MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

A University of Excellence Transforming Society through Science, Cutting Edge Technology and Innovation

EXTERNAL ADVERTISEMENT

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 University of excellence transforming society through science, cutting edge technology and innovation. 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; some of the key enablers of Kenya's national agenda including Vision 2030 and the Bottom-up Economic Transformation Agenda (BETA).

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

ACADEMIC POSITIONS

SENIOR LECTURERS - GRADE 13
MUST/ACA/EXT/01/7/25

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

1. Civil Engineering (1 post)
2. Mechatronics Engineering (1 post)
3. Mechanical Engineering (1 post)
4. Hospitality and Tourism Management (1 post)
5. Health Systems Management (1 post)
6. Entrepreneurship (1 post)

Applicants must have:

i. An earned PhD (or a Master degree qualification in special cases) in the relevant field from an accredited university.
ii. At least three (3) years of teaching and research experience at the University level as a Lecturer or six (6) years research/industry experience.
iii. A minimum of twenty-four (24) publication points as a Lecturer or equivalent, of which at least twenty (20) should be from refereed scholarly journals.

iv. Supervised at least two (2) post graduate students to completion as a Lecturer or equivalent.
v. Registered with the relevant professional body (where applicable).
vi. Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.

LECTURERS - GRADE 12
MUST/ACA/EXT/02/7/2025

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

1. Medical Laboratory Science (2 posts)
2. Hospitality and Tourism Management (1 post)
3. Electrical and Electronics (1post)

Applicants must have:

i. An earned PhD (or a Master degree qualification in special cases) in the relevant field from an accredited university.
ii. A minimum of 12 publication points, of which at least eight (8) should be from refereed journal papers; and
iii. Registered with the relevant professional body (where applicable).
iv. Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.

TUTORIAL FELLOWS - GRADE 11
MUST/ACA/EXT/03/7/2025

Applicants are invited for the post of a Tutorial Fellow in the following areas:

1. Health Records and Information Management (2 posts)
2. Health Systems Management (1 post)
3. Medical Surgical (1 post)
4. Midwifery (1 post)
5. Public Health (1 post)

Applicants must have:

i. Master's degree qualification from accredited university in relevant field;
ii. Be registered or registrable for Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification.
iii. Be registered with the relevant professional body.
iv. Fulfilled the requirements of Chapter Six of the Constitution.

CLINICAL INSTRUCTOR - GRADE 10
MUST/ACA/EXT/04/7/2025

Applicants are invited for the post of a Clinical Instructor in the following areas:

1. Nursing (1 post)
2. Midwifery (1 post)

Applicants must have:

i. A Bachelor of Science in Nursing degree qualification from an accredited university.
ii. Have at least two (2) years' clinical experience.
iii. Have a valid license from the Nursing Council of Kenya.
iv. Be registered with the relevant professional body.
v. Fulfilled the requirements of Chapter Six of the Constitution.

ADMINISTRATIVE POSITIONS

DEPUTY FINANCE OFFICER – GRADE 14
MUST/ADM/EXT/01/7/2025 (1 POST)

Applicants are invited for the post of a Deputy Finance Officer-Grade 14

Applicants must have:

i. Master's Degree in Accounts/Business/Finance or equivalent
ii. Certified Public Accountant (K)
iii. Eight (8) years' experience in accounting and finance three (3) years of which as Senior Accountant or its equivalent in public or private sector;
iv. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPA-K)
v. Proficiency in computer applications with emphasis on Financial Management Information Systems;
vi. Fulfilled the requirements of Chapter Six of the Constitution.
vii. Completion of a Senior Management Course(SMC)/Supervisory course lasting at least one month.

DEPUTY REGISTRAR, EXAMINATIONS - GRADE 14
MUST/ADM/EXT/02/7/2025 (1 POST)

Applicants are invited for the post of Deputy Registrar, Examinations-Grade 14

Applicants must have:

i. A Master's degree in Business Administration, Public Administration, Project Planning, Human Resource, Economics or a related field from a recognized University.
ii. Registered with a professional body where applicable.
iii. Eight (8) years of experience in a senior management position in an examination set up.
iv. Computer proficiency.
v. Fulfilled the requirements of Chapter 6 of the Constitution of Kenya 2010.
vi. Completion of a Senior Management Course(SMC)/Supervisory Course lasting at least one month.

