



KISII UNIVERSITY

OFFICE OF THE VICE CHANCELLOR

EXTERNAL ADVERTISEMENT

JOB DESCRIPTIONS

SENIOR LECTURERS

1. Senior Lecturer Genetic Epidemiology

Duties and Responsibilities

Reporting to the Chairperson of Department a senior lecturer will be expected to:

- a. Provide leadership in teaching, research and supervision for the department in Economics
- b. Lecture genetics and epidemiology units in accordance with the curriculum;
- c. Prepare students progress reports;
- d. Provide support in administration of the department as required
- e. Carry out research work in relevant field or specialization;
- f. Conduct seminars/workshops or symposia;
- g. Coordinate of courses, projects and practical work;
- h. Prepare teaching/learning materials
- i. Set, invigilate and mark examination/assignments;
- j. Develop proposals to attract research grants;
- k. Write journal articles and books;
- l. Present academic papers in conferences / seminars / workshops or symposia;
- m. Peer-review publications in academic journals;
- n. Develop and review academic programmes / curricula;
- o. Supervise Lecturers, Tutorial / Junior Research Fellows, and students;
- p. Develop linkages and collaborations for student exchange programmes; and
- q. Undertake consultancy services and community engagement.

Terms of service: Permanent and pensionable

2. Senior Lecturer Economics

Duties and Responsibilities

Reporting to the Chairperson of Department a senior lecturer will be expected to:

- a. Provide leadership in teaching, research and supervision for the department in Economics
- b. Lecture economic units specialization in accordance with the curriculum;
- c. Provide support in administration of the department as required
- d. Prepare students progress reports;
- e. Carry out research work in economics;
- f. Conduct seminars/workshops or symposia;
- g. Coordinate of courses, projects and practical work;
- h. Prepare teaching/learning materials
 - i. Set, invigilate and mark examination/assignments;
 - j. Develop proposals to attract research grants;
 - k. Write journal articles and books;
 - l. Present academic papers in conferences / seminars / workshops or symposia;
- m. Peer-review publications in academic journals;
- n. Develop and review academic programmes / curricula;
- o. Supervise Lecturers, Tutorial / Junior Research Fellows, and students;
- p. Develop linkages and collaborations for student exchange programmes; and
- q. Undertake consultancy services and community engagement.

Terms of service: Permanent and pensionable

3. Senior Lecturer Accounting

Duties and Responsibilities

Reporting to the Chairperson of Department a senior lecturer will be expected to:

- a. Provide leadership in teaching, research and supervision for the department in accounting
- b. Lecture accounting units in accordance with the curriculum;
- c. Provide support in administration of the department as required

- d. Prepare students' progress reports;
- e. Carry out research work in economics;
- f. Conduct seminars/workshops or symposia;
- g. Coordinate courses, projects and practical work;
- h. Prepare teaching/learning materials
- i. Set, invigilate and mark examination/assignments;
- j. Develop proposals to attract research grants;
- k. Write journal articles and books;
- l. Present academic papers in conferences / seminars / workshops or symposia;
- m. Peer-review publications in academic journals;
- n. Develop and review academic programmes / curricula;
- o. Supervise Lecturers, Tutorial / Junior Research Fellows, and students;
- p. Develop linkages and collaborations for student exchange programmes; and
- q. Undertake consultancy services and community engagement.

Terms of service: Permanent and pensionable

LECTURERS

1. Lecturer Sign Language

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine and assess students in the sign language classes at undergraduate and postgraduate in the Special needs hearing impairment option
- b. Provide technical support to course lecturers and students in sign language courses.
- c. Adhere to the sign language interpreters code of ethics.
- d. Utilize technology to provide sign language teaching and interpretation services.
- e. Maintain awareness of sign language interpreting best practices and emerging trends.
- f. Contribute to the development of the department through the generation of research and scholarship
- g. Communicate effectively with students and colleagues
- h. Author publications in high quality peer-reviewed academic journals
- i. Support the institutional core values, mission and vision.
- j. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- k. Develop modules or other course components in the area of expertise as and when required
- l. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

2. Lecturer Film Studies

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. To teach, examine and assess undergraduate and postgraduate courses in film Studies.
- b. Must have specialized in a specific study area of film studies
- c. Contribute expertise in Film Studies at taught and research levels
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

