



## 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](mailto:info@mmarau.ac.ke)  
**Website:** [www.mmarau.ac.ke](http://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 on our University can be found on our website [www.mmarau.ac.ke](http://www.mmarau.ac.ke).

In an effort to fulfill our mandate, we invite applications from suitably qualified and competent candidates for the following vacant positions.

#### I. Academic and Students Affairs Division

S. No.	Position	Area of specialization	Grade	Number
1.	Professor	Urban Planning	15	1 post
2.	Senior Lecturer	Hospitality	13	1 post
		Biological Sciences ( <b>Zoology</b> )	13	1 post
		Computer Science	13	1 post
		Statistics	13	2 posts
3.	Lecturer	Computer Science	12	1 post
		Natural Resource Management	12	1 post
		Physics	12	1 post
		Veterinary Medicine	12	1 post
		Statistics	12	1 post
		Environmental science	12	1 post
		Criminology	12	1 post

#### II. Administration, Finance and Strategy Division

1. University Librarian - Grade 15 (**1 post**)
2. Chief Security Officer - Grade 13 (**1 post**)
3. Accountant II - Grade 11 (**1 post**)
4. Medical Laboratory Technologist I - Grade 10 (**1 post**)

## **1. REF: MMU/PROF/JULY/01/2023 – PROFESSOR, GRADE 15**

### **Job Specifications/ Requirements**

#### **For appointment to this position one must have:**

- i. A PhD or its academic equivalent in the relevant area from a recognized/accredited University.
- ii. Fifteen (15) years teaching experience **three (3)** of which worked as an Associate Professor.
- iii. A minimum of sixty (60) publication points since attaining Professorship or equivalent of which at least forty (40) should be from refereed scholarly journals.
- iv. Supervised a minimum of five (5) postgraduate students, at least two at doctoral level.
- v. Attracted research funds since attaining Associate Professorship.
- vi. Evidence of membership of relevant professional bodies or associations.
- vii. Evidence of continued research and effective teaching.
- viii. Evidence of contribution to University life as well as national and international life.
- ix. Evidence of academic leadership in the area of specialization.
- x. Demonstrable experience in networking, fundraising and resource mobilization;
- xi. Met the requirements of chapter six of the Constitution of Kenya.

### **Job Description/Duties and Responsibilities**

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

- Providing academic leadership by overseeing and leading the design, development and implementation of teaching programme(s), overseeing the development and implementation of research strategy, spearheading the development of research projects in area of specialization leading in provision of community service.
- Leading and sustaining funded research, publishing peer reviewed outputs, generating and securing intellectual property rights, managing academic mentorship programmes, leading the translation and implementation of knowledge into practice, offering professional and consultancy services as a senior consultant or senior specialist depending on the discipline and performing administrative and management responsibilities commensurate to position.
- Leading major funding for developing and sustaining research support for the specialist area to advance the reputation of the university.
- Leading development and supervision on the implementation of research strategy within area of specialization.
- Leading research partnerships with other researchers within and outside the university.
- Leading external bids for research, consultancy, and other additional funds.
- Managing research projects to extend knowledge of the relevant subject area.
- Supervising research activity in the subject of specialization which includes determining the relevant research objectives and preparing research proposals to be used to carry out research.
- Supervising and manage teams in research and the collaborative partnerships with other educational institutions or bodies for purposes of knowledge creation.