DEPUTY REGISTRAR, ADMISSIONS - GRADE 14
MUST/ADM/EXT/03/7/2025 (1 POST)

Applicants are invited for the post of Deputy Registrar, Admissions-Grade 14

Applicants must have:

i. A Master's degree in Business Administration, Public Administration, Project Planning, Human Resource, Economics or a related field from a recognized University.
ii. Registered with a professional body where applicable.
iii. Eight (8) years of experience in a senior management position in admissions.
iv. Computer proficiency.
v. Fulfilled the requirements of Chapter 6 of the Constitution of Kenya 2010.
vi. Completion of a Senior Management Course(SMC)/Supervisory Course lasting at least one month.

SENIOR LIBRARIAN – GRADE 13
MUST/ADM/EXT/04/7/2025 (1 POST)

Applicants are invited for the post of Senior Librarian-Grade 13

Applicants must have:

i. Master's degree in Library and Information Studies or related fields from recognized institution.
ii. Eight (8) years' relevant experience, three (3) of which as Librarian in Charge.
iii. Registered with relevant professional body.
iv. Proficiency in computer applications.
v. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

CHIEF COMMUNICATIONS OFFICER - GRADE 12
MUST/ADM/EXT/05/7/2025 (1 POST)

Applicants are invited for the post of a Chief Communications Officer - Grade 12

Applicants must have:

i. A Master's Degree in Journalism & Mass Communication, Business Administration(Marketing) or other related fields.
ii. Eight (8) years' working experience of which 3 years are as a Senior Communication officer or its equivalent
iii. Must be registered with relevant professional body.
iv. Experience in managing media relations, publishing software, writing, editing, proof-reading and design of materials for print and web.
v. Experience in marketing.
vi. Demonstrated ability to build and manage stakeholder relationships.
vii. Demonstrated experience in providing a high level of pro-active customer service to internal and external stakeholders.
viii. Demonstrated ability to work collaboratively, develop effective networks and partnerships.
ix. Skilled in digital communication media.
x. Evidence of successfully undertaking communications and marketing activities.
xi. An understanding of the public sector environment.
xii. ICT Competent.
xiii. Must be registered with relevant professional body.
xiv. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

SOFTWARE DEVELOPER (ICT OFFICER I) - GRADE 11
MUST/ADM/EXT/06/7/2025 (1 POST)

Applicants are invited for the post of a Software Developer (ICT Officer I) - Grade 11

Applicants must have:

i. A Master's degree in Computer Science/ IT/ Software Engineering
ii. High level expertise in, and detailed understanding of, a number of different functional areas across the institution.
iii. Knowledge in computer hardware and networks

iv. Three 3 Years' experience as a software developer in an organization comparable to an institution of higher learning.
v. Experience in Navision 2018 and above.
vi. Experience in Cross platform development languages such as PHP, Python, C#, JavaScript etc.
vii. Experience in integrations (RESTful, OData, JSON and SOAP API Services)
viii. Experience in Windows Server configurations and management
ix. Experience in design and development of relational database queries in SQL or MySQL.
x. Fulfilled the requirements of Chapter Six of the Constitution.

IT SECURITY OFFICER (ICT OFFICER I) - GRADE 11
MUST/ADM/EXT/07/7/2025 (1 POST)

Applicants are invited for the post of Information Technology Security (ICT Officer I) - Grade 11

Applicants must have:

i. A Master's degree in ICT or related field
ii. Bsc. Computer Science/Bsc. IT/Bsc. Software Engineering/Computer Security and Forensic
iii. MUST possess certification in either (CISSP, CCNA, CCNP)
iv. High level expertise in, and detailed understanding of, a number of different functional
v. areas across the institution.
vi. Knowledge in computer hardware and networks
vii. Three (3) Years' experience as a IT Security Officer in an organization comparable to an institution of higher learning.
viii. Experience in network protocols, firewalls, VPNs, IDS/IPS and network monitoring tools.
ix. Knowledge in operating systems security (windows, Linux) and managing OS level vulnerability.
x. Knowledge in database security practices including encryption access control and monitoring.
xi. Fulfilled the requirements of Chapter Six of the Constitution.