3. Lecturer French

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. To teach, examine and assess undergraduate and postgraduate courses in French language studies.
- b. Contribute expertise in French language studies at taught and research levels
- c. Contribute to the development of the department through the generation of research and scholarship;
- d. Communicate effectively with students and colleagues
- e. Author publications in high quality peer-reviewed academic journals
- f. Supports the institutional core values, mission and vision.
- g. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- h. Develop modules or other course components in the area of expertise as and when required
- i. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

4. Lecturer Psychology (Clinical Psychology & Counselling Psychology)

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine and assess undergraduate and postgraduate courses in clinical psychology or counselling psychology.
- b. Contribute expertise in clinical psychology or counselling psychology at taught and research levels
- c. Demonstrate a strong understanding of clinical psychology or counselling psychological principles and practices

- d. Must have specialized in a specific area of psychology such as clinical, cognitive, counselling, social or any relevant psychology specialization;
- e. Contribute to the development of the department through the generation of research and scholarship;
- f. Communicate effectively with students and colleagues
- g. Author publications in high quality peer-reviewed academic journals
- h. Supports the institutional core values, mission and vision.
- i. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- j. Develop modules or other course components in the area of expertise as and when required
- k. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

5. Lecturer Public Administration and Public Policy Management

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine and assess undergraduate and postgraduate courses in public administration and public policy management.
- b. Contribute expertise in public administration and public policy management at taught and research levels
- c. Demonstrate a strong understanding of public administration and public policy management principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;

- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

6. Lecturer Educational Foundations Management

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine and assess undergraduate and postgraduate courses in educational foundations management.
- b. Contribute expertise in educational foundations management at taught and research levels
- c. Demonstrate a strong understanding of education management principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic journals
- g. Supports the institutional core values, mission and vision.

- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

7. Lecturer Early Childhood Development Education

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine and assess undergraduate and postgraduate courses in early childhood development.
- b. Contribute expertise in early childhood development education at taught and research levels
- c. Demonstrate a strong understanding of early childhood development education principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required

- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

8. Lecturer Human Anatomy

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and conduct clinical practicals for undergraduate courses in human anatomy.
- b. Contribute expertise in human anatomy at taught and research levels
- c. Demonstrate a strong understanding of human anatomy principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

9. Lecturer Nutrition and Dietetics

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in nutrition and dietetics.
- b. Contribute expertise in nutrition and dietetics at taught and research levels
- c. Demonstrate a strong understanding of nutrition and dietetics principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

10. Lecturer Public Health

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in public health.
- b. Contribute expertise in public health at taught and research levels
- c. Demonstrate a strong understanding of public health principles and practices;

- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

11. Lecturer Medical Physiology

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and conduct clinical practicals undergraduate and postgraduate courses in medical physiology.
- b. Contribute expertise in medical physiology at taught and research levels
- c. Demonstrate a strong understanding of medical physiology principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.

- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;
- k. **Terms of service:** Permanent and pensionable

12. Lecturer Human Pathology

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and conduct clinical practicals undergraduate courses in human pathology.
- b. Contribute expertise in human pathology at taught and research levels
- c. Demonstrate a strong understanding of human pathology principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.

Terms of service: Permanent and pensionable

13. Lecturer Pharmacology

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and conduct practicals undergraduate and postgraduate courses in pharmacy and pharmacology.
- b. Contribute expertise in pharmacology at taught and research levels
- c. Demonstrate a strong understanding of pharmacology principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

14. Lecturer Critical Care Nursing

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and conduct practicals undergraduate and postgraduate courses in nursing and critical care nursing.
- b. Contribute expertise in critical care nursing at taught and research levels
- c. Demonstrate a strong understanding of critical care nursing principles and practices;

- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

15. Lecturer Psychiatric Nursing

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and conduct practicals undergraduate and postgraduate courses in nursing and psychiatric nursing.
- b. Contribute expertise in psychiatric nursing at taught and research levels
- c. Demonstrate a strong understanding of psychiatric nursing principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.

- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

16. Lecturer Economics

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in general economics.
- b. Contribute expertise in micro and macro economics at taught and research levels
- c. Demonstrate a strong understanding of economics principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

17. Lecturer Pure Mathematics

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in pure mathematics.
- b. Contribute expertise in pure mathematics at taught and research levels
- c. Demonstrate a strong understanding of pure mathematics principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

18. Lecturer Forensic Science

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in forensic sciences.
- b. Contribute expertise in forensic sciences at taught and research levels
- c. Demonstrate a strong understanding of forensic sciences theories, principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

19. Lecturer Actuarial Science

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in actuarial sciences.
- b. Contribute expertise in actuarial sciences at taught and research levels
- c. Demonstrate a strong understanding of actuarial sciences theories, principles and practices;

- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

20. Lecturer Chemistry

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in chemistry.
- b. Contribute expertise in chemistry at taught and research levels
- c. Demonstrate a strong understanding of chemistry theories, principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.

- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

21. Lecturer Genetics

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in genetics.
- b. Contribute expertise in genetics at taught and research levels
- c. Demonstrate a strong understanding of genetics theories, principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required

- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

22. Lecturer Computer Security

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in computer forensics, cyber-security, computer security.
- b. Contribute expertise in computer forensics, cyber-security, computer security at taught and research levels
- c. Demonstrate a strong understanding of computer science cyber security theories, principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

23. Lecturer Algorithms and Data Structures

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in algorithms and data structures.
- b. Contribute expertise in computer science programming at taught and research levels
- c. Demonstrate a strong understanding of computer science programming theories, principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

24. Lecturer Machine Language and Artificial Intelligence

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and supervise undergraduate and postgraduate courses in machine language and artificial intelligence.
- b. Contribute expertise in machine language and artificial intelligence at taught and research levels

- c. Demonstrate a strong understanding of machine language and artificial intelligence theories, principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals
- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

25. Lecturer Surgery

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine, assess and conduct clinical practicals for undergraduate and postgraduate courses in surgery.
- b. Contribute expertise in surgery at taught and research levels
- c. Demonstrate a strong understanding of surgery principles and practices;
- d. Contribute to the development of the department through the generation of research and scholarship;
- e. Communicate effectively with students and colleagues
- f. Author publications in high quality peer-reviewed academic and scientific journals

- g. Supports the institutional core values, mission and vision.
- h. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- i. Develop modules or other course components in the area of expertise as and when required
- j. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

26. Lecturer Special Needs

Duties and Responsibilities

Reporting to the Chairperson of Department a lecturer will be expected to:

- a. Teach, examine and assess students in special needs at undergraduate and postgraduate.
- b. Provide technical support to course lecturers and students in special needs courses.
- c. Contribute expertise in special needs teacher training at taught and research levels
- d. Demonstrate a strong understanding of special needs training principles and practices;
- e. Contribute to the development of the department through the generation of research and scholarship;
- f. Communicate effectively with students and colleagues
- g. Author publications in high quality peer-reviewed academic and scientific journals
- h. Supports the institutional core values, mission and vision.
- i. Promote positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.

- l. Develop modules or other course components in the area of expertise as and when required
- m. Undertake administrative tasks and responsibilities and any other duties as required by the Dean and/or Chair of Department;

Terms of service: Permanent and pensionable

TUTORIAL FELLOWS

- 1. French**
- 2. English**
- 3. Kiswahili**
- 4. Early Childhood Development Education and**
- 5. Special Needs Education**
- 6. Pharmaceutical Chemistry**

Duties and Responsibilities

Reporting to the Chairperson of Department a Tutorial Fellow will be expected to:

- a. Actively pursue their PhD studies and complete within the required time frame
- b. Assist with Lecturing in area of specialization in accordance with the curriculum up to Bachelor's level;
- c. Assist in setting, invigilating and marking examination/assignments;
- d. Carrying out research work under the guidance and supervision of a senior academic member of staff;
- e. Assist preparing students progress reports; and
- f. Prepare research articles for publications and/or books.

Terms of service: Contract

ADMINISTRATION

1. ICT OFFICER I (Software Developer)

Duties and Responsibilities

Reporting to the ICT Manager the officer will:

- a. Design and implement scalable and reliable software systems architectures.
- b. Develop a suite of software applications for University operations
- c. Design and implement reliable cloud-based architectures (e.g. AWS or similar solutions)
- d. Develop interfaces to third-party software services and data systems.
- e. Deploy tools and simple processes to facilitate quality assurance, issue resolution, and bug tracking
- f. Work with cross-departmental teammates to assess software development projects, define priorities and communicate status.
- g. Provide technical guidance and mentoring to junior team members
- h. Participate in peer reviews of solution designs and related code
- i. Create system documentation
- j. Keep up-to-date on technology knowledge related to the product/space

2. ICT OFFICER I (Web Developer)

Duties and Responsibilities

Reporting to the ICT Manager the officer will:

- a. Design, develop, test, and deploy web applications that are scalable, secure, and user centric.
- b. Ensure responsive design and cross platform compatibility to enhance the user experience.
- c. Ensure data integrity, reliability, and accessibility for reporting and analytics.
- d. Build and maintain integrations with third party APIs to ingest and process external data.

