



UNIVERSITY OF EMBU

P.O. BOX 6-60100, EMBU, KENYA

Website: www.embuni.ac.ke

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

A. TEACHING STAFF POSITIONS

Position of Lecturer and Senior Lecturer and Associate Professor in the following areas;

1. Economics
2. Purchasing and Supplies Management
3. Mathematics
4. Information Technology
5. History
6. Public Health
7. Agricultural Economics
8. Library and Information Sciences
9. Animal Production

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

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; and
- vii. Show evidence of active participation/leadership in departmental and university activities.

LECTURER

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; and
- iii. Show evidence of continued research.

Those who have university teaching experience and have published in refereed journals will have an added advantage.

B. NON-TEACHING STAFF POSITIONS

1. SECRETARY
2. LEGAL OFFICER
3. PUBLIC RELATIONS AND COMMUNICATIONS OFFICER
4. SENIOR INTERNAL AUDIT ASSISTANT

SECRETARY (Ref.No. UoEm /SEC/1/4/2017)

Applicants must be holders of KCSE C or KCE Div III and above. They must have at least a Diploma in Secretarial Studies or equivalent qualification from a recognized institution. In addition they **must**:

- i. Have at least three (3) years of relevant work experience as a Secretary preferably in an institution of higher learning.

- ii. Demonstrate competency in preparing and maintaining office records, reports and correspondence; and
- iii. Be able to operate various printers, photocopiers, scanners and related machines.

LEGAL OFFICER - (Re-advertised) Ref: UoEm/LO/2/4/17

Applicants for this position must be holders of a Bachelor of Laws (LLB) degree from a recognized university. In addition, the applicant must:

- i. Have at least three (3) years post bar admission working experience in a busy legal environment;
- ii. Possess a Diploma in Law from the Kenya School of Law;
- iii. Be an Advocate of the High Court of Kenya with a current practicing certificate
- iv. Be a member of the Law Society of Kenya;
- v. Have excellent analytical, interpretative, report writing and presentation skills;
- vi. Demonstrate personal drive, initiative and integrity and ability to maintain confidentiality;
- vii. Be a team player with excellent interpersonal skills; and
- viii. Be conversant with relevant computer based management information systems.

Those who have CPS qualifications will have an added advantage.

PUBLIC RELATIONS AND COMMUNICATIONS OFFICER - (Ref: UoEm/PRO/3/4/17)

Applicants for this position must be holders of a Master's degree in Mass Communication, Journalism, Public Relations or its equivalent from a recognized University. In addition, the applicants must:

- i. Have a minimum of five (5) years' relevant work experience in a busy Public Relations office preferably at an institution of higher learning;
- ii. Have experience in developing and implementing effective public relations and communications strategies;
- iii. Have excellent analytical, interpretative, report writing and verbal presentation skills;
- iv. Be a team player with excellent interpersonal, organizational and communication skill with strong attention to details;
- v. Have proven ability to innovate, implement and optimize public relations and marketing strategies; and
- vi. Have proven track record of being able to develop and implement campaign strategies based on an understanding of the customer needs and customer profile.

SENIOR INTERNAL AUDIT ASSISTANT (Ref: UoEm/SAA/4/4/17)

Applicants for this position must be holders of a KCSE C+ or KCE Div. II, a Bachelor's degree in Accounting or Finance or equivalent qualification from a recognized University and CPA (K) Certificate or equivalent. In addition, the applicants must:

- i. Have a minimum of three (3) years' relevant work experience in a large audit office; and
- ii. Demonstrate good communication skills, problem solving skills and analytical skills.

A working knowledge in accounting packages such as SAP, Sage, Audit, Tally and Quick-books will be an added advantage.

How to apply:

Interested applicants must;

- i. Open the University website; www.embuni.ac.ke, go to the **job application portal** and fill your details as guided.

- ii. Send one (1) **hard copy** of the application, accompanied by detailed curriculum vitae (**signed on all pages**), copies of **certified** academic and professional certificates, National ID card, current payslip (if any) and other relevant testimonials. They should also give their mobile numbers, email address and names of three (3) referees who should send their recommendation letters directly in sealed envelopes.

In addition, applicants **MUST** also submit the following clearance certificate from;

- i. Kenya Revenue Authority
- ii. Higher Education Loans Board (showing status of loan recovery)
- iii. Ethics and Anti-Corruption Commission
- iv. Credit Reference Bureau
- v. Certificate of Good Conduct from Directorate of Criminal Investigation

Applications together with referee letters (*with job reference number clearly marked on the envelope*) should reach the undersigned not later than **Friday, 28th April, 2017**.

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

Note:

- i. Only qualified and shortlisted applicants will be contacted.
- ii. Persons with disability encouraged to apply.
- iii. **University of Embu does not levy any fees for job applications.**

University of Embu is an equal opportunity employer