MURANG'A UNIVERSITY OF TECHNOLOGY

INTERNAL ADVERTISEMENT FOR ACADEMIC AND ADMINISTRATIVE STAFF

A. ACADEMIC STAFF

Designation	Specialization	Grade	Number	Reference No.
Senior Lecturer	Computer Science	13	1	MUT 1/4/2024
Senior Lecturer	Information Technology	13	2	MUT 2/4/2024
Senior Lecturer	Human Resource Management	13	1	MUT 3/4/2024
Senior Lecturer	Entrepreneurship	13	1	MUT 4/4/2024
Senior Lecturer	Educational Technology	13	1	MUT 5/4/2024
Senior Lecturer	Procurement	13	1	MUT 6/4/2024
Senior Lecturer	Electrical and Electronics	13	1	MUT 7/4/2024
Lecturer	Education Psychology	12	1	MUT 8/4/2024
Lecturer	Linguistics	12	2	MUT 9/4/2024
Lecturer	Computer Science	12	1	MUT 10/4/2024
Lecturer	Electronics and Instrumentation	12	1	MUT 11/4/2024

B. ADMINISTRATIVE STAFF

Designation	Department/ Specialization	Grade	Reference No.
Senior Procurement Officer	Procurement	12	MUT 12/4/2024
Senior Administrative Assistant I	Administration	11	MUT 13/4/2024
Accountant II	Finance	11	MUT 14/4/2024
Senior Administrative Assistant II	Administration	9/10	MUT 15/4/2024
Administrative Assistant	Administration	7/8	MUT 16/4/2024
Catering officer I	CAS	11	MUT 17/4/2024
Assistant Cateress	CAS	7/8	MUT 18/4/2024
Clerical Officer	RIC	5/6	MUT 19/4/2024
Senior Secretary I	Finance	11	MUT 20/4/2024
Secretary	Reg. FPD	7/8	MUT 21/4/2024
Secretary	Education	5/6	MUT 22/4/2024
Supplies Assistant	Examinations	7/8	MUT 23/4/2024
Senior Technologist	SCIT	11	MUT 24/4/2024
	SET	11	MUT 25/4/2024
Technologist	SCIT	9/10	MUT 26/4/2024
	SET	9/10	MUT 27/4/2024
	SHTM	9/10	MUT 28/4/2024

	SPAHS	9/10	MUT 29/4/2024
ICT Officer I (Systems/Network/ Database Administrator, Computer Technologist	ICT	11	MUT 30/4/2024
Nursing Officer	Health Unit	9/10	MUT 31/4/2024
Clinical Officer III	Health Unit	7/8	MUT 32/4/2024
Senior Driver II/Senior Mechanic II	Transport	7/8	MUT 33/4/2024
Driver I/Mechanic I	Transport	5/6	MUT 34/4/2024
Senior Storeman	Procurement	5/6	MUT 35/4/2024
Senior Account Assistant	Finance	7/8	MUT 36/4/2024

a) Requirements for the position of Senior Lecturer - Grade 13
   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;
   ii) At least three (3) years of teaching experience at the university level as a lecturer or six (6) years research/industry experience;
   iii) A minimum of thirty two (32) publication points as a lecturer or equivalent; at least twenty four (24) of them from refereed scholarly journals;
   iv) Supervised to completion at least three (3) postgraduate students as a lecturer or equivalent;
   v) Attracted research funds as a lecturer or equivalent;
   vi) Been registered with the relevant professional body (where applicable).

b) Requirements for the position of Lecturer - Grade 12
   i) Have an earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university, and be registered or registerable by the relevant professional body (where applicable); OR
   ii) Have a Master's degree in the relevant field from an accredited and recognized university (in special cases) with at least three (3) years teaching experience at university level;
   iii) Have a minimum of twenty-four (24) publication points; at least sixteen (16) of them from referred journal papers;
   iv) Be registered with the relevant professional body (where applicable).

c) Requirements for the position of Senior Supplies Officer/Senior Procurement Officer - Grade 12
   i) Masters degree in Commerce (Supplies Management Option) or Business Administration or equivalent qualification;
   ii) Professional qualification in Procurement & Supply;
   iii) Six (6) years' experience three (3) years of which should have been at the level of Supplies Officer/Procurement Officer Grade 11.

d) Requirement for the position of Senior Administrative Assistant I - Administration - Grade 11
   i) Masters degree in Social Science or relevant professional or postgraduate qualification in management plus three (3) years relevant experience;
   ii) Must be computer literate.
      OR, for serving officers,
   i) Must have served as a Senior Administrative Assistant II grade 9/10 for at least three (3) years;

ii) Must satisfy other administrative requirements through satisfactory performance.
iii) Must be computer literate

e) Requirement for the position of Catering Officer I - Grade 11
i) Master's Degree in Institutional Management or its equivalent.
   OR
i) Bachelor's Degree/National Diploma in Institutional or Hotel Management or its equivalent;
ii) Nine (9) years working experience in institutional management or hotel management experience, three (3) of which should have been at the level of Catering Officer II Grade 9/10;
iii) Must be Computer Literate.

