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	2	MUT 1/4/2024
Senior Lecturer	Information Technology	13	1	MUT 2/4/2024
Senior Lecturer	Human Resource	13	1	MUT 3/4/2024
Senior Lecturer	Educational Technology	13	1	MUT 4/4/2024
Senior Lecturer	Procurement	13	1	MUT 5/4/2024
Lecturer	Education Psychology	12	1	MUT 6/4/2024
Lecturer	Linguistics	12	2	MUT 7/4/2024

B. ADMINISTRATIVE STAFF

Designation	Department/ Specialization	Grade	Reference No.
Senior Procurement Officer	Procurement	12	MUT 8/4/2024
Senior Administrative Assistant I	Administration	11	MUT 9/4/2024
Accountant II	Finance	11	MUT 10/4/2024
Senior Administrative Assistant II	Administration	9/10	MUT 11/4/2024
Administrative Assistant	Administration	7/8	MUT 12/4/2024
Catering officer I	CAS	11	MUT 13/4/2024
Assistant Cateress	CAS	7/8	MUT 14/4/2024
Clerical Officer	RIC	5/6	MUT 15/4/2024
Secretary	Education	5/6	MUT 16/4/2024
Supplies Assistant	Examinations	7/8	MUT 17/4/2024
Senior Technologist	SCIT	11	MUT 18/4/2024
	SET	11	MUT 19/4/2024
Technologist	SCIT	9/10	MUT 20/4/2024
	SET	9/10	MUT 21/4/2024
	SHTM	9/10	MUT 22/4/2024
ICT Officer I (Systems/Network/ Database Administrator, Computer Technologist	ICT	11	MUT 23/4/2024
Senior Driver II/Senior Mechanic II	Transport	7/8	MUT 24/4/2024
Driver I/Mechanic I	Transport	5/6	MUT 25/4/2024

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 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

j) Requirement for the position of Technologist Grade 9/10
i) Master's degree in the relevant discipline or related professional qualification.
   OR
i) On promotion for serving officers.
ii) A Bachelor's degree in the relevant discipline.
iii) Must have served as a technologist Grade 7/8 for three (3) years
iv) Must be computer literate.

k) 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
i) For serving officers:
ii) Three (3) years at Grade 5/6(Clerical staff) holding either CPS IV or National Diploma from accredited institution
iii) Must be computer literate.

l) 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.

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

n) 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

o) 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.

p) 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.

q) 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 IIstudies
      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.

r) 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
P. O. Box 75 – 10200,
MURANG'A.