DATABASE ADMINISTRATOR (ICT OFFICER II) – GRADE 10
MUST/ADM/EXT/08/7/2025 (1 POST)

Applicants are invited for the post of a Database Administrator (ICT Officer II) - Grade 10

Applicants must have:

i. Bsc. Computer Science/Bsc. IT/ BBIT/Bsc. Software Engineering
ii. High level expertise in, and detailed understanding of, a number of different functional areas across the institution.
iii. Knowledge in computer hardware and networks
iv. Three (3) as Database Administrator in an organization comparable to an institution of higher learning.
v. Experience in Navision 2018 and above
vi. Experience in design and development of relational database queries in SQL or MySQL.
vii. Experience in Windows Server configurations and management.
viii. Experience in configuration and management of Active Directory services.

ix. Strong knowledge of data backup strategies and restoration techniques in relational databases.
x. Fulfilled the requirements of Chapter Six of the Constitution.

WEBMASTER (ICT OFFICER II) – GRADE 10
MUST/ADM/EXT/09/7/2025 (1 POST)

Applicants are invited for the post of a Webmaster – Grade 10

Applicants must have:

i. Bsc. Computer Science/Bsc. IT/ BBIT/Bsc. Software Engineering/Computer Security and Forensic
ii. Three (3) years' experience as a webmaster in an organization of comparable nature.
iii. Experience in web development languages (javaScript, Html, CSS, PHP, NodeJS, C#, jQuery, Python).
iv. Experience in Content Management Systems (Joomla, WordPress, Drupal).
v. Certification in Google Web designer certification will be an added advantage.
vi. Proven experience in search engine optimization.
vii. Strong understanding of backlink acquisition and link-building techniques.
viii. Fulfilled the requirements of Chapter Six of the Constitution.

CONTENT DEVELOPER/ INSTRUCTIONAL DESIGNER - GRADE 10
MUST/ADM/EXT/10/7/2025 (1 POST)

Applicants are invited for the post of Content Developer/Instructional Designer – Grade 10

Applicants must have:

i. A Bachelor's degree in Educational Technology, Curriculum Development, BED Computer option, or a related field.
ii. Three (3) years of proven experience in Curriculum development or ODeL content development or Working in an Educational technology environment
iii. Experience in designing online courses and programs using Learning Management Systems (LMS).

Possession of the following will be an added advantage

i. Working knowledge of HTML/CSS and basic graphic design is desirable.
ii. Ability to conduct needs analysis, develop learning objectives, and align content, assessment, and learning activities.
iii. Competence in designing interactive and collaborative learning experiences.
iv. Knowledge of learning analytics to inform course improvement.
v. Excellent written and verbal communication skills.
vi. Strong project management and organizational skills.
vii. Ability to work collaboratively with subject matter experts (SMEs), faculty, and IT staff.
viii. Creative problem-solving abilities and adaptability to evolving educational technologies.

ICT OFFICERS (ICT TECHNICIAN) – GRADE 8
MUST/ADM/EXT/11/7/2025 (3 POSITIONS)

Applicants are invited for the post of Information Communication Technology Officers (ICT) - Grade 8

Applicants must have:

i. Bsc. Computer Science/Bsc. IT/ BBIT/Bsc. Software Engineering
ii. Two (2) years' experience as an ICT Technician.
iii. Experience in any help-desk platform.
iv. Experience in management of centralized printing solution(s)
v. Experience in Audio-vision equipment setup.
vi. Experience in Microsoft Dynamics NAV end user support.
vii. Fulfilled the requirements of Chapter Six of the Constitution.

CLINICAL OFFICER 1 - GRADE 9
MUST/ADM/EXT/12/7/2025 (1 Post)

Applicants are invited for the post of a Clinical Officer 1- Grade 9

Applicants must have:

i. Bachelor degree in Clinical Medicine and Surgery from an accredited institution.
ii. Be a registered member of relevant professional body and in good standing.
iii. Three (3) years of experience as a Clinical officer III or its equivalent from public or private sector.

