



## MAASAI MARA UNIVERSITY

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### 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.	Lecturer	ICT	12	1 post
		Nutrition and Dietetics	12	1 post
		Information Science	12	1 post
		Financial Economics	12	1 post
		Sociology	12	1 post
		Philosophy of Education	12	1 post
		Psychology of Education	12	1 post

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

S. No.	Position	Grade	Number
1.	Deputy Registrar (Academic Affairs)	14	1
2.	Internal Auditor I	12	1
3.	Legal Officer	12	1
4.	Librarian I (Assistant System Librarian)	11	1
5.	Senior Technologist II (Agricultural Systems)	11	1
6.	Senior Driver I	10	1
7.	Driver III	5	1
8.	Motor Vehicle Mechanic II	5	1

## 1. REF: MMU/LEC/NOV/01/2023 - 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 (*only applicable to specialized areas*).
- iii) A minimum of twenty-four (24) publication points as an Assistant Lecturer/Tutorial Fellow 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/DRAA/NOV/02/2023 DEPUTY REGISTRAR (ACADEMIC AFFAIRS) – GRADE 14**

#### **Job specifications**

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

- i) A Master's Degree in Social Sciences from a recognized University.
- ii) Five (5) years relevant work experience of which at least three (3) years must be in management position.
- iii) Certified Secretary or postgraduate qualification in relevant field.
- iv) Understanding of computer applications.
- v) Registered with relevant professional body.
- vi) Demonstrated a high degree of professional competence and administrative capability in work performance.

#### **Job Description**

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

- Participating in the development and review of policies and procedures for the smooth running of academic activities.
- Assisting the Registrar, Academic Affairs in overseeing the implementation of academic policies and procedures.
- Preparing reports to Management organs under the guidance of the Registrar, Academic Affairs.
- Advising the Registrar, Academic Affairs on setting performance objectives and targets for section heads in the Department.
- Preparing Departmental work plans in consultation with the Registrar, Academic Affairs and monitor implementation.
- Preparing procurement plans, departmental budgets and strategic plans in consultation with the Registrar, Academic Affairs.
- Coordinating and manage staff matter in the Department.
- Coordinating activities relating to academic administrative operational areas of Admissions, Examinations, Records and Senate Secretariat in conjunction with the Registrar, Academic Affairs.
- Preparing the University Academic Calendar.

- Assisting the Registrar, Academic Affairs in organizing and coordinating graduation ceremonies.
- Approving student requests in compliance with University policies and regulations, as delegated by the Registrar, Academic Affairs.
- Drafting Communications to Students on Senate/Council /Management resolutions.
- Participating in various University committees to provide documentation related to academic matters and advice on policy interpretation.
- Deputizing the Registrar in the management of day to day activities of the Department.
- Coordination and management of staff matters in the department
- Undertaking preparation of departmental budgets, procurement plans and Strategic plans.
- Coordinating implementation of University Policies and Procedures.
- Perform any other duties as may be assigned from time to time

## **2. REF: MMU/IAI/NOV/03/2023 INTERNAL AUDITOR I – GRADE 12**

### **Job specifications**

**For appointment to this position, a candidate must have: -**

- i) Bachelor of Commerce (Accounting, Finance, Business Administration) or its equivalent from a recognized University.
- ii) CPA Final or CIA Final (Certified Internal Auditor)
- iii) Membership registration with ICPA(K)
- iv) Proficiency in relevant computer applications
- v) Demonstrated merit and ability as reflected in work performance and results.
- vi) Shown unquestionable integrity
- vii) Served in the grade of Internal Auditor II for at least a period of 3 years
- viii) Shown merit and ability in work performance and results.
- ix) Master's Degree in the relevant field will be an added advantage

### **Job Description**

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

- Prepare audit work plans to ensure compliance through compilation of audit reports and dispatching to the respective departments.
- Evaluate staff through work performance and develop programs to train the staff in the department.
- Compilation of reports received from subordinates through testing financial reports for compliance to international standards.
- Coordinate and brief the auditees on audit findings and make recommendations to be implemented.
- Ensure compliance to the audit mandates and objectives implement the recommended programs within stipulated time set.

- Prepare audit reports.
- Carry out review of audit systems and procedures.
- Supervise assigned staff.
- Ensure implementation of Audit policies.
- Ensure the implementation of the audit plan and programmes.
- Perform any other duties as may be assigned from time to time.

