



MAASAI MARA UNIVERSITY

INTERNAL ADVERTISEMENT

Applications from suitably qualified candidates to fill the following vacancies are hereby invited:

1. UNIVERSITY LIBRARIAN – MMU GRADE 15

Job Description

Reporting to the DVC(A&SA), an Officer at this level will execute of policy matters, including organization of all University Library Services in the entire University. Specifically, the officer will be responsible for overall policy and administration of all the information services in the University. In addition, work at this level will entail directing, planning and translation of policies; development and coordination of Information Communication and Technologies within the University environment including automation and networking; management of information services. Perform any other duties as may be assigned from time to time.

Job Specification for Appointment

For appointment to this position, one must have:

1. A PhD in Library and Information Sciences or its equivalent from a recognized University.
2. Served in a relevant position comparable to that of Senior Deputy University Librarian for at least five (5) years.
3. Published six (6) articles in refereed journals.
4. Evidence of continued scholarship and research work including published work and conferences attendance (Minimum publication score – 15 points).
5. Demonstrate outstanding administrative/managerial capability in the University and management of Library and Information Services.
6. A member of professional society/association (KLA, LA, ALA).

2. ESTATES MANAGER – MMU GRADE 14

Job Description

Reporting to the Head of Department, the main duties will include:

- i) Maintenance of University buildings and equipment.
- ii) Coordinating with Development Unit activities on matters pertaining to the University's Physical Planning and Development.
- iii) Ensuring that relevant training programmes for the staff are projected.
- iv) Perform any other duties as may be assigned from time to time

Job specifications for Appointment

For appointment to this position one must have: -

1. Master's Degree in Electrical Engineering/Civil & Structural Engineering, Architecture, Water and Waste Engineering, Building Economics or its equivalent from a recognized institution.
2. Registered as a member of relevant professional body.
3. Served in the position of Senior Estates Officer for at least three (3) years.
4. Shown merit and ability as reflected in work performance and results

3. DEPUTY REGISTRAR (ADMISSION) – MMU GRADE 14

Job Description

Reporting to the Head of Department, the main duties will include:

- i) Deputizing the Registrar in the management of day to day activities of the Department.
- ii) Coordination and management of staff matters in the department
- iii) Undertaking preparation of departmental budgets, procurement plans and Strategic plans.
- iv) Coordinating implementation of University Policies and Procedures.
- v) Perform any other duties as may be assigned from time to time

Job specifications for Direct Appointment

For appointment to this position, one must have: -

1. A Master's Degree in Social Sciences from a recognized University
2. Five (5) years relevant work experience of which at least three (3) years must be in management position.
3. CS or postgraduate qualification in relevant field.
4. Understanding of computer applications
5. Registered with relevant professional body.
6. Demonstrated a high degree of professional competence and administrative capability in work performance.

4. DEPUTY REGISTRAR (EXAMINATIONS AND TIMETABLING) – MMU GRADE 14

Job Description

Reporting to the Head of Department, the main duties will include:

- i) Deputizing the Registrar in the management of day to day activities of the department
- ii) Coordination and management of staff matters in the department
- iii) Undertaking preparation of departmental budgets, procurement plans and Strategic plans
- iv) Coordinating implementation of University policies and procedures
- v) Perform any other duties as may be assigned from time to time

Job specifications for Direct Appointment

For appointment to this position, one must have: -

1. A Master's Degree in Social Sciences from a recognized University.
2. Five (5) years relevant work experience of which at least three (3) years must be in management position.
3. CS or postgraduate qualification in relevant field.
4. Understanding of computer applications
5. Registered with relevant professional body.

6. Demonstrated a high degree of professional competence and administrative capability in work performance.

5. DEPUTY DEAN OF STUDENTS –MMU GRADE 14

Job Description:

Reporting to the Head of Department, the main duties will include:

- i) Advising the Student Governing Council (SGC) on matters concerning its functions and regulating its expenditure
- ii) Administration of University Students' Organization Elections;
- iii) Clearing of internal and external students' correspondence and providing secretarial assistance;
- iv) Coordinating in conjunction with the students' organization various types of entertainment for students.
- vi) Receiving student's disciplinary cases and processing them in consultation with the DVC (A&SA) for the Students Disciplinary Committee;
- vii) Supervising and coordinating all students' publications such as newsletters and newspapers, maintaining communication (dialogue) between the University Administration and the students through their organization;
- viii) Helping in clearing students leaving the country to other countries in conjunction with the Ministry of Education;
- ix) Planning, preparing and directing students' welfare activities such as funerals, weddings, parties or celebrations;
- x) Keeping in safe custody all M.U.S.O equipment e.g. television video machines, radios, projectors etc and maintaining records of them.
- xi) Overseeing the management of Students Centre facilities.
- xii) Perform any other duties as may be assigned from time to time

Job Specifications

1. A Doctorate degree in either Education or Social Sciences or equivalent qualification from a recognized institution.
2. Served in the grade of Senior Assistant Dean of Students or in a comparable and relevant position for at least three (3) years.
3. Shown merit and ability as reflected in work performance and results.

6. TRANSPORT & GARAGE MANAGER – MMU GRADE 13

Job Description

An officer at this level will be reporting to the Deputy Vice-Chancellor (Administration, Finance & Strategy) and his duties will entail controlling and coordination of transport across the university campuses; formulate policy for operations and development of transport and garage services; advise the university management on transport matters and policy aspects related to specific projects; carryout overall budgeting and control of financial requirements in the department; marketing of transport and garage services.

