



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

JOB ADVERTISEMENT

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:

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Meru University of Science and Technology wishes to recruit qualified and dedicated staff to fill the following vacant positions. In your application indicate whether you should be considered for full- time, part-time or both.

PROFESSORS – GRADE 15

Applicants are invited for posts of Professor(s) in any of the following areas:

- | | |
|--|---|
| 1) Accounting & Finance | 19) Computer Security and Forensics |
| 2) Business Management | 20) Computer Engineering |
| 3) Economics | 21) Computer Science |
| 4) Co-operative Management | 22) Information Technology |
| 5) Applied Mathematics | 23) Information Science |
| 6) Pure Mathematics | 24) Food Science |
| 7) Statistics | 25) Agricultural Sciences |
| 8) Actuarial Science | 26) Animal Science |
| 9) Physics | 27) Biotechnology |
| 10) Botany | 28) Agricultural Extension |
| 11) Zoology | 29) Health Sciences |
| 12) Biochemistry | 30) Education Communication
Technology |
| 13) Chemistry | 31) Education Foundations |
| 14) Civil Engineering | 32) Education Psychology |
| 15) Mechanical Engineering | 33) Media and Communication |
| 16) Mechatronics | 34) Medical Education |
| 17) Electrical/ Electronic Engineering | |
| 18) Bio systems Engineering | |

Applicant must:

- i) Be holders of PhD degree in the relevant area from a recognised University.
- ii) Have three (3) years of teaching at University as Associate Professor.
- iii) Have a minimum of sixty (60) equivalent publication points since attaining Associate Professorship or equivalent of which at least forty (40) should be from refereed scholarly journals
- iv) Have supervised a minimum of five (5) postgraduate students to completion, at least two (2) at doctoral level
- v) Have demonstrated leadership ability
- vi) Have proven ability to attract research funding
- vii) Be actively affiliated to an appropriate professional body.

ASSOCIATE PROFESSORS - GRADE 14

Applicants are invited for posts of Associate Professor (s) in any of the following areas:

- | | |
|--|---|
| 1) Accounting & Finance | 20) Computer Engineering |
| 2) Business Management | 21) Computer Science |
| 3) Economics | 22) Information Technology |
| 4) Co-operative Management | 23) Information Science |
| 5) Applied Mathematics | 24) Food Science |
| 6) Pure Mathematics | 25) Agricultural Sciences |
| 7) Statistics | 26) Animal Science |
| 8) Actuarial Science | 27) Biotechnology |
| 9) Physics | 28) Agricultural Extension |
| 10) Botany | 29) Medical Laboratory Sciences |
| 11) Zoology | 30) Nursing |
| 12) Biochemistry | 31) Public Health |
| 13) Chemistry | 32) Molecular Biology |
| 14) Civil Engineering | 33) Education Communication
Technology |
| 15) Mechanical Engineering | 34) Education Foundations |
| 16) Mechatronics | 35) Education Psychology |
| 17) Electrical/ Electronic Engineering | 36) Media and Communication |
| 18) Bio systems Engineering | 37) Medical Education |
| 19) Computer Security and Forensics | |

Applicants must:-

- i. Be holders of PhD degree in the relevant area from a recognised University
- ii. Have at least three (3) years of University teaching experience at the University as a Senior Lecturer or Senior Researcher/Industry experience or equivalent
- iii. Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student since being appointed Senior Lecturer
- iv. A minimum of forty eight (48) publication points as a Senior Lecturer or equivalent; of which at least thirty two (32) should be from refereed scholarly journals
- v. Show evidence of attendance and contribution at learned Conferences, Seminars or workshops.
- vi. Evidence of winning grants either individually or as a group since being appointed as a Senior Lecturer.
- vii. Be actively affiliated to an appropriate professional body.