### **3. REF: MMU/LO/NOV/04/2023 - LEGAL OFFICER, GRADE 12**

#### **Job specifications**

**For appointment to this position, a candidate must have: -**

- i) Bachelor's degree in Law from a recognized University
- ii) A postgraduate Diploma from Kenya School of Law (KSL)
- iii) Be an advocate of the High Court of Kenya with a current practicing certificate.
- iv) Served in the position of an Assistant Legal Officer for a period of three (3) years.
- v) Shown merit and ability as reflected in work performance and results

#### **Job Description**

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

- Providing advice to the University in all matters that are legal in nature and ensure that University operates within the required statutory and legal framework.
- To litigate in cases that have been instituted against the University and to draft and oversee the signing of Contracts and Memorandum of Understanding between the University and interested stake holders.
- Assisting in disciplinary committees involving both staff and students and give legal advice to staff and students.
- Advising the University on legal matters referred to the legal office by various actors within the University set up to ascertain conformity with legal requirements to otherwise advise.
- Litigating Court Matters on behalf of the University.
- Providing information and documents to the University external lawyers to assist them in their conduct of court proceedings on behalf of the university.
- Preparing the University's witnesses before court appearance to make them understand the issues in play in court and their role as witnesses of the University.
- Preparing briefs for the university management on court proceedings they need to be in the known and for information to assist them in decision making.
- Preparing agreements and contracts for approval by the involved parties before signing to ensure that all the relevant information is captured as per legal requirements.

- Participating in disciplinary committee meetings for both staff and students to confirm and ensure that the proceeding of the Committees are conducted as per procedure and rules.
- Interpreting relevant laws and university statutes for ease of application by the relevant consumers.
- Coordinating and supervise subordinate staff in the department to ensure that they discharge their duties as required.
- Perform any other duties as may be assigned from time to time.

#### **4. REF: MMU/LIBI/NOV/05/2023 – LIBRARIAN I (ASISTANT SYSTEM LIBRARIAN), GRADE 11**

##### **Job specifications**

**For appointment to this position, a candidate must have: -**

- i) Bachelor's degree in Library and Information Sciences or its equivalent qualification from a recognized University
- ii) Evidence of scholarship and/or research in the area of one's specialization
- iii) Evidence of publication of at least one (1) article in a refereed journal or a book;
- iv) Served in the grade of Librarian II, or in a comparable and relevant position for at least three (3) years;
- v) Shown merit and ability in work performance and results.

##### **Job Description**

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

- Implement and maintain the present and future automation needs of the library and liaise with Systems librarian in making recommendations for implementation to the library administration.
- Assist in the Development and recommend policies and procedures for use of computers and computer systems in the library.
- Maintain digital repository and resources.
- Coordinate, library-wide training on use of automated systems, creating in-house documentation as needed.
- Monitor all system functions for proper operation.
- Maintaining systems backup, security and contingency plans to ensure continuity
- Supervise provision of technical support and routine/ad-hock maintenance of computer hardware and Software systems at the Library.
- Supervise and maintain inventory of IT equipment's in the library
- Maintain library social media i.e. Facebook, twitter and library website
- Assist users to effectively maximize the utilization of ICT resources through support and training
- Perform any other duties as may be assigned from time to time.

**5. REF: MMU/SNRTECHII/NOV/06/2023 – SENIOR TECHNOLOGIST II (AGRICULTURAL SYSTEMS), GRADE 11**

**Job Specifications for Appointment**

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

- i) A Degree in relevant discipline or its equivalent from a recognized university.
- ii) Served in the position of a Technologist I for at least at least three (3) years.
- iii) Shown merit and ability as reflected in work performance and results

**Job Description/Duties and Responsibilities**

**Reporting to the head of department, the main duties will include:**

- planning designing and development of laboratory teaching and research activities;
- supervising collection and preparation of teaching and research material;
- carrying out analytical work in specialized discipline;
- supervising and training personnel on specialized applications;
- keeping proper inventory records of the equipment, teaching and research materials;
- carrying out quality assurance programs;
- Perform any other duties as may be assigned from time to time

**6. REF: MMU/SNRDI/NOV/07/2023 - SENIOR DRIVER I, GRADE 10**

**Job specifications**

**For appointment to this position, a candidate must have: -**

- i) Must have served as Senior Driver I for a period of at least three (3) years or its equivalent;
- ii) Passed Occupational Trade Test I or Mechanical Test III or above.
- iii) A Valid Driving license free from any current endorsement(s) for class(es) or vehicle(s) the officer is required to drive;
- iv) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- v) Attended a refresher course for drivers lasting not less than one (1) week within every three years preferably Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vi) A Valid Certificate of Good Conduct from the Kenya Police;
- vii) Attended a First Aid Certificate Course lasting not less than one (1) week from a recognized institution;
- viii) Demonstrated outstanding professional competence and integrity in work performance and results.

**Job specifications**

**For appointment to this position, a candidate must have: -**

- Driving University Vehicles as assigned.
- Detection and reporting common faults of the vehicles for timely repair to aid mobility services.
- Responsible for keeping the vehicle clean.
- Carry out minor repairs, oiling, greasing of the vehicles in order to minimize breakdowns.
- Maintain work tickets for the vehicles.
- Continuously check the conditions of the vehicles before they are used to determine if they are road worthy in order to avoid accidents on the road and also ensure they comply all statutory and mandatory laws.

## **7. REF: MMU/DRIII/NOV/08/2023 - DRIVER III, GRADE 5**

### **Job Specification**

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

- i) Kenya Certificate of Secondary Education mean grade D+ (plus) or its equivalent
- ii) Clean driving license at least class BCE free from any endorsement
- iii) Certificate of Good conduct
- iv) Occupational Trade Test III for drivers.

### **Job Description**

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

- Responsible for driving University vehicles
- Maintain vehicle cleanliness
- Report any vehicle defects to immediate supervisor
- Ensure work tickets are duly authorized
- Observe vehicle preventive maintenance
- Perform any other duties as may be assigned from time to time

## **8. REF: MMU/MTMII/NOV/09/2023 - MOTOR VEHICLE MECHANIC II, GRADE 5**

### **Job specifications**

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

- i) At least KCSE level of education.
- ii) Clean valid driving license classes ABCE and PSV.
- iii) Passed in Occupational Test Grade I.
- iv) A certificate in First Aid.
- v) Passed Government Trade Test III (Mechanic).
- vi) At least three (3) years satisfactory previous experience.
- vii) Certificate of good conduct.
- viii) Conversant with garage safety rules.



## **Job Description**

**Reporting to the head of department, the main duties will include:**

- Routine maintenance of vehicles.
- Diagnose and repair of motor vehicles.
- Identify spare parts required for repair.
- Ensure proper care in the use and maintenance of equipment and supplies.
- Perform any other duties as may be assigned from time to time.

### **Deputy Registrar (Academic Affairs) Salary Grade 14**

Salary Progression: Kshs.162,203 x 6,044 – 174,402 x 6,044 – 186,501 x 6,044 – 198,600 x 6,044 – 210,699 x 6,044 – 222,798 – 228,842 p.a.

House Allowance: Kshs.62,658/= 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.

### **Internal Auditor I & Legal Officer Salary Grade 12**

Salary Progression: Ksh.108,714 x 4,250 – 117,213 x 4,250 – 125,713 x 4,250 – 134,212 x 4,250 – 142,712 x 4,250 – 151,211 x 4,250 – 155,461 p.a.

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

### **Senior Technologist II & Librarian I 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.

### **Senior Driver 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.

### **Motor Vehicle Mechanic II & Driver III Salary Grade 5**

Salary Progression: Ksh.29,464 x 938 - 31,338 x 938 - 33,213 x 938 – 35,088 x 938 – 36,963 x 938 – 38,838 x 938 – 39,776 p.a.

House Allowance: Ksh.17,692 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 **Deputy Registrar (Academic Affairs)** should reach the Chairman of Council on the address indicated below on or before **5:00 pm on Monday, 27<sup>th</sup> November, 2023.**

**The Chairman of Council  
Maasai Mara University  
P. O. Box 861-20500  
Narok.**

Applications for the positions of **Lecturer, Internal Auditor I, Legal Officer, Librarian I (Assistant System Librarian), Senior Technologist II (Agricultural Systems), Senior Driver I, Driver III and Motor Vehicle Mechanic II** should reach the Deputy Vice-Chancellor, Administration, Finance and Strategy on the address indicated below on or before **5:00 pm on Monday, 27<sup>th</sup> November, 2023.**

**Deputy Vice-Chancellor (Administration, Finance & Strategy)  
Maasai Mara University  
P. O. Box 861-20500  
Narok.**

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**