



Mama Ngina University College (MNUC) is a constituent College of Kenyatta University that was established by *Legal Notice No. 193* issued in accordance with the *University Act No. 42 of 2012* and published as the *Mama Ngina University College Order* on September 2021. The University College seeks to recruit competent and dedicated applicants to fill the following positions:

## 1.0 DEPARTMENT OF BUSINESS, ECONOMICS AND HUMAN RESOURCES

### a) POST OF SENIOR LECTURER (ACCOUNTING & FINANCE) - GRADE 13 - Ref: MNUC/SL/001/2024

#### Areas of Specialization - Accounting and Finance

#### Person Specification

- i. An earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized University;
- ii. Hold a Master's and Bachelor's degree in Accounting and Finance or its equivalent from an accredited and recognized University;
- iii. At least three (3) years teaching experience at the University level as a Lecturer/Research fellow OR six (6) years Research/Industry experience;
- iv. Must be registered with ICPAK and in good standing;
- v. Must have supervised at least three (3) postgraduate students to completion as a lecturer or equivalent;
- vi. Must have thirty-two (32) publication points, of which at least twenty-four (24) are from refereed scholarly journals;
- vii. Proficiency in computer applications;
- viii. Fulfill the requirements of Chapter 6 of the Constitution.

#### Job Specifications

This position is responsible for offering academic leadership in the area of specialty.

#### Duties and responsibilities:

- i. Lecturing in the area of specialization in accordance with the syllabus;
- ii. Program leader in the Department/School;
- iii. Coordinating course projects and practical work;
- iv. Preparing teaching/learning materials;
- v. Setting, invigilating and marking examinations/assignments;
- vi. Carrying out research work in a relevant field or specialization;
- vii. Preparing students progress reports;
- viii. Developing proposals for research funding;
- ix. Writing journal articles and books;
- x. Presenting academic papers at conferences/seminars/workshops or symposia;
- xi. Developing and reviewing academic programmes/curricula; and

- xii. Supervising Tutorial/Junior Research Fellows and students;
- xiii. Undertake consultancies with local and international organizations within areas of expertise to enhance the image of the University College;
- xiv. Establish collaborative linkages and networks through communication, collaboration and participation for resource mobilization for the University College;
- xv. Present research findings and innovations to international conferences in order to increase the visibility of the University College and to influence international policy environment for the improvement of life;
- xvi. Engage with local and international stakeholders to establish linkages and networks in order to work together for the betterment of communities in various ways, such as through research and innovations;
- xvii. Execute budgets for student field trips for academic exposure and the application of theory;
- xviii. Control and manage research budgets to ensure accountability of allocated funds;
- xix. Where appropriate, provide leadership in the department or school;
- xx. Any other relevant duty assigned by the University College.

**b) POST OF LECTURER - (MARKETING) - RE-ADVERTISEMENT Ref: MNUC/L/002/2023**

**Areas of Specialization – Marketing**

**Person Specification**

- i. An earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized University;
- ii. Hold a Master's and Bachelor's degree in Marketing or its equivalent from an accredited and recognized University;
- iii. At least three (3) years teaching experience at University level or in research or in industry;
- iv. A minimum of 24 publication points of which at least sixteen (16) should be from refereed journal papers;
- v. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
- vi. Current registration by relevant professional statutory bodies and membership in a professional association will be an added advantage;
- vii. proficiency in computer applications;
- viii. Fulfill the requirements of Chapter 6 of the Constitution.

**Job Specification**

This will be the entry grade for PhD degree holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

**Duties and responsibilities:**

- i. Lecturing in the area of specialization in accordance with the syllabus;
- ii. Coordinating course projects and practical work;
- iii. Preparing teaching/learning materials;
- iv. Setting, invigilating and marking examinations/assignments;
- v. Carrying out research work in a relevant field or specialization;
- vi. Preparing student progress reports;
- vii. Developing proposals for research funding;
- viii. Writing journal articles and books;
- ix. Presenting academic papers at conferences/seminars/workshops or symposia;
- x. Developing and reviewing academic programmes/curricula; and
- xi. Supervising tutorial/junior research fellows and students;
- xii. Undertake consultancies with local and international organizations within areas of expertise to enhance the image of the University College;
- xiii. Establish collaborative linkages and networks through communication, collaboration and participation for resource mobilization for the University College;
- xiv. Present research findings and innovations to international conferences in order to increase the visibility of the University College and influence the international policy environment for the improvement of life;
- xv. Engage with local and international stakeholders to establish linkages and networks in order to work together for the betterment of communities in various ways, such as through research and innovations;
- xvi. Execute budgets for student field trips for academic exposure and the application of theory;
- xvii. Control and manage research budgets to ensure accountability of allocated funds;
- xviii. Where appropriate, provide leadership in the department or school;
- xix. Any other relevant duty assigned by the University College.

**c) POST OF LECTURER – ( STATISTICS) - GRADE 12 - Ref: MNUC/L/001/2024**

**Areas of Specialization - Statistics**

**Person Specification**

- i. An earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized University;
- ii. Hold a Master's and Bachelor's degree in Statistics or its equivalent from an accredited and recognized University;
- iii. At least three (3) years teaching experience at the university level or in research/industry;
- iv. A minimum of 24 publication points, of which at least sixteen (16) should be from refereed journal papers;
- v. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
- vi. Current registration by relevant professional statutory bodies and membership in a professional association will be an added advantage;
- vii. proficiency in computer applications;

- viii. Fulfill the requirements of Chapter 6 of the Constitution.

### **Job Specification**

This will be the entry grade for PhD degree holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

### **Duties and responsibilities:**

- i. Lecturing in the area of specialization in accordance with the syllabus;
- ii. Coordinating course projects and practical work;
- iii. Preparing teaching/learning materials;
- iv. Setting, invigilating and marking examinations/assignments;
- v. Carrying out research work in a relevant field or specialization;
- vi. Preparing student progress reports;
- vii. Developing proposals for research funding;
- viii. Writing journal articles and books;
- ix. Presenting academic papers at conferences/seminars/workshops or symposia;
- x. Developing and reviewing academic programmes/curricula;
- xi. Supervising tutorial/junior research fellows and students;
- xii. Undertake consultancies with local and international organizations within areas of expertise to enhance the image of the University College;
- xiii. Establish collaborative linkages and networks through communication, collaboration and participation for resource mobilization for the University College;
- xiv. Present research findings and innovations to international conferences in order to increase the visibility of the University College and influence the international policy environment for the improvement of life;
- xv. Engage with local and international stakeholders to establish linkages and networks in order to work together for the betterment of communities in various ways, such as through research and innovations;
- xvi. Execute budgets for student field trips for academic exposure and the application of theory;
- xvii. Control and manage research budgets to ensure accountability of allocated funds;
- xviii. Where appropriate, provide leadership in the department or school;
- xix. Any other relevant duty assigned by the University College.

## **2.0 DEPARTMENT OF NURSING & CLINICAL STUDIES**

### **a) POST OF LECTURER GRADE 12 - RE-ADVERTISEMENT - Ref: MNUC/L/003/2024**

#### **Areas of Specialization-Health Records & Information Management/ Public Health Person Specifications**

- i. An earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized university;
- ii. Hold a Master's and Bachelor's degree in Health Records and Information

- Management/ Public Health from an accredited and recognized University;
- iii. At least three (3) years of teaching experience at University level or in research or in industry;
  - iv. A minimum of 24 publication point, of which at least sixteen (16) should be from refereed journal papers;
  - v. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
  - vi. Current registration by relevant professional statutory bodies and membership in a professional association will be an added advantage;
  - vii. proficiency in computer applications;
  - viii. Fulfill the requirements of Chapter 6 of the Constitution.

### **Job Specification**

This will be the entry grade for PhD degree holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

### **Duties and responsibilities;**

- i. Lecturing in the area of specialization in accordance with the syllabus;
- ii. Coordinating course projects and practical work;
- iii. Preparing teaching/learning materials;
- iv. Setting, invigilating and marking examinations/assignments;
- v. Carrying out research work in a relevant field or specialization;
- vi. Preparing student progress reports;
- vii. Developing proposals for research funding;
- viii. Writing journal articles and books;
- ix. Presenting academic papers at conferences/seminars/workshops or symposia;
- x. Developing and reviewing academic programmes/curricula; and
- xi. Supervising tutorial/junior research fellows and students;
- xii. Undertake consultancies with local and international organizations within areas of expertise to enhance the image of the University College;
- xiii. Establish collaborative linkages and networks through communication, collaboration and participation for resource mobilization for the University College;
- xiv. Present research findings and innovations to international conferences in order to increase the visibility of the University and influence the international policy environment for the improvement of life;
- xv. Engage with local and international stakeholders to establish linkages and networks in order to work together for the betterment of communities in various ways, such as through research and innovations;
- xvi. Execute budgets for student field trips for academic exposure and the application of theory;
- xvii. Control and manage research budgets to ensure accountability of allocated funds;
- xviii. Where appropriate provide leadership in the department or school;

- xix. Any other relevant duty assigned by the University College.

**b) POST OF LECTURER GRADE 12 - Ref: MNUC/L/004/2024**

**Areas of Specialization – Microbiology**

**Person Specification**

- i. An earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized university;
- ii. Hold a Master's and Bachelor's degree in microbiology/infectious diseases or its equivalent from an accredited and recognized university;
- iii. At least three (3) years of teaching experience at University level or in research or in industry;
- iv. A minimum of 24 publication points, of which at least sixteen (16) should be from refereed journal papers;
- v. Must be registered with KMLTTB and in good standing;
- vi. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
- vii. proficiency in computer applications;
- viii. Fulfill the requirements of Chapter 6 of the Constitution.

