



SOUTH EASTERN KENYA UNIVERSITY

JOB VACANCIES

South Eastern Kenya University has vacancies in the following Divisions:-

A) ACADEMIC AND STUDENTS AFFAIRS DIVISION:

1. Post: Lecturer Grade 12

Requirements for appointment for the post of Lecturer Grade 12

Applicants must:

1. have earned Ph.D. or equivalent degree qualification in the relevant field from an accredited and recognized university; and be registered or registerable with the relevant professional body.
OR
2. have a Master's degree in the relevant field from a recognized/accredited university (in special cases) with at least three (3) years teaching experience at University level.
3. have a minimum of twenty (24) publication points, of which at least sixteen (16) should be from refereed journal papers
4. be registered with the relevant professional body in exceptional circumstances e.g. Medicine, Engineering, Law, Nursing etc.

NB: PUBLICATION POINTS:

- a) One university level scholarly book = 24 publication points;
- b) Patented invention or innovation = 16 publications points;
- c) One tertiary level scholarly book = 8 publication points;
- d) One article in a refereed journal = 8 publication points;
- e) Refereed learning modules = 6 publication points;
- f) One chapter in a university level scholarly book = 6 publication points;
- g) One reviewed conference paper = 4 publication points;
- h) One secondary school level text book = 4 publication points;
- i) Short communication in refereed journal = 4 publication points;
- j) Consultancy and project reports = 4 publication points;
- k) Refereed exhibitions and performances = 4 publication points;
- l) One primary level primary book = 2 publication points;
- m) Editorship of a book or conference proceedings = 2 publication points;
- n) Scholarly presentations at conferences/workshops/seminars= 2 publication points;
- o) One non-reviewed conference paper = 2 publication points.
- p) Book review published in refereed journals = 1publication point.

2. Sports and Recreation Department



i) Games Tutor Grade 11 (1 Position)

Job summary and Responsibilities

This position is responsible for coaching and training of students in preparation for sport competitions by ensuring good performance to represent the University in both national and international sports competition forums. Reporting to Senior Games Tutor Grade 12, the Games Tutor Grade 11

1. prepare weekly training programmes for all University teams and maintain an attendance schedule for the teams to ascertain training progress;
2. prepare reports of the weekly scheduled meetings and archive them in the department's repository for future reference by the University management;
3. ensure the sports facilities are regularly maintained and marked appropriately for use during training and games competition;
4. archive sports information, records and artefacts in the institution to keep up to date records for future reference in the institution;
5. provide recreational and leisure time opportunities for both students and staff to ensure satisfaction of leisure needs and build a spirit of togetherness within the institution;
6. ensure the event calendar is prepared clearly to outline the events and activities throughout the year and
7. provide information to the Senior Games Officer on games equipment that need to be procured or repaired to ensure availability of equipment for sports activities.

Requirements for Appointment

- i. Master's degree in Physical Education or its equivalent from a recognized University.
- ii. Sound knowledge of coaching and training a wide range of sports disciplines.
- iii. Must be computer literate.

3. Sports and Recreation Department

ii) Games Assistant Grade 5/6 (1 Position)

Job summary and responsibilities

This position is responsible for providing maintenance services to the University pitches and ensure that students use them effectively. Reporting to Games Assistant Grade 7/8, the Games Assistant Grade 5 shall:

1. prepare pitches in readiness for sports activities by marking the fields in order to demarcate the boundaries of the pitch before the activities.
2. inform the Assistant Games Officer when the pitches are ready for mowing and receive the permission to mow it in time for any scheduled sport activities.
3. inspect the fields, goal posts, etc. to ensure proper routine maintenance are carried out.
4. clean all used equipment and all trash after the games and training to ensure the field is clear of any residues and garbage.



5. fill in holes and rake around all the bases before leaving the field to ensure the field is leveled at all time.

Requirements for Appointment

- i. An Ordinary Diploma in Physical Education and Sports from a recognized Institution with at least three (3) years relevant working experience.
- ii. Meritorious performance in sports shall be an added advantage
- iii. Must be computer literate.

B) ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT DIVISION

1) Human Resource Management Section

i) Human Resource Manager/Senior Assistant Registrar Grade 13- RE-ADVERTISEMENT

Job summary and responsibilities

Responsible for developing and delivering people management strategies which support the University's overall strategic aims and objectives, the Human Resource Manager will contribute at both strategic and operations level in order to identify human resource priorities and recommend appropriate people management solutions which support the University's aims and objectives, in addition to providing a customer focused human resource service. Reporting to Deputy Registrar Grade 14 shall:

1. forecast and plan on human resources needs in line with the strategic goals of the University;
2. assist in coordination and administration of human resources activities including implement, control, salary administration, allowances and staff records;
3. assist in budgeting and administration of human resources activities;
4. interpret and implement the human resources policies and regulations;
5. prepare relevant reports and maintain human resource statistics;
6. carry job analysis and evaluation;
7. assesment of training needs as well as formulation and implementation of training programmes in consultation with the Head, Administration and Human Resources Division;
8. monitor and evaluate the effectiveness of staff succession plans, development, mentoring, coaching and internship programs;
9. promote effective employer – employee relations;
10. assist in staff recruitment, placement, promotion, placement, appraisal and separation;
11. prepare agenda and minutes for Divisional meetings;
12. handle legal and industrial matters;
13. handle staff benefits matters i.e. pension, health, housing and insurance;
14. assist in reviewing and implementation of Terms and Conditions of Service and
15. implement staff code of conduct and disciplinary procedures.

Requirements for appointment



- i. A Master's degree in Human Resource Management or related field
- ii. Professional qualifications in Human Resource Management from a recognized institution.
- iii. Must have nine (9) years administrative and human resource management experience, three (3) of which should have been served as Assistant Registrar Grade 12 or equivalent position
 - i. Must be a Full member of the Institute of Human Resource Management (IHRM) with a valid practicing license
- iv. Proficient in computer use and applications
- v. Demonstrate outstanding professional competence in Human Resource Management and leadership
- vi. Must have a good understanding of Kenyan Labour Laws.
- viii. Excellent interpersonal communication, negotiating and decision making skills.
- ix. Experience in a University setting will be an added advantage
- x. Must satisfy chapter six of the constitution

2) Health Services Unit

i) Clinical Officer Grade 10

Job summary and responsibilities

Responsible to the Medical Officer in charge in performing the following tasks and responsibilities:

1. examining, diagnosing and treating out patients in the Health Centre at the University.
2. advising patients on all prevention measures against diseases.
3. organizing and participating in practical Health Education and Immunization as well as Family Planning Clinic.
4. responsible in conjunction with Head of Department for mobilizing Health of staff in case of epidemic and health emergencies.
5. responsible for all Health Unit supplies and liaises with other sections for procurements.
6. assisting Medical Officer in collecting data.
7. assisting Head of Department in Administrative responsibilities and better clinical services.
8. advising and issuing diet and sick leave certificates on direction of Head of Department and
9. any other duties as may be assigned by the Medical Officer in-charge.

Requirements for the appointment

- i. Bachelor's degree in Clinical Medicine from a recognised institution
- ii. Three (3) years in Clinical Medicine after internship
- iii. A valid membership with the Kenya Clinical Officers Association
- iv. Computer literacy

NOTE:

- i. *South Eastern Kenya University is an equal opportunity employer. Female applicants and Persons living with disabilities are encouraged to apply*



- ii. *Shortlisted candidates will be required to have current clearance certificates from Ethics and Anti-Corruption Commission (EACC), Higher Education Loans Board (HELB), Kenya Revenue Authority (KRA), Criminal Investigation department (CID) and Credit Reference Bureau (CRB).*
- iii. *Duly shortlisted candidates will be contacted.*
- iv. *Canvassing will lead to automatic disqualification*

Applications, in ten (10) copies, should be addressed to:

The Deputy Vice-Chancellor, Administration and Human Resource Management
South Eastern Kenya University
P.O. BOX 170-90200,
KITUI.

So as to be received on or before **Friday, 25th October 2019**

Cc: NCPWD

