



MULTIMEDIA UNIVERSITY OF KENYA
P O Box 15653-00503, Nairobi, Magadi Road, Kenya
Tel. +254 2071391 Fax: +254 2071247
(MMU is ISO 9001:2015 Certified)

13th November, 2024

EXTERNAL VACANCY ADVERTISEMENT

Multimedia University of Kenya is a chartered public University located in the city of Nairobi within a serene environment about 25km to the south of the city along Magadi Road. The University is inviting applications from suitably qualified persons for the following vacant positions in the University.

S/NO	DEPARTMENT	POSITION TITLE	GRADE	REFERENCE
FACULTY OF COMPUTING AND INFORMATION TECHNOLOGY				
1.	Information Technology	Senior Lecturer (Cyber Security) (1 position)	Grade MAC 13	MMU/AC/01/11/24
FACULTY OF MEDIA AND COMMUNICATION				
2.	Film and Animation	Senior Lecturer (Graphics design/Computer Graphics/Multimedia Production) (1 position)	Grade MAC 13	MMU/AC/02/11/24

1. SEINIOR LECTURER (CYBER SECURITY) -MMU/AC/01/11/24

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

1. Ensure supervision of research projects and Thesis.
2. Ensure the designing, developing, reviewing of academic programs and coordinate program accreditation process.
3. Coordinate moderation and supervision of the examination process.
4. Oversee and participate in research, consultancy and enterprises activities.
5. Ensure community outreach is undertaken and contribute to community development.
6. Ensure expert content delivery and mentorship for post graduate students on career and academic advancement.
7. Oversee exhibition and implementation of innovations within the University and community at large.
8. Oversee implementation of quality performance measures to enhance content delivery.
9. Manage timetabling for teaching and examinations.
10. Provide expertise in areas of specialisation and offer academic and research leadership.
11. Develop strategies to ensure quality research, development and dissemination of findings.
12. Inspire innovations and ensure incubation amongst students and the community at large.
13. Organize exhibitions, workshops, conferences, seminars to disseminate knowledge.
14. Develop proposals to attract research funds and resources for the University and Supervise utilization of research funds.
15. Participate in advisory and technical committees in government policy formulation.
16. Participate in development of the University budget to guide expenditure.
17. Participate in the development of faculty work-plans.
18. Evaluate performance of direct reports.
19. Prepare teaching/learning materials, course outlines, teaching and examination timetables
20. Teach units/courses in one's subject area in accordance with the syllabus.
21. Supervise and assess research projects and Thesis as well as participate in thesis examination panel.
22. Setting, supervision, marking and grading of Assignments/CATs/Examinations.
23. Participate in moderation of examination drafts and results.
24. Supervise students' industrial attachment.
25. Organize industrial and academic field trips.
26. Prepare and publish papers to form basis for further knowledge.

27. Write books as sources of reference materials.
28. Conduct practicals in laboratories, workshops, studios and outdoor to complement theory work.
29. Serve and participate in faculty and department meetings and various University Committees on appointment.

Requirements for Appointment

For appointment to this grade, a candidate MUST have:

- i. A PhD in Information Technology (Cyber Security or Artificial Intelligence) or its equivalent Doctoral degree in the relevant area from recognized/accredited university.
- ii. Master's degree in Information Technology (Cyber Security or Artificial Intelligence) equivalent degree qualification in the relevant area from recognized/accredited university.
- iii. 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.
- iv. A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals.
- v. Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow.
- vi. Be registered by the relevant Professional Body.

In addition, applicants should:

- iv. Demonstrate knowledge in computer literacy.
- v. Demonstrate merit and ability as reflected in work performance and results

2. SENIOR LECTURER (GRAPHICS DESIGN) -MMU/AC/02/11/24

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

1. Ensure supervision of research projects and Thesis.
2. Ensure the designing, developing, reviewing of academic programs and coordinate program accreditation process.
3. Coordinate moderation and supervision of the examination process.
4. Oversee and participate in research, consultancy and enterprises activities.
5. Ensure community outreach is undertaken and contribute to community development.
6. Ensure expert content delivery and mentorship for post graduate students on career and academic advancement.
7. Oversee exhibition and implementation of innovations within the University

and community at large.

8. Oversee implementation of quality performance measures to enhance content delivery.
9. Manage timetabling for teaching and examinations.
10. Provide expertise in areas of specialisation and offer academic and research leadership.
11. Develop strategies to ensure quality research, development and dissemination of findings.
12. Inspire innovations and ensure incubation amongst students and the community at large.
13. Organize exhibitions, workshops, conferences, seminars to disseminate knowledge.
14. Develop proposals to attract research funds and resources for the University and Supervise utilization of research funds.
15. Participate in advisory and technical committees in government policy formulation.
16. Participate in development of the University budget to guide expenditure.
17. Participate in the development of faculty work-plans.
18. Evaluate performance of direct reports.
19. Prepare teaching/learning materials, course outlines, teaching and examination timetables
20. Teach units/courses in one's subject area in accordance with the syllabus.
21. Supervise and assess research projects and Thesis as well as participate in thesis examination panel.
22. Setting, supervision, marking and grading of Assignments/CATs/Examinations.
23. Participate in moderation of examination drafts and results.
24. Supervise students' industrial attachment.
25. Organize industrial and academic field trips.
26. Prepare and publish papers to form basis for further knowledge.
27. Write books as sources of reference materials.
28. Conduct practicals in laboratories, workshops, studios and outdoor to complement theory work.
29. Serve and participate in faculty and department meetings and various University Committees on appointment.

Requirements for Appointment

For appointment to this grade, a candidate MUST have:

- i. A PhD in graphics design/computer graphics and multimedia production or its equivalent Doctoral degree in the relevant area from recognized/accredited university.
- ii. Master's degree in graphics design/computer graphics and multimedia production or equivalent degree qualification in the relevant area from recognized/accredited university.

- iii. 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.
- iv. A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals.
- v. Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow.
- vi. Be registered by the relevant Professional Body.

In addition, applicants should:

- i. Demonstrate knowledge in computer literacy.
- ii. Demonstrate merit and ability as reflected in work performance and results

Terms and conditions

The above positions carry remuneration packages, which will include among others basic salary, medical cover, house, transport and leave allowances. Successful applicants will be employed on permanent and pensionable basis.

Application procedure

- i. Interested applicants should submit ten (10) copies of their applications with a cover letter, detailed curriculum vitae with e-mail address, telephone contacts and current postal address, copy of current payslip, verified copies of academic and professional certificates and testimonials.
- ii. Applicants should also provide clearance certificates from the following organizations:
 - Higher Education Loans Board (HELB)
 - Ethics and Anti-Corruption Commission (EACC)
 - Kenya Revenue Authority (KRA)
 - Certificate of good conduct
- iii. Applicants should fill the summary sheet attached in MS-Word and send a soft copy to dvc_fa@mmu.ac.ke
- iv. All applications quoting the reference number on the envelop should reach the undersigned on or before **4th December 2024**

**The Vice-Chancellor
Multimedia University of Kenya
P.O Box 15653-00503
Nairobi, Magadi Road.**

- v. Applicants should also provide three (3) referees who are knowledgeable about their competencies and areas of specialization, one of who must be a recent/last employer.
- vi. The referees should submit their confidential reports in sealed envelopes clearly

marked with the reference number to the address provided above.

Note:

- i. Multimedia University of Kenya is an equal employer thus; persons of either gender, persons living with disability and minority groups are encouraged to apply.
- ii. Only shortlisted candidates will be contacted.



PROF. ROSEBELLA O. MARANGA PhD, MBS
VICE-CHANCELLOR