- Achieving and maintain recognition of a strong profile of high-quality research so as to influence nationally and internationally in the research and scholarship community, learned societies, professional and government bodies.
- Participating in leadership of national and international research sponsorship and evaluation panels or research councils.
- Contributing in significant advancing and broadening understanding of the discipline and work outside academia through media coverage of research, scholarship or practice.
- Sourcing research funds and developing and leading teams on researches as the principal investigator of research projects.
- Sourcing for internal and external research grants to fund innovative projects by maintaining high quality and cutting-edge research programs.
- Engaging in international visiting professors research as part of the university exchange program and knowledge transfer.
- Securing patents, license on intellectual property rights in the areas of specialization on new knowledge and innovations to be patented as per the university policy.
- Engaging with national and international partners in the public dissemination of information that has impact on communities.
- Participating in commercialization of scholarship and research outputs through online resources and published patents.
- Preparing work plans for research activities by recruiting researchers, selecting and managing the staff and directing the research program.
- Conducting research to inform policies at the county, national, regional and international levels through scholarly publications dissemination of findings to the institution and outside world.
- Provision of academic leadership to members of lower academic grades as this is a supervisory position.
- Training undergraduate and graduate students
- Developing and planning new programmes, e.g. Diploma and Degrees
- Carrying out supervision of projects/research by students
- Coordinating preparation, conducting, and marking examinations for undergraduate and graduate students
- Participate in development and preparation of Faculty Development Plan
- Performing any other duties as may be assigned or delegated to from time to time

## **2. REF: MMU/SNRLEC/JULY/02/2023 - SENIOR LECTURER, GRADE 13**

### **Job specifications / Requirements**

#### **For appointment to this position, one must have:**

- i) A PhD degree or its equivalent from a recognized and accredited University.
- ii) At least 3 years of teaching or research experience University level since becoming Lecturer/Research Fellow;
- iii) A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which at least twenty-four (24) should be from refereed scholarly journals.

- iv) Supervised 4 postgraduate Master's degree candidates or attracted research funds.
- v) Registered with a relevant professional body (*where applicable*).
- vi) Have attended and contributed at learning conferences, seminars or workshops;
- vii) Demonstrable evidence of continued research and evaluated effective teaching;
- viii) Demonstrable 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) Demonstrable evidence of contribution to University life as well as national and international life.

### **Job Description/Duties and Responsibilities;**

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

- Carrying out practical and theoretical teaching of both undergraduate and post graduating students.
- Developing client driven quality programs.
- Articulating the mission of the Department in 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 participating 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 supervising 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 supervising project teams in order to develop innovative approaches and models that influence positively national and global policies.
- Coordinating 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.

- Performing any other duties as may be assigned or delegated from time to time.

### 3. REF: MMU/LEC/JULY/03/2023 - LECTURER, GRADE 12

#### Job Specifications /Requirements

**For appointment to this position one must have;**

- i) A PhD in the relevant area of specialization from a recognized and accredited University in Kenya.
- OR**
- ii) 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) A minimum of twenty-four (24) publication points as a Lecturer or equivalent of which at least sixteen (16) should be from refereed scholarly journals for Master's Degree Holders.
  - 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/Duties and Responsibilities

**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.
- 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.
- Sourcing 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.
- Performing any other duties as may be assigned or delegated to from time to time.

## **I. ADMINISTRATION, FINANCE AND STRATEGY DIVISION**

### **1. REF: MMU/LIB/JULY/04/2023 UNIVERSITY LIBRARIAN – GRADE 15**

#### **Job Specification for Appointment**

**For appointment to this position, one must have:**

- i) A PhD in Library and Information Sciences or its equivalent from a recognized University.
- ii) Served in a relevant position comparable to that of Senior Deputy University Librarian for at least five (5) years.
- iii) Published six (6) articles in refereed journals.
- iv) Evidence of continued scholarship and research work including published work and conferences attendance (Minimum publication score – 15 points).
- v) Demonstrated outstanding administrative/managerial capability in the University and management of Library and Information Services.
- vi) Be a member of a relevant professional body or association.

#### **Job Description**

**Reporting to the DVC(A&SA), the main duties will include:**

- Being responsible for all aspects of the library including budgeting, supervision of staff, campus libraries and sections in order to support the university academic programs in achieving its vision, mission and objectives.
- Being responsible for all aspects of the library including budgeting, supervision of staff, campus libraries and sections in order to support the university academic programs in achieving its vision, mission and objectives
- Developing library programs and services geared towards the needs of library patrons
- Manage library infrastructure to ensure a conducive reading environment for library patrons
- Developing and implement library policies to ensure that the library provides efficient and effective services to library patrons harmoniously