SENIOR LECTURERS - GRADE 13

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

- | | |
|-----------------------------|---|
| 1) Accounting & Finance | 20) Computer Science |
| 2) Business Management | 21) Information Technology |
| 3) Economics | 22) Food Science |
| 4) Co-operative Management | 23) Animal Science |
| 5) Applied Mathematics | 24) Agricultural Sciences |
| 6) Pure Mathematics | 25) Biotechnology |
| 7) Statistics | 26) Agricultural Extension |
| 8) Physics | 27) Medical Laboratory Sciences |
| 9) Actuarial Science | 28) Nursing |
| 10) Botany | 29) Public Health |
| 11) Zoology | 30) Molecular Biology |
| 12) Biochemistry | 31) Anatomy |
| 13) Chemistry | 32) Education Communication
Technology |
| 14) Mechanical Engineering | 33) Education Foundations |
| 15) Mechatronics | 34) Education Psychology |
| 16) Civil Engineering | 35) Media and Communication |
| 17) Electrical/ Electronics | 36) Medical Education |
| 18) Biosystems Engineering | |
| 19) Computer Engineering | |

Applicants must:-

- i. Be holders of PhD degree in the relevant area from a recognised University
- ii. Have at least five (3) teaching experience at the University level as a Lecturer or six (6) years research/industry experience.
- iii. Have successfully supervised at least three (3) Masters Students or one (1) PhD student since being appointed Lecturer.
- iv. A minimum of thirty two (32) publication points as a Lecturer or equivalent, of which at least twenty four (24) should be from refereed scholarly journals
- v. Have supervised at least three (3) post graduate student to completion as a Lecturer or equivalent.
- vi. Show evidence of attendance and contribution at learned conferences, seminars or workshops.
- vii. Evidence of winning grants either individually or as a group since being appointed as a Lecturer
- viii. Registered with the relevant professional body (where applicable)

LECTURERS – GRADE 12

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

- | | |
|----------------------------|-----------------------------|
| 1) Accounting & Finance | 13) Chemistry |
| 2) Business Management | 14) Mechanical Engineering |
| 3) Economics | 15) Mechatronics |
| 4) Co-operative Management | 16) Civil Engineering |
| 5) Applied Mathematics | 17) Electrical/ Electronics |
| 6) Pure Mathematics | 18) Biosystems Engineering |
| 7) Statistics | 19) Computer Engineering |
| 8) Physics | 20) Computer Science |
| 9) Actuarial Science | 21) Information Technology |
| 10) Botany | 22) Food Science |
| 11) Zoology | 23) Animal Science |
| 12) Biochemistry | 24) Agricultural Sciences |

- 25) Agricultural Extension
- 26) Biotechnology
- 27) Medical Laboratory Sciences
- 28) Nursing
- 29) Molecular Biology
- 30) Public Health

- 31) Education Psychology
- 32) Educational Foundations
- 33) Education Communication Technology
- 34) Media and Communication
- 35) Medical Education

Applicants must

- i. Have an earned Ph.D from accredited and recognized University and be registered with the relevant professional body (where applicable).
OR
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 or in research or in industry.
- ii. A minimum of 24 publication points, of which at least sixteen (16) should be from refereed journal papers.
- iii. Registered with the relevant professional body (where applicable).
- iv. Show evidence of attendance and contribution at learned conferences, seminars or workshops.

TUTORIAL/RESEARCH FELLOW – GRADE 11

Applicants are invited for post of Tutorial/Research Fellow in any of the following areas:

- | | |
|-----------------------------|---|
| 1) Accounting & Finance | 19) Computer Engineering |
| 2) Business Management | 20) Computer Science |
| 3) Economics | 21) Information Technology |
| 4) Co-operative Management | 22) Food Science |
| 5) Applied Mathematics | 23) Animal Science |
| 6) Pure Mathematics | 24) Agricultural Sciences |
| 7) Statistics | 25) Agricultural Extension |
| 8) Physics | 26) Biotechnology |
| 9) Actuarial Science | 27) Medical Laboratory Sciences |
| 10) Botany | 28) Nursing |
| 11) Zoology | 29) Molecular Biology |
| 12) Biochemistry | 30) Public Health |
| 13) Chemistry | 31) Education Psychology |
| 14) Mechanical Engineering | 32) Educational Foundations |
| 15) Mechatronics | 33) Education Communication
Technology |
| 16) Civil Engineering | 34) Media and Communication |
| 17) Electrical/ Electronics | 35) Medical Education |
| 18) Biosystems Engineering | |

