. 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.
- v. Teaching experience in a medical school will be an added advantage

**4. RADIOLOGIST (1 post): *KeMU/AA/SMHS/4/4/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- iii. Must be a holder of Master of Medicine in Radiology or equivalent
- iv. 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.
- v. Teaching experience in a medical school will be an added advantage.

**5. HUMAN ANATOMY (2 posts): *KeMU/AA/SMHS/5/4/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- iii. Must be a holder of Master of Medicine in Human Anatomy or its equivalent
- iv. 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.
- v. Teaching experience and research in a medical school will be an added advantage.

**6. ORTHOPEDICS(1 post): *KeMU/AA/SMHS/6/4/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- iii. Must be a holder of Master of Medicine in Orthopedics' or its equivalent



- iv. 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.
- v. Teaching experience and research in a medical school will be an added advantage.

**7. HISTOPATHOLOGIST (ANATOMICATHOLOGIST) (2 posts): *KeMU/AA/SMHS/7/4/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- iii. Must be a holder of Master of Medicine in Anatomic Pathology or its equivalent
- iv. 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.
- v. Teaching experience and research in a medical school will be an added advantage.

**8. HAEMATOLOGIST (1 post): *KeMU/AA/SMHS/8/4/2021***

Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- i. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- ii. Must be a holder of Master of Medicine in Hematology or its 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 and research in a medical school will be an added advantage.

**9. CHEMICAL PATHOLOGIST (1post): *KeMU/AA/SMHS/9/4/2021***

- i. Must have a Doctorate degree in Medicine or equivalent qualification from a recognized/accredited academic institution; and be registered or registerable with the relevant professional body (where applicable)

**OR**

- ii. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- iii. Must be a holder of Master of Medicine in chemical pathology or its equivalent

- iv. 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.
- v. Teaching experience and research in a medical school will be an added advantage.

### How to apply:

- II) Interested applicants 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.

**Applicants who will be invited for the interview will be required to bring the following:**

- i. Kenya Revenue Authority.
- ii. Higher Education Loans Board.
- iii. Ethics and Anti-Corruption Commission.
- iv. Credit Reference Bureau.
- v. Certificate of Good Conduct from Criminal Investigation Department.
- vi. 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.

### How to Submit Applications:

- 1 Three hard copies 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 [vice.chancellor@kemu.ac.ke](mailto:vice.chancellor@kemu.ac.ke)

To be received on or before **15<sup>th</sup> May 2021**. Only shortlisted candidates will be contacted.

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

**KeMU is an Equal Opportunity Employer.**