- Providing leadership in planning, policy formulation and implementation of the entire University library system for efficient and effective library services to patrons
- Guiding the selection of information materials and their acquisition by involvement of stakeholders to adequately and appropriately support teaching and research in the University
- Participating in the corporate social responsibility by provision of advice and establish school libraries in support of education in the endeavour to meet Kenya's vision 2030
- Supporting academic programs of the University through the provision of information materials, print and resources to meet the mission and objectives of the university.
- Ensuring the integration and development of Information communication Technologies (ICTs) within the University library including automation and networking of information services
- Advising the senate and management board on matters affecting the library
- Implementation of quality assurance standards and guidelines applicable to University Library
- Providing leadership in the overall planning, development, organizing and management of the university library in order to support the academic programs of the university
- Coordinating the management of human resources, finance, information resources, equipment and buildings in order to achieve the library's objectives
- Participating in the formulation of university policy in various committees to aid in decision making and problem solving
- Supporting schools and public libraries by giving advice on the understanding of the role of information and knowledge as a national professional requirement in order to support education in support of the social pillar

## **2. REF: MMU/CSO/JULY/05/2023 CHIEF SECURITY OFFICER, GRADE 13**

### **Job Specification/requirements**

#### **For appointment to this position one must have;**

- i) Attained rank of Chief Inspector of Police or equivalent.

**OR**

- ii) A Master's degree in Security Studies or its equivalent from a recognized institution.
- iii) Bachelor's Degree in the relevant field from recognized institution.
- iv) Valid Certificate of Good Conduct
- v) Exemplary work performance.
- vi) 3 Years' experience as Deputy Chief Security Officer or comparable position.

### **Job Description/duties and responsibilities**

#### **Reporting to the Head of Department, the duties and responsibilities will include;**

- Discharging overall duties as the Head of Department.
- Responsibility for security matters related to students and staff.



- Managing security intelligence systems within the University
- Carrying out any investigation requested by Vice-Chancellor
- Assisting in the investigation of staff & students' disciplinary matters as referred by University Management Board.
- Attending to all security meetings in all University premises and facilities.
- Plan and organize training for security staff
- Executing periodic security surveys for all University Premises and facilities.
- Liaising with the external security agencies on security matters.
- Advising to the University Management Board on security Issues.
- Responsibility for formulation, planning and control of the departmental budget.
- Responsibility for effective coordination and implementation of university policies in the department.
- Responsibility for formulation and implementation of departmental strategic plan.
- Performing any other duties as may be assigned or delegated to from time to time.

### **3. REF: MMU/ACC/JULY/06/2023 ACCOUNTANT II, GRADE 11**

#### **Job specifications/requirements**

**For appointment to this position, one must have: -**

- i) A Bachelor's Degree in Commerce (Accounting) or equivalent
- ii) A CPA (K) or equivalent.
- iii) Membership registration with ICPAK
- iv) Skills in Accounting Software Applications e.g SAGE, ACCPAC, PASTEL.
- v) Served in the grade of Assistant Accountant I for at least three years or comparable position.
- vi) Shown outstanding merit and ability in work performance and results.
- vii) Shown unquestionable integrity.

#### **Job Description**

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

- Conducting, reviewing, planning, coordinating, designing and implementing accounting services and system to ensure sound Finance function in the University.
- Preparing and submitting end of year financial statements and accounts to University council and Kenya National Audit office to ensure compliance with statutory requirement.
- Formulating appropriate financial management and accounting procedures in compliance with International Financial Standards and General Accepted Accounting Principles.
- Coordinating implementation of financial policies to ensure proper running of activities in the Finance Department.
- Coordinate and generate financial reports to ensure compliance with the statutory requirements.
- Ensure compliance with all relevant laws on financial matters and International Financial Reporting Standards to ensure adherence.
- Providing input into the budgeting process through preparation of departmental budget.
- Responsible for financial reporting, Preparing ledger accounts and final accounts.



- Verifying accountable documents under the section.
- Performing any other duties as may be assigned or delegated from time to time.

