



**MACHAKOS UNIVERSITY**  
**OFFICE OF THE DEPUTY VICE-CHANCELLOR**  
**(ADMINISTRATION PLANNING AND FINANCE)**

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P O BOX 136 - 90100  
Machakos, Kenya

**DATE: 27<sup>TH</sup> FEBRUARY, 2025**

**VACANT POSITIONS**

**EXTERNAL ADVERTISEMENT FOR TEACHING POSITIONS**

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: “Excellence in transformative scholarship and community service,” whereas the Mission of the University is: “To Provide Scholarship through teaching, training, research and innovation and community service for sustainable industrial and socioeconomic transformation.”

Machakos University wishes to employ teaching staff who are qualified to fill various vacant positions in the University.

Applicants who qualify for teaching positions are requested to apply for the following positions as per the Career Progression Guidelines for Machakos University Academic staff (*Available in the University website, [www.mksu.ac.ke](http://www.mksu.ac.ke)*)

**TEACHING POSITIONS**

S/No	SCHOOL	POSITION	GRADE	DEPARTMENT	AREA OF SPECIALIZATION
1.	Agriculture, Environment and Health Sciences	Senior Lecturer	13	Health Sciences	Public Health
		Lecturer	12	Health Sciences	Public Health



## Duties, Responsibilities and Requirements for the positions

### 1. Senior Lecturer - Grade 13 Ref. MksU/SL/PH/01/25 (1 Post) Permanent

#### a) Duties and Responsibilities

- a) Develop the teaching materials, teach, and mentor both the undergraduate I and postgraduate students.
- b) Set, moderate and mark examinations for both the undergraduate and I postgraduate students
- c) Participate in the development and preparation of annual departmental and school plans
- d) Organize academic trips
- e) Supervise educational activities/projects/thesis
- f) Assess industrial attachments for both the undergraduate and postgraduate students.
- g) Attend and participate in seminars/workshops/conferences in relevant fields
- h) Initiate and propose development of client driven programs,
- i) Participate in the implementation and evaluation of curricular activities in the department/school
- j) Supervise dissertations/theses at the graduate level.
- k) Develop undergraduate and postgraduate courses
- l) Initiate and participate in research projects
- m) Participate in academic leadership programmes
- n) Provide professional and community services and initiate linkages and fundraising.
- o) Carry out research in the area of specialization and providing consultancy services to the community
- p) Participate in the departmental ad-hoc committees and other activities for effective and efficient management of the department and faculty.
  
- q) Endeavor to articulate and actualize the vision and mission of the department, school and the University
- r) Carry out administrative and other duties and responsibilities as may be assigned by the Chair of Department from time to time.

#### **For appointment to this grade, a candidate: ~**

- a) Must have an earned PhD degree or its equivalent from an accredited and recognized University/Institution.



- b) Must have three (3) years teaching experience as a Lecturer/Research Fellow (Grade 12) or its equivalent.
- c) Must have a minimum of thirty-two (32) research and publication points of which at least twenty-four (24) should be in refereed journals since appointment as Lecturer/Research Fellow.
- d) Should have supervised at least three (3) postgraduate students to completion or supervised one postgraduate student to completion and attracted Kenya Shillings three (3) million external research funds since appointment as Lecturer/Research Fellow.
- e) Should have evidence of membership and in good standing of professional societies/boards (where applicable).
- f) Must have attended and contributed at academic conferences, seminars or workshops.

**OR**

- a) Must have a Master's degree or its equivalent in special disciplines (Engineering, Medicine, Nursing, Public health) from a recognized University with nine (9) years' experience, three (3) of which as a Lecturer/Research Fellow (Grade 12).
- b) Must have a minimum of thirty-two (32) publication points of which at least twenty-four (24) should be in refereed journals since appointment as Lecturer/Research Fellow.
- c) Should have supervised at least three (3) postgraduate students to completion or one postgraduate supervision and attracted Kenya Shillings three (3) million external research funds since appointment as Lecturer/Research Fellow.
- d) Should have evidence of membership and in good standing of professional I societies/boards (where applicable).
- e) Must have attended and contributed at academic conferences, seminars I or workshops.

## **2. Lecturer - Ref. MksU/SL/PH/02/25 (2 Posts) Permanent**

### **a) Duties and Responsibilities**

- i) Develop teaching materials, teach, and mentor both the undergraduate and postgraduate students.
- ii) Set, moderate and mark examinations for both the undergraduate and postgraduate students.
- iii) Provide supervision services to students on their projects/dissertations/theses at undergraduate and postgraduate levels.



- iv) Participate in the development and preparation of annual faculty plans.
- v) Participate in the development of undergraduate and postgraduate courses
- vi) Initiate and participate in research projects
- vii) Provide professional and community services
- viii) Initiate linkages with industry players
- ix) Organize academic trips
- x) Supervise educational activities/projects/thesis.
- xi) Assess industrial attachments for both the undergraduate and postgraduate students.
- xii) Attend and participate in seminars/workshops/conferences in relevant fields
- xiii) Participate in planning, development, implementation and evaluation of curricular activities in the department.
- xiv) Carry out research in the area of specialization and providing consultancy services to the community.
- xv) Participate in the departmental adhoc committees and other activities for effective and efficient management of the department and faculty.
- xvi) Carry out administrative and other duties and responsibilities as may be assigned by the Chairman of Department from time to time.

**For appointment to this grade, a candidate: -**

- a) Should have an earned PhD degree or its equivalent from an accredited and recognized University.
- b) Registered with the relevant professional body (where applicable)

**OR**

- a) For special cases/disciplines (Engineering, Medicine, Nursing, Public health), have a Master's degree in the relevant field from an accredited and recognized University plus at least three (3) years of teaching experience at University level or in research /industry.
- b) A minimum of 24 research and publication points of which 16 should be in refereed journal(s) or one (1) post-secondary school book or four(4) book chapters in relevant fields for at least undergraduate studies level.
- c) Registered with the relevant professional body (where applicable).

**Mode of Application**

Applicants must:

- i) Submit two (2) hard copies of the letter of application, academic certificates, testimonials and updated curriculum vitae to include full details of academic and professional qualifications, experience,



- publications, supervision of postgraduate students (where applicable), attