



MULTIMEDIA UNIVERSITY OF KENYA

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(MMU is ISO 9001:2015 Certified)

15th January, 2025

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 University Departments:

1. **CHIEF SUPPLY CHAIN MANAGEMENT OFFICER (Procurement)- Grade MNT 15 (1 Position)**
2. **CHIEF SECURITY OFFICER (Security)- Grade MNT 12 (1 Position)**
3. **SENIOR LEGAL OFFICER (Legal) – Grade MNT 13 (1 Position)**
4. **SENIOR SECRETARY – Grade MNT 10 (1 Position)**
5. **EXECUTIVE SECRETARY – Grade MNT 12 (1 Position)**

I. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER - MNT 15

a) Duties and Responsibilities

The Work at this level will be carried out under the close supervision and guidance of a Senior Management Officer. Specifically duties and responsibilities at this level will entail:

- (i) Ensure preparation, consolidation and submission of Annual University Procurement Plan and Disposal Plan.
- (ii) Oversee preparation of procurement related status reports for submission to management and other statutory bodies.
- (iii) Ensure integration of ICT into the supply chain management operations.
- (iv) Oversee procurement of goods, services and works.
- (v) Ensure that supplies estimates and expenditure are prepared to ensure that procurements are done within prevailing market prices.
- (vi) Spearhead all negotiations with suppliers for University's value for money as required by the Procurement Laws and Regulations.

- (vii) Oversee the research on market trends to inform placing of orders or recommend appropriately awards of all procurement matters.
- (viii) Oversee the development work plans for the department, supervise implementation and evaluate performance to achieve the Commission's strategic plan.
- (ix) Oversee University asset management process.
- (x) Ensure stock take process is undertaken and that quarterly and annual stock-taking reports are prepared for presentation to management.
- (xi) Oversee drafting and implementation of procurement related contracts.
- (xii) Ensure the tendering processes are executed as per the Procurement Act 2015.
- (xiii) Oversee inspection and acceptance of goods, works and services.
- (xiv) Oversee the disposal process in the University.
- (xv) Ensure implementation of Quality Management Systems in the department.
- (xvi) Formulate and implement procurement policies, strategies, regulations and procedures to ensure proper management of the University's procurement function.
- (xvii) Interpret and advise the Vice Chancellor on all procurement and asset disposal matters to ensure that the University compliances with Procurement Laws, Regulations and Government Circulars.
- (xviii) Identify, monitor and mitigate supply chain, strategic and operational risks by ensuring appropriate internal controls are in place.
- (xix) Mentor staff in the department to impart relevant knowledge as a way of building their capacity to ensure business continuity in the Commission.
- (xx) Assign duties and supervise staff in the department.
- (xxi) Assess staff competencies through appraisal mechanisms.
- (xxii) Formulate training and development strategies for staff departmental staff on a competency framework, in line with both the University's strategy and individual needs.
- (xxiii) Provide professional opinions to the Accounting Officer on all procurement and disposal matters.
- (xxiv) Provide advice to the University Management on matters concerning legislation, environmental and best supply chain management practice.
- (xxv) Maintain well updated register of all University suppliers.
- (xxvi) Oversee preparation of quarterly and annual stock-taking reports to management.
- (xxvii) Provide secretariat services to evaluation, disposal and negotiation committees.
- (xxviii) Initiate disposal of unserviceable, obsolete / surplus stores and equipment.
- (xxix) Monitor and implement procurement processes through the Enterprise Resource Planning system.
- (xxx) Oversee purchasing and supplies to ensure smooth operation with the University.
- (xxxi) Oversee internal requisition process in the University.

(xxxii) Oversee and manage interdepartmental communication and allocate tasks and resources as needed.

b) Requirements for Appointment

For Appointment to this grade a candidate must:

- (i) Served in the grade of Deputy Chief Supply Chain Management Officer for a minimum period of three (3) years.
- (ii) Master's Degree in relevant field.
- (iii) Be a member of the Institute of Purchasing and Supplies or any other recognised professional body.
- (iv) Certificate in Computer Applications from a recognized institution.
- (v) Demonstrated merit and ability as reflected in work performance and results.

