

# KENYA HIGHLANDS UNIVERSITY



## ADVERTISEMENT FOR VACANT POSITIONS

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Kenya Highlands University is a Private Christian Chartered University, located at the heart of Kericho. For improvement of service delivery and performance, the University wishes to recruit Christian professionals for the following vacant positions in the institution; -

### **ADMINISTRATION:**

**1. Position:** Finance Officer (One Position)

**Reports to:** Deputy Vice-Chancellor (Administration, Finance & HR)

### **Requirements for appointment to this position:**

- i. Must be a committed Christian;
- ii. Must be a holder of CPA(K);
- iii. A Master's degree in Accounting/Finance or its equivalent from a recognized University;
- iv. Five (5) years of relevant work experience;
- v. Must be a registered member of ICPAK or an equivalent professional body;
- vi. Practical knowledge of ICT in a relevant area is mandatory; and
- vii. Proven numerical competence, mentorship and supervision skills.

### **Duties and responsibilities:**

The Finance Officer is answerable to the Deputy Vice-Chancellor (Administration, Finance and HR) for overall accounting and financial functions of a large section. The holder of this post will be responsible for;

- i. The organization structure of the accounting and finance unit that facilitate communication, delegation of authority and scope of responsibility and segregation of duties;
- ii. Implementation of an adequate accounting system as a means of maintaining sound financial records, which must recognize, classify, post summarize and report transactions;
- iii. Overall operation and supervision of finance function in system;
- iv. Maintenance of high accounting standards and integrity within the department;
- v. Budget preparations;
- vi. Posting of data into ACCPAC accounting software;
- vii. Assist Finance Officer in implementing the financial policies; and
- viii. Supervision and development of staff in the department; and
- ix. Any other duties as assigned by the Vice-Chancellor.

**2. Position: Registrar - Administration and HR (One Position)**

**Reports to: Deputy Vice-Chancellor (Administration, Finance and HR)**

**Requirements for appointment to this position:**

- i. Must be a committed Christian;
- ii. Master's degree with at least five (5) years' experience in administrative and HR work;
- iii. Must be a registered member of a recognized professional body;
- iv. Must have HR Practicing license from IHRM;
- v. Knowledge of management information and communication technologies; and
- vi. Should have excellent communication & interpersonal skills.

**Duties and Responsibilities:**

- i. Responsible for the overall organization, control and supervision of administrative functions of the University;
- ii. Responsible for policy formulation, interpretation and implementation of University policies;
- iii. Provide professional advice to the University Management on various matters affecting the staff;
- iv. Responsible for settling and maintenance of high administrative standards in the University;
- v. Responsible for coordinating running of various departments within the division;

- vi. Responsible for setting and coordinating implementation of targets in the various departments within the division;
- vii. Responsible for timely submission of reports;
- viii. Responsible for the formulation and implementation of University's strategic plan;
- ix. Responsible for all the University HR functions; and
- x. Any other duties as assigned by the University Vice-Chancellor.

**3. Position: Dean of Students (One Position)**

**Reports to: Deputy Vice-Chancellor (Academic Affairs, Research and Student Affairs)**

**Position Summary:**

The Dean of Students is in charge of all duties of the Dean of Students relating to the welfare, spiritual life, conduct and discipline of students. A dean of students plans and directs university activities related to student services and campus life. The Dean of Students provides proactive leadership to engage all stakeholders in delivering programs and services to support the student's academic achievement and personal and social development.

**Requirements for appointment to this position:**

1. Must be a committed Christian;
2. Masters in the area of counselling, education administration or any other relevant field from a recognized institution.
3. Minimum of 5 years of higher education experience.
4. Previous work experience in student affairs is an added advantage.

**Core Competencies, Skills and Abilities:**

1. Exhibits strong skills in; leadership, managing people, communication, customer and student focus, building relationships, organizing and planning.
2. Demonstrated understanding of the college mission, vision and practices.
3. Ability to collaborate effectively with student's faculty, staff and the broader educational and professional communities.
4. Ability to support and value the efforts of ongoing cultural community projects and events.
5. Possess specific knowledge of Kenya Highlands University and the functions of education administration.
6. Demonstrates detailed familiarity with the university code of conduct

**Duties and Responsibilities:**

1. Be responsible for students' spiritual, physical, emotional and social welfare and development.
2. To be the Secretary of the Student Disciplinary Committee
3. To represent the faculty in the Student Association meetings
4. To be in charge of student accommodation and conduct
5. To coordinate student recreational activities
6. To serve as a member of the Management Board, the Senate, the Admissions Committee, and the Spiritual Ministries Committee.
7. To have such other duties as may, from time to time, be determined by the University Council or as may be delegated to him/her by the Vice-Chancellor.

**DEPARTMENT OF NURSING & MIDWIFERY****1. Position: Lecturers Nursing (FIVE (5) POSITIONS)****Report to: Dean, School of Health Sciences****Requirements for appointment to this position:**

- i. Must be a committed Christian;
- ii. 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 of full time teaching experience at University level.
- iii. Bachelor's Degree in Nursing from a recognized University.
- iv. Possess a valid practice license from the Nursing Council of Kenya
- v. At least two (2) publications in refereed journals or one (1) book or two (2) book chapters in relevant areas and
- vi. Show evidence of attendance and contribution at learned conferences, seminars or workshops.
- vii. Be an active member of professional body.

**Duties and responsibilities:**

- I. Delivering lectures, seminars and tutorials to students and other junior staff.
- II. Designing, preparing and developing unit and teaching materials.
- III. Developing and implementing new methods of teaching to reflect changes in research.
- IV. Writing up research and preparing it for publication.

- V. Assessing students' coursework and practical's as well providing timely feedback to help students improve their knowledge and skills.
- VI. Setting, invigilating and marking Assignments, CATs, end trimester examinations and Practical.
- VII. Supervising students' research activities including final year undergraduate projects.
- VIII. Supporting students through a mentorship role.
- IX. Carrying out administrative tasks related to the department, such as student induction programs and involvement in committees and boards.
- X. Contributing to professional conferences and seminars in areas of specialization.
- XI. Participating in staff training activities.
- XII. Participating in Nursing program curriculum development and review.
- XIII. Maintaining professionalism and accountability in the work place.
- XIV. May be assigned or delegated other duties and responsibilities by the Dean School of Health Sciences deemed necessary.

## **2. CLINICAL INSTRUCTORS GRADE – TWO (2) POSITIONS**

**Report to: HOD, Department of Nursing & Midwifery**

### **Requirements for appointment to this position:**

- i. Must be a committed Christian;
- ii. Must have a Bachelor of Science in Nursing (BScN) from a recognized university.
- iii. At least three (3) years of professional experience at a recognized and busy hospital since graduation.
- iv. Registration with the Nursing Council of Kenya.
- v. Valid practice license from the Nursing Council of Kenya.
- vi. Membership of a professional body.
- vii. Evidence of attendance and contribution at learned conferences and teaching experience may be an added advantage.
- viii. Teaching experience may be an added advantage.

**Duties and Responsibilities:**

- i. Engaging in curriculum and program review to enhance best practice to integrate theory to practice through clinical instruction.
- ii. Ensuring consistent Christian behavior in line with the university's vision and mission.
- iii. Evaluating students through continuous assessments and examinations in skills lab and clinical setting.
- iv. Facilitation of Teaching and learning in clinical and classroom practicum sessions in line with the curriculum.
- v. Implementing change initiatives to achieve desired university strategic goals.
- vi. Mentoring of students in academic and spiritual nurture

**3. SKILLS LAB MANAGER GRADE - ONE (1) POSITION**

**Report to: HOD, Department of Nursing & Midwifery**

**Requirements for appointment to this position:**

- i. Must be a committed Christian;
- ii. Must have a Bachelor of Science in Nursing (BScN) from a recognized university;
- iii. Must be a registered nurse with the regulatory body with a valid license;
- iv. Has a minimum of 3-5 years of clinical experience;
- v. Has experience in nursing education
- vi. Has previous supervisory experience of nursing students
- vii. Has strong leadership, organisational interpersonal skills
- viii. Proficiency in computer applications and learning management systems
- ix. Knowledge of nursing curriculum and standards of care
- x. Experience with simulation equipment and technology
- xi. Can manage budgets and resources effectively
- xii. Has excellent communication and problem-solving skills.

**Duties and Responsibilities of a Skills Lab Manager**

- i. Develops and manages lab schedules to accommodate student and faculty needs
- ii. Ensures the lab is clean, safe and well maintained
- iii. Oversees the procurement, maintenance and inventory of lab equipment and supplies

- iv. Collaborates with faculty to develop and update lab curriculum to align with program outcomes
- v. Creates and implements realistic simulation scenarios to enhance student learning
- vi. Develops and maintains a variety of learning resources (e.g. text books, online modules, and videos) to support skill acquisition
- vii. Supervises students during lab sessions, providing guidance and feedback
- viii. Develops and administers skill competency assessments
- ix. Collects and analyzes student feedback to improve lab experiences

#### **4. LAB ASSISTANT FOR MICROBIOLOGY LAB – ONE (1) POSITION**

**Report to: Dean, School of Health Sciences**

**Requirements for appointment to this position:**

- i. Must be a committed Christian;
- ii. Bachelor of Science in a relevant field i.e. Analytic Chemistry, Applied Biology, Science Laboratory
- iii. Prior experience in a Tertiary Learning Institution
- iv. Diploma in Analytic Chemistry, Applied Biology, Science Laboratory will be an added advantage
- v. Be computer literate
- vi. Have good communication and interpersonal skills.
- vii. Have at least 3 years of working experience in a Laboratory

#### **Duties and Responsibilities of the Lab Assistant**

The responsibilities include:

- i. Must be a committed Christian;
- ii. setting up the equipment in the microbiology labs before any demonstration.
- iii. Preparing equipment and chemicals before practical sessions
- iv. Maintaining/custodian of equipment and laboratory apparatus in the assigned laboratory.
- v. Maintain laboratory equipment and facilities through performing operator maintenance, and schedules annual and any other regular maintenance as required per manufacturer and/or governing statute.

- vi. Record keeping e.g. For students' practical sessions, tracking methods, results, etc.;
- vii. Ensuring that equipment and Laboratories are properly cleaned and that chemicals, drugs and other materials are appropriately stored
- viii. Cataloguing recordings and making them available when requested
- ix. Supporting the work of lecturers in laboratory sessions and giving technical advice to staff and students
- x. Report any failure/breakdown of equipment to the Senior Technologist
- xi. Working with individual students and supporting them on research projects
- xii. Managing the stock control of chemicals and equipment

**Application Procedure:**

Interested and qualified candidates are advised to send ten (10) hard copies of their applications to the address below. The applicants are asked to contact their referees to write recommendation to the University on sealed envelopes before the deadline. Only shortlisted candidates will be contacted.

**The Vice-Chancellor,  
Kenya Highlands University,  
P.O. Box 123 - 20200  
KERICHO.**

**Applications to be received on or before Friday, August 9<sup>th</sup> 2024 At 17hrs**

Kenya Highlands University is an equal opportunity employer.

Please note that canvassing will lead to automatic disqualification.