



# **MACHAKOS UNIVERSITY**

## **OFFICE OF THE DEPUTY VICE-CHANCELLOR**

### **(ADMINISTRATION PLANNING AND FINANCE)**

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2021

P O BOX  
Machakos, Kenya  
27<sup>th</sup> January,

## **ADVERTISEMENT FOR VACANT POSITION**

Machakos University was awarded a Charter on 7<sup>th</sup> October 2016 and is a successor of Machakos University College. It is located one (1) Km from Machakos Town along the main Machakos - Wote road.

The Vision of the University is: A preferred University of Excellence in Scholarship and Service Delivery; whereas the Mission of the University is: To Provide Scholarly Education through Training, Research and Innovation for Industrial and Socio-economic Transformation of our Communities.

Machakos University invites applications from candidates who are suitably qualified and experienced with excellent credentials to fill the following vacant position in the University:

<b>LEGAL OFFICER - GRADE 12 - MKSU/DHR/LO/21 - (RE-ADVERTISEMENT)</b>
<p><b>Job Description</b> This position reports to the Vice Chancellor and is responsible for legal matters in the University.</p> <p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"><li>a) Preparing and collecting evidence and exhibition as required in court.</li><li>b) Liaise with other departments on legal matters.</li><li>c) Ensure the university operates within the law.</li><li>d) Participating in development and implementation of University policies.</li><li>e) Participating in preparation of University regulations.</li><li>f) Drafting of legal documents, handling cases involving the University in liaison with external lawyers.</li><li>g) Attending court cases where necessary and coordinating legal matters in the University.</li></ul>



## Job Requirements

Must have;

- (a) Must be a holder of LLB degree from a recognized university or equivalent institution
- (b) An Advocate of the High Court of Kenya with a valid practicing license.
- (c) Five (5) years' working experience.
- (d) Computer literate.
- (e) CPS (K) will be an added advantage.

## Application Procedure:

Applicants should submit FIVE (5) HARD COPIES and ONE (1) SOFT COPY of their application documents (i.e., application letter, detailed curriculum vitae, latest payslip, academic and professional certificates - including KCSE/KCE/EACE/KACE/EAACE) **via EMAIL and addressed to [hr@mksu.ac.ke](mailto:hr@mksu.ac.ke)**.

Applicants should also attach copies of their latest payslip and addresses and telephone numbers of three (3) referees.

**NB: KINDLY NOTE THAT IT IS A MUST THAT YOU TYPE IN THE REQUIRED INFORMATION IN THE JOB APPLICATION FORM AVAILABLE IN THE UNIVERSITY WEBSITE, PRINT, SIGN AND ATTACH TO YOUR APPLICATION.**

Applications should be sent to:

**Deputy Vice Chancellor (APF)  
Machakos University  
P.O. Box 136 - 90100  
MACHAKOS**

So as to reach the Deputy Vice Chancellor (APF)s' office **on or before 23<sup>rd</sup> February, 2021**. *Only shortlisted candidates will be contacted.*

*Machakos University is an equal opportunity employer; women, persons with disabilities and those from marginalized regions are encouraged to apply.*

