



# MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

A World Class University of Excellence in Science and Technology

## INTERNAL JOB ADVERTISEMENT

Meru University of Science and Technology (MUST) invites applications from qualified and dedicated staff to fill the following vacant positions:

### **SENIOR LECTURER, ECONOMICS - GRADE 13 - MUST/ACA/INT/01/12/20 - 1 POST**

#### Applicants must have:

1. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university.
2. At least three (3) years of teaching experience at the University level as a Lecturer or six (6) years research/industry experience.
3. 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.
4. Supervised at least three (3) post graduate students to completion as a Lecturer or equivalent.
5. Be registered with the relevant professional body (where applicable).

### **CLERK - GRADE 5/6 - MUST/ADM/INT/02/12/20 - 1 POST**

#### Applicants must:

1. Have a Diploma in a Business related course from a recognized Institution.
2. Have worked in an Examination environment and highly confidential office for at least four (4) years.
3. Demonstrate ability of serializing and coding of documents.

### **SENIOR LIBRARY ASSISTANT - GRADE 8 - MUST/ADM/INT/03/12/20 - 6 POSTS**

#### Applicants must have:

1. A Bachelor's Degree in Library and Information Studies or equivalent degree qualification from a recognized University.



2. At least five (5) years' experience in an academic library.
3. Experience in use of automated library systems (KOHA).
4. Experience in the search of electronic databases.
5. Experience in use of institutional repository software.
6. Experience in provision of reference services to academia.
7. Bibliographic management skills.

## **LIBRARY ASSISTANT - GRADE 5/6 - MUST/ADM/INT/04/12/20 - 2 POSTS**

Applicants are invited for the post of Library Assistant.

### **Applicants must have:**

1. A Diploma in Library and Information Studies.
2. At least 3 years' experience in an academic library.
3. Experience in use of automated library systems (KOHA).
4. Experience in the search of electronic databases.
5. Experience in use of institutional repository software such as DSpace.
6. Bibliographic management skills.

### **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 should also provide names, telephone numbers and contact addresses of three (3) referees one of whom must be the immediate supervisor.
3. Three (3) copies of the application and referees' confidential reports on the applicants' suitability for the post should be submitted to the University Registry to be received on or before **17<sup>th</sup> December, 2020 by 5:00 p.m.**
4. 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](mailto:recruitment@must.ac.ke). (**Compulsory**)
5. Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education.
6. Applicants **MUST** be currently employed in Meru University of Science and Technology.

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  
P.O. Box, 972-60200  
MERU

Website: [www.must.ac.ke](http://www.must.ac.ke)

