

LAIKIPIA

P.O. Box 1100-20300,
NYAHURURU,
KENYA



UNIVERSITY

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radmin@laikipia.ac.ke; www.laikipia.ac.ke

OFFICE OF REGISTRAR (ADMINISTRATION AND HUMAN CAPITAL)

Ref: LU/ADMIN/R(ADIM)/132/EA/71

9th September, 2019

JOB VACANCIES

Laikipia University is a Public Chartered University located 11 kms from Nyahururu Town along Nyahururu -Nakuru Road and 50 kms from Nakuru along Nakuru –Nyahururu road.

Laikipia University is seeking to recruit suitably qualified individuals to fill the following positions:

ACADEMIC DIVISION

Department of Psychology, Counseling and Educational Foundations

1. Tutorial Fellow Grade 11 - Educational Foundations -1 post

Ref. No. LU/AC/1/09/19

Applicants must:

- Have a relevant Bachelors degree and a Master's degree in respective area from an accredited and recognized institution;
- Be registered for a PhD degree in an area of specialization;
- Be registered or registerable with a relevant professional body (where applicable).

Department of Public Affairs- (Geography GIS)

2. Lecturer Grade 12 – Geography -1 post

Ref. No. LU/AC/2/097/19

Applicants must:

- Be holders of a PhD Degree and a Bachelor's and Master's degree in respective area or relevant qualification from recognized and accredited University;
- Be registered with the relevant professional body (where applicable);

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



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3. Tutorial Fellow Grade 11 Geographic Information System (GIS)– 1 post

Ref. No. LU/AC/3/09/19

Applicants must:

- Have a Bachelors degree and a Masters degree qualifications in respective areas from an accredited and recognized institution;
- Be registered for a PhD degree in area of specialization;
- Be registered or registerable with a relevant professional body (where applicable).

4. Tutorial Fellow Grade 11 Criminology – 1 post

Ref. No. LU/AC/4/09/19

Applicants must:

- Have a Bachelors degree with a Masters degree qualifications in respective areas from an accredited and recognized institution;
- Be registered for a PhD degree in area of specialization;
- Be registered or registerable with a relevant professional body (where applicable).

Department of Mathematics

5. Lecturer Grade 12 Applied Statistics or Mathematics or Statistics - 1 post

Ref. No. LU/AC/5/09/19

Applicants must;

- Be holders of a PhD degree with a Bachelors and a Masters degree qualifications in respective areas from an accredited and recognized University;
- Be registered or registerable with relevant professional body (where applicable).

6. Tutorial Fellow Grade 11 Statistics Or Pure/Applied Mathematics– 1 post

Ref. No. LU/AC/6/09/19

Applicants must:

- Have a Bachelors and Masters degree qualification in the respective area from a recognized institution;
- Be registered for a PhD degree in the relevant field of study;
- Be registered/or registerable with the relevant professional body (where applicable).

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Department of Economics

7. Senior Lecturer Applied Economics Grade 13 - 1 Post Ref. No. LU/AC/7/09/19 **Applicants must:**

- Be holders of an earned PhD degree and Bachelor's and a Master's degree qualifications in respective areas;
- Have at least three (3) years of teaching experience at the university level as a Lecturer or six (6) years research/industry experience;
- Have a minimum of thirty two (32) publications points as a Lecturer or equivalent of which at least twenty four (24) should be from refereed scholarly journals;
- Be registered with the relevant professional body (where applicable).

8. Tutorial Fellow Applied Economics, Econometrics & Statistics or Economic Theory Grade 11 - 2 posts Ref. No. LU/AC/8/09/19

Applicants must:

- Have a Bachelor's and Master's Degree qualifications in the respective areas of specialization from a recognized institution;
- Be registered for a PhD degree in the relevant field of study;
- Be registered/or registerable with the relevant professional body (where applicable).

9. Senior Assistant Librarian Grade 13 -1 post Ref. No. LU/AC/9/09/19

Applicant must:

- Have a PhD in Library Studies form a recognized Institution;
- Applicants with a master's degree and have at least 3 publications in refereed journals and have 5 years working experience as Assistant Library I will also be considered;
- Be registered with relevant professional body.

Duties and responsibilities

- In charge of the section as assigned;
- Liaise with academics and professional staff on library services;
- Organize and implement user education and promotion of library use;
- Any other duties assigned by the immediate supervisor.

ADMINISTRATION DEPARTMENT

1. Medical Officer Grade 12- 1 post

Ref. No. LU/AD/1/09/19

Applicants must:

- Be holders of a Bachelors degree in Medicine & Surgery (MBChB) from a recognized University;
- In addition they must be registered with the Medical and Dentists Board and have a current practicing license;
- They must have a working experience of at least 3 years;
- The successful candidate will be in-charge of the health services in the university, and will be expected to formulate and implement health policies in the University.

