



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 on our University can be found on our website 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

1. Senior Lecturer Grade 13 (Educational Administration & Management) - 1 post

II. ADMINISTRATION, FINANCE AND STRATEGY DIVISION

1. Executive Secretary II Grade 11 (Office of the Vice-Chancellor) - 1 post
2. Clerk of Works I Grade 10 - 1 post

1. REF: MMU/SNRLEC/APR/01/2024 - SENIOR LECTURER, GRADE 13 (EDUCATIONAL ADMINISTRATION & MANAGEMENT)

Job specifications

For appointment to this position, one must: -

- i) Have a PhD degree or its equivalent from a recognized and accredited University;
- ii) Have at least three (3) years of teaching or research experience University level since becoming Lecturer/Research Fellow;
- iii) Have a minimum of three (3) publications in refereed journals since appointment as Lecturer /Research Fellow; **(Minimum publication score Six (6) points as per the Mmarau Publications Grading structure);**
- iv) Should have supervised four (4) postgraduate master's degree candidates or attracted research funds;
- v) Be registered with relevant professional body **(where applicable);**
- vi) Have attended and contributed at learning conferences, seminars or workshops;
- vii) Show evidence of continued research and evaluated effective teaching;

- viii) 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; and
- ix) 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;
- 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, processing and marking examinations; and
- 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.

III. ADMINISTRATION, FINANCE AND STRATEGY DIVISION

1. REF: MMU/EXECSEC/APR/02/2024 - EXECUTIVE SECRETARY II, GRADE 11 (OFFICE OF THE VICE-CHANCELLOR)

Job specifications

For appointment to this position, one must have: -

- i) KCSE Certificate (C-) with at least (C-) in English.
 - ii) Typewriting III (50 w.p.m) - (KNEC)
 - iii) Office Management III - (KNEC)
 - iv) Business English III - (KNEC)
 - v) Secretarial Studies II - (KNEC)
 - vi) Commerce II - (KNEC)
 - vii) Shorthand III (120 w.p.m) - (KNEC)
 - viii) Office Practice II - (KNEC)
 - ix) Proficiency in Microsoft Office programs.
 - x) Exemplary work performance.
 - xi) Bachelors Degree/Higher Diploma in relevant field from a recognized institution.
- OR**
- xii) Bachelor's Degree in Secretarial Studies from a recognized institution
 - xiii) Three (3) years' experience as a Senior Secretary I.
 - xiv) Masters Degree in relevant field will be an added advantage

Job Description

Reporting to the Head of Department, duties and responsibilities will include: -

- Preparing and booking all meetings for the officer to whom assigned
- Operating and managing Office Float for the office to whom assigned
- Ordering and controlling office stationery for the office.
- Managing, administering and coordinating all in-coming and out-going mails/correspondence.
- Booking appointments/up-dating and maintaining the Diary for the officer to whom assigned
- Public relations/Front desk operation for the officer to whom assigned
- Filling/Retrieval and maintaining of records for the office.
- Acting as Secretariat to some meetings
- Supervising staff under him/her
- Accessing and utilizing online information.
- Any other duties that may be assigned/directed by the immediate supervisor.

2. REF: MMU/COW/APR/03/2024 - CLERK OF WORKS I, GRADE 10

Job Specifications

For appointment to this position one must have: -

- i) Kenya Certificate of Secondary Education mean grade of C plain or equivalent
- ii) Higher National Diploma in Building and Civil Engineering from a recognized Institutions
- iii) At least three (3) years relevant work experience
- iv) Computer proficiency in Architectural and Civil/ Structural Engineering applications.

Job Description

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

- Controlling and supervision of buildings under construction
- Provision of technical services in running a repair and maintenance workshop
- Ensuring that construction work in progress is in accordance with the specifications of the drawings by architects, structural engineers and electrical engineers,
- Measuring work in progress as per progress schedule in addition to estimating costs.
- Perform any other duties as may be assigned from time to time

Remuneration

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.

Executive Secretary 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.

Clerk of Works 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 **Senior Lecturer, Grade 13** should reach the Vice-Chancellor on the address indicated below on or before **5:00 pm on Monday, 13th May, 2024**.

**The Vice-Chancellor
Maasai Mara University
P. O. Box 861-20500
Narok.**

Applications for the positions of **Executive Secretary, Grade 11 and Clerk of Works, Grade 10** should reach the Deputy Vice-Chancellor, Administration, Finance and Strategy on the address indicated below on or before **5:00 pm on Monday, 13th May 2024**.

**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