



UNIVERSITY OF EMBU

P.O. BOX 6-60100, EMBU, KENYA

Website: www.embuni.ac.ke

JOB VACANCIES

The University of Embu (UoEm) is seeking to recruit suitably qualified and experienced individuals to fill the following positions:

A. TEACHING POSITIONS (UOEM/TS/09/2019)

1. Positions of **Professor, Associate Professor, Senior Lecturer** and **Lecturer** in the following areas;
 - i. Nursing (Mental Health)
 - ii. Pure Mathematics
 - iii. Computer Science
 - iv. Information Technology
 - v. Water Engineering
 - vi. Hydrology
 - vii. Agricultural Extension
 - viii. Financial Economics
 - ix. History
 - x. Criminology and Security Studies
 - xi. Library and Information Science/Information Science/Library Science
 - xii. Instructional Methods in either English, Literature, Biology, History or Geography

2. Position of **Tutorial Fellow** in the following areas;
 - i. Criminology and Security Studies
 - ii. History

QUALIFICATIONS AND EXPERIENCE

PROFESSOR - GRADE 15:

Applicants must be holders of an earned PhD degree in the relevant area of speciality. In addition, applicants must:

- i. Have at least twelve (12) years of University teaching experience, three (3) of which as full time Associate Professor;
- ii. Have at least sixty (60) publication points, forty (40) of which are from articles in refereed scholarly journals since being appointed Associate Professor;



- iii. Have successfully supervised to completion at least six (6) Masters and two (2) PhD students since being appointed Associate Professor;
- iv. Show evidence of successfully securing at least two (2) research grants since being appointed Associate Professor;
- v. Show evidence of attendance and contribution of learned conferences, seminars or workshops;
- vi. Show evidence of active participation/leadership in departmental and University activities; and
- vii. Show evidence of continued research.

ASSOCIATE PROFESSOR – GRADE 14

Applicants must be holders of an earned PhD degree in the relevant area of speciality. In addition, applicants must:

- i. Have at least eight (8) years of University teaching experience, three (3) of which as full time Senior Lecturer;
- ii. Have at least 48 publication points, 32 of which are from articles in refereed scholarly journals since being appointed Senior Lecturer;
- iii. Have successfully supervised to completion at least five (5) Masters and one (1) PhD student since being appointed Senior Lecturer;
- iv. Show evidence of successfully securing at least two (2) research grants since being appointed Senior Lecturer;
- v. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
- vi. Show evidence of active participation/leadership in departmental and University activities; and
- vii. Show evidence of continued research.

SENIOR LECTURER - GRADE 13

Applicants must be holders of an earned PhD degree in the relevant area of speciality. In addition, applicants must:

- i. Have at least five (5) years of University teaching experience, three (3) of which as full time Lecturer;
- ii. Have at least 32 publication points, 24 of which are from articles in refereed scholarly journals since being appointed Lecturer;
- iii. Have successfully supervised to completion at least four (4) Masters students since being appointed Lecturer;
- iv. Show evidence of successfully securing at least one (1) research grant since being appointed Lecturer;
- v. Show evidence of attendance and contribution at learned conferences, seminars or workshops;
- vi. Show evidence of active participation/leadership in departmental and University activities; and
- vii. Show evidence of continued research;



LECTURER – GRADE 12

Applicants must be holders of an earned PhD degree from a recognized University in the relevant area of specialty. In addition, applicants must:

- i. Have a Master's degree in addition to a first degree from a recognized University in the relevant field;
- ii. Show evidence of attendance and contribution at learned conferences, seminars or workshops; and
- iii. Show evidence of continued research. Those who have university teaching experience and have published in refereed journals will have an added advantage.

LECTURER (NURSING)

Requirements will be the same as for lecturer above, however; applicants with Master of Science Degree in Nursing or its equivalent in the relevant areas who have three (3) years University teaching experience and have at least 24 publication points, 16 of which are from articles in refereed scholarly journals will also be considered.

TUTORIAL FELLOW - GRADE 11

Applicants must be holders of a Bachelor's degree of at least Second Class Upper Division and a Master's degree from a recognized University in the area of speciality. In addition, applicants must be registered for a PhD degree and have made substantial progress in their PhD studies.

B. NON TEACHING POSITIONS

STUDENTS COUNSELLOR: (Ref: UOEM/SC/09/2019)

Applicants for this position must be holders of a Master's degree in Counselling Psychology, Guidance and Counselling or a related field from a recognized University. In addition, they must:

- i. Have at least three (3) years student counselling experience in a University or equivalent institution;
- ii. Be able to work with diverse student population;
- iii. Be persons of strong interpersonal, communication, and organizational skills;
- iv. Demonstrate a strong passion for working with and helping young people;
- v. Demonstrate the ability to respond effectively to the needs of a diverse and demanding student and parent population;
- vi. Be knowledgeable about University's student policies and student welfare services; and
- vii. Have a valid registration certificate from the Kenya Counsellors and Psychologists Association (KCPA).

ASSISTANT SECRETARY GRADE III/IV: (Ref: UOEM/AS/09/2019)

Applicants must be holders of KCSE D+/KCE Div. IV and above. They must have at least a Certificate in Secretarial Studies or equivalent qualification from a recognized institution. In addition, they must:

- i. Demonstrate competency in preparing and maintaining office records, reports and correspondences;



- ii. Demonstrate proficiency in computer-based office management systems; and
- iii. Be able to operate various printers, photocopiers, scanners and related machines.

❖ RE-ADVERTISEMENT

ASSISTANT MAINTAINANCE OFFICER – GRADE A/B (Ref: UoEm/AMO/09/2019)

Applicants must be holders of at least KCSE C/KCE DIV III and a Diploma in Electrical Engineering or equivalent from a recognized institution. In addition, they must:

- i. Have at least three (3) years relevant work experience in a large organization;
- ii. Demonstrate knowledge of computer applications in the relevant area;
- iii. Demonstrate technical capacity, communication skills, problem Solving, analytical skills and diligence in executing tasks; and
- iv. Have knowledge on making reports of work done.

How to apply:

1. Open the University of Embu website; www.embuni.ac.ke, choose the job application portal and fill in your details as guided; and
2. Send one (1) **hard copy** of the application letter, accompanied by detailed curriculum vitae (**signed on all pages**), copies of **certified** academic and professional certificates, National ID card, current payslip (if any) and other relevant testimonials. Provide your mobile numbers, email address and names of three (3) referees. The referees should send their recommendation letters directly to the undersigned in a sealed envelope.

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

In addition, applicants for Grade 12 and above must also submit a Certificate of Good Conduct from Directorate of Criminal Investigation and clearance certificates from the following;

- i. Kenya Revenue Authority
- ii. Higher Education Loans Board (showing the status of loan recovery)
- iii. Ethics and Anti-Corruption Commission
- iv. Credit Reference Bureau

An application package, together with referee letters (**with job reference number clearly marked on the envelope**) should reach the undersigned not later than **Friday, 11th October, 2019.**

The Vice-Chancellor,
University of Embu,
P.O. Box 6-60100, Embu, Kenya.

Note:

- i. Only qualified and shortlisted applicants will be contacted;
- ii. Persons with disability are encouraged to apply; and
- iii. University of Embu does not levy any fees for job application

University of Embu is an equal opportunity employer

