



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;

UNIVERSITY LIBRARIAN - GRADE 15 - MUST/AC/01/05/20

Duties and responsibilities:

1. Participate in development, revision and implementation of section objectives through set policies to provide strategic leadership of the library section.
2. Provide leadership through overall section planning, services development and organization in line with the set regulations and policies to meet the mission of the library.
3. Improve staff output at section level through training and performance reviews so as to ensure a high level of professional service.
4. Design information services of the section through planning, policies and procedures so as to meet the information needs of the patrons.
5. Provide varied, authoritative and up-to-date information resources in all formats (physical, electronic) to all categories of users through section budget controls so as to facilitate teaching, learning, research and community service.



6. Participate in planning for physical and virtual resources and facilities in the library section in line with the university policies so as to provide a convenient and conducive place for study and research.
7. Oversee departmental information services through report analysis so as to ensure quality in service provision.
8. Provide input in the preparation of the departmental budget through needs analysis to ensure adequate resource allocation.

Qualifications

1. PhD in Library and Information Science or related fields with 3 years as Deputy University Librarian and should have published a minimum of three articles in peer reviewed journals.
2. Master's degree in Library and Information Science or related field from a recognized university.
3. A Bachelor's degree in Library studies/Information Science or related field.
4. He/she should have five (5) years' work experience in a library set up in an institution of higher learning.
5. Proficiency in Microsoft computer applications.
6. Self-motivated team player with good inter-personal and communication skills.

ESTATES MANAGER - GRADE 13 - MUST/ADM/01/05/20

Duties and Responsibilities:

1. Oversee the operations and maintenance of University structures and projects to ensure compliance and conformity to the regulations and desired qualities.
2. Coordinate all development and maintenance activities in line with the University policies to ensure they are done in the required manner, time and quality.
3. Advise the University management on development projects by assessing their viability and the cost implication to ensure right projects are undertaken by the University.
4. Develop departmental policies in line with the University strategies to ensure conformity to the strategic direction of the University.
5. Oversee and lead consultants on the design and construction of projects by planning and assigning roles to ensure all the activities are done in the right manner.
6. Prepare departmental budgets through needs analysis to ensure adequate resource allocation to the department.

Qualifications

1. Master's degree in Building and Construction or its equivalent.
2. A bachelor's degree in Building and Construction or in a related field.
3. He/she should be registered by Engineers Registration Board or BORAQS.



4. He/she should have twelve (12) years of experience in project management.
5. Proficiency in Microsoft computer applications.
6. Self-motivated team player with good inter-personal and communication skills.

SENIOR LIBRARY ASSISTANT - GRADE 10 - MUST/AC/02/05/20

Applicants must:

1. Have a Master's degree in Library and Information Science or related field.
2. Have a Bachelor's degree in Library studies/Information Science.
3. He/she should have three (3) years' work experience in a busy firm or in a University.
4. Proficiency in Microsoft computer applications.
5. Self-motivated team player with good inter-personal and communication skills.

SENIOR TECHNICIAN (SOFTWARE DEVELOPER) - GRADE 10 - MUST/ADM/02/05/20 (Re-Advertisement)

Duties and Responsibilities:

1. Prepare software code procedures as required by the product definition to enable successful software development.
2. Troubleshoot computer applications and oversee security risks through regular check-ups for the department to ensure good functioning of the systems and better security.
3. Participate in procurement of ICT software and equipment through provision of specification on items needed to ensure the right equipment are acquired by the institution.
4. Manage and maintain applications and codes through documentation to ensure information availability.
5. Participate in the implementation of disaster recovery plans through back-ups and documentation to ensure business continuity and better service delivery in the department.
6. Maintain, repair and upgrade computer software in line with the current ICT professional practices to ensure optimal operations of computer software.
7. Diagnose and fix problems or potential problems with the computer application in line with ICT documented procedures to ensure continuous functioning of ICT systems.
8. Monitor computer applications through regular check-ups to improve performance.
9. Contribute technical expertise in requirements analysis in line with current ICT professional practices and trends to enhance the quality of the solution design.
10. Test and gather feedback by use of software testing tools to improve the quality of software and reduce operational risk of the developed applications.



11. Undertake post-release activities through user feedback and software performance to develop a base of knowledge to be incorporated in future build and release cycles to promote development of standard software.
12. Participate in development of applications development proposals and documentation in line with the emerging technologies to ensure successful implementation of systems.
13. Participate in presentation of applications development reports through available channels in order to ensure proper documentation of the development procedures.
14. Develop institutional repository on applications developed for digital content through setting of the required infrastructure so as to promote quality teaching and learning.

Qualifications

1. Bachelor's Degree in Information Technology/Computer Science.
2. Over three (3) years' experience working as a developer with Ms. Dynamics Navision.
3. Strong Dynamics NAV Development experience, need to be an expert in C/AL C/Side programming.
4. Experience with Dynamics NAV 2013 R2 or other recent versions.
5. Strong communication skills and ability to work within teams or independently.
6. 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. Application 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. Three (3) 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 **5th June, 2020 by 5:00 p.m.**



5. Applicants are also required to fill a job application summary form availed in the MUST website and send hard and soft copies (Microsoft word document) to recruitment@must.ac.ke (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 living with Disabilities are encouraged to apply.*

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

