



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY VACANCIES.

Institutional Profile

Meru University of Science & Technology (MUST) was established as a full-fledged University in Kenya through the Award of Charter on March 1, 2013 in line with the Universities Act No. 42 of 2012.

MUST is situated 15 km from Meru Town off the Meru-Maua Highway. The University has also opened a campus in Meru Town at the Hart Towers.

The objective of the University is to play a leading role in the provision of quality and relevant University education; establish sustainable research initiatives that promote societal development; promote the development of Science, Technology and Innovation; benchmark the University with the best practices and standards across the world; develop and manage effective and efficient Human Resources; develop and implement a responsive service delivery system; and promote equity and access to University education.

The University's vision is "A World Class University of Excellence in Science and Technology" while its mission is 'To provide Quality University Education, Training and Research in Science, Technology and Innovation'. To achieve this, MUST embraces the following Core Values;

Competitiveness, Innovation, Integrity, Professionalism and Quality

Meru University of Science and Technology (*MUST*) invites applications from qualified and experienced persons to fill the following vacant positions

REGISTRAR – ACADEMIC RESEARCH AND STUDENTS AFFAIRS - GRADE 15 (1 POST)

Applicants must be:

- Holder of a PhD with 3 years experience as Deputy Registrar Academics or Head of an Academic Department in a University.
- Conversant with modern management technique and be computer literate.
- Knowledge of strategic planning in education development.
- Proven capacity to promote learning, teaching, research and development in a modern university setup.
- Knowledge of national laws and policies in education.
- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

SENIOR LECTURERS - GRADE 13

Applicants are invited for post of Senior Lecturer in any of the following departments:

- Mathematics
- Business Management

Applicants must be holders of a PhD degree in the relevant area from a recognized university. In addition the applicants must:

- Have at least five (5) years of University teaching, three (3) of which as a full-time Lecturer after PhD qualification.
- Have successfully supervised at least three (3) Masters Students or one (1) PhD student since being appointed Lecturer.
- Show evidence of continued research including having published at least three (3) articles in refereed journals since being appointed Lecturer.
- Show evidence of attendance and contribution at learned conferences, seminars or workshops.
- Evidence of successful application grants either individually or as group since appointed as a Lecturer.
- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

LECTURERS – GRADE 12

Applicants are invited for post of Lecturer in any of the following areas:

- Mechanical Engineering

Applicants must be holders of a PhD degree in the relevant area from a recognized university. In addition the applicants must:

- Have a full-time University teaching experience as an assistant lecturer for at least three (3) years.
- Have published at least one (1) papers in a refereed journal
- Show evidence of attendance and contribution at learned conferences, seminars or workshops.
- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

ASSISTANT LECTURERS– GRADE 11

Applicants are invited for post of Assistant Lecturer in any of the following areas:

- Biological Sciences

Applicants must be holders of Masters Degree in the relevant field from a recognized University

- Have at least two (2) years teaching experience in a recognized University.

- Be registered for a PhD degree in the area of specialization.
- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

INTERNAL AUDITOR – GRADE 14 (1 POST)

Applicants should be holders of:-

- Masters Degree in Accounting or Finance.
- A bachelor's degree in Accounting or Finance.
- Be a registered member of the Institute of Certified Public Accountants of Kenya (ICPAK).
- Ten (10) years' working experience gained in Internal Audit five (5) of which must be at a senior level in Institutions of higher learning.
- Computer literacy and a good working knowledge of accounting packages and financial systems.
- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

ASSISTANT INTERNAL AUDITOR – GRADE 8 (1 POST)

Applicants should be holders of:-

- A Bachelor's degree in Accounting.
- Possession of CPA (K).
- Two (2) years working experience gained in Internal Audit in Institutions of higher learning.
- Computer literacy and a good working knowledge of accounting packages and financial systems.
- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

QUANTITY SURVEYOR – GRADE 12 (1 POST)

Applicants must be holders of:

- Bachelors degree in Building Economics or Quantity Survey from a recognized University
- Have relevant experience for a minimum of three (3) years in a large and busy organization.
- Be a registered Quantity Surveyor with the Board of Registration of Architects and Quantity Surveyors (BORAQS) and or IQSK.
- Have proficiency in Computer Applications such as Ms Office, SAP.
- Must have excellent communication and report writing skills.
- Have thorough knowledge of Safety Regulations.

- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

MEDICAL LABORATORY TECHNOLOGIST – GRADE 7 (1 POST)

Applicants must be holders of:

- Higher National Diploma in Medical Laboratory Technology from Kenya Medical Training College
- Must be registered with the Kenya Medical Laboratory Technicians and Technologist Board.
- KCSE mean grade C (plain) and above.
- Five (5) years working experience in Medical Laboratory Environment.
- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

COMPUTER LABORATORY TECHNICIAN – GRADE 5 (1 POST)

Applicants must be holders of:

- Diploma in Information Technology from a recognized Institution.
- Should have a wide experience on deployment of routers, switches, vlans, firewalls etc
- Should demonstrate skills in switching, routing, wireless, ASA, Nagios and subnetting
- Should have working knowledge of Windows and Linux operating systems and servers as well as Cisco certified Network Associate(CCNA), Microsoft Certified System Engineer(MCSE)
- KCSE mean grade C (plain) and above.
- Five (5) years working experience in busy teaching computer laboratory in an institution of Higher learning.
- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

TECHNOLOGISTS – GRADE 7

Applicants are invited for positions of Technologists in any of the following areas:

- Physics Lab
- Horticulture
- Biological Sciences

Applicants must be holders of Higher National Diploma in relevant fields from a recognized institution. In addition the applicants must:

- KCSE mean grade C (plain) and above.
- Must be Computer literate.
- Should show exemplary work performance.
- Should have 3 years experience as Technologist grade 5/6 or equivalent in an institution of higher learning.

- Must obtain clearance from the Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission and a valid certificate of good conduct from the Kenya Police Service.

SECURITY GUARDS – GRADE 3 (2 POSTS)

Applicants must be holders of:

- KCE Division IV or KCSE mean grade D (plain) and above.
- Must have a Discharge Certificate from the armed forces or reputable security firm.
- Valid Certificate of Good Conduct from the Kenya Police.
- Five (5) years working experience gained in security

Terms & conditions of Service

Successful candidates, for the above positions, will be offered a competitive remuneration package, including house allowance and other benefits in accordance with the Kenya Government Public Service Guidelines.

Application Procedure

Applicants should submit ten (10) copies of applications specifying the post together with a detailed curriculum vitae (detailing academic qualifications, professional experience, academic leadership, publications, project grants and awards/scholarships, linkages and community service, e-mail and telephone contacts), copies of certificates and other testimonials. They should also provide names, telephone numbers, contact addresses and e-mail addresses of three (3) referees.

Applicants are advised to indicate the post they have applied for on the envelope. Those who had applied earlier are encouraged to re-apply.

Applications in hard copy and referees' confidential reports should be sent to the undersigned to be received on or before Friday 5th December, 2014 by 5.00 p.m.

The Vice Chancellor

Meru University of Science & Technology

P.O. Box 972 - 60200

MERU

Website: www.must.ac.ke

Only shortlisted candidates will be contacted.

Meru University of Science & Technology is an Equal Opportunity Employer.

Canvassing will lead to automatic disqualification.



MUST is ISO 9001:2008 Certified