



UoK/R/ADM/HR/006Vol.2/101

## **UNIVERSITY OF KABIANGA**

### **VACANCIES**

Applications are invited from suitably qualified candidates for the following posts. Ten (10) copies of applications should be submitted together with an updated Curriculum Vitae giving details of the applicant; age, marital status, academic and professional qualification, working experience, **present post and salary**, telephone contact, email address, names and referees plus copies of the certificates and testimonials. The reference number of the position applied should be clearly indicated on both the application letter and the envelope.

All applications to be addressed to:

**Deputy Vice-Chancellor (Administration & Finance)**

**University of Kabianga**

**P. O. BOX 2030 - 20200**

**KERICHO**

So as to reach him not later than **Friday 5<sup>th</sup> April, 2024**. Applicants are advised to contact their referees and request them to send their letters of reference to the above address. The referees should write and send their recommendations, under sealed envelopes within three weeks from the date of the advertisement.

**N/B: University of Kabianga is an equal opportunity employer and therefore applicants of both gender and persons living with disability are encouraged to apply. Only short listed candidates will be contacted.**



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## **I. ACADEMIC & STUDENTS AFFAIRS DIVISION**

### **SCHOOL OF HEALTH SCIENCES**

#### **A. DEPARTMENT OF NURSING**

##### **i. Lecturer Nursing Grade 12- one (1) Position - UOK/AC/01/02/24**

Applicants must have PHD in the following areas of specialization; Midwifery, Psychiatric Nursing, Community Health Nursing, Paediatrics from a recognized University.

#### **OR**

A Master of Science in Nursing (MScN) from a recognized University in any of the following: Midwifery, Psychiatric Nursing, Community Health Nursing, Paediatrics and with at least (3) years full time teaching experience at University level, research or industry.

In addition, applicants with master's Degree must have the following;-

- a) A Bachelor's Degree in Nursing from a recognized University.
- b) Possess a valid practice license from the Nursing Council of Kenya
- c) A minimum of 24 publication points of which at least (16) should be from referred journal papers and
- d) Show evidence of attendance and contribution at learned conferences, seminars or workshops.
- e) Be an active member of professional body.

##### **ii. Tutorial Fellow Nursing Grade 11- two (2) Positions - UOK/AC/02/02/24**

Applicants must have a Master's Degree in any of the following areas of specialization: Midwifery, Psychiatric Nursing, Community Health Nursing, Paediatrics.

In addition, the applicant MUST have;-

- a) At least two (2) years of professional experience.
- b) Registration with the relevant professional body/Nursing Council of Kenya
- c) Valid practice license.
- d) Membership of a professional body.
- e) Evidence of attendance and contribution at learned conferences, seminars or workshops.
- f) Registered or is registrable for PhD degree.

iii. **Clinical Instructor Grade 9/10 – One (1) Position** - **UOK/AC/03/02/24**

Applicants must have a Bachelor of Science in Nursing (BScN) from a recognized university.

In addition, the applicant MUST have the following:-

- a) At least three (3) years of professional experience at a recognized and busy hospital.
- b) Registration with the Nursing Council of Kenya
- c) Valid practice license
- d) Membership of a professional body
- e) Evidence of attendance and contribution at learned conferences and teaching experience may be an added advantage.
- f) Teaching experience may be an added advantage.

**B. DEPARTMENT OF CLINICAL MEDICINE**

i. **Senior Lecturer Grade 13 – one (1) Position** - **UOK/AC/04/02/24**

Applicants must have PHD in the following areas of specializations; Clinical Medicine/Medicine (Forensic Medicine, Family Health), Paediatrics and Child Health, Orthopaedics, Traumatology/Emergency, Medicine, Surgery, Family Medicine, Internal Medicine, Reproductive Health, from a recognized University.

**OR**

A Masters Degree in any of the following areas of specialization: Clinical Medicine/Medicine (Forensic Medicine, Family Health), Paediatrics and Child Health, Orthopaedics, Traumatology/Emergency, Medicine, Surgery, Family Medicine, Internal Medicine, Reproductive Health, from a recognized University.