2. CHIEF SECURITY OFFICER, MNT 12

a) Duties and Responsibilities

This is the entry grade for this cadre. Work at this level will be carried out under the close supervision and guidance of a senior officer. Specifically duties and responsibilities at this level will entail:

- (i) Ensure development, review and implement Security policies to ensure safety of staff, students and physical assets at all times.
- (ii) Ensure development of work plans to ensure an efficient and effective security system
- (iii) Ensure development of security financial budget to ensure proper funds allocation for security requirements
- (iv) Ensure Security Operations with public law enforcement agencies to boost the general security situation and draw upon their experience and knowledge.
- (v) Oversee Security service offered by the contracted Security service providers to ensure quality security service delivery.
- (vi) Ensure that the University's assets are secured for general security administration;
- (vii) Ensure compliance with Security statutory regulations and requirements in order smooth university operations
- (viii) Coordinate security emergency management and contingency procedures for preparedness and equipment with knowledge to avert any disaster.
- (ix) Provide emergency management and contingency procedures to safeguard institution's assets, employees, guests or others on company property
- (x) Identify, investigate and resolve security breaches to safeguard institution's assets, employees, guests, or others on company property

- (xi) Keep abreast with emerging Security challenges and devising appropriate interventions to ensure the organization Security is maintained at all times to appropriate stakeholder to ensure a robust security posture.
- (xii) Coordinate specifications for security contracts to ensure quality security service delivery
- (xiii) Coordinate and oversee the implementation of physical protection system (PPS) to secure and safeguard university assets/ property.
- (xiv) Prepare security reports for decision making, evidential and record purposes.
- (xv) Coordinate security risk analysis and identify risks in order to develop measures to mitigate them.

b) Requirements for Appointment

For Appointment to this grade a candidate must:

- (i) Served in the grade of Deputy Chief Security Officer for a minimum period of three (3) years.
- (ii) Master's Degree in basic Security Course from a recognised institution.
- (iii) Must have served in the police service at the rank of Chief Inspector of police or in the Kenya Defence Forces at the rank of Captain
- (iv) Certificate of good conduct from the Kenya Police.
- (v) A valid basic first aid Certificate and have proven experience in first aid.
- (vi) Certificate in Computer Applications from a recognized institution.
- (vii) Demonstrated merit and ability as reflected in work performance and results.

3. SENIOR LEGAL OFFICER, MNT 13

a) Duties and Responsibilities

This is the entry grade for this cadre. Work at this level will be carried out under the close supervision and guidance of a senior officer. Specifically duties and responsibilities at this level will entail:

- (i) Ensure compliance with Statutes, regulations and procedures to reduce penalties and litigation.
- (ii) Oversee management of land assets and Intellectual Property to protect University interests.
- (iii) Coordinate the preparation of work plans and budgets for the legal Services to ensure maximum job output.

- (iv) Ensure legal opinions and case summaries are well drafted to ensure that the University complies with all legal, regulatory and statutory requirements.
- (v) Ensure internal policies are aligned with relevant legislation to avoid litigation.
- (vi) Coordinate preparation of legal reports for decision making.
- (vii) Manage and develop staff to ensure maximum output.
- (viii) Formulate and review legal policies and practices to enable identify and resolve legal issues and problems.
- (ix) Draft, review and approve agreements, grant awards and contracts to safeguard the University interests.
- (x) Keep custody of legal documents to maintain a database of the status of all court cases involving the University to review progress of outstanding litigation.
- (xi) Identify, mitigate legal risks and develop remedial plans to avoid litigation.
- (xii) Represent the University in litigation and develop case strategy.
- (xiii) Liaise with external lawyers with regard to litigation to enable the identification and resolution of legal issues.
- (xiv) Participate in the implementation of legal and governance policies, systems and procedures, in line with the institution's strategy to ensure the achievement of University's strategic plans.
- (xv) Advise and take part in corporate deals in which the University participates in.
- (xvi) Draft and review commercial contracts with suppliers for the benefit of the University.
- (xvii) Advice on principles of corporate governance according to the regulatory framework to foster strategic policies in the University and adherence in all departments.
- (xviii) Interpret legal opinions and offer guidance on legal requirements concerning issues of contract termination.
- (xix) Represent the institution in a court of law and tribunals when involved in court proceedings to protect the interests of the college in a right and fair procedure.
- (xx) Draft reports on legal matters for presentation to the Council for approval and implementation of strategic or governance policies that allows the college to operate smoothly and according to the statutory laws.
- (xxi) Guide and advice on the process of Staff and Students disciplinary cases.
- (xxii) Review and prepare annual legal reports that ensures the University and all departments run smoothly and as expected to avoid loop holes in the procedures
- (xxiii) Prepare and review memorandum of understanding between the University and other interested parties.
- (xxiv) Assist in the preparation and interpretation of legal instruments relating to the institution legal matters and ensure proper documentation of evidence

and other important information for use by the legal team in the department.

b) Requirements for Appointment

For Appointment to this grade a candidate must:

- (i) Served in the grade of Legal Officer for a minimum period of three (3) years.
- (ii) Master's Degree in Law.
- (iii) Have a Valid practicing Certificate from Law Society of Kenya.
- (iv) Diploma in Law from Council of Legal Education.
- (v) Certificate in Computer Applications from a recognized institution.
- (vi) Demonstrated merit and ability as reflected in work performance and results.