Job Specification

For appointment to this position, one must have: -

1. A degree in Automotive Engineering or Higher National Diploma in Automobile Engineering plus a Master's degree in Business Administration (MBA) and five (5) years' experience in fleet management
2. Served in the grade of Assistant Transport Manager for a period of at least three (3) years.
3. Thorough knowledge of usage and application of computer programs and other technical softwares.
4. Shown wide experience, outstanding professional competence and administrative leadership in a similar level.

7. DEPUTY CHIEF COUNSELLOR - MMU GRADE 13

Job Description

Reporting to the Head of Department, the main duties will include:

- i) Developing, reviewing and coordinating of counselling policies.
- ii) Preparing of budgets and quarterly reports for Counselling Department.
- iii) Coordinating, monitoring and evaluating of counselling projects and programs.

Job specification

For appointment to this position, one must have;

1. Master's Degree in Counselling or a Master's Degree in any of the Social Science with a Post-Graduate Diploma in Counselling from a recognized institution
2. Relevant experience of at least three (3) years
3. Diploma in Counsellor Supervision Course;
4. Strategic Leadership Development Course lasting not less than six (6) weeks
5. Trainer of Facilitation Course in Psychological Counselling lasting not less than two (2) weeks
6. Psychological Debriefing Course lasting not less than one week
7. Proficiency in Computer Applications
8. Registration with the Kenya Counselling Association (KCA)
9. Demonstrated merit and ability in management of counselling services and proven professional competence in developing counselling strategic and operational plans

8. ASSISTANT REGISTRAR (ADMINISTRATION) – MMU GRADE 12

Job Description

Reporting to the Head of Department, the main duties will include:

- i) Supervising data processing for administrative planning
- ii) Supervising staff in the Section
- iii) Supervising administrative information processing and dissemination.
- iv) Supervising administrative communication with staff
- v) Supervising administrative records management
- vi) Supervising general office services
- vii) Ensure implementation of departmental policies and procedures.
- viii) Taking minutes in departmental meetings and ensure timely implementation of decisions.
- ix) Performing any other duties assigned by immediate supervisor from time to time.

Job Specification for appointment

For appointment to this position, one must have:-

1. A Bachelor's Degree in Social Sciences from a recognized University.
2. Served in the grade of Senior Administrative Assistant I or equivalent position for at least three (3) years.
3. CS or postgraduate qualification in relevant field.

9. ASSISTANT REGISTRAR (PC&QMS) – MMU GRADE 12

Job Description

Reporting to the Head of Department, the main duties will include:

- i) Supervising data processing for administrative planning
- ii) Supervising staff in their section
- iii) Supervising administrative information processing and dissemination.
- iv) Supervising administrative communication with staff
- v) Supervising administrative records management
- vi) Supervising general office services
- vii) Ensure implementation of departmental policies and procedures.
- viii) Taking minutes in departmental meetings and ensure timely implementation of decisions.
- ix) Any other duties assigned by immediate supervisor.

Job Specification for appointment

For appointment to this position, one must have:-

1. A Bachelor's Degree in Social Sciences from a recognized University
2. Served in the grade of Senior Administrative Assistant I or equivalent position for at least at least three (3) years.
3. CS or postgraduate qualification in relevant field.

10. RECORDS ASSISTANT I - MMU GRADE 9

Job Description

Reporting to the Head of Department, this position includes all aspects of record management; carrying out record survey and appraisal. Processing selected records for permanent preservation. Assist in the production of records for user services. In charge of specific operations such as the registry services. Preparation of records retention/disposal schedule and finding aids.

Job Specification for Appointment

For appointment to this position, one must have:-

1. Diploma in Information Sciences having specialized in records and archives management or its equivalent
2. Three (3) years of relevant experience
3. Computer literacy certificate
4. Overall understanding of the requirements of the Public Archives and Documentation Service Act (Cap 19) and the Records Disposal Act (Cap 14)

Terms & Conditions of Service

Successful candidate will be offered a competitive remuneration package, including House Allowance, Commuting Allowance and other benefits in accordance with the Maasai Mara University Terms of Service for Non-Teaching Staff.

Application Guidelines and Statutory requirements for applicants for the position

Five copies of the applications should be submitted, together with a detailed curriculum vitae detailing academic qualifications, professional experience, copies of relevant certificates, email address and telephone contacts.

Applicants for positions in **Grade 13 and above** are required to give names, addresses and contacts of three (3) referees and should indicate on the envelope the Reference number and the position applied for so as to reach the Chairman of Council on the address indicated below on or before **5.00 pm on 29th September, 2022.**

**The Chairman of Council,
Maasai Mara University
P. O. Box 861-20500
Email: chairmarauni@mmarau.ac.ke**

Applicants for positions in **Grade 12 and below** are required to give names, addresses and contacts of three (3) referees and should indicate on the envelope the Reference number and the position applied for so as to reach the Deputy Vice-Chancellor (AF&S) on the address indicated below on or before **5.00 pm on 29th September, 2022.**

**The Deputy Vice-Chancellor(AF&S)
Maasai Mara University
P. O. Box 861-20500**

Canvassing of any kind will lead to automatic disqualification.

Maasai Mara University is an equal opportunity employer.