**Job Specification**

This will be the entry grade for PhD degree holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

**Duties and responsibilities:**

- i. Lecturing in the area of specialization in accordance with the syllabus;
- ii. Coordinating course projects and practical work;
- iii. Preparing teaching/learning materials;
- iv. Setting, invigilating and marking examinations/assignments;
- v. Carrying out research work in a relevant field or specialization;
- vi. Preparing students progress reports;
- vii. Developing proposals for research funding;
- viii. Writing journal articles and books;
- ix. Presenting academic papers at conferences/seminars/workshops or symposia;
- x. Developing and reviewing academic programmes/curricula; and
- xi. Supervising tutorial/junior research fellows and students.
- xii. Undertake consultancies with local and international organizations within areas of expertise to enhance the image of the University College;
- xiii. Establish collaborative linkages and networks through communication, collaboration and participation for resource mobilization for the University College;

- xiv. Present research findings and innovations to international conferences in order to increase the visibility of the University College and influence the international policy environment for improvement of life;
- xv. Engage with local and international stakeholders to establish linkages and networks in order to work together for the betterment of communities in various ways, such as through research and innovations;
- xvi. Execute budgets for student field trips for academic exposure and the application of theory;
- xvii. Control and manage research budgets to ensure accountability of allocated funds;
- xviii. Where appropriate, provide leadership in the department or school;
- xix. Any other relevant duty assigned by the University College.

### **3.0 DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY**

#### **a) POST OF LECTURER GRADE 12 - Ref: MNUC/L/005/2024**

##### **Areas of Specialization- Electronics**

##### **Person Specifications**

- i. An earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized university;
- ii. Hold a Master's and Bachelor's degree in Electronics from an accredited and recognized University;
- iii. At least three (3) years of teaching experience at University level or in research or in industry;
- iv. A minimum of 24 publication point, of which at least sixteen (16) should be from refereed journal papers;
- v. Current registration by relevant professional statutory bodies and membership in a professional association will be an added advantage;
- vi. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
- vii. proficiency in computer applications;
- viii. Fulfill the requirements of Chapter 6 of the Constitution.

##### **Job Specification**

This will be the entry grade for PhD degree holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

##### **Duties and responsibilities;**

- i. Lecturing in the area of specialization in accordance with the syllabus;
- ii. Coordinating course projects and practical work;
- iii. Preparing teaching/learning materials;
- iv. Setting, invigilating and marking examinations/assignments;
- v. Carrying out research work in a relevant field or specialization;
- vi. Preparing student progress reports;



- vii. Developing proposals for research funding;
- viii. Writing journal articles and books;
- ix. Presenting academic papers at conferences/seminars/workshops or symposia;
- x. Developing and reviewing academic programmes/curricula; and
- xi. Supervising tutorial/Junior research fellows and students.
- xii. Undertake consultancies with local and international organizations within areas of expertise to enhance the image of the University College;
- xiii. Establish collaborative linkages and networks through communication, collaboration and participation for resource mobilization for the University College;
- xiv. Present research findings and innovations to international conferences in order to increase the visibility of the University College and influence the international policy environment for the improvement of life;
- xv. Engage with local and international stakeholders to establish linkages and networks in order to work together for the betterment of communities in various ways, such as through research and innovations;
- xvi. Execute budgets for student field trips for academic exposure and the application of theory;
- xvii. Control and manage research budgets to ensure accountability of allocated funds;
- xviii. Where appropriate provide leadership in the department or school;
- xix. Any other relevant duty assigned by the University College.

## **TERMS OF SERVICE**

Employment for the above teaching positions will be on permanent and pensionable terms. The appointed candidate will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and CBA 2017- 2021 approved salary rates.

## **APPLICATION PROCEDURE**

1. Candidates may submit manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with a detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials, and letters of appointment.
3. Scanned copies of the stated documents must accompany the online application.
4. Those applying online should follow the steps below;
  - i. Browse the MNUC website and view featured jobs.
  - ii. Log in or create an account.
  - iii. Complete the job profile by filling all applicable information.
  - iv. Upload your documents on the documents upload pages.
  - v. Preview the profile summary to confirm the details are up-to date.



- vi. View current jobs on the dashboard.
  - vii. Apply by composing a cover letter and attaching the required documents for the job.
  - viii. Submit the application.
  - ix. Wait for feedback.
5. Manual applications should be submitted in a sealed envelope clearly marked for the position being applied for and delivered to:

**The Principal,  
Mama Ngina University College,  
P.O Box 444-01030,  
GATUNDU.**

6. All applications should reach Mama Ngina University College on or before **1<sup>st</sup> July, 2024** not later than 5.00 p.m. (East African Time).

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

***PWD's are encouraged to apply***

**Only short-listed candidates will be contacted.**