



## MAMA NGINA UNIVERSITY COLLEGE

### CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a Constituent College of Kenyatta University established through Legal Notice 193 Of 17<sup>th</sup> September, 2021. The University College seeks to recruit competent and dedicated applicants to fill up the following positions:

#### 1.0 OFFICE OF STUDENT AFFAIRS AND OUTREACH

##### HEAD STUDENT AFFAIRS AND OUTREACH GRADE 12: Ref: MNUC/B/1/2023 QUALIFICATIONS

- i. Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognized institution;
- ii. Bachelor's degree in Counselling Psychology, Sociology, Education, Youth and Community work or equivalent Social Science from an accredited and recognized University;
- iii. Master's degree in Counselling Psychology, Sociology, Education, Youth and Community work or equivalent from an accredited and recognized University.
- iv. Minimum of ten (10) years working experience in an institution of higher learning or equivalent;
- v. Five(5) years' progressive experience in student affairs, community engagement, or related areas in an institutions of higher learning ;
- vi. Strong understanding of student development theories, diversity and inclusion principles, and best practices in higher education;
- vii. Exceptional leadership, communication, and interpersonal skills;
- viii. Proven ability to foster collaborations and partnerships ;
- ix. Demonstrate knowledge and experience in implementing GOK Performance Contract;
- x. Experience in managing teams, budgets, and resources effectively;
- xi. Have knowledge, skills and certification process on ISO 9001:2015 standards;
- xii. Meet the requirements of Chapter Six of the Constitution of Kenya.

#### 2.0 ACADEMIC SECTION

##### HEAD, EXAMINATIONS SECTION, GRADE 11 Ref: MNUC/B/2/2023 QUALIFICATIONS

- i. Bachelor's degree in Business and Office Management, Education, Public Policy and Administration or related field;
- ii. Possess relevant professional qualifications in advanced secretarial studies or equivalent
- iii. Ten(10) years' experience working in a University set up or equivalent and at least three(3) years' experience as an examination officer;

- iv. Demonstrate competencies in processing and management of examinations in an institution of higher learning;
- v. Must be Computer Literate;
- vi. Must meet the requirements of Chapter six (6) of the Constitution of Kenya.

### **3.0 DEPARTMENT OF INTERNAL AUDIT**

#### **HEAD INTERNAL AUDITOR GRADE 11 Ref: MNUC/B/3/2023**

##### **QUALIFICATIONS**

- i. Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognized institution;
- ii. Bachelor's degree in any of the following fields: Auditing / Commerce/ Finance/ Accounting/ Risk / Project Management/ Business Administration/Economics or equivalent from an accredited and recognized University;
- iii. Master degree in any of the following fields: Auditing / Commerce/ Finance/ Accounting /Risk /Project Management/ Business Administration/Economics or equivalent from an accredited and recognized University;
- iv. Must be a Certified Public Accountant of Kenya (CPA-K) OR Certified Internal Auditor (CIA) OR Certified Fraud Examiner (CFE) OR Certified Information Systems Auditor (CISA);
- v. Must be a member of the Institute of Internal Auditors (IIA) OR the Institute of Certified Accountants of Kenya (ICPAK) in good standing;
- vi. At least five years working experience in audit, accounting and finance, two (2) years of which are in management position;
- vii. Demonstrate thorough knowledge, understanding and experience in development and implementation of Enterprise Risk Management Framework preferably in a University setting;
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya.

### **4.0 DEPARTMENT OF QUALITY MANAGEMENT SYSTEMS AND PERFORMANCE CONTRACTING**

#### **HEAD QUALITY MANAGEMENT SYSTEMS & PERFORMANCE CONTRACT GRADE 11 Ref: MNUC/B/4/2023**

##### **QUALIFICATIONS**

- i. Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognized institution
- ii. Bachelor's degree in Project Management, Business Management, International Relations or any other related area from an accredited and recognized University;
- iii. Master degree in Project Management, Business Management or any other relevant area from an accredited and recognized University;
- iv. Have relevant ISO 9001: 2015 auditors training, as well as demonstrate knowledge of implementing a Quality Management System.
- v. Have relevant training in Occupational Health and Safety;
- vi. Must have at least ten (10) years working experience, three (3) years working in QMS or related areas, one (1) of which must be in an institution of higher learning or equivalent;
- vii. Demonstrate knowledge and experience in negotiating and implementing successfully at least one (1) GOK Performance Contract;
- viii. Demonstrate knowledge and experience in Monitoring and Evaluation

- ix. Demonstrate leadership skills to ensure smooth task execution, meet deadlines, and coordinate team members;
- x. Self-motivated with excellent organization, planning, and analytical skills – able to work without close supervision, including prioritizing work and multi-tasking;
- xi. Strong presentation and communication skills;
- xii. Must meet the requirements of Chapter six (6) of the Constitution of Kenya;

## **5.0 PROCUREMENT DEPARTMENT**

### **PROCUREMENT OFFICER GRADE E/F Ref: MNUC/B/5/2023**

#### **QUALIFICATIONS**

- i. Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognized institution;
- ii. Bachelor's degree in Purchasing /Procurement and supply Chain Management or its equivalent from a recognized University;
- iii. Must have worked in a managerial or senior supervisory position for a minimum of five years with at least one(1) year in a University or equivalent higher education Institution;
- iv. Must have a valid Supplies Practitioner's License;
- v. Must have attained minimum Kenya Institute of supplies Management (KISM) 24 CPD points for the current year;
- vi. Demonstrate knowledge of Public Procurement and Assets Disposal Act 2015;
- vii. Must have been a member of at least two Contract Implementation Committees (CIC) in a Government Institution;
- viii. Demonstrate knowledge and experience in implementing GOK Performance Contracting;
- ix. Must have knowledge , skills and certification on ISO 9001:2015 standards;
- x. Be computer proficient with detailed understanding of ERP System;
- xi. Must meet the requirements of Chapter six (6) of the Constitution of Kenya.

