The University of Embu (UoEm), is seeking to recruit suitably qualified and experienced individuals to fill the following positions:

A. DEPUTY VICE-CHANCELLORS

DEPUTY VICE-CHANCELLOR (ACADEMICS, RESEARCH & EXTENSION)
REF: UoEm/DVC/1/2/2017
Qualifications and Experience:
Applicants must have the following minimum requirements to qualify for the position of Deputy Vice-Chancellor (Academics, Research & Extension):
   i. Be at least an Associate Professor and a holder of an earned Doctorate degree or equivalent qualification from a University accredited and recognized in Kenya;
   ii. Have minimum of five (5) years of administrative, academic and research experience at the level of a Dean or above in a university and/or research institution;
   iii. Understand the structural, legislative and regulatory framework for administering University Education in Kenya;
   iv. Show evidence of academic leadership and proven track record in formulating and managing academic programmes and mentoring students;
   v. Have a proven track record of research and publications in peer reviewed journals, monographs and books;
   vi. Demonstrate experience in networking, resource mobilization and harnessing research grants;
   vii. Be conversant with modern management techniques, including relevant aspects of Information Technology.
   viii. Have excellent communication, organizational and interpersonal skills including analytical problem solving skills; and
ix. Possess high ethical standards, integrity, accountability, professionalism and teamwork and comply with the requirements of Chapter Six of the Constitution of Kenya, 2010.

**Duties and Responsibilities:**
Reporting to the Vice-Chancellor, the Deputy Vice-Chancellor (Academics, Research & Extension) shall be the head of the Academics, Research and Extension Division of the University and shall be responsible for the following:

i. Teaching and learning services which includes planning for academic programmes and preparation of syllabi, regulations, timetables, examinations, certificates, transcripts and related services;

ii. Students affairs which includes admissions and records, students’ welfare, counselling and discipline;

iii. Academic support services which includes library services, co-ordination of the allocation of resources for academic purposes and safety in teaching areas;

iv. Academic quality assurance, including academic staff and programme appraisals;

v. Research and extensions services which includes co-ordination of research activities, planning for workshops and seminars, planning of linkages and planning of extensions services; and

vi. Performing other duties as may be assigned by the Vice-Chancellor from time to time.

**DEPUTY VICE-CHANCELLOR (PLANNING, ADMINISTRATION & FINANCE)**

**REF: UoEm/DVC/2/2/2017**

**Qualifications and Experience:**
Applicants must have the following minimum requirements to qualify for the position of Deputy Vice-Chancellor (Planning, Administration & Finance):

i. Be at least an Associate Professor and a holder of an earned Doctorate degree or equivalent qualification from a University accredited and recognized in Kenya;

ii. Have minimum of five (5) years of administrative, academic and research experience at the level of a Dean or above in a university and/or research institution;

iii. Understand the structural, legislative and regulatory framework for administering University Education in Kenya;

iv. Be familiar with formulation and implementation of guidelines on Administrative, finance, planning and development services of a University and demonstrate evidence of administrative leadership;

v. Have a proven track record of research and publications in peer reviewed journals, monographs and books;

vi. Demonstrate experience in networking, resource mobilization and harnessing research grants;
vii. Be conversant with modern management techniques, including relevant aspects of Information Technology.
viii. Have excellent communication, organizational and interpersonal skills including analytical problem solving skills; and
ix. Possess high ethical standards, integrity, accountability, professionalism and teamwork and comply with the requirements of Chapter Six of the Constitution of Kenya, 2010.

**Duties and Responsibilities:**
Reporting to the Vice-Chancellor, the Deputy Vice-Chancellor (Planning, Administration & Finance) shall be the head of the Planning, Administration & Finance Division of the University and shall be responsible for the following:

i. Overseeing the overall implementation and monitoring of the University’s strategic plan;
ii. Overseeing the development and implementation of all divisional policies and procedures to ensure efficient performance and delivery of services in the University;
iii. Coordinating the preparation and implementation of the University budget, financial statements, and management reports and ensure that expenditures are consistent with the budget and regulatory guidelines;
iv. Coordinating the design, development, implementation and maintenance of appropriate human resource policies, procedures and systems to attract, develop and retain qualified and experienced human resources;
v. Maintaining efficiency and good order of the University’s assets and ensure proper controls of financial expenditure;
vi. Mobilizing financial and other resources that the University may require to carry out its mandate;
vii. Providing innovative and creative leadership in the areas of overall University administrative services and ensuring productivity and efficiency of the University’s human resources including overseeing staff welfare, conduct, appraisal and discipline;
viii. Determining and advising the University Council, Vice-Chancellor and Management Board on the University’s development needs with respect to facilities, infrastructure and other requirements;
ix. Developing and implementing procurement policies, and procedures that would ensure the University receives quality services from suppliers and gets value for its money;
x. Performing other duties as may be assigned by the Vice-Chancellor from time to time.
Tenure of Office:
In accordance with the Universities Act (2012) and the University of Embu Charter and Statutes, the Deputy Vice-Chancellors shall hold office for a term of five (5) years with the possibility of a further and final term of five (5) years subject to a positive appraisal by the University Council.

How to apply:
Interested applicants should send their application, accompanied by detailed curriculum vitae, copies of academic and professional certificates, National ID card or Passport, and other relevant testimonials to the Chairperson of Council through the address given below:

The Chairman of Council,
University of Embu,
P.O. Box 6-60100,
Embu, Kenya.

In addition, applicants must also submit the following:

i. Clearance certificate from:
   a) Kenya Revenue Authority
   b) Higher Education Loans Board
   c) Ethics and Anti-Corruption Commission
   d) Credit Reference Bureau

ii. Certificate of Good Conduct from Criminal Investigation Department

iii. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant’s professional experience and general character.

Applications together with referee letters (with job reference number clearly marked on the envelope) should reach the undersigned not later than Friday, 17th March 2017. In addition to the hard copies, an electronic applications in PDF Format should be sent to the Chairperson of Council using the following e-mail address: chairpersoncouncil@embuni.ac.ke

B. TEACHING STAFF POSITIONS

SCHOOL OF NURSING- Ref: UoEm/SoN/3/2/2017
Position of Tutorial Fellow, Lecturer and Senior Lecturer in the following areas:

   i. Midwifery
   ii. Community Health Nursing
   iii. Community Development/Community Health & Development
   iv. Nursing Education and Research

SCHOOL OF PURE AND APPLIED SCIENCES - Ref: UoEm/SPAS/4/2/2017
Position of Lecturer, Senior Lecturer and Associate Professor in the following areas;
1) Industrial Chemistry  
2) Information Technology  
3) Zoology  
4) Botany  
5) Biochemistry  
6) Ecology  
7) Applied Mathematics  
8) Pure Mathematics  
9) Computer Science  
10) Electronics  

SCHOOL OF BUSINESS AND ECONOMICS - Ref: UoEm/SBE/5/2/2017  
Position of Lecturer, Senior Lecturer and Associate Professor in the following areas;  
1) Purchasing and Supplies Management  
2) Economics  
3) Finance and Accounting  

SCHOOL OF AGRICULTURE - Ref: UoEm/SOA/6/2/2017  
Position of Lecturer, Senior Lecturer and Associate Professor in the following areas;  
1. Engineering Hydrology  
2. Agricultural Engineering  
3. Water Systems Engineering  
4. Agribusiness Management  
5. Agricultural Education and Extension  
6. Agricultural Entomology  

SCHOOL OF EDUCATION AND SOCIAL SCIENCES - Ref: UoEm/SESS/6/2/2017  
Position of Lecturer, Senior Lecturer and Associate Professor in the following areas;  
1) Criminology and Security Studies  
2) History  
3) History Education  
4) Literature Education  
5) Religious Studies Education  

QUALIFICATIONS AND EXPERIENCE  
ASSOCIATE PROFESSOR  
Applicants must be holders of an earned PhD degree from a recognized University in the relevant areas of specialty. In addition, applicants must also:  
i. Have at least eight (8) years of University teaching experience, three (3) of which as full time Senior Lecturer;  
ii. Have at least 48 publication points, 32 of which from articles in refereed scholarly journals since being appointed Senior Lecturer;  
iii. Have successfully supervised to completion at least five (5) Masters and one (1) PhD students since being appointed Senior Lecturer;  
iv. Show evidence of successfully securing at least two (2) research grants since being appointed Senior Lecturer;  
v. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
vi. Show evidence of active participation/leadership in departmental and University activities; and

vii. Show evidence of continued research.

**SENIOR LECTURER - GRADE 13**

Applicants must be holders of an earned PhD degree from a recognized University in the relevant areas of specialty. In addition, applicants must:

i. Have at least five (5) years of University teaching experience, three (3) of which as full time Lecturer.

ii. Have at least 32 publication points, 24 of which from articles in refereed scholarly journals since being appointed Lecturer.

iii. Have successfully supervised to completion at least four (4) Masters Students since being appointed Lecturer.

iv. Show evidence of successfully securing at least one (1) research grant since being appointed Lecturer.

v. Show evidence of attendance and contribution at learned conferences, seminars or workshops.

vi. Show evidence of continued research.

vii. Show evidence of active participation/leadership in departmental and University activities.

