



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

A World Class University of Excellence in Science and Technology

VACANCIES

Meru University of Science and Technology (MUST) is a state owned University established by the Government of Kenya under the Universities Act 2012. MUST 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 that are some of the key enablers of Kenya's National agenda including Vision 2030 and the Big Four agenda.

MUST wishes to recruit qualified and dedicated staff to fill the following vacant positions:

ACADEMIC POSITIONS

PROFESSORS - GRADE 15 - MUST/ACA/02/19

Applicants are invited for the post of a Professor in the following areas: -

1. Applied Mathematics
2. Biological Sciences

Applicants must have:

- a) An earned Ph.D in the relevant field from an accredited and recognized university.
- b) At least three (3) years of teaching experience as an Associate Professor or equivalent and research experience.
- c) A minimum of sixty (60) publication points since attaining Associate Professorship or equivalent of which at least forty (40) should be from refereed scholarly journals.



- d) Supervised a minimum of five (5) postgraduate students to completion, at least two (2) at doctoral level.
- e) Demonstrated leadership ability.
- f) Attracted research or development funds as an Associate Professor or equivalent.
- g) Registered with the relevant professional body (*where applicable*).
- h) Evidence of attendance and contribution at learned Conferences, Seminars or workshops.

ASSOCIATE PROFESSORS - GRADE 14 - MUST/ACA/03/19

Applicants are invited for the post of Associate Professor in the following areas: -

1. Applied Mathematics
2. Biological Sciences

Applicants must have:

- a) An earned Ph.D in the relevant field from an accredited and recognized University.
- b) At least three (3) years of teaching experience at the University as a Senior Lecturer or Senior Researcher/Industry experience or equivalent.
- c) Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student since being appointed Senior Lecturer.
- d) 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.
- e) Demonstrated leadership ability.
- f) Attracted research or development funds as a Senior Lecturer/Senior Research fellow.
- g) Registered with the relevant professional body (*where applicable*).
- h) Evidence of attendance and contribution at learned Conferences, Seminars or workshops.



ADMINISTRATION POSITIONS

LEGAL OFFICER - GRADE 12 - MUST/ADM/03/19

The Legal Officer shall be answerable to the Vice-Chancellor.

Duties and responsibilities

- a) Management of the University legal function.
- b) Monitor and evaluate compliance with regulations, contractual obligations and policies and implement corrective actions.
- c) Provide corporate governance advisory and practical support to the council, its members and the University for the effective discharge of their duties and responsibilities.
- d) Interpreting general University Statutes, Terms and Conditions of service, Collective Agreements and other documents that have legal binding on the University.
- e) Ensure statutory compliance through regular monitoring and implementation of legal, regulatory and policy requirements.
- f) Offering secretariat services to the council and all its committees.
- g) Working closely with the Vice Chancellor to ensure that Council meetings and business are conducted efficiently and in compliance with relevant legislation
- h) Updating the University on new relevant legislations.
- i) Ensuring compliance with Laws, regulations, standards and codes.

Qualifications

- a) Must be a holder of a bachelor's degree in Law from a recognized University and a Postgraduate Diploma in Law from Kenya School of Law.
- b) He/she must be an Advocate of the High Court of Kenya.
- c) He/she should be a registered member of Law Society of Kenya with good standing and have a current practicing certificate.
- d) He/she should have at least three (3) years post-qualification relevant working experience in a busy firm or in a University.
- e) Proficiency in Microsoft computer applications.
- f) Self-motivated team player with good inter-personal and communication skills.
- g) Masters of Law Degree from a recognized University will be an added advantage.



DIRECTOR, INCOME GENERATION UNIT - MUST/ADM/04/19

The Director, Income Generation Unit shall be answerable to the Vice-Chancellor.

Duties and responsibilities

- a) Planning, establishing and development of all income generating activities in the University.
- b) Management of University commercial facilities and all income generation activities.
- c) Preparation of concept plans and business plans for all income generation activities in the University for approval by the University Management Board and Council.
- d) Provision of strategic direction on improvement of performance of University income generating activities.
- e) Formulation of operating and financial policies and guidelines for all income generating units in the University and presentation of the said guidelines for approval by University Management Board and Council.
- f) Review of recommendations from departments regarding the optimum utilization of production units based in departments for training, research and production activities.
- g) Preparation of quarterly reports from all income generation activities and production units, and based upon these reports make recommendations regarding the operations of units.
- h) To deal with any other matters referred to the Unit by the Council, University Management Board, the Vice Chancellor or any other University Committee;
- i) To mobilize resources to build the University revenue base.
- j) Performing any other function assigned by the Vice Chancellor.

