



# Maasai Mara University

## JOB VACANCIES FOR NON-TEACHING STAFF

Maasai Mara University invites applications from suitably qualified candidates to fill the following vacancies in the Administration, Finance & Planning and Academic and Student Affairs Divisions:

- |       |  |            |
|-------|--|------------|
| i)    | <b>Registrar (Administration)</b>          | - Grade 15 |
| ii)   | <b>University Librarian</b>                | - Grade 15 |
| iii)  | <b>Dean of Students</b>                    | - Grade 15 |
| iv)   | <b>Deputy Registrar (Administration)</b>   | - Grade 14 |
| v)    | <b>Deputy Registrar (Academic Affairs)</b> | - Grade 14 |
| vi)   | <b>Estates Manager</b>                     | - Grade 14 |
| vii)  | <b>Senior Internal Auditor</b>             | - Grade 13 |
| viii) | <b>Assistant Technicians</b>               | - Grade 7  |
| ix)   | <b>Computer Laboratory Assistants</b>      | - Grade 7  |

### REGISTRAR (ADMINISTRATION)-MMU/AD/07/2018

#### Job Description

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

#### Job Description

- Custody of divisional records;
- Management of overall functions of the department;
- Overseeing effective implementation of University policies;
- Formulation and implementation of the departmental strategic plan;
- Ensuring effective administrative systems in line with University policies, procedures

and best practices;

- Formulation, planning and control of the departmental budget and work plans;
- Advising the University Management Board;
- Secretary to the University Management Board;
- Perform any other duties as may be assigned from time to time.

### **Job Requirements for Appointment**

For appointment to this position, one must have:

- (i) A PhD degree in relevant field with four (4) years relevant work experience

**OR**

- (ii) Have a Master's Degree in relevant field with proven track record of work performance, with four (4) years working experience in a relatively senior position in a University set up one (1) year of which must be at the level of Deputy Registrar or comparable position;

- (iii) Possess relevant professional

qualifications; (iv) Be affiliated to relevant

professional body;

- (v) Have attended a management course lasting not less than four weeks from a recognized institution;

- (vi) Thorough knowledge of the Universities Act, the University Statutes and other regulations related to academic, administrative and financial matters of the University;

- (vii) Shown merit and ability as reflected in work performance and results;

- (viii) Computer literacy.

**DEPUTY REGISTRAR (ADMINISTRATION) - MMU/AD/08/2018**

### **Job Description**

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

- Deputizing the Registrar (Administration) 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.

### **Job specifications for Direct Appointment**

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) CPS or postgraduate qualification in relevant field;
- (iv) Registered with relevant professional body;
- (v) Demonstrated a high degree of professional competence and administrative capability in work performance;
- (vi) Computer Literacy.

## **ESTATES MANAGER - MMU/AD/09/2018**

### **Job Description**

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

- Maintenance of University buildings and equipment;
- Coordinating with the Development Unit on matters pertaining to the University's Physical Planning and Development;
- Management of staff matters in the department;
- Perform any other duties as may be assigned from time to time.

### **Job specifications for Appointment**

For appointment to this position one must have:-

- (i) A Master's Degree in Electrical Engineering/Civil & Structural Engineering,

Architecture, Water and Waste Engineering, Building Economics or its equivalent from a recognized institution;

- (ii) Registered as a member of the relevant professional body;
- (iii) Served in the position of Senior Estates Officer for at least three (3) years
- (iv) Shown merit and ability as reflected in work performance;
- (v) Computer literacy.

## SENIOR INTERNAL AUDITOR - MMU/AD/10/2018

### Job Description

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

- Prepare audit reports for presentation to the University Management Board and University Council;
- Review and revise existing internal audit control systems;
- Develop audit techniques;
- Carry out audit transactions;
- Management of staff matters in the department;
- Perform any other duties as may be assigned from time to time.

