



MULTIMEDIA UNIVERSITY OF KENYA
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OFFICE OF THE VICE CHANCELLOR

(MMU is Implementing ISO 9001:2015)

VACANCY ANNOUNCEMENT

Multimedia University of Kenya is a chartered public University located in the City of Nairobi within a serene environment about 25 kilometers to the south of the City along Magadi Road.

The University is inviting applications from suitably qualified persons for the following positions:

VICE-CHANCELLOR'S OFFICE

1. Corporation Secretary Grade MNT 14 (1 Position) – Ref: MMU/EA/01/02/2019

Applicants for the position of Corporation Secretary – Grade NT 14 **MUST** be holders of the following qualifications, relevant work experience as indicated below:-

a) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served as Senior Legal Officer I, Grade MNT 13 or in a comparable and relevant position in for a minimum period of three (3) years;
 - (ii) Bachelors degree in Law (LLB) from a recognized institution;
 - (iii) Masters degree in Law (LLM) from a recognized institution;
 - (iv) A valid Practicing Certificate from Law Society of Kenya;
 - (v) Been an Advocate of the High Court of Kenya;
 - (vi) Diploma in Law from Council of Legal Education;
 - (vii) CPS (K)
 - (viii) Be registered member of the Institute of Certified Public Secretaries.
 - (ix) Certificate in Leadership/Governance Course from a recognized institution;
 - (x) Certificate in Computer Applications from a recognized institution;
- and

- (xi) Demonstrated outstanding professional competence in legal work as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Ensuring compliance with Statutes, regulations and procedures;
- (ii) Advising the Vice Chancellor and Council on legal obligations;
- (iii) Drafting, reviewing and approving agreements, grant awards and contracts;
- (iv) Overseeing management of land assets and Intellectual Property;
- (v) Keeping Custody of legal and Council documents;
- (vi) Overseeing preparation of Council and legal reports;
- (vii) Overseeing review legal policies and practices;
- (viii) Identifying, mitigating legal risks and developing remedial plans;
- (ix) Representing the University in litigation and developing case strategy;
- (x) Ensuring Council resolutions, internal policies and procedures comply with legal provisions;
- (xi) Reviewing progress of outstanding litigation;
- (xii) Preparing Council notice, agenda and minutes;
- (xiii) Attending Council meetings;
- (xiv) Preparing Council work plans; and
- (xv) Performing any other legal duties as may be required from time to time by the University

TERMS AND CONDITIONS:

The appointment will be for a **contractual period of four (4) years** renewable subject to satisfactory performance and delivery of set performance targets.

2. Hotel Manager, Grade MNT 13 (1 Position) – Ref: MMU/EA/02/04/2019

Applicants for the position of **Hotel Manager, Grade MNT 13 MUST** be holders of the following qualifications and relevant work experience as indicated below:-

(a) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Assistant Manager, Hotel Services or its comparable position for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Hotel and Hospitality Management; Hotel and Catering Management; Hotel and

Institutional Management or equivalent qualification from a recognized institution;

- (iii) Masters degree in any of the following disciplines:- Hotel and Hospitality Management; Hotel and Catering Management; Hotel and Institutional Management or equivalent qualification from a recognized institution;
- (iv) Certificate in Computer application skills course from a recognized institution;
- (v) Have Certificate in Strategic Leadership/Governance Course lasting not less than six (6) weeks from a recognized institution;
- (vi) Worked in a Four Star Hotel at a Senior Management level for at least three years with proven excellent performance;
- (vii) Valid Certificate of Health for food Handlers; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

Those with Bachelors degree in any of the following disciplines:- Hotel and Hospitality Management; Hotel and Catering Management; Hotel and Institutional Management, Operations Management or equivalent qualification from a recognized institution and a Diploma in Hotel Management, Food Technology from Utalii College or equivalent plus at least 12 years experience in Hotel Management, three of which must be at a Senior Management level in a Four Star Hotel with proven excellent performance are encouraged to apply.

(a) Duties and Responsibilities

Reporting to MMU Hotel and Conference Centre Board, an officer at this level will head the Hotel and Conference Centre. Duties and responsibilities at this level will entail:

- (i) Overseeing development and implementation of hotel policies and standards;
- (ii) Providing accommodation and conference services;
- (iii) Maintaining records of all hotel equipment, machine, tools and material;
- (iv) Directing the daily operations of hotel services;
- (v) Ensuring general welfare of clients;
- (vi) Facilitating workflow in the hotel services;
- (vii) Reviewing customer feedback and taking appropriate action;
- (viii) Promoting and marketing hotel services;
- (ix) Controlling of stock and inventory;

- (x) Ensuring compliance with licensing laws, occupational safety and health requirements and other statutory regulations;
- (xi) Maintaining nutritional standards in menus;
- (xii) Overall supervision of catering and housekeeping services in the hotel;
- (xiii) Ensuring maintenance of quality in hotel services
- (xiv) Managing hotel budgets and controlling expenditure;
- (xv) Setting sales and profit targets for the hotel service;
- (xvi) Leading the team in the development of menus, product lines;
- (xvii) Overseeing maintenance of statistical and financial records; and
- (xviii) Managing and developing staff;

DEPUTY VICE-CHANCELLOR/ADMINISTRATION, FINANCE AND PLANNING OFFICE

3. Chief Finance Officer, Grade MNT 15 (1 Position) – Ref: MMU/EA/03/04/2019

Applicants for the position of **Chief Finance Officer, Grade MNT 15 MUST** be holders of the following qualifications and relevant work experience as indicated below:-

(a) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Deputy Chief Finance Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines: - Business Administration (Finance or Accounting option); or equivalent qualification from a recognized institution.
- (iv) Part III of the Certified Public Accountants (CPA (K)) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;

- (v) Be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors or any other recognized professional body;
- (vi) Certificate in Strategic Leadership Course lasting not less than four (4) weeks from a recognized institution; and
- (vii) Demonstrated merit professional competence and managerial skills as reflected in work performance and results.

(b) Duties and Responsibilities

An officer at this level will head the Accounts and Finance Department. Duties and responsibilities at this level will entail:

- (i) Developing, implementing, and ensuring internal financial and accounting policies and procedures in order to safeguard the University's assets;
- (ii) Developing resource mobilization strategies in line with the university's mandate in order to improve the financial base of the university;
- (iii) Providing leadership to the university's finance and accounting strategy, to optimize the university's financial performance and strategic position;
- (iv) Providing leadership in the development and implementation of the university's budget to ensure optimal allocation of resources in the implementation of the strategic plan;
- (v) Developing and implementing policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation;
- (vi) Overseeing management of university's revenues and expenditure;
- (vii) Monitoring and ensuring timely preparation of management and statutory financial reports;
- (viii) Reviewing and investigating losses including making recommendations for write-offs requested by the University;
- (ix) Ensuring adherence to financial regulations, standards, circulars, and procedures, letters and instructions;
- (x) Ensuring safe custody of University assets and records;
- (xi) Planning, organizing, coordinating and administration of all accounting activities;
- (xii) Maintaining an inventory of all university bank accounts;
- (xiii) Ensuring prudent management of university funds;

- (xiv) Facilitating responses to audit queries; and
- (xv) Mentoring and coaching staff in the department.

FACULTY OF SCIENCE AND TECHNOLOGY

4. Lecturer – Renewable Energy and Technology, Grade MAC 12 (1 Position) – Ref: MMU/EA/04/04/2019

a) Requirements for Appointment

Applicants for the position of Lecturer – Grade MAC 12 **MUST** be holders of the following qualifications, relevant work experience and publications as indicated below:-

- i. Should have 3 years teaching experience in a University serving in the capacity of an Assistant Lecturer or Tutorial Fellow;
- ii. PhD in Physics or Doctor of Engineering both with a bias in Renewable Energy field; Master of Science in Physics with a bias in Renewable Energy field or Master of Science in Renewable Energy Technology or Master of Science in Energy Technology; and Bachelor of Science in Physics or Bachelor of Science in Engineering or Bachelor of Education (Science) Mathematics and Physics or Physics and Computer Studies; all from a recognized or accredited university;
- iii. A minimum of 24 publication points, sixteen (16) of which should be from refereed scholarly journals;
- iv. Minimum three (3) years teaching experience at a University;
- v. Certificate in Computer Applications from a recognized institution;
- vi. Be registered by relevant Professional Body (where applicable); and
- vii. Demonstrated merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Lecturing in area of specialization in accordance with the syllabus;
- (ii) Coordinating of course, project and practical work, and preparing schemes of work;
- (iii) Preparing teaching/learning materials;
- (iv) Setting and marking examination/assignments;