#### **4. REF: MMU/MLT/JULY/07/2023 MEDICAL LABORATORY TECHNOLOGIST I, GRADE 10**

##### **Job specifications/requirements**

**For appointment to this position, one must have: -**

- i) Bachelors of Science Degree in Medical Laboratory Sciences from a recognized institution advanced from Diploma.
- ii) Be registered with the Kenya Medical Laboratory Technician and Technologist Board (KMLTTB).
- iii) Served in the position Medical Laboratory Technologist II for at least at least three (3) years.
- iv) Higher National Diploma in one of the following specialties i.e. Hematology, Virology or its equivalent from a recognized institution.
- v) A Certificate in any of the following specialties i.e. Medical Imaging, General Laboratory Practice, HIV&AIDs from a recognized institution will be an added advantage.

##### **Job Description**

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

- Coordinating and organizing in the setting up of equipment for testing then analyze and document all specimens and make a report on the results of the tests.
- Supervising on the general maintenance of the laboratory by ensuring the general cleanliness of the laboratory to provide a conducive environment for working.
- Mentoring and coaching new medical laboratory technologists by training on the execution of the tasks in the medical laboratory
- Preparing the patient for the extraction of samples for test, record and analyze the samples for diagnosis.
- Preparing the setup for analyzing the test samples and oversee the disinfection and sterilization for the same equipment.
- Recording the results for diagnosed samples then archive for the future reference of the same diagnosis.
- Ensuring the compliance of standard operating procedures for quality and standard results.
- Performing any other duties as may be assigned or delegated from time to time.

### **Professor Salary Grade 15**

Salary Progression: Kshs.209,694 x 6,672 - 223,038 x 6,672 - 236,382 x 6,672 - 249,727 x 6,672 - 263,071 x 6,672 - 276,415 x 6,672 - 283,087 p.a.

House Allowance: Kshs. 73,715 p.m.

### **University Librarian Salary Grade 15**

Salary Progression: Kshs.209,694 x 6,672 - 223,038 x 6,672 - 236,382 x 6,672 - 249,727 x 6,672 - 263,071 x 6,672 - 276,415 x 6,672 - 283,087 p.a.

House Allowance: Kshs. 73,715 p.m.

### **Senior Lecturer Salary Grade 13**

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.

### **Chief Security Officer Salary Grade 13**

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.

### **Lecturer Salary Grade 12**

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.

### **Accountant II Salary Grade 11**

Salary Progression: Ksh.87,080 x 3,404 - 93,888 x 3,404 - 100,696 x 3,404 - 107,504 x 3,404 -114,312 x 3,404 -121,120 x 3,404 - 124,524 p.a.

House Allowance: Ksh.47,915 p.m.

### **Medical Laboratory Technologist I Salary Grade 10**

Salary Progression: Ksh.57,729 x 2,257 – 62,242 x 2,257 – 66,755 x 2,257 – 71,269 x 2,257- 75,782 x 2,257 - 80,289 x 2,257 – 82,552 p.a.

House Allowance: Ksh.35,383 p.m.

### **Application Guidelines and Statutory requirements for the advertised vacancies**

- a) Applicants should attach 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 **Professor, Senior Lecturer, University Librarian** and **Chief Security Officer** should reach the Chairman of Council on the address indicated below on or before **5:00 pm on Tuesday, 8<sup>th</sup> August, 2023.**

**The Chairman of Council**

**Maasai Mara University**

**P. O. Box 861-20500**

**Email: [chairmarauni@mmarau.ac.ke](mailto:chairmarauni@mmarau.ac.ke)**

Applications for the position of **Lecturer, Accountant II** and **Medical Laboratory Technologist I** should reach the Deputy Vice-Chancellor, Administration, Finance and Strategy on the address indicated below on or before **5:00 pm on Tuesday, 8<sup>th</sup> August, 2023.**

**Deputy Vice-Chancellor (Administration, Finance & Strategy)**

**Maasai Mara University**

**P. O. Box 861-20500**

**Email: [dvc.afp@mmarau.ac.ke](mailto: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**