MAASAI MARA UNIVERSITY

Address: P.O. Box 861 - 20500, Narok, Kenya. **Location:** Narok, Kenya. **Telephone Number:** +254 20 5131400 **Email Address:** info@mmarau.ac.ke
Website: www.mmarau.ac.ke

VACANCY ANNOUNCEMENT

Maasai Mara University is a public University chartered in 2013. Our mission is to provide Quality University education through innovative teaching, research and consultancy services for development. More details of our University can be found in our website www.mmarau.ac.ke.

In an effort to fulfill our mandate, Maasai Mara University seeks to recruit suitable candidates for the following positions.

I. ACADEMIC DIVISION

S. No.	Reference Number	Position	Area of specialization	Grade	Number
1.	MMU/SNRLEC/01/11/2022	Senior Lecturer	Medical Surgical Nursing	13	1 post
2.	MMU/SNRLEC/02/11/2022	Senior Lecturer	Criminology	13	1 post
3.	MMU/LEC/01/11/2022	Lecturer	Nurse Education	12	1 post
4.	MMU/LEC/02/11/2022	Lecturer	Midwifery	12	1 post
5.	MMU/LEC/03/11/2022	Lecturer	Medical Physiology	12	1 post
6.	MMU/LEC/04/11/2022	Lecturer	Nursing (Medical Surgical)	12	1 post
7.	MMU/LEC/05/11/2022	Lecturer	Criminology	12	1 post

1. SENIOR LECTURER, GRADE 13

Job specifications
For appointment to this position, one: -
  i) Should have a PhD degree or its equivalent from a recognized and accredited University.
  ii) Must have at least 3 years of teaching or research experience University level since becoming Lecturer/Research Fellow;
  iii) Must have a minimum of 3 publications (Minimum publication score - 6 points) in refereed journals since appointment as Lecturer /Research Fellow (As per Maasai Mara University grading criteria);

iv) Should have supervised 4 postgraduate master's degree candidates or attracted research funds.
v) Have registered with relevant professional body *(where applicable).*
vi) Should have attended and contributed at learning conferences, seminars or workshops;
vii) Should show evidence of continued research and evaluated effective teaching;
viii) Should show evidence of contribution to university life through active participation in departmental matters, student's academic advising, faculty and University meetings, committee membership and others;
ix) Should show evidence of contribution to University life as well as national and international life.

Job Description
Reporting to the Head of Department, the main duties will include:
- To carry out practical and theoretical teaching of both undergraduate and post graduate students.
- Develop client driven quality programs.
- Articulate the mission of the Department in the University.
- Initiate planning and conducting research.
- Develop teaching materials.
- Supervise post graduate students in research activities.
- Participate in development and preparation of Faculty development plan.
- Attend and participate in seminars/workshops/conferences in relevant fields.
- Setting, marking, and assessing work and examinations and provide constructive feedback to students.
- Participating in curriculum design and development for the school or Department within the quality assurance framework.
- Preparing research proposals with a project description and budget for sourcing internally and externally funds for research projects and directly oversee internally and externally funded research grants and produce reports for such grants.
- Developing budgets to ensure proper and efficient use of resources especially in departmental projects, industrial based learning projects, research projects.
- Managing and supervise the development of evidence-based policies and strategies not only in the University but also in other research institutions, government institutions, community, NGOs and other organizations nationally and internationally.
- Managing and supervise project teams in order to develop innovative approaches and models that influence positively national and global policies.
- Coordinating in the development of modules on the digital platform and oversee the design and development of the curricula within the area of specialization.
- Presenting research findings and innovations to conferences in order to increase the visibility of the university and to influence international policy environment for improvement of life.

- Engaging with local and international stakeholders to establish linkages and networks in order to work together for the betterment of communities in various ways such as research and innovations.
- May be assigned or delegated other duties and responsibilities by the Vice-Chancellor, Dean of Faculty or Chairman of Department as deemed necessary by such officers

2. LECTURER, GRADE 12

Job Specifications

Applicants should have the following qualifications;
i) A PhD in the relevant area of specialization from a recognized and accredited University in Kenya.

OR

ii) Have a Master's degree in addition to a first degree from a recognized University plus at least **three (3) years** of teaching experience at University level.
iii) At least two (2) publications in refereed journal(s) or four (4) equivalent publication points.
iv) Be registered with a professional body/organization *(where applicable).*
v) Show evidence of continued research, attendance and contribution in academic conferences, seminars and workshops.
vi) Show evidence of effective teaching and active participation in departmental activities.

Job Description

Reporting to the Head of Department, the main duties will include:
- Teaching both undergraduate and post graduate students.
- Articulating the mission of the department and the University.
- Initiating planning and conducting research.
- Developing teaching materials.
- Supervising post graduate students in research activities.
- Participating in development and preparation of Faculty development plan.
- Attending and participate in seminars/workshops/conferences in relevant fields.
- Participating in planning, development, implementation and evaluation of curricular activities in the Department.
- Perform any other duties as may be assigned or delegated by the Deputy Vice-Chancellor(A&SA), Dean of School or Chairman of Department from time to time.
- Contributing to research activity in the subject area including determining relevant research objectives and preparing research proposals.
- Engaging with other researches internally, nationally and internationally to initiate collaborative partnership with other educational institutional.
- Source for internal and external research grants to fund innovative projects by maintaining high quality and cutting-edge research programs.