**LECTURER – GRADE 12**

Applicants must be holders of an earned PhD degree from a recognized University in the relevant area of specialty. In addition, applicants must:

i. Have a Master’s degree in addition to a first degree from a recognized University in the relevant field.

ii. Show evidence of attendance and contribution at learned conferences, seminars or workshops.

iii. Show evidence of continued research.

**LECTURER (NURSING) – GRADE 12**

Requirements will be the same as for Lecturer above. However, applicants with a Master of Science degree in Nursing in the relevant areas who have three (3) years university teaching experience and have at least 24 publication points, 16 of which from articles in refereed scholarly journals will also be considered.

**TUTORIAL FELLOW – GRADE 11**

Applicants must be holders of a Bachelor’s and Master’s degree from a recognized University in the relevant area of specialty. In addition, applicants must:

i. Be registered or registerable for a Doctor of Philosophy (PhD) or equivalent doctoral degree qualification.

ii. Be registered or registerable with the relevant professional body.
C. NON-TEACHING STAFF POSITIONS

1) QUANTITY SURVEYOR – GRADE 11
2) TRANSPORT OFFICER – GRADE C/D
3) TECHNICIAN

Positions of Technicians in the following areas:
   a. Animal Production (Grades A/B and C/D)
   b. Chemistry (Grade A/B)

QUANTITY SURVEYOR – GRADE 11 (UoEm/QS/7/2/2017)

Applicants for this position must be holders of a Bachelor’s degree in Quantity Surveying or Building Economics from a recognized university. In addition, the applicant must:
   i. Have at least five (5) years post qualification working experience in a busy construction or similar environment.
   ii. Have strong numeracy, financial management and negotiation skills.
   iii. Demonstrate ability to write clear and precise reports and to disseminate complex information in a simple way to a diverse range of consumers.
   iv. Possess business etiquette with a strong work ethic, high level of integrity, results oriented, and ability to deliver under pressure.
   v. Be conversant with the relevant computer based costing packages.
   vi. Be registered with the Board of Registration of Architects and Quantity Surveyors (BORAQS)

Those registered with the Institute of Quantity Surveyors of Kenya (IQSK) will have an added advantage.

TRANSPORT OFFICER – GRADE C/D (Ref: UoEm/TO/8/2/2017)

Applicants for this position must be holders of a Higher National Diploma or Bachelor’s degree in Mechanical Engineering (Automotive Option) or Transport and Logistics Management or related field from a recognized University. In addition, applicants must:
   i. Have a minimum of three (3) years’ experience in a busy transport department of a large organization.
   ii. Be conversant with management of fleet vehicles including preparation of schedules for maintenance and service of vehicles.
   iii. Be able to efficiently manage a team of drivers and vehicles and coordinate route plans.
   iv. Have a valid Certificate of Good Conduct from the Directorate of Criminal Investigations.
   v. Be in possession of a valid Driving license Class B C E.
   vi. Be conversant with the relevant computer based management information systems.

TECHNICIAN (Grade C/D) (Ref: UoEm/TEC/9/2/2017)

Applicants must be holders of KCSE C /KCE DIV III and above and a Higher National Diploma or a Bachelor’s degree in the relevant area from a recognized institution. In addition they must:
i. Have at least three (3) year’s relevant work experience as a Technician Grade A/B or comparable position preferably in an institution of higher learning.

ii. Demonstrate ability to maintain laboratory equipment.

iii. Demonstrate knowledge in procurement of laboratory equipment and materials and maintaining inventory records.

iv. Be able to supervise students during practical sessions.

v. Show evidence of computer literacy.

TECHNICIAN (Grade A/B) (Ref: UoEm/TEC/10/2/2017)

Applicants must be holders of KCSE C /KCE DIV III and above and a Diploma in the relevant area from a recognized institution. In addition they must:

i. Have at least three (3) year’s relevant work experience as a Junior Technician or comparable position preferably in an institution of higher learning.

ii. Demonstrate ability to maintain laboratory equipment.

iii. Be able to supervise students during practical sessions.

iv. Show evidence of computer literacy.

How to apply:

Interested applicants should send ten (10) copies of their application, accompanied by detailed curriculum vitae, copies of academic and professional certificates, National ID card or passport, and other relevant testimonials.

Applications together with referee letters (with job reference number clearly marked on the envelope) should reach the undersigned not later than Friday, 24th March 2017:

The Vice-Chancellor,
University of Embu,
P.O. Box 6-60100,
Embu, Kenya.

Note:

vi. Only qualified and shortlisted applicants will be contacted.

vii. Persons with disabilities are encouraged to apply.

viii. University of Embu does not levy any fees for job applications.

ix. University of Embu is an equal opportunity employer