Applicants must be:

- i) Holders of a Masters degree in the relevant area from a recognized University. In addition, the applicant must:
- ii) Be registrable for Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification
- iii) Be registered or registrable with the relevant professional body (*Where applicable*)

GRADUATE ASSISTANT/RESEARCH ASSISTANT – GRADE 10

Applicants are invited for post of Graduate Assistant/Research Assistant in any of the following areas:

- | | |
|----------------------------|-----------------------------|
| 1) Accounting & Finance | 15) Mechatronics |
| 2) Business Management | 16) Civil Engineering |
| 3) Economics | 17) Electrical/ Electronics |
| 4) Co-operative Management | 18) Biosystems Engineering |
| 5) Applied Mathematics | 19) Computer Engineering |
| 6) Pure Mathematics | 20) Computer Science |
| 7) Statistics | 21) Information Technology |
| 8) Physics | 22) Food Science |
| 9) Actuarial Science | 23) Animal Science |
| 10) Botany | 24) Agricultural Sciences |
| 11) Zoology | 25) Health Sciences |
| 12) Biochemistry | 26) Biotechnology |
| 13) Chemistry | 27) Agricultural Extension |
| 14) Mechanical Engineering | |

Applicants must be:

- i) Have at least upper second class honors Bachelor's degree from accredited and recognized university in the relevant field.
- ii) Be Expected to register for a relevant Masters degree
- iii) Be registered or registrable with the relevant professional body (*Where applicable*)

TECHNOLOGISTS/TECHNICIANS – GRADE 5/6

Applicants are invited for post of Technologist/Technician in any of the following areas:

- | | |
|----------------------------|-----------------------------|
| 1) Animal Science | 12) Computer Science |
| 2) Physics | 13) Information Technology |
| 3) Botany | 14) Electrical/ Electronics |
| 4) Zoology | 15) Food Science |
| 5) Biochemistry | 16) Animal Science |
| 6) Chemistry | |
| 7) Mechanical Engineering | 17) Agricultural Sciences |
| 8) Mechatronics | 18) Health Sciences |
| 9) Civil Engineering | 19) Biotechnology |
| 10) Biosystems Engineering | |
| 11) Computer Engineering | |

Applicant must be holders of Diploma in relevant fields from a recognized institution. In addition, the applicant must:

- i) Have KCSE mean grade C (Plain) and above
- ii) Be computer literate
- iii) Show exemplary work performance
- iv) Have 3 years relevant experience

TECHNOLOGISTS/TECHNICIANS – GRADE 4

Applicants are invited for post of Technologist/Technician in any of the following areas:

- | | |
|-----------------------------|-----------------------------|
| 1) Animal Science | 12) Computer Science |
| 2) Physics | 13) Information Technology |
| 3) Botany | 14) Electrical/ Electronics |
| 4) Zoology | 15) Food Science |
| 5) Biochemistry | 16) Animal Science |
| 6) Chemistry | 17) Agricultural Sciences |
| 7) Mechanical Engineering | 18) Health Sciences |
| 8) Mechatronics | 19) Biotechnology |
| 9) Civil Engineering | |
| 10) Bio systems Engineering | |
| 11) Computer Engineering | |

Applicant must be holders of a Certificate in relevant fields from a recognized institution. In addition, the applicant must:

- i. Have KCSE mean grade C- (Plain) and above
- ii. Be computer literate
- iii. Show exemplary work performance
- iv. Have 3 years relevant experience

REGISTRAR – ACADEMIC RESEARCH AND STUDENT AFFAIRS - GRADE 15 (1 POST) (RE-ADVERTISEMENT)

Applicants should:

- Be holders of a Ph.D. with at least Three (3) years experience as a Deputy Registrar Academic or Head of an academic Department in a University.
- Be conversant with modern management techniques and be computer literate.
- Have knowledge of strategic planning in education development.
- Have proven capacity to promote learning, teaching, research and development in a modern University setup.
- Have knowledge of national laws and policies in education.