Qualifications

- a) Bachelor degree in Marketing/Sales or a business related field from a recognized University. Masters degree in Strategic management/Project management or a related field will be an added advantage.
- b) Accounting/finance/project management background will be an added advantage.
- c) At least three (3) years experience in a similar role.
- d) Be a member of a relevant professional body and have strong financial management orientation.
- e) A good communicator with good planning and organization skills and ability to exercise sound judgements.
- f) Ability to supervise a team and deliver well under pressure and meet deadlines;



- g) Proficiency in Microsoft computer applications.
- h) Self-motivated team player with good inter-personal and communication skills.

PROCUREMENT OFFICER - GRADE 12 - MUST/ADM/05/19

The Procurement Officer shall be answerable to the Vice-Chancellor.

Duties and responsibilities

- a) Consolidate the annual procurement plan through compilation of submitted departmental procurement plans for forwarding to the accounting officer for approval.
- b) Provide input into the preparation of the departmental budget through needs assessment and subsequent resource matching to ensure availability of financial resources in a timely and complete manner to facilitate achievement of the departmental mandate.
- c) Allocate work to subordinate staff in line with job descriptions and annual work plans to ensure all departmental tasks are carried out in a timely and complete manner.
- d) Prepare quarterly reports relating to tenders and contracts in line with Public Procurement Regulatory Authority for compliance with procurement legislation.
- e) Facilitate subordinate staff performance appraisal through validation of the integrity of information provided by the relevant staff on the appraisal form to ensure that they are operating at optimal performance levels.
- f) Provide input into the preparation of the departmental work plan through needs assessment and subsequent human capital matching to ensure all departmental tasks are carried out in a timely and complete manner.
- g) Performing any other function assigned by the Vice Chancellor.

Qualifications

- a) Masters in Procurement and Logistics Management or Masters in Supply Chain Management with at least three (3) years experience in a busy procurement environment.

OR

- b) Bachelors degree in Purchasing and Supplies Management or a related field with a Post Graduate Diploma in Purchasing and Supplies Management from a recognized institution.
- c) At least five (5) years experience in a large and busy public or private institution.
- d) Be registered with the relevant professional body.



- e) A good communicator with good planning and organization skills and ability to exercise sound judgements.
- f) Ability to supervise a team and deliver well under pressure and meet deadlines.
- g) Proficiency in Microsoft computer applications.
- h) Self-motivated team player with good inter-personal and communication skills.

SOFTWARE DEVELOPER - GRADE 8 - MUST/ADM/06/19

Duties and responsibilities

- a) Customize the ERP System functions as per the user requirements.
- b) Working with ERP consultant and external service providers to integrate the ERP with other systems.
- c) Customize required reports in the system.
- d) Enhance existing modules to meet user requirements.
- e) Interpret user requirements into logical functions.
- f) Analyze user requirements and advice on the required logical structures.
- g) Writing documentation and operating manuals.
- h) Testing and modifying systems to ensure that they operate reliably.
- i) Fault finding, diagnosing and fixing bugs.

Qualifications

- a) Bachelor's Degree in Information Technology/Computer Science.
- b) Over three (3) years' experience working as a developer with Ms. Dynamics Navision.
- c) Strong Dynamics NAV Development experience, need to be an expert in C/AL C/Side programming.
- d) Experience with Dynamics NAV 2013 R2 or other recent versions.
- e) Strong communication skills and ability to work within teams or independently.
- f) Experience in .NET and SQL development.

Remuneration

A competitive remuneration will be paid in accordance with the Meru University of Science and Technology Terms and Conditions of service.

How to apply

1. Applications should be accompanied by a detailed curriculum vitae and certified copies of relevant academic and professional certificates, national identity card or



passport, testimonials, copies of certificates, 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) Directorate of Criminal Investigation (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" to the under-signed to be received on or before **22nd July, 2019 by 5:00 p.m.**
5. Applicants are also required to fill a job application summary form availed in the MUST website, send a soft copy to recruitment@must.ac.ke and attach a hard copy to the application. **(Compulsory)**
6. Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education.

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

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

The Vice Chancellor
Meru University of Science and Technology
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MERU
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