



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 teaching positions:

1.0 DEPARTMENT OF NURSING & CLINICAL STUDIES

a) POST OF LECTURER (POPULATION HEALTH) - GRADE 12 - Ref: MNUC/L/001/2024

Areas of Specialization – Public Health /Population Health /Reproductive Health /Occupational Health and Safety /Environmental Health /Community Health.

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 Public Health /Population Health /Reproductive Health /Occupational Health and Safety /Environmental Health /Community Health or its equivalent from an accredited and recognized University;
- iii. At least three (3) years teaching experience at 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.

Job Specifications

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 TUTORIAL FELLOW (POPULATION HEALTH) - GRADE 11 - Ref: MNUC/TF/001/2024

Areas of Specialization - Environmental Health /Population Health /Community Health /Public Health /Occupational Health.

Person Specification

- i. Applicants must be holders of a Bachelor's and Master's degree in Environmental Health /Population Health /Community Health /Public Health /Occupational Health or its equivalent from an accredited and recognized University;
- ii. Registered for Ph.D. in the area of specialty;
- iii. Current registration by relevant professional statutory bodies and membership in a professional association will be an added advantage;
- iv. University teaching experience will be an added advantage;
- v. Proficiency in computer applications.

Job Specification

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

Duties and responsibilities:

- i. Undertaking teaching, research and community outreach activities;
- ii. Participating in the development and review of academic programmes;
- iii. Guiding and counsel students;
- iv. Supervising students in research projects at undergraduate level;
- v. Administering examinations at undergraduate level;
- vi. Student assessment;
- vii. Attending and participating in research conferences and seminars;
- viii. Any other relevant duty assigned by the University College.

c) POST OF LECTURER (HEALTH RECORDS AND INFORMATION MANAGEMENT) - GRADE 12 - Ref: MNUC/L/002/2024

Areas of Specialization - Health Information Management /Health Systems Management /Health Service Management.

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 degree in Health Information Management /Health Systems Management /Health Service Management from an accredited and recognized University;
- iii. Hold a Bachelor's degree in Health Records and Information Management from an accredited and recognized University;
- iv. At least three (3) years of teaching experience at University level or in research or in industry;
- v. A minimum of 24 publication point, of which at least sixteen (16) should be from refereed journal papers;
- vi. Be registered with the Health Records & Information Managers Board and in good standing;
- vii. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
- viii. Proficiency in computer applications.

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.

d) POST OF TUTORIAL FELLOW (HEALTH RECORDS AND INFORMATION MANAGEMENT) GRADE 11 - Ref: MNUC/TF/002/2024

Areas of Specialization – Health Information Management /Health Systems Management /Health Service Management.

Person Specification

- i. Applicants must be holders of a Bachelor's of Health Records & Information Management and Master's degree in Health Information Management /Health Systems Management /Health Service Management or its equivalent from an accredited and recognized University;
- ii. Registered for Ph.D. in the area of specialty;
- iii. Current registration by relevant professional statutory bodies and membership in a professional association will be an added advantage;
- iv. University teaching experience will be an added advantage;
- v. Proficiency in computer applications.

Job Specification

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

Duties and responsibilities:

- i. Undertaking teaching, research and community outreach activities;
- ii. Participating in the development and review of academic programmes;
- iii. Guiding and counsel students;
- iv. Supervising students in research projects at undergraduate level;
- v. Administering examinations at undergraduate level;
- vi. Student assessment;
- vii. Attending and participating in research conferences and seminars;
- viii. Any other relevant duty assigned by the University College.

e) POST OF LECTURER (MEDICAL MICROBIOLOGY) - GRADE 12 - Ref: MNUC/L/003/2024

Areas of Specialization - Medical Microbiology

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 degree in Medical Microbiology/Medical Laboratory or its equivalent from an accredited and recognized University;
- iii. Hold a Bachelor's degree in Medical Microbiology from an accredited and recognized University;
- iv. At least three (3) years of teaching experience at University level or in research or in industry;
- v. A minimum of 24 publication point, of which at least sixteen (16) should be from refereed journal papers;

- vi. Current registration by relevant professional statutory bodies and membership in a professional association will be an added advantage;
- vii. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
- viii. Proficiency in computer applications.

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.

2.0 DEPARTMENT OF COMPUTING & INFORMATION TECHNOLOGY

a) POST OF LECTURER (COMPUTER SCIENCE) - GRADE 12 - Ref: MNUC/L/004/2024

Areas of Specialization – Computer Science

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 Computer Science or its equivalent from an accredited and recognized University;
- iii. At least three (3) years teaching experience at 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.

Job Specifications

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.

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, letters of appointment as lecturers and other relevant supporting documents. Lack of evidence supporting University teaching experience will lead to disqualification.
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. Login or create an account if you don't have one.
 - iii. Complete the job profile by filling all applicable information.
 - iv. Upload your documents on the documents upload pages - you can upload all application documents and update when necessary.
 - 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 30th October, 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.