## **6.0 PUBLIC RELATIONS OFFICE**

### **PUBLIC RELATIONS OFFICER GRADE 11 Ref: MNUC/B/6/2023**

#### **QUALIFICATIONS**

- i. Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognized institution;
- ii. Bachelor's degree in Public Relations, Media Studies, Communication, Marketing, International Relations or any other related field;
- iii. Master's degree in Public Relations, Media Studies, Communication, Marketing, International Relations or any other related field;
- iv. A minimum of three(3) years of public relations / communication experience with at least 1 year in an institution of higher learning;
- v. Previous experience with protocol procedures in public and private sector;
- vi. Demonstrate knowledge in organizing and planning marketing activities in institutions of higher learning or equivalent;
- vii. Demonstrate knowledge in coordinating and executing Corporate Social Responsibility (CSR) activities;
- viii. Demonstrate knowledge and experience in implementing GOK Performance Contracting;

- ix. Demonstrate competencies in developing strategic plans, drafting policies, work plans and departmental procedures and managing complaints in an organization;
- x. Demonstrate competencies in managing , growing social media platforms and handling media personalities;
- xi. Proficiency in digital media and graphic design tools is an added advantage; xii. Must have knowledge , skills and certification on ISO 9001:2015 standards; xiii. Must meet the requirements of Chapter six (6) of the Constitution of Kenya.

**7.0 DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY  
INFORMATION TECHNOLOGY & COMMUNICATION TECHNICIAN GRADE  
C/D Ref: MNUC/B/7/2023**

**QUALIFICATIONS**

- i. Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognized institution;
- ii. Bachelor's degree in Computer Science/Computer Science & Technology/Computer Science & Engineering/Electrical & Electronic Engineering. Bachelor of Information Technology or its equivalent from an accredited and recognized University;
- iii. Have At least three (3) years of relevant work experience from an institution of higher learning or a large commercial enterprise;
- iv. Must meet the requirements of Chapter six (6) of the Constitution of Kenya;
- v. Membership to the relevant professional body will be an added advantage.

**8.0 GAMES INSTRUCTOR GRADE C/D Ref: MNUC/B/8/2023**

**QUALIFICATIONS**

- vi. Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognized institution;
- vii. Bachelor's Degree in Physical Education, Sport Science or equivalent from an accredited and recognized University;
- viii. Diploma/Certificate in coaching from any of the centers of Sports Authority of Kenya or equivalent;
- ix. At least three(3) years of work experience in a recognized Institution of learning or equivalent ;
- x. University/Institution level participation in any of the mentioned sports discipline – Athletics, Badminton, Basketball, Cricket, Football, Hockey, Squash, Table Tennis, Tennis, Volleyball etc.
- vi. Meet the requirements of Chapter Six of the Constitution of Kenya.

**9.0 UNIVERSITY COLLEGE HEALTH UNIT**

**NURSING OFFICER GRADE C/D - 1 Position. (Ref: MNUC/C/1/2023)**

**QUALIFICATIONS**

Applicants must be holders of at least **KCSE C+ (Plus)** aggregate or equivalent and at least a Diploma in Nursing.

The applicant must:

- i. Be a Kenya Registered Community Health Nurse, or an equivalent qualification from a recognized/ accredited institution.
- ii. Be registered with the Nursing Council of Kenya with a valid practicing license.
- iii. Have a minimum of 3 years' clinical experience in a clinical set up.
- iv. Have proven diligence in nursing practice
- v. Have good communication, analytical and report writing skills
- vi. A team player, have a good track record
- vii. Willing and ready to work during odd hours
- viii. Have working knowledge of relevant computer applications
- ix. Having a proven post-basic training in critical care/counseling psychology/mental health or any other relevant area is an added advantage

### **TERMS OF SERVICE**

All advertised positions will be on permanent and pensionable terms subject to six (6) months probation period.

Appointed candidates will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and CBA 2017- 2021 Approved Salary Rates.

### **APPLICATION PROCEDURE**

Applicants should provide full details of educational and professional qualifications, work experience, present post and salary, applicant's telephone number, e-mail address and a copy of National Identity Card.

Copies of certificates and testimonials should also be enclosed giving the names and addresses of three (3) referees who are conversant with the applicant's competence in the area of specialization.

Applicants and Referees should write directly to:

**Human Resource Officer**  
**hr@mnu.ac.ke**  
**Mama Ngina University College**  
**P.O BOX 444-01030**  
**Gatundu.**

The Application Package (hard and soft copy) should reach the undersigned not later than **5.00pm on Thursday 24<sup>th</sup> November, 2023.**

**Note:** Applicants who do not submit one (1) hard copy of the application package will not be considered.

**MNUC is an equal opportunity employer and canvassing will lead to automatic disqualification.**

**Only shortlisted candidates will be contacted.**