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)

24ᵗʰ July, 2023

EXTERNAL VACANCY ADVERTISEMENT

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 at the various departments of the University:

1. **Senior Lecturer Grade MAC 13 – Dept. of Electrical and Communication Engineering   (1 Positions)**
2. **Lecturer Grade MAC 12 - Dept. of Electrical and Communication Engineering (1 Positions)**
3. **Lecturer   Grade MAC 12 – (Transportation/Highway Engineering) -Dept. of Civil Engineering (1 Position)**
4. **Senior Lecturer Grade MAC 13 – Dept. of Political Science (1 Position)**
5. **Tutorial Fellow Grade MAC 11 – (Pure Mathematics)- Dept. of Mathematics**
6. **Tutorial Fellow Grade MAC 11 – (Industrial Chemistry) – Dept. of Chemistry**

1. SENIOR LECTURER, GRADE MAC 13

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:
1. Ensure supervision of research projects and Thesis.
2. Ensure the designing, developing and reviewing of programs.

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3. Coordinate moderation and supervision of the examination process.
4. Oversee research and consultancy.
5. Ensure community outreach is undertaken.
6. Oversee enterprises activity.
7. Ensure expert content delivery and mentorship for post graduate students.
8. Oversee exhibition and implementation of innovations within the University and community at large.
9. Oversee implementation of quality performance measures to enhance content delivery.
10. Coordinate program accreditation process.
11. Manage timetabling for teaching and examinations.
12. Provide expertise in areas of specialisation and academic leadership.
13. Lead research teams in their area of specialization.
14. Develop strategies to ensure quality research, development and dissemination of findings.
15. Inspire innovations and ensure incubation amongst students and the community at large.
16. Organize exhibitions, workshops, conferences, seminars to disseminate knowledge.
17. Advise on the best practices in teaching, learning and training at the University.
18. Establish linkages and collaborations for student exchange programs.
19. Conduct market surveys to identify the gaps and develop academic programs and training opportunities.
20. Review the existing academic programs to address the market needs.
21. Develop proposals to attract research funds and resources for the University.
22. Supervise utilization of research funds.
23. Participate in advisory and technical committees in government policy formulation.
24. Contribute to community development.
25. Participate in development of the University budget to guide expenditure.
26. Participate in the development of faculty work-plans.
27. Evaluate performance of direct reports.
28. Undertake consultancy in areas of specialisation.
29. Prepare teaching/learning materials and course outlines.

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30. Prepare teaching and examination timetables.
31. Teach units/courses in one's subject area in accordance with the syllabus.
32. Supervise research projects and Thesis.
33. Setting Assignments/CATs/Examinations.
34. Supervise examinations.
35. Participate in moderation of examination drafts and results.
36. Mark Reports/Assignments/CATs/Examinations.
37. Compile marks for grading the students.
38. Assess project and Thesis reports.
39. Supervise students' industrial attachment.
40. Organize industrial and academic field trips.
41. Participate in thesis examination panel.
42. Mentor and advise students on career and academic advancement.
43. Prepare and publish papers to form basis for further knowledge.
44. Write books as sources of reference materials.
45. Conduct practicals in laboratories, workshops, studios and outdoor to complement theory work.
46. Serve in various University committees on appointment.
47. Participate in faculty and department meetings.
48. Participate in the development of University policies and strategies.

(b) Requirements for Appointment

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

1. 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.

2. A PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from recognized/accredited university.

3. A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals.

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4. Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow.

5. Been registered by the relevant Professional Body (where applicable).

6. Certificate in Computer Application skills from a recognized institution.

7. Demonstrated merit and ability as reflected in work performance and results.

2. LECTURER, GRADE MAC 12

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

1. Management of students and learning facilities for effective content delivery.
2. Supervise examination process.
3. Ensure Supervision of research projects.
4. Ensure implementation of innovations.
5. Ensure performance measures are applied appropriately to monitor student progress.
6. Prepare teaching/learning materials and course outlines.
7. Prepare teaching and examination timetables.
8. Teach units/courses in one's subject area in accordance with the syllabus.
9. Supervise research projects.
10. Setting Assignments/CATs/Examinations.
11. Supervise examinations.
12. Moderate examination drafts and results.
13. Mark Reports/Assignments/CATs/Examinations.
14. Compile marks with the intention of grading the students.
15. Assess project reports.
16. Offer tutorials to undergraduate students.
17. Participate in moderation of examination drafts and results.
18. Supervise students' industrial attachment.
19. Participate in development, review and evaluation of curricula.