OR

Have a Higher Diploma in clinical medicine and surgery from an accredited institution with six (6) years' experience three of which as a clinical officer II in public or private sector

vi. Fulfilled the requirements of Chapter Six of the Constitution.

FARM MANAGER - GRADE 9
MUST/ADM/EXT/13/7/2025 (1 POST)

Applicants are invited for the post of a Farm Manager - Grade 9

Applicants must have

i. Bachelor's degree in Agriculture, Agribusiness, Horticulture, Animal Science, or a related field and 3 years' experience.

OR

Diploma in Agriculture, Agribusiness, Horticulture, Animal Science, or a related field and 5 years' experience.

ii. Proven experience in managing farm operations.
iii. Strong knowledge of crop or livestock production, farm equipment, and modern farming practices.
iv. Proficiency in record-keeping and budget management.
v. Good leadership and interpersonal skills.
vi. Excellent problem-solving and decision-making abilities.
vii. Fulfilled the requirements of Chapter Six of the Constitution

ADMINISTRATIVE ASSISTANT I - GRADE 8
MUST/ADM/EXT/14/7/2025 (3 POSITIONS)

Applicants are invited for the post of Administrative Assistant I - Grade 8

Applicants must have:

i. Bachelor's degree in Public Administration, Business Administration, Social sciences or equivalent qualification from a recognized institution.
ii. Must be registered with recognized professional body (where applicable).
iii. Must be Computer literate.
iv. Fulfilled the requirements of Chapter Six of the Constitution.

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. Please use the link https://recruitment.must.ac.ke/ and follow the instructions carefully to submit your application.

2. Job Application Guidelines

a) Registration:

i) Go to https://recruitment.must.ac.ke/ and then click on the 'Register' button to start the application process.
ii) Fill in your details on the form provided. After successful registration, you will receive an email enabling you to confirm your email address and complete your registration. (Be sure to check your spam folder if no confirmation email is received in your inbox)
iii) In subsequent applications, you will not be required to register again.

b) Log on:

i) After registration go to https://recruitment.must.ac.ke/
ii) Key in your username and password then click on 'Log in' to access your account.

c) Available Vacancies

i) On the Menu/Navigation bar (On the Left Hand side), Click on Vacancies to view available/open vacancies
ii) A list of all open vacancies should populate on the page. Click on the View position button to view more details of the vacancy.

d) Applicant Profile

i) On the Menu/Navigation bar (On the Left Hand side), Click on Applicant Profile to edit and update your details. (Personal Details, Education Background, Employment/ Employment history among others).
ii) Be sure to provide accurate information and follow through the prompts to complete editing your profile.
iii) After successful updating of the applicant profile, the system will provide you with a Summarized PDF version of Summary of the "Applicant Profile"
iv) After submission of the updated profile, the system will redirect you to the vacancies page.

e) Application process:

i) Go to the vacancies page as outlined in *Section (c) Above.*
ii) Click on view position for the Job you are interested in.
iii) Click on Apply job button (At the top right) to apply for the job.
iv) You have successfully applied for the position.

f) Job Applications

i) All successful applications will be maintained under "Job Applications" tab.
ii) To Access the "Job Applications" Page click on "Job Applications" link the Menu/Navigation bar (On the Left Hand side)

g) In case of any challenges, please send your email query to recruitment@must.ac.ke

3. All applications will be submitted and received via the above application portal ONLY. Hard copy applications will not be accepted.

4. Applications should be received on or before close of business on **Tuesday, 29th July, 2025 by 5:00 p.m.**

5. Shortlisted candidates MUST present and satisfy the requirements of Chapter six (6) of the constitution of Kenya 2010 during interviews by providing original copies of the following documents;

   a) A tax compliance certificate from the Kenya Revenue Authority
   b) A clearance certificate from the Higher Education Loans Board
   c) Clearance certificate from the Ethics and Anti-Corruption Commission
   d) A clearance certificate from a Registered Credit Reference Bureau in Kenya

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

Meru University of Science & Technology (MUST) does not charge any fee at any stage of the recruitment process (application, shortlisting, interviewing, and/or offer)

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
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MERU