

**OFFICE OF THE VICE CHANCELLOR**

LU/VC/30/VOL.III/37

6<sup>th</sup> October, 2022**EXTERNAL JOB ADVERTISEMENT**

Laikipia University is a Public Chartered University located 11 kilometres from Nyahururu Town and 50 kilometres from Nakuru City, along the Nyahururu - Nakuru Road. Laikipia University's vision is to be a University for valued transformation of society. The Mission is to serve students and society through Research, Education, Scholarship, Training, Outreach and Consultancy. To effectively fulfil its mandate, the University has the following vacancies:

**1. REGISTRAR (ACADEMIC AFFAIRS) - GRADE AD 15, REF: LU/AD/1/10/2022 - (1 POSITION)**

**The officer holder will report to the Deputy Vice Chancellor (Academic, Research and Student Affairs).**

**Academic and Professional Requirements**

Applicants shall:

1. Hold a Doctor of Philosophy Degree from a university recognised in Kenya;
2. Be an active member of at least one recognized professional body;
3. Be computer literate with demonstrable practical experience;
4. Have proven qualities of leadership, coordination and organization at senior management level; and
5. Have knowledge and experience in the formulation and provision of guidelines on administration, planning, management of University services and academic matters.
6. Attendance of a Senior Management or other professional course lasting more than four weeks will be an added advantage;

**Duties and Responsibilities**

The Registrar (Academic Affairs) shall:

- a. Co-ordinate, enrol and register students;
- b. Develop, maintain and secure student records;
- c. Supervise the process of issuance of certificates and final transcripts;
- d. Co-ordinate academic planning including use of classrooms and other academic facilities;

---

*Vision : A University for Valued Transformation of Society*

*Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy*

Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



- e. Co-ordinate administration of student academic affairs;
- f. Be in charge of interpretation and enforcement of academic policies and regulations;
- g. Advise the Deputy Vice-Chancellor (Academic, Research and Student Affairs) on formulation and evaluation of academic programmes, policies and procedures;
- h. Be the Secretary to the Senate, the Deans' Committee and the Deputy Vice-Chancellor, Academic, Research and Student Affairs' Student Disciplinary Committee;
- i. Prepare and submit periodic reports on academic affairs, relevant statutory requirements and overall status of the Department to the Deputy Vice-Chancellor (Academic, Research and Student Affairs); and
- j. Undertake such other responsibilities as shall be assigned or delegated by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

### **Experience**

Have at least six (6) years' experience in the administration of a university or in the public sector, three (3) of which should be as a Deputy Registrar (Grade 14) or an equivalent position.

### **Terms and Conditions of Service**

The successful candidate for the position shall hold office for a **contract term of five (5) years** and shall be eligible for re-appointment upon satisfactory performance.

The candidate will be offered a competitive remuneration package, including:

- i. Basic Salary;
- ii. House Allowance;
- iii. Medical cover as per the University Medical Scheme; and
- iv. Leave allowance.

## **2. DEPUTY CHIEF INTERNAL AUDITOR - GRADE AD 14, REF: LU/AD/2/10/2022 - (1 POSITION)**

**As the head of Internal Audit, the office holder shall report operationally to the Audit, Governance and Risk Management Committee of the Council and administratively to the Vice Chancellor.**

### **Academic and Professional Requirements**

Applicants shall:

- 1. Hold Master's Degree in relevant field;
- 2. Hold Bachelor's Degree in Commerce (Finance or Accounting);
- 3. Hold CIA (K) or CPA (K) or CISA (Certified Information Systems Auditor) final;
- 4. Be an active member of the Institute of Certified Public Accountants of Kenya;
- 5. Computer Literacy
- 6. Exemplary work performance; and

7. Demonstrate outstanding qualities of leadership, coordination and organization at top management level
8. Attendance of a Senior Management or other professional course lasting more than four weeks will be an added advantage.

### **Duties and Responsibilities**

The Internal Auditor shall:

- a. Be in Charge of the Internal Audit Department;
- b. Be responsible for appraisal, summarization and discussion or Audit findings with relevant departments or sections;
- c. Be responsible for the preparation of audit reports for presentation to the University Management Board;
- d. Review and revise existing internal audit control systems;
- e. Develop audit techniques;
- f. Be responsible for all staff matters in the department;
- g. Carry out audit of transactions;
- h. Supervise assigned staff;
- i. Coordinate implementation of sound internal audit policies, strategies and procedures;
- j. Conduct independent systems Audit;
- k. Identify control and Security risks;
- l. Review of operational audits and systems development;
- m. Coordinate implementation of audit plans, setting targets and budgets;
- n. Interpret financial policies for sound auditing principles, practices and control;
- o. Develop and review audit programmes;
- p. Coordinate post audit reviews;
- q. Prepare and submit periodic audit reports; and
- r. Perform any other duties that may be assigned be immediate supervisor.

### **Experience**

Have at least six (6) years' experience in Internal Audit in a university or in the public sector, three as a Senior Internal Auditor (Grade 13) or equivalent position.

### **Terms and Conditions of Service**

Successful candidate for the position shall hold office for a **contract term of five (5) years** and shall be eligible for re-appointment upon satisfactory performance.

The candidate will be offered a competitive remuneration package, including:

- i. Basic Salary;
- ii. House Allowance;
- iii. Medical cover as per the University Medical Scheme; and
- iv. Leave allowance.

## How to apply

1. Applicants should submit an Application Letter containing email address, day time telephone contacts; detailed Curriculum Vitae (detailing academic qualifications, professional experience and membership to professional associations) and certified copies of certificates.
2. They should also provide names, telephone numbers and contact addresses of three referees.
3. Comply with the requirements of Chapter six (6) of the Constitution.
4. Ten (10) copies of the application and referees' confidential reports on the applicants' suitability for the posts should be sent via registered mail or courier or delivery by hand in an envelope marked with the **Reference number** on the top left-hand side of the envelope; to the under-signed to be received on or before **21<sup>st</sup> October, 2022**.
5. Successful candidate will be required to submit valid clearances from the following bodies upon receipt of an offer of appointment:
  - a. Kenya Revenue Authority;
  - b. Higher Education Loans Board;
  - c. Ethics and Anti-Corruption Commission;
  - d. Criminal Investigation Department (Certificate of Good Conduct); and
  - e. Registered Credit Reference Bureau.

**The Chairman,  
Laikipia University Council,  
P.O. Box 1100-20300,  
Nyahururu, Kenya  
Email: [councilchairman@laikipia.ac.ke](mailto:councilchairman@laikipia.ac.ke)**

*Laikipia University is an equal opportunity employer. Women, minority groups and persons living with disabilities are encouraged to apply.*

*Applications received after the 21<sup>st</sup> October 2022 will not be considered.*

*Only shortlisted candidates will be contacted.*