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20. Carry out research work under guidance of a faculty supervisor.
21. Organize industrial and academic field trips.
22. Inspire students to innovate.
23. Attend defense meeting in order to evaluate the quality of work done and critique.
24. Advise students on career and academic advancement.
25. Mentor Students.
26. Prepare and publish papers to form basis for further knowledge.
27. Attend conferences in order to share and disseminate knowledge, establish linkages, networks for collaborations and to update oneself and keep abreast with latest trends.
28. Write books as sources of reference materials.
29. Conduct practical in laboratories, workshops, studios and outdoor to complement theory work.
30. Conduct community outreach in identified areas of expertise.
31. Serve in various University committees on appointment.
32. Peer review process to raise each other's' standards.
33. Participate in departmental meetings to facilitate smooth running of the departments.
34. Participate in the budgeting process to guide the expenditure and effective use of resources.
35. Develop proposals to attract research funds/grants.
36. Participate in the development of University policies and strategies.
37. Participate in thesis examination panel.
38. Collaborate with industry and universities on research liaison and academic matters.
39. Guide in registration of new innovations and inventions for the benefit of the University.
40. Organizing conferences to disseminate information to the community.
41. Carry out consultancy services to improve professionalism and generate income for the University.
42. Organizing training workshops to build competence and skills.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

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1. Served in the grade of Tutorial/Junior Research Fellow or in a comparable position for a minimum period of three (3) years.

2. PhD or equivalent degree qualification (*or a Master's degree qualification in special cases*) in the relevant area from recognized/accredited university.
3. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers.
4. Been registered by the relevant Professional Body (*where applicable*).
5. Certificate in Computer Applications from a recognized institution.
6. Demonstrated merit and ability as reflected in work performance and results.

3. TUTORIAL FELLOW, GRADE MAC 11

(a) Duties and Responsibilities

This is the entry grade for this cadre. Duties and responsibilities at this level will entail:-

1. Management of students and learning facilities for effective content delivery;

2. Supervise examination process;

3. Ensure Supervision of research projects;

4. Prepare teaching/learning materials and course outlines.

5. Prepare teaching and examination timetables.

6. Teach units/courses in one's subject area in accordance with the syllabus.

7. Supervise research projects.

8. Setting Assignments/CATs/Examinations.

9. Supervise examinations.

10. Moderate examination drafts and results.

11. Mark Reports/Assignments/CATs/Examinations.

12. Compile marks with the intention of grading the students.

13. Assess project reports.

14. Offer tutorials to undergraduate students.

15. Participate in moderation of examination drafts and results.

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16. Supervise students' industrial attachment.

17. Participate in development, review and evaluation of curricula.

18. Carry out research work under guidance of a faculty supervisor.

19. Organize industrial and academic field trips.

20. Inspire students to innovate.

21. Attend defense meeting in order to evaluate the quality of work done and critique.

22. Mentor and advise students on career and academic advancement.

23. Prepare and publish papers to form basis for further knowledge.

24. Attend conferences in order to share and disseminate knowledge, establish linkages, networks for collaborations and to update oneself and keep abreast with latest trends.

25. Write books as sources of reference materials.

26. Conduct practical in laboratories, workshops, studios and outdoor to complement theory work.

27. Conduct community outreach in identified areas of expertise.

28. Serve in various University committees on appointment.

29. Peer review process to raise each other's' standards.

30. Participate in departmental meetings to facilitate smooth running of the Departments.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

1. Bachelor's degree from accredited and recognized University in the relevant field.

2. Master's degree from an accredited and recognized University in the relevant field.

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3. Certificate in Computer Applications from a recognized institution.

4. Be registered or registerable with the relevant professional body (where applicable).

5. Registered for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification.

6. Demonstrated potential for university teaching and research.

TERMS AND CONDITIONS:

The above positions carry 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, verified copies of academic, professional certificates and testimonials. They should provide clearance certificates from the following organizations.

1. HELB
2. EACC
3. Kenya Revenue Authority
4. Certificate of Good Conduct.
5. 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 specific reference number, to the address below.
6. Applicants should fill the summary sheet attached in MS Word and send it to the following address: **dvc_fa@mmu.ac.ke**
7. Only shortlisted candidates will be contacted.

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NOTE

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

(ii) Applications quoting the respective reference numbers on the envelope, should reach the undersigned on or before **Wednesday 23ʳᵈ August 2023 at 5 p.m.**

AMB. PROF. FESTUS KABERIA, PhD., OGW
VICE CHANCELLOR

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