### Job specifications

For appointment to this position, one must have: -

- i) A Masters degree in relevant field from a recognized University;
- ii) CPA(K) or CIA(K) (Certified Internal Auditor);
- iii) Membership registration with ICPA(K);
- iv) Served in the grade of Internal Auditor I for at least a period of three (3) years;
- v) Demonstrated merit and ability as reflected in work performance and results;
- vi) Shown unquestionable integrity;
- vii) Shown merit and ability in work performance and results.
- viii) Computer literacy.

**UNIVERSITY LIBRARIAN - MMU/ACAD/07/2018**

**Job Description**

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

- Execution of policy matters pertaining to the University Library Services;
- Organization of all University Library Services in the University;
- Responsible for overall policy and administration of all the information services in the University;
- Directing, planning and translation of the Library policies;
- Development and coordination of Information Communication and Technologies within the University environment including automation and networking;
- Management of information services;
- Management of staff matters in the department;
- Perform any other duties as may be assigned from time to time.

**Job Specification for Appointment**

For appointment to this position, one must have:

- (i) Served in a relevant position comparable to that of Senior Deputy University Librarian for at least five (5) years;
- (ii) A PhD in Library and Information Sciences or its equivalent from a recognized University;
- (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) Demonstrate outstanding administrative/managerial capability in the organization and management of library and information services;
- (vi) Be a member of professional society/association (KLA, LA, ALA);
- (vii) Computer literacy.

## **DEAN OF STUDENTS - MMU/ACAD/08/2018**

### **Job Description**

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

- Coordinating activities of Students Affairs, Students Welfare Services, Students Guidance and Counseling services;
- Liaising with other service departments that may affect students' welfare like health, catering and accommodation;
- Enforcement of students' discipline guided by the general rules and regulations governing the conduct and discipline of the students of the University;
- Perform any other duties as may be assigned from time to time.

### **Job specifications**

For appointment to this position, one must have:-

- (i) Served in the grade of Deputy Dean of Students or in a comparable and relevant position for at least three (3) years;
- (ii) A Doctorate degree in Education, Social Sciences or its equivalent from a recognized University  
;
- (iii) Evidence of four (4) publications in refereed journals;
- (iv) Shown merit and ability as reflected in work performance and results;
- (v) Computer literacy.

## **DEPUTY REGISTRAR (ACADEMIC AFFAIRS) - MMU/ACAD/09/2018**

### **Job Description**

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

- Deputizing the Registrar (Academic Affairs) 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.

### **Job specifications for Direct Appointment**

For appointment to this position, one must have:-

- (vii) A Master's Degree in Social Sciences from a recognized University;
- (viii) Five (5) years relevant work experience of which at least three (3) years must be in management position;
- (ix) CPS or postgraduate qualification in relevant field;
- (x) Registered with relevant professional body;
- (xi) Demonstrated a high degree of professional competence and administrative capability in work performance;
- (xii) Computer Literacy.

## **ASSISTANT TECHNICIANS - MMU/ACAD/10/2018**

### **Job Description**

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

- Collection and preparation of teaching and research materials
- Ensuring that the Laboratory glassware and equipment are clean and available for practical's
- Carrying out basic maintenance of Laboratory/Workshop equipment
- Perform any other duties that might be allocated the by the head of department

### **Job specifications for Direct Appointment**

For appointment to this position, one must have: -

- Ordinary Diploma in relevant field from a recognized institution
- Three (3) years working experience in relevant field
- Shown merit and ability as reflected in work performance and results

## **COMPUTER LABORATORY ASSISTANTS - MMU/ACAD/11/2018**

### **Job Description**

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

- Provide software and minor hardware support
- Assist students in using the laboratory facility
- Keep detailed records and repairs and fixtures for necessary action
- Perform regular upgrades to ensure the system remain upgraded
- Assist team leader and supervisor as needed
- Monitor customer use of computer lab facility
- Transfer practical skills, methods and techniques to students and staff where applicable
- Perform any other duties allocated

### **Job specifications for Direct Appointment**

For appointment to this position, one must have: -

- Higher National Diploma/Ordinary Diploma in the relevant field
- Three (3) years working experience in the relevant field
- Shown merit and ability as reflected in work performance and results



## Salary Scales

### 1. Registrar (Administration) - Grade 15

Basic Salary: Kshs.170,618 x 5,483 – 181,649 x 5,486 – 192,623 x 5,490 – 203,605 x 9,044 – 221,700 x 9,059 – 239,826 x 9,072 - 248,898 p.a.

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

### 2. Estates Manager - Grade 14

Basic Salary: Kshs.135,859 x 4,121 – 144,960 x 4,980 – 154,921 x 4,982 – 164,885 x 4,983 – 174,853 x 4,985 x 4,985 – 184,825 x 4,988 – 189,813 p.a.

House Allowance: Ksh.66,344/= p.m.

### 3. Senior Internal Auditor - Grade 13

Basic Salary: Kshs.106,327 x 2,992 – 112,312 x 3,728 – 119,767 x 3,725 – 127,614 x 4,122 – 135,859 x 4,121 – 144,960 x 4,960 – 149,940 p.a.

House Allowance: Ksh.58,972/= p.m.

### 4. Deputy Registrar (Administration) - Grade 14

Basic Salary: Kshs.135,859 x 4,121 – 144,960 x 4,980 – 154,921 x 4,982 – 164,885 x 4,983 – 174,853 x 4,985 x 4,985 – 184,825 x 4,988 – 189,813 p.a.

House Allowance: Ksh.66,344/= p.m.

### 5. University Librarian - Grade 15

Basic Salary: 170,618 x 5,483 – 181,649 x 5,486 – 192,623 x 5,490 – 203,605 x 9,044 – 221,700 x 9,059 – 239,826 x 9,072 - 248,898 p.a.

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

### 6. Dean of Students - Grade 15

Basic Salary: 170,618 x 5,483 – 181,649 x 5,486 – 192,623 x 5,490 – 203,605 x 9,044 – 221,700 x 9,059 – 239,826 x 9,072 - 248,898 p.a.

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

### 7. Deputy Registrar (Academic Affairs) - Grade 14

Basic Salary: Kshs.135,859 x 4,121 – 144,960 x 4,980 – 154,921 x 4,982 – 164,885 x 4,983 – 174,853 x 4,985 x 4,985 – 184,825 x 4,988 – 189,813 p.a.

House Allowance: Ksh.66,344/= p.m.

### 8. Assistant Technicians/Computer Laboratory Assistants - Grade 7

Basic Salary: Kshs.30,449 x 917- 32,358 x 991 – 34,415 x 915 – 36,670 x 1526 – 45,455 x 1523 – 48,500 x 2008 – 50,508 p.a.

House Allowance: Ksh. 24,768=p.m.

### **Terms & Conditions of Service**

Successful candidates, for the positions will be offered a competitive remuneration package, including house allowance and other benefits in accordance with the Kenya Government public service guidelines. The appointments will be on permanent and pensionable terms.

### **Application Guidelines and Statutory requirements for the positions**

Applications in ten (10) copies, should be submitted together with a detailed curriculum vitae detailing academic and professional qualifications, Work experience, leadership and management roles, age, present post and salary, membership of professional associations, linkages and community service; copies of relevant certificates, email address and telephone contacts; Must obtain clearance from Higher Education Loans Board, Ethics and Anti Corruption Commission, Kenya Revenue Authority, Criminal Investigation Department and Credit Reference Bureau.

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 for so as to reach the undersigned on the address indicated below on or before **5.00 pm, Friday 21<sup>st</sup> September 2018**. Please note that only shortlisted candidates will be contacted.

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

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*Maasai Mara University is an equal opportunity employer.*

*Canvassing will automatically lead to disqualification.*



***ISO 9001: 2008 CERTIFIED***