- Supervising the work of students, including teaching practice, field trips or clinical services where appropriate, provide advice on study skills, and help them with learning problems.
- Setting, marking, and assessing work and examinations and provide constructive feedback to students.
- Giving input in the development of quality assurance framework within the University's overall framework, including validation and revalidation of courses, student admission and assessment.
- Initiating new and original solutions to problems affecting delivery of courses within own educational program and in accordance with the institutional regulations.
- Preparing, reviewing and updating course content materials for lecturers, lab sessions and seminars through maintaining of course and learner records in accordance to university policy guidelines.

I. ADMINISTRATION DIVISION
3. REF: MMU/ICTM/02/11/2022 - ICT MANAGER, GRADE 13 (1 POST)

Job Specifications

For appointment to this position one must have: -
i) Master's degree in ICT or its equivalent from recognized institution.
ii) Bachelor's degree in ICT or its equivalent from recognized institution.
iii) Five (5) years working experience having served as ICT Deputy Manager or in a comparable position for at least three (3) years.
iv) Demonstrable exemplary work performance.

Job Description

Reporting to the Deputy Vice-Chancellor (Administration, Finance & Strategy), the duties and responsibilities are: -
- Monitor implementation of ICT project activities at the university to ensure that they are done according to schedule.
- Establish and enforce ICT standards and ICT policy guidelines for the university to ensure good and quality output.
- Responsible for maintenance of central processing and data communication systems in the ICT directorate.
- Coordinate the university's information system planning, utilization and performance evaluation.
- Maintain the organizational and human resource infrastructure for technical services and assistance to all organizational units
- Maintain relations with external ICT service providers such as internet service providers, enterprise resource planning (ERP) system vendors.
- Source out grants to support research for short courses such as CISCO, IBM and other ICT projects.

- Develop ICT policies that give a guideline on how things operate in the Department to ensure best practices in the market are implemented.
- Prepare annual budgets estimate for funding by the University so as to meet financial obligations of the Department.
- Prepare and monitor implementation of leave schedule to ensure that all staff get time off work equally for relaxation and re-energizing for better work performance.
- Prepare work schedule in the Department to ensure set objectives are met according to the stipulated timeframe and work is done efficiently.
- Allocate duties to the Department's subordinates to ensure adequate staffing at all times and that work is done effectively.
- Evaluate subordinates' performance to identify training needs and promotion criteria so as to build and retain adequate skills in ICT.
- Provide input into the university's main budget by developing budget estimates for the Department.
- Control the budget allocation for the department to ensure that expenditures are within the budget.

Lecturer Salary Grade 12

Basic Salary: Ksh.110,591 p.m.

Salary Progression: Ksh.110,591 x 4524 -119, 639 x 4524 - 124,163 x 4524 -137,736 x 4524 – 146,784 x 4524 - 155,833 x 4524 – 160,357 p.a.

House Allowance: Ksh.55,286 p.m.

Senior Lecturer Salary Grade 13

Basic Salary: Kshs.144,450 p.m.

Salary Progression: Kshs.144,450 x 5647 – 155,743 x 5647 – 167,037 x 5647 – 178,330 x 5647 – 189,623 x 5647 – 200,917 x 5200 – 206,563 p.a.

House Allowance: ksh. 58,972 p.m.

ICT Manager Salary Grade 13

Basic Salary: Kshs.127,116 p.m.

Salary Progression: Kshs.127,116 x 5200 – 137,516 x 5200 – 147,917 x 5200 – 158,317 x 5200 – 168,717 x 5200 – 179,118 x 5200 – 184,318 p.a.

House Allowance: ksh. 58,972 p.m.

Application Guidelines and Statutory requirements for the positions

a) Applicants should attach to their ten (10) application letters copies of academic and professional certificates, testimonials together with a detailed curriculum vitae outlining academic and professional qualifications, experience, leadership and management roles, publications, awards, scholarships, funding attracted, membership to professional bodies, linkages and community service.

b) Applicants 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.

Applications for the position of **Senior Lecturer** and **ICT Manager** should reach the Chairman of Council on the address indicated below on or before **5:00 pm** on **20th December, 2022.**

The Chairman of Council

Maasai Mara University

P. O. Box 861-20500

Email: chairmarauni@mmarau.ac.ke

Applications for the position of Lecturer should reach the Deputy Vice-Chancellor, Administration, Finance and Strategy on the address indicated below on or before **5:00 pm** on **20th December, 2022.**

Deputy Vice-Chancellor (Administration, Finance & Strategy)

Maasai Mara University

P. O. Box 861-20500

Email: dvc.afp@mmarau.ac.ke

Maasai Mara University is an equal opportunity employer committed to diversity; persons with disability, women, youth and those from marginalized communities are encouraged to apply.

Canvassing will automatically lead to disqualification.

Maasai Mara University is ISO 9001:2015 Certified Institution