DEPUTY REGISTRAR (TEACHING PROGRAMS) - GRADE 14 (1 POST)

Applicants should:

- Be holders of a Ph.D. with at least Ten (10) years administrative experience three (3) of which have been gained in an Institution of higher learning or at a senior level in public or private sector

OR

- Be holders of a Masters Degree in Public Administration or its equivalent with at least Twelve (12) years administrative experience three (3) of which as Senior Assistant Registrar in an Institution of higher learning or at a senior level in public or private sector
- Have knowledge of processing of examinations or student admissions and or management of teaching programmes.
- Applicants with membership to a relevant professional body have an added advantage.

DEPUTY FINANCE OFFICER – GRADE 14 (1 POST)

Applicants should:-

- Be holders of Masters Degree in Business Administration, Accounting or Finance from a recognized university.
- Have a Bachelor's Degree in Accounting or Finance from a recognized university.
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK).
- Have at least Twelve (12) years working experience five (5) of which must be at a senior level in the Finance Department in an Institution of higher learning, public or private sector.
- Show outstanding competence in managing the Finance function matched with broad experience and knowledge of Public Sector Financial Management, policies and goals.
- Demonstrate competence in Information Technology and a good working knowledge of Computerized Financial Systems.

CHIEF INTERNAL AUDITOR – GRADE 14 (1 POST)

Applicants should:-

- Be holders of Masters Degree in Business Administration, Accounting or Finance from a recognized university.
- Have a Bachelor's Degree specialized in Accounting or Finance from a recognized university.
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK).
- Have at least Ten (10) years working experience gained in internal audit Five (5) of which must have been gained in internal audit in an institution of higher learning, public or private sector.
- Show outstanding competence in managing the audit function or other responsibilities at a senior level, matched with broad experience and knowledge of public sector financial management, policies and goals.
- Have excellent knowledge of current auditing standards and practice.
- Demonstrate competence in use of Information Technology and a good working knowledge of Computerized Financial Systems.

ASSISTANT REGISTRAR – GRADE 12 (6 POSTS)

Applicants should:-

- Be holders of Masters Degree in Business Administration or equivalent from a recognized University.
- Have at least Seven(7) years administrative experience in a learning Institution, public or private sector.
- Demonstrate competence in application of Management Information Systems.

SENIOR ASSISTANT INTERNAL AUDITOR – GRADE 10 (1 POST)

Applicants should:-

- Be holders of A Bachelors Degree in Commerce (Accounting or Finance option).
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK).
- Have a minimum of five (5) years working experience gained in internal audit in an institution of higher learning, public or private sector.
- Have excellent knowledge of current auditing standards and practice.
- Be able to handle confidential and sensitive information with excellent analytical and report writing skills.
- Demonstrate competence in use of Information Technology and a good working knowledge of Computerized Financial Systems.

WEB CONTENT DEVELOPER/EDITOR – GRADE 8 (1 POST)

Applicants should:-

- Be holders of a Bachelors Degree in English, Journalism or mass communication, Technical writing or related field.
- Have a minimum of Three (3) years working experience gained in an institution of higher learning, public or private sector
- Have excellent writing and editing skills, with an understanding of the special requirements of writing for the Web, such as use of keywords, hyperlinks, navigation and importance of brevity.
- Have good interpersonal skills to work effectively with contributors, designers and webmasters.
- Have eye for detail, with excellent spelling, grammar and punctuation skills.
- Good organizational skills to collate material from multiple sources and produce web content within tight schedules.

ARTISANS (WELDER/MASON/PAINTER/CARPENTER) I – GRADE 3 (4 POST)

Applicants should:

- Be holders of a Government trade test certificate grade 3
- Have at least three (3) years relevant experience.

Application Procedure

For detailed information about the positions above visit the Meru University of Science and Technology Website: www.must.ac.ke. Applicants should submit 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 (where applicable), 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.

In addition all the applicants should obtain clearance from the Kenya Revenue Authority, Ethics and Anti-Corruption Commission and a valid Certificate of Good Conduct from the Kenya Police Service.

Applicants are advised to indicate the post they have applied for on the envelope. Applications in hard copy and referees' confidential reports should be sent to the undersigned to be received on or before **Friday 29th May 2015 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