- e. Develop solutions for seamless integration of third-party data into existing systems.
- f. Create front-end user interfaces using HTML, CSS, and JavaScript frameworks such as Angular, React, or Vue.js.
- g. Develop and maintain web services and APIs using RESTful principles.
- h. Collaborate with other members of the development team, including designers, project managers, and other stakeholders.
- i. Write clean, maintainable, and scalable code that follows industry best practices and standards.
- j. Perform code reviews and provide feedback to other members of the development team.
- k. Troubleshoot and debug issues related to web application performance, user interface, and functionality.
- l. Stay up-to-date with new technologies and best practices related to web development.

3. Senior Legal Officer

Duties and Responsibilities

Reporting to the Vice Chancellor the Chief Legal Officer will:

- a. Ensure compliance with the laws, statutes, regulations and procedures;
- b. Advise the Council, Vice Chancellor, Senate and Management on the legal obligations;
- c. Draft, review and approve agreements, grant awards and contracts;
- d. Oversee development and implementation of legal services policies, strategies, procedures and guidelines;
- e. Provide guidance to the Council on their duties and responsibilities and on matters of governance;
- f. Assist the Council in carrying out the following: Council members' induction and training; updating Council and committee charters; preparing Council work plans;

Council evaluation; governance audit; and implementing the code of conduct and ethics;

- g. Ensure the timely preparation and circulation of Council and committee papers and minutes;
- h. Establish and maintaining the conflict of interest and gift registers of the University;
- i. Ensure that annual returns are promptly filed with the relevant authorities;
- j. Ensure that the University is represented in court and all legal fora;
- k. Oversee the authentication of documents issued to the University as collateral, securities or support documents for loans and undertake conveyance;
- l. Facilitate legal research, investigation, preparation of witnesses for pre-trial and hearing;
- m. Facilitate the maintenance of an up-to-date record of gazetted matters which relate to the University;
- n. Ensure that the University complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance;
- o. Oversee the review of laws, by-laws and regulations relating to the University;
- p. Oversee litigation management by liaising with external lawyers to ensure adequate representation of the University;
- q. Spearhead the development and implementation of Department work plans, budget, performance contracts and ensuring compliance with Seniors of good governance;
- r. Spearhead the implementation of quality management and performance contracting processes; and
- s. Mentor, coach and develop staff.

Terms of service: Permanent and Pensionable

4. Deputy Chief Security Officer

Duties and Responsibilities

Reporting to the Vice Chancellor the Deputy Chief Security Officer will be:

- a. Initiating the development & enforcement of security policies and standards in line with the operating framework;

- b. Monitoring and evaluating the implementation of the security strategy in line with policies, processes & procedures to deliver business objective;
- c. Coordinating security audits;
- d. Coordinating continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the University's assets and operations;
- e. Initiating training and monitoring outsourced security service providers to meet University security objectives and enhance performance;
- f. Initiating preparation of security training programmes and carrying out sensitization initiatives to enhance compliance with security standards and policies;
- g. Ensuring incident response planning and investigation of security violations, contributing to disciplinary and legal matters associated with such violations as necessary;
- h. Developing an up-to-date databank of security incidents and trends and reporting for management information and security action;
- i. Initiating programmes and measures to prevent and eliminate encroachment;
- j. Participating in Quality Assurance Programmes; and
- k. Coordinating the preparation of budget and procurement plan for the section; and
- l. Mentoring, coaching and developing security staff.

Terms of service: Permanent and Pensionable

5. Clerk of Works

Duties and Responsibilities

Reporting to the Deputy Registrar (Central Services) the Clerk of Works will be:

- a. Formulating of Bill of Quantities (BOQ) for new construction projects and renovation of the existing facilities;
- b. Ensuring proper diagnosis of faulty equipment, machines and non-functional facilities in buildings and utilities to facilitate effective repairs;

- c. Advising on modern, efficient and economical use of electricity, water fuel for efficient energy use and cost reduction;
- d. Evaluating outsourced services to engage qualified service providers;
- e. Ensuring adherence of service schedules and periodic maintenance to reduce machines/equipment down time;
- f. Installing, testing and commissioning new installations of equipment, fixtures for proper utilities and services;
- g. Designing for effective installation of new equipment and fixtures to fit and conform to the existing installation;
- h. Raising request orders for necessary materials for repairs and services for proper operation and running of machines/equipment and fixtures.

Terms of service: Permanent and Pensionable