In addition, applicants must have the following:-

- a) Must have at least 3 years of teaching and/or research experience at University level since becoming Lecturer/Research Fellow or six years research/industry experience.
- b) The applicant must also have; A Bachelor's Degree in Clinical Medicine or Bachelor of Medicine and Surgery (MChB) or other relevant qualifications recognized by the university and the Clinical Officers Council.
- c) Be registered with the relevant regulatory body (e.g. Clinical Officers Council).
- d) Must possess a valid practicing licence from the regulatory body (e.g. Clinical Officers Council).

- e) Must have a minimum of 32 publication points as a lecturer or equivalent of which at least 24 should be in refereed journals.
- f) Must have supervised post-graduate students to completion as a lecturer or equivalent.
- g) Show evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings
- h) Show evidence of developing fundable proposals and attracting funding.
- i) Show evidence of attendance and contributions at learned conferences, seminars and/or workshops.
- j) Be active member of a Professional body.

**ii. Lecturer Grade 12 - Four (4) Positions**

**- UOK/AC/05/02/24**

Applicants must have PHD in the following areas of specializations; Clinical Medicine/Medicine (Forensic Medicine, Human Anatomy, Family Health), Paediatrics and Child Health, Orthopaedics, Traumatology/Emergency, Ophthalmology, Dermatology Medicine, Surgery, Family Medicine, Internal Medicine, Dentistry, Reproductive Health, Physiology, Pharmacy, Physiotherapy from a recognized University.

**OR**

A Masters Degree in any of the following areas of specialization: Forensic Medicine, Human Anatomy, Family Health), Paediatrics and Child Health, Orthopaedics, Traumatology/Emergency Medicine, Surgery, Family Medicine, Internal Medicine, Reproductive Health, Ophthalmology, Dermatology, Physiology, Dentistry, Pharmacy, Physiotherapy from a recognized University and with at least (3) years teaching experience at University level as Tutorial Fellow/Assistant Lecturer, research or industry.

In addition, applicants with master's Degree must have the following;-

- a) At least three (3) years full time teaching experience at University level or recognized Research Institution/Industry or as a Tutorial Fellow or Assistant Lecturer. Be registrable for PhD or Evidence of registration for PhD or on-going PhD study in relevant area will be an added advantage.
- b) The applicant must also have; A Bachelor's Degree in Clinical Medicine or Bachelor of Medicine and Surgery (MBCChB) or other relevant qualifications recognized by the university and the Clinical Officers Council.
- c) Be registered with the relevant regulatory body (e.g. Clinical Officers Council).

- d) Must possess a valid practicing licence from the regulatory body (e.g. Clinical Officers Council).
- e) A minimum of 24 Publications points of which at least sixteen (16) are from refereed journals.
- f) Show evidence of attendance and contributions at learned conferences, seminars and/or workshops.
- g) Be active member of a Professional body.

### **C. DEPARTMENT OF PUBLIC HEALTH**

#### **i. Lecturer Public Health Grade 12- One (1) Position - UOK/AC/06/02/24**

PhD in Public Health in any of the following specialties; Epidemiology, Occupational Health and Safety, Water Sanitation and Hygiene, Health Education and Promotion, Public Health Engineering, Community Health.

### **OR**

A Master's Degree in Epidemiology, Occupational Health and Safety, Water Sanitation and Hygiene, Health Education and Promotion, Public Health Engineering, Community Health with at least three (3) years full time teaching experience at University level as Assistant lecturer or Tutorial Fellow or in Research or Industry and with evidence of registration for a PhD in a relevant area.

In addition, applicants with a Masters Degree must have the following;

- a) A Bachelor's Degree in Public Health
- b) Valid practice license
- c) A minimum of 24 Publication points of which at least sixteen (16) should be from referred journals.
- d) Show evidence of Attendance and Contribution at learned conferences, seminars or workshops.
- e) Be active member of a Professional body.