4. SENIOR SECRETARY, MNT 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Allocate and supervise of duties assigned to the subordinate staff for smooth running of the office
- (ii) Prepare office work plan to ensure tasks are accomplished in good time
- (iii) Assist Managers compile reports for presentation in various meetings
- (iv) Act as a liaison between Managers and other offices for effective communication
- (v) Prepare notices for meetings and distributing agendas and minutes and booking meeting venues to ensure everything is in place for the meeting to run smoothly in order to achieve the set objectives for the meetings.
- (vi) Maintain contact data based for future reference, easy access and efficiency
- (vii) Facilitate internal and external communication for efficiency and to alert managers on matters that need urgent attention.
- (viii) Develop and maintain a functional office filing system to ensure easy retrieval
- (ix) Co-ordinate the meeting schedules and appointments as appropriate to realise set objectives for the meeting.
- (x) Make travel arrangements/itinerary/travel logistics for proper timeliness
- (xi) Screen visitors, telephone calls and handle complaints and enquiries to enhance efficiency and the Manager's productivity.
- (xii) Receive and dispatch mail for proper prioritization
- (xiii) Maintain and disseminate information on university systems, policies and procedures for enhance efficiency.

- (xiv) Assist in preparation of departmental budgets for proper planning
- (xv) Harmonize flow of work in all departments for smooth running of day to day office activities
- (xvi) Manage food service for meetings for proper continuity of the meeting
- (xvii) Processing of office supplies and other requisitions for smooth office operations
- (xviii) Co-ordinate the process of preparing students' certificates, safe keeping, issuance and maintaining a proper record of the same.
- (xix) Record minutes in departmental meetings for proper record keeping and future reference.

(b) Requirements for Appointment

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

- (i) Served in the grade of Secretary I for a minimum period of three (3) years.
- (ii) Bachelor's degree in relevant field.
- (iii) Member IHRM
- (iv) Certificate in Computer Applications skills from a recognized institution and
- (v) Demonstrated merit and ability as reflected in work performance and results.

5. EXECUTIVE SECRETARY, MNT 12

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Manage office protocol and etiquette for customer satisfaction and harmony
- (ii) Serves as liaison between the offices, the University Management and the institution as a whole
- (iii) Attend to visitors and clients (internal and external)
- (iv) Handle incoming and outgoing telephone calls
- (v) Providing reception services by responding to internal and external enquiries and complaint both from staff and the clients
- (vi) Drafts routine correspondence for both internal and external communication i.e. e-mails, memos, letters and notices to ensure smooth flow of information
- (vii) Organize flow of information in the office including prioritizing and directing e-mail messages and correspondence and ensuring follow up as required

- (viii) Prepares Reports, Speeches and Power Point Presentations for meetings and seminars
- (ix) Maintain and update contact database
- (x) Managing the logistics around meetings by sending meeting notices and agenda, circulation of reference documentation prior to meetings, book meeting venue, manage food service requests and other requirements
- (xi) Take oral dictation for speed and efficiency letter writing
- (xii) Use e-office for research and data processing to generate accurate information and statistics
- (xiii) Operate office equipment for copying and distribution
- (xiv) Prepare Work Plans and Almanac
- (xv) Prepare Performance Contracts Quarterly Reports
- (xvi) Prepare Work Plans Quarterly Reports
- (xvii) Take minutes in meetings
- (xviii) Establish and monitor procedure for record keeping of correspondence and file movement for proper record keeping by maintaining an organized filing system as per the Quality Management Systems
- (xix) Secure office records, equipment and document handling including classified material to avoid loss
- (xx) Guide and supervise other office personnel e.g. Driver, Office Assistant, and Clerk for overall office efficiency.

(b) Requirements for Appointment

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

- (i) Served in the grade of Assistant Executive Secretary for a minimum period of three (3) years.
- (ii) Bachelor's degree in relevant field.
- (iii) Masters Degree in relevant field.
- (iv) Diploma in Secretarial Studies.
- (v) Certificate in Computer Applications skills from a recognized institution and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

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.

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 29th January, 2025**.

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