Duties and Responsibilities

- In charge of health services in the University;
- Formulate and implement health service policies of the University;
- Responsible for management of resources for the operation of medical services;
- Responsible for formulation and implementation of departmental strategic plan;
- Admit and manage patients within the dispensary and outside the University;
- Responsible for the preparation and control of the departmental budget;
- Responsible for the procurement of departmental goods and services;
- Responsible for formulation, co-ordination and implementation of departmental policies;
- Any other duties assigned by the Deputy Vice-Chancellor (AF&P).

2. Clinical Officer Grade 8 - (2 Posts)

Ref. No. LU/AD/2/09/19

Applicants must:

- Be holders of Diploma in Clinical Medicine & Surgery from a recognized institution;
- Must be registered by Clinical Officers Council. Have at least 2 years clinical experience.

Duties and Responsibilities

- Undertake history taking, examination, diagnosis, treatment and management of both outpatients and inpatients;
- Sensitize patients, staff, students and clients on preventive/promotive health;
- Counselling and guiding students, staff and clients on health issues e.g. HIV/AIDS, Alcohol and Drug abuse inter alia;
- Conduct medical certification for clients;
- Provide appropriate referrals of patients;
- Perform minor surgical procedures;

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- Assessing, preparing, and presenting medical/legal reports as necessary;
- Provide emergency clinical care;
- Ensure maintenance of clinical services procedures and guidelines in provision of services;

3. Public Health Officer I Grade 9 - 1 Post Ref. No. LU/AD/3/09/19

Applicants must:

- Be holders of a Diploma in Environmental Health Science or Public Health from recognized institution;
- Be registered and licensed by Public Health Officers and Technicians Council of Kenya;
- In addition they must have a post-qualification experience of at least 3 years' experience as a Public Health Officer in a large Government institution;
- Holders of a degree in Environmental Health Science will also be considered.

Duties and responsibilities

- Supervise staff under them;
- Inspection of food premises, hostels and staff houses to ensure public health standards are maintained;
- Inspection of meat and other foods;
- Participate in immunization programme within the University;
- Participate in provision of health education;
- Participate in medical examination for food handlers;
- Advise in the control and prevention of insects vectors of disease;
- Collect water samples of bacterial examination and chemical analysis;
- Any other duties that may be assigned by the immediate supervisor.

4. Senior Procurement Officer I Grade 13 - 1 Post Ref. No. LU/AD/4/09/19

Applicants must:

- Be holders of Master's degree in Procurement and Supplies Management or its equivalent from recognized Institution;
- In addition they must have served at the level of a Senior Procurement Officer II or equivalent for at least three (3) years;
- Must be conversant with the Public Procurement and Asset Disposal Act and regulations;
- Applicants must be of high integrity and able to supervise a large number of staff;
- Be registered with Kenya Institute of Supplies Management (KISM);
- Must be computer literate and ICT competent.

Duties and Responsibilities

The successful candidate will be responsible for planning and coordination of the Procurement Services in the University.



Specific Duties:

- Supervise staff under them;
- Responsible for planning and coordination of procurement;
- Implementation and enforcement of University procurement regulations and procedures
- Preparation of supplies estimates and expenditure;
- Control of supplies vote, verification and disposal of unserviceable stores;
- Responsible for staff development and training in the department;
- Any other duties that may be assigned by the immediate supervisor.

Salary scale:

1. Senior Lecturer Grade 13	-	Kshs.112,038 – 159,720 p.m.
2. Lecturer Grade 12	-	Kshs 99,409 – 140,683 p.m.
3. Tutorial fellow Grade 11	-	Kshs 83,598 - 118,348 p.m.
4. Senior Procurement Officer I Grade 13	-	Kshs 106,327 – 149,940 p.m.
Senior Assistant Librarian Grade 13	-	Kshs 106,327 – 149,940 p.m.
5. Medical Officer Grade 12	-	Kshs 94,347- 131,736 p.m.
6. Public Health Officer Grade 9	-	Kshs 40,878 - 60,525 p.m.
7. Clinical Officer Grade 8	-	Kshs. 34,415 – 50,508 p.m.

Mode of Application.

Candidates will be required to satisfy the requirement of chapter six of the constitution of Kenya 2010 and must attach the following:

- Certificate of good conduct from the Directorate of Criminal Investigation;
- Tax compliance certificate from KRA;
- Clearance certificate from Higher Education Loans Board;
- Clearance certificate from CRB.

Applicants must submit ten (10) copies of applications giving details of age, education and professional qualifications, detailed work experience, present post and salary, applicants' telephone number and email address, and enclose certified copies of certificates and testimonials and give names and addresses of three (3) referees who are knowledgeable about the applicants competence and area of specialization. Applicants should request their referees to write directly to the undersigned. The name and reference number of the position for which the application is made should be clearly marked on the envelope and addressed to:-

The Deputy Vice-Chancellor (AF&P)
Laikipia University
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So as to reach him not later than 25th September, 2019

N.B. A soft copy of the application letter and C.V. **only and No other attachment** should be sent by email to radmin@laikipia.ac.ke

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

Only shortlisted candidates will be contacted.

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