f) Requirement for the position ICT Officer I (Systems/Network/Database Administrator, Computer Technologist) - Grade 11
i) Master's Degree in Computer Science, Information Technology/Information Systems or equivalent degree from a recognized university with eight (8) years' experience with three (3) served as an ICT Officer II - Grade 9/10 or in a comparable and relevant position.
   OR
i) Bachelor's degree in Computer Science, Business Information Technology (BBIT), Information Technology or equivalent degree from a recognized university with at least eight (8) years proven relevant work experience with three (3) served as an ICT Officer II - Grade 9/10 or in a comparable and relevant position;
ii) Registered member of relevant professional body and in good standing;
iii) Relevant certifications in the referred field are preferred such as CCNA, CCNP, Linux, MCITP, MCDA, CISA, CISM, SAP, Oracle etc.;
iv) Must have working experience of Linux servers and Windows server;
v) Demonstrated Knowledge of computer hardware, networking and software systems;
vi) Experience working in a team-oriented, collaborative environment;
vii) Excellent interpersonal skills;
viii) Report writing and documentation skills;
ix) Proven analytical and problem-solving abilities.

g) Requirement for the position of Accountant II - Grade 11
i) Holders of at least an MBA (Finance/Accounting option) or its equivalent and CPA (K);
ii) Holder of Bcom or its equivalent from a recognized University;
iii) Six (6) years experience in financial management, three (3) at the level of Assistant Accountant or equivalent;
iv) Be a member of a recognized Professional Accounting body with a current practising certificate;
v) Have outstanding professional competence and handson experience in Financial Management and reporting;
vi) Demonstrated high administrative capabilities;
vii) Must be computer literate (Accounting packages) with detailed understanding of ERP.
   OR
i) Holders of at least an MBA (Finance/Accounting option) or its equivalent and CPA (K) with At least Six (6) years relevant experience, three (3) at the level of assistant accountant or equivalent;

ii) Be a member of a recognized Professional Accounting body with a current practising certificate;

iii) Have outstanding professional competence and handson experience in Financial Management and reporting;

iv) Demonstrated high administrative capabilities;

v) Must be computer literate (Accounting packages) with detailed understanding of ERP.

h) Requirement for the position of Senior Administrative Assistant II – Administration - Grade 9/10

i) Masters degree in Social Science or relevant professional or postgraduate qualification management;

ii) Must be computer literate.

OR, on promotion for serving officers,

i) A Bachelor degree in Social Science or relevant professional qualification;

ii) Must have served as an Administrative Assistant Grade 7/8 for at least three (3) years;

iii) Must satisfy other administrative requirements through satisfactory performance;

iv) Must be computer literate.

i) Requirement for the position of Administrative Assistant - Grade 7/8

i) Bachelor's degree (at least lower 2nd class Hons.) from a recognized university.

OR, for serving officers:

i) Three (3) years at Grade 5/6(Clerical staff) holding either CPS IV or National Diploma from accredited institution;

ii) Must be computer literate.

j) Requirement for the position of Senior Technologist II - Grade 9/10

i) A Masters degree in the relevant discipline or related professional qualification.

OR, on promotion for serving officers,

i) A Bachelors degree in the relevant area or discipline; plus six (6) years experience three (3) of which as a Technologist in Grade 9/10;

ii) Must be Computer literate.

k) Requirement for the position of Technologist - Grade 9/10

i) Master's degree in the relevant discipline or related professional qualification.

OR, on promotion for serving officers,

i) A Bachelor's degree in the relevant discipline;

ii) Must have served as a technologist Grade 7/8 for three (3) years.

iii) Must be computer literate.

l) Requirement for the position of Nursing Officer - Grade 9/10

i) Masters in Nursing or its equivalent from a recognised institution;

ii) Certificate of registration from the Nursing Council of Kenya;

iii) Certificate in Computer application skills from a recognised institution.

OR

i) Bachelor of Science in Nursing from a recognised institution;

ii) Served in grade 7/8 for three (3) years;

iii) Certificate of registration from the Nursing Council of Kenya;

iv) Certificate in Computer application skills from a recognised institution.

m) Requirement for the position of Clinical Officer III - Grade 7/8

i) Diploma in clinical medicine and Surgery from a recognised institution;

ii) Three years post internship experience in a busy health facility;

iii) Certificate of registration from the Clinical Officers Council;

iv) Certificate in Computer application skills from a recognised institution.

n) Requirement for the position of Supplies Assistant - Grade 7/8
Bachelors degree or National Diploma in Economics/ Commerce (Supplies Management Option)/ Business Administration or equivalent qualification.

o) Requirement for the position Senior Storeman – Grade 5/6
   i) Ordinary Diploma in Supplies Management plus three (3) years of relevant experience.
   OR
   i) KCSE Grade C with 'C' in English and Mathematics or an equivalent qualification plus Advanced Certificate in Supplies Management or its equivalent.
   ii) Five (5) years of relevant experience three (3) of which should have been at Grade 3/4.

p) Requirement for the position of Senior Account Assistant - Grade 7/8
   i) B.(com) degree accounting option with CPA (K) or its equivalent;
   ii) Must be computer literate (Accounting packages) with detailed understanding of ERP.
   OR
   i) CPA(K) with at least Six (6) years relevant experience in a reputable organization, three (3) years as an Accounts Assistant Grade 5/6;
   ii) Kenya Certificate of Secondary Education C Plain and above or its equivalent qualification;
   iii) Must be computer literate (Accounting packages) with detailed understanding of ERP.

q) Requirement for the position of Assistant Cateress - Grade 7/8
   iv) Bachelors Degree/National Diploma in Institutional or Hotel Management or its equivalent;
   v) Three (3) years working experience in a busy institutional Kitchen or Hotel set-up;
   vi) Must be Computer Literate.

r) Requirement for the position of Technologist - Grade 7/8
   i) National Diploma or Bachelor of Science degree in a relevant field;
   ii) Must be computer literate.

s) Requirement for the position of Senior Driver II/Senior Mechanic II - Grade 7/8
   i) Have at least KCSE level of education;
   ii) Have a clean valid driving license classes ABCE and PSV;
   iii) Have passed in Occupational Test Grade I;
   iv) Have a certificate in First Aid;
   v) Have passed Government Trade Test I (Mechanic);
   vi) Have at least five (5) years satisfactory previous driving experience at Grade 5/6;
   vii) Certificate of good conduct;
   viii) Must be at least 35 years old.

t) Requirement for the position of Driver I/Mechanic I - Grade 5/6
   i) Have at least KCSE level of education or equivalent;
   ii) Have a clean valid driving license classes ABCE and PSV;
   iii) Have passed in Occupational Test Grade I;
   iv) Have passed Government Trade Test II(Mechanic);
   v) Have a certificate in First Aid;
   vi) Have at least five (5) years satisfactory previous driving experience at Grade 3/4;
   vii) Certificate of good conduct;
   viii) Must be at least 35 years old.

u) Requirement for the position of Senior Secretary I - Grade 11
   i) Atleast KCSE Grade D+ or above or KCE Division III or an equivalent qualification with a Credit in English language;
   ii) Must have credits in the following Secretarial Studies subjects:
      a) Business English III
      b) Commerce II
      c) Office Management III
      d) Shorthand III(Minimum 120 WPM) OR Audio Typewritting III
      e) Typewritting 60WPM
      f) Secretarial Duties II
   iii) Diploma in Business Administration with atleast six (6) years relevant experience;
   iv) Should have Certificates in and be able to use Word Processing, Spread sheets and Data base packages.
             OR
   i) A good First Degree in Secretarial skills including Type writting, Shorthand and Office Management and excellent command of both written and spoken English;
   ii) Three (3) years experience in a busy office.

v) Requirement for the position of Secretary I - Grade 7/8
   i) At least KCSE D+ and above or KCE Div. III or an equivalent qualification.
   ii) Must have credits in the following Secretarial Studies subjects:
      a) Credit in English, Grade C and above
      b) Business Studies III - pass
      c) Commerce I Pass
      d) Office Practice and Management III - Pass
      e) Shorthand (minimum 100 wpm) Typewriting 60 wpm
   iii) Must be computer literate with a certificate in Word Processing, Spreadsheets and Data Base packages;
   iv) Six (6) years relevant working experience three (3) of which as Secretary II grade 5/6.

w) Requirement for the position of Secretary - Grade 5/6
   i) At least KCSE D+ or KCE Div. III or an equivalent qualification.
   ii) Must have the following:
      a) English Language C and above
      b) Typing II - 50 wpm
      c) Shorthand II – 80 wpm
      d) Business English II studies
      e) Office practice - pass
      f) Office management - pass
   iii) Must be computer literate with a certificate in Word Processing, Spreadsheets and Data Base Management packages;
   iv) Three (3) years relevant working experience.

x) Requirement for the position of Clerical Officer - Grade 5/6
   i) CPS II or Diploma in Archives and Records Management or equivalent;
   ii) Three (3) years' experience as Records Clerk.

How to apply:

Applicants are required to apply online through the online link (https://ee.kobotoolbox.org/x/xFsRWane) available on the portal (careers section). In addition, **submit one (1) copy** of the application clearly sealed and marked on the envelope "application for the position of specific area applying for" to the undersigned. The application should contain a detailed curriculum vitae indicating academic qualifications, professional experience, leadership and management roles, membership of professional associations, email address and telephone contacts, evidence of publications and research grants, copies of academic certificates and other relevant documents. The deadline for submitting application is **Monday 6th May, 2024 at 5.00 p.m.** Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

The Vice Chancellor
Murang'a University of Technology
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MURANG'A.