## **A. ADMINISTRATION AND FINANCE DIVISION**

### **D. PROCUREMENT DEPARTMENT**

- i. **Procurement Officer - Grade 12 -One (1) Position - UOK/ADM/01/02/24**

**Reports to;** Senior Procurement Officer

#### **Requirements for Direct Appointment**

- i. Masters Degree in Purchasing/ Supply Management or its equivalent
- ii. Bachelors Degree in Purchasing /Supply Management or its equivalent
- iii. A Diploma in Supplies Management from a recognized institution
- iv. Minimum twelve (12) years cumulative working experience in procurement and supplies with 3 years at the level of grade 11 or its equivalent.
- v. Must be a member of a relevant professional body
- vi. Must be conversant with Public Procurement Procedures
- vii. Must be computer literate
- viii. Those having CPSP-K/CIPS Level 6 will have an added advantage.

#### **Serving Officer**

- i. Masters Degree in Purchasing/ Supply Management or its equivalent
- ii. Bachelors Degree in Purchasing/Supply Management or its equivalent
- iii. A Diploma in Supplies Management from a recognized institution
- iv. Must have worked a min of 3 years as Senior Assistant Procurement Officer grade 11
- v. Must be a member of a relevant professional body good standing
- vi. Must be computer literate
- vii. Those having CPSP-K/CIPS Level 6 will have an added advantage.

#### **Duties and Responsibilities**

- i. Sourcing for goods and services
- ii. Management of all Purchasing activities
- iii. Keeping of Tender, quotations, contracts records
- iv. Evaluation of suppliers for contract/Tender award
- v. Keep supplier records and updating the list of suppliers
- vi. Attend to Audit queries on purchasing operations
- vii. Preparation and processing of documents to initiate payments for goods and services received

- viii. Supervise staff under him/her
- ix. Maintenance of Purchase records
- x. Ensuring quality control in consultation with user and technical departments.

**ii. Assistant Procurement Officer Grade 9/10 - One (1) Position - UOK/ADM/02/02/24**

**Requirements for Direct Appointment**

- i. Bachelors Degree in Purchasing /Supply Management or its equivalent
- ii. A Diploma in Supplies Management from a recognized institution
- iii. Minimum six (6) years working experience 3 of which must have been at level of grade 7/8 or its equivalent in a reputable organization
- iv. Must be a member of a relevant professional body
- v. Should be computer literate
- vi. Those having CPSP-II/CIPS Level 5 will have an added advantage.

**Serving Officers**

- i. Bachelors Degree in Purchasing /Supply Management or its equivalent
- ii. Diploma in Purchasing / Supplies Management or its equivalent from a recognized institution
- iii. Must have served 3 years as purchasing Assistant grade 7/8
- iv. Must be a member of a recognized professional body and in good standing
- v. Should be computer literate
- vi. Exemplary work performance
- vii. Those having CPSP-II/CIPS Level 5 will have an added advantage.

**Duties and Responsibilities**

- i. Proper management of all operation within Purchasing including
- ii. Supervision of staff under him/her.
- iii. To receive requisitions from users for purchase of goods and
- iv. Services and confirm correct specifications and deliveries requested
- v. To request for quotations or tenders from the suppliers
- vi. To evaluate received quotations or tenders
- vii. To seek approvals for purchase either from the Purchasing Officer or management
- viii. To place orders or arrange for contracts, with selected suppliers

- ix. and monitor deliveries to ensure supplies do arrive as promised
- x. (order progressing)
- xi. To physically check received supplies and ensure they are correct
- xii. to specifications and in good condition
- xiii. To counter check suppliers invoice with original quotations or
- xiv. Tender documents and ensure original terms have been adhered to.

**Interested applicants should visit the University of Kabianga Website on page <http://www.kabianga.ac.ke/vacancies.htm> to view detailed requirements.**



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