



JOB VACANCIES

Meru University of Science and Technology (MUST) is a state owned University established by the Government of Kenya under the Universities Act 2012. The University is located in Meru County, along the Meru-Maua road.

MUST aspires to be a World Class University of Excellence in Science and Technology. The mission of the University is to provide quality University education, training and research in Science, Technology and Innovation.

MUST is a center of excellence in Innovation, Technology, Engineering, Food Science and Agriculture being an integral part of the realisation of Kenya's National agenda including Vision 2030.

RECRUITMENT OF VICE CHANCELLOR - MUST/ADA/01/18

MUST Council is looking for a truly inspirational leader of great intellectual distinction who has the humility to respect the University's values and who possesses the passion, commitment, personality and confidence to take Meru University of Science and Technology forward as a world class learning institution. The position requires a self-driven, innovative and visionary leader with the capacity to build a dynamic working team. The Council is searching for that remarkable candidate who has a track record of success in leading institutions of higher learning and guiding higher performance, and who possesses the ability to articulate and communicate a clear vision for the University's future, together with their capacity to deeply engage with diverse stakeholders.

Duties and Responsibilities:

As per the Charter and Statutes of Meru University of Science and Technology, the duties and responsibilities of the Vice Chancellor shall include:

1. Be the academic, administrative and finance Head of the University.
2. Have the overall responsibility for the leadership, management, strategic direction, organization, administration of programs of the University.
3. Secretary and Ex-officio member of the University Council, Chairperson of the University Management Board, Senate and any other University committee as may be provided in the statutes.
4. Be responsible for all legal instruments of authority for the University.
5. Have such other duties and powers as may be conferred upon by the Council.

Requirements and Core Competencies:

For appointment to the position of the Vice Chancellor, a person shall:

1. Be a full professor and a holder of an earned Doctorate degree from a University recognized by the Commission for University Education in Kenya.
2. Demonstrable knowledge and experience in structural, legislative and regulatory framework for administering University education.
3. Have at least ten (10) years of administrative, academic and research experience at a senior level of at least a University Dean or equivalent in an academic or research institution.
4. Be an accomplished scholar with proven track record and demonstrated evidence in formulating and managing academic programs, supervising and mentoring Masters and PhD students.
5. Have demonstrable experience of entrepreneurship and innovation to create wealth for sustainability of the University in line with its Vision and Mission.
6. Demonstrate experience in stakeholder management, networking, harnessing grants, fundraising, and resource mobilisation including building solid partnerships and linkages.
7. Have proven excellent organisational, persuasive, interpersonal and effective communication skills to manage complex and diverse stakeholders.
8. Demonstrate high ethical standards, integrity, transparency and accountability, professionalism, team work and good stewardship and comply with the requirements of Chapter six of the Constitution of Kenya, 2010.

Tenure of office

The appointment will be for a contractual period of five (5) years renewable for a further period of five years, subject to performance appraisal by the University Council.

How to apply

1. Applicant is required to submit a summary statement addressing the above requirements and core competencies demonstrating relevant experience suitable for the position (Maximum five pages).
2. Application should be accompanied by a detailed curriculum vitae detailing academic qualifications, professional experience, academic leadership, publications, awards/scholarships/ funding, membership to professional associations and linkages and certified copies of relevant academic and professional certificates, national identity card or passport, testimonials, e-mail addresses and telephone contacts and any other relevant supporting documents.
3. Applicants must also submit valid clearances from the following bodies;
 - a. Kenya Revenue Authority
 - b. Higher Education Loans Board
 - c. Ethics and Anti-Corruption Commission
 - d. Criminal Investigation Department (Certificate of Good Conduct)
 - e. Registered Credit Reference Bureau

4. They should also provide names, telephone numbers and contact addresses of three referees.
5. All applications shall clearly be marked "**Application for the position of Vice Chancellor, MUST**" and submitted in ten (10) hard copies. An electronic copy in pdf format shall also be sent to councilchair@must.ac.ke
6. Applications must be submitted on or before **4th May, 2018** by **5.00 pm** to;

The Chairman
Meru University of Science and Technology Council
P.O. Box, 972 - 60200
MERU

or dropped at;
Meru University of Science and Technology - Main Campus, Nchiru
Council Secretariat Office

CHIEF INTERNAL AUDITOR - GRADE 15 - MUST/ADA/02/18 (1 POST)

The Chief Internal Auditor shall be administratively responsible to the Vice Chancellor and functionally to the audit committee of the Council.

Duties and Responsibilities:

1. Review of accounting systems and related internal controls.
2. Continuous evaluation of the efficiency and effectiveness of internal control systems.
3. Investigate and advise on matters pertaining to internal and external audit queries.
4. Review of the implementation of corporate policies, plans and procedures.
5. Design, implement, co-ordinate and review internal audit control systems.
6. Responsible for developing and implementing audit work plan.
7. Serve as a secretary to the Audit committee of the Council.

Requirements:

1. Masters degree in a business field with ten (10) years relevant professional experience, with at least 5 years' experience in Audit at senior level in a University or public institution.
2. Be a Certified Public Accountant (CPA (K)) or its equivalent.
3. Demonstrated experience in systems Audit with high proficiency in Computer Aided techniques.
4. Be a Certified Information Systems Auditor (CISA)
5. Effective communication, good interpersonal and reporting skills.
6. Proven high degree of integrity, honesty and ethical practices.
7. Must adhere to the requirements of Chapter six (6) of the Constitution of Kenya.

How to apply

1. Application should be accompanied by a detailed curriculum vitae and certified copies of relevant academic and professional certificates, national identity card or passport, testimonials, e-mail addresses and telephone contacts and any other relevant supporting documents.
2. Applicants must also submit valid clearances from the following bodies;
 - a. Kenya Revenue Authority
 - b. Higher Education Loans Board
 - c. Ethics and Anti-Corruption Commission
 - d. Criminal Investigation Department (Certificate of Good Conduct)
 - e. Registered Credit Reference Bureau
3. They should also provide names, telephone numbers and contact addresses of three referees.
4. Ten (10) copies of the application and referees' confidential reports on the applicants' suitability for the post should be sent via registered mail or courier "**marked with the reference number on the left hand corner of the envelope**" and sent to the under-signed to be received on or before **4th May, 2018** by **5.00 pm**

The Ag. Vice Chancellor
Meru University of Science and Technology
P.O. Box, 972-60200
MERU

Meru University of Science and Technology is an equal opportunity employer. Women, those from marginalized areas and persons with disability are encouraged to apply.

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

This Advertisement is also available on the University Website: www.must.ac.ke