- (v) Carrying out research work in relevant field or specialization;
- (vi) Preparing students progress reports;
- (vii) Maintaining discipline in lecture rooms/halls;
- (viii) Developing proposals for research funding;
- (ix) Writing journal articles and books;
- (x) Presenting academic papers in seminars/workshops or symposia;
- (xi) Developing and reviewing academic programmes/curricula;
- (xii) Undertaking consultancy services
- (xiii) Supervising Tutorial/Junior Research Fellows and students.

5. Senior Lecturer, Pure Mathematics, Grade MAC 13 (1 Position) – Ref: MMU/EA/05/04/2019

(a) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Lecturer/Research Fellow or in a comparable position for a minimum period of three (3) years or six (6) years research/industry experience;
- (ii) PhD in Pure Mathematics from recognized or accredited university; with a Master of Science in Pure Mathematics and Bachelor of Science in Mathematics/Bachelor of Education with Major in Mathematics;
- (iii) A minimum of thirty two (32) publication points as a Lecturer or equivalent of which twenty four (24) should be from refereed scholarly journals.
- (iv) Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow;
- (v) Been registered by the relevant Professional Body (*where applicable*).
- (vi) Certificate in Computer Application skills from a recognized institution; and
- (vii) Demonstrated merit and ability as reflected in work performance and results

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Lecturing specific units of specialization in accordance with the syllabus;
- (ii) Participating in review and preparation of training courses, programmes and schemes of work;
- (iii) Assessing student's performance and preparing students progress reports;
- (iv) Carrying out research work in relevant field or specialization; and
- (v) Assisting in conducting seminars/workshops or symposia and coordinate courses.
- (vi) Coordinating of course, project and practical work;
- (vii) Preparing teaching/learning materials;
- (viii) Setting and marking examination/assignments;
- (ix) Maintaining discipline in lecture rooms/halls;
- (x) Developing proposals to attract research grants.
- (xi) Writing journal articles and books;
- (xii) Presenting academic papers in seminars/workshops or symposia;
- (xiii) Peer-reviewing of publications to in academic journals;
- (xiv) Developing and reviewing academic programmes/curricula;
- (xv) Supervising Tutorial/Junior Research Fellows and students.
- (xvi) Develop linkages and collaborations for student exchange programs; and
- (xvii) Undertaking consultancy services.

TERMS AND CONDITIONS:

The above positions carry competitive remuneration packages which include among others, basic salary, medical cover, house, transport and leave allowances.

APPLICATION PROCEDURE

Interested applicants should submit **ten (10) copies** of their applications with detailed curriculum vitae, e-mail address, telephone contacts, postal address, current post, copy of current pay slip, **certified copies** of academic, professional certificates and testimonials. They should provide clearance certificates from the following organizations:

- i. HELB
- ii. EACC
- iii. Kenya Revenue Authority
- iv. Certificate of Good Conduct

They should also provide **three (3) referees** who are knowledgeable about their competence and areas of specialization, one of who must be a recent/last employer. The referees should submit their confidential reports in sealed envelopes clearly marked with the specific reference number, to the address here below.

Applicants should fill the **summary sheet** attached in MS Word and send it to the following address: dvc_fa@mmu.ac.ke.

Only shortlisted candidates will be contacted.

NOTE:

MMU is an equal opportunity employer thus, women, persons with disability and minority groups are encouraged to apply.

Applications quoting the respective reference numbers on the envelope, should reach the undersigned on or before **Tuesday, 30th April, 2019.**

**Vice Chancellor
Multimedia University of Kenya
P. O. Box 15653 – 00503
NAIROBI – KENYA
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