



MURANG'A UNIVERSITY OF TECHNOLOGY

INTERNAL ADVERTISEMENT FOR STAFF ONLY

A. ACADEMIC STAFF

I. SCHOOL OF BUSINESS AND ECONOMICS

Department	Designation	Grade	Reference No.
Commerce	Lecturer	12	MUT 36/2/2021
Human Resource Management	Lecturer	12	MUT 37/2/2021

B. ADMINISTRATIVE STAFF

Department	Designation	Grade	Reference No.
Registrar A&P	Administrative Assistant	7/8	MUT 38/2/2021
Procurement	Supplies Assistant	7/8	MUT 39/2/2021
Procurement	Senior Storeman	5/6	MUT 40/2/2021
Health Unit	Clinical officer	5/6	MUT 41/2/2021
Finance	Accounts Assistant	5/6	MUT 42/2/2021
School of Pure, Applied and Health Sciences	Technologist	5/6	MUT 43/2/2021
School of Education	Copy Typist	3/4	MUT 44/2/2021
Registrar (A&P)	Clerk	3/4	MUT 45/2/2021
Catering	Kitchen Assistant	3/4	MUT 46/2/2021



a) Requirements for the position of full-time academic staff at Lecturer level

- i. An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant field from an accredited and recognized university; and be registered or registrable with the relevant professional body (where applicable)
OR
Have a Master's degree in the relevant field (in special cases) from accredited and recognized university with at least three (3) years teaching experience at University level;
- ii. Have a minimum of twenty-four (24) publications points; at least sixteen (16) of them from refereed journal papers;
- iii. Be registered or registerable with the relevant professional body (*where applicable*)

b) Requirements for the position of Administrative Assistant Grade 7/8

- i. Bachelor's degree (at least lower 2nd class Hons.) from a recognized university.
Serving officers:-
- ii. Three (3) years at Grade 5/6 (Clerical staff) holding either CPS I or National Diploma from accredited institution.
- iii. Must be computer literate.

c) Requirements for the position of Supplies Assistant Grade 7/8

- i. Bachelor's degree or National Diploma in Economics/ Commerce (Supplies Management Option)/ Business Administration or equivalent qualification.
- ii. Five (5) years of relevant experience, three (3) of which must have been at Grade 5/6.

d) Requirements for the position of Senior Storeman Grade 5/6

- i. Ordinary Diploma in Supplies Management
- ii. Plus three (3) years of relevant experience
OR
- iii. KCSE Grade C with 'C' in English and Mathematics or an equivalent qualification plus Advanced Certificate in Supplies Management or its equivalent
- iv. Five (5) years of relevant experience three (3) of which should have been at Grade 3/4.

e) Requirements for the position of Clinical Officer Grade 5/6

- i. Diploma in clinical medicine from a recognised institution
- ii. One (1) year in clinical medicine after internship
- iii. Registered by the clinical officers council
- iv. Must be computer literate



f) Requirements for the position of Accounts Assistant Grade 5/6

- i. Kenya Accounts Technician Certificate (ATC Final) 1/ACNC II/CPA 1 or its equivalent plus three year experience as Account Clerk grade 3/4
- ii. Must be computer literate in accounting packages.

g) Requirements for the position of Technologist Grade 5/6

- i. Ordinary Diploma in a relevant field or its equivalent from a recognized institution.
- ii. Must be computer literate

h) Requirements for the position of Copy Typist Grade 3/4

- i. At least KCSE D+ or KCE Div. III or an equivalent qualification with a credit in English Language.
- ii. Stage I-II in the following subjects offered by KNEC or an equivalent certificate from a recognized examining body:
- iii. Typewriting I- 40 wpm
- iv. Pass in English (D+ and above)
- v. Business English I
- vi. Office Practice1
- vii. Must be computer literate

i) Requirements for the position of Clerk Grade 3/4

- i. Certificate in Record Keeping or Office Management, KATC final or ACNC or its equivalent.
OR
- ii. KCSE C or equivalent with grade C in English and Mathematics or equivalent plus
- iii. Three (3) years experience as Clerk Grade I/II.

j) Requirements for the position of Kitchen Assistant Grade 3/4

- i. At least KCSE level of education or its equivalent
- ii. Certificate in food and beverage service from a recognized institution
- iii. Two (2) years working experience from a reputable institution or not.



How to apply:

Applicants **MUST** submit six (6) copies of applications with detailed curriculum vitae, copies of certificates, e-mail address, and telephone contact to the address below. **The deadline for submitting application is 25th March 2021.** Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Applications clearly sealed and marked on the envelope “application for the position of specific area applying for” should be sent to the undersigned.

The Vice Chancellor
Murang’a University of Technology
P. O. Box 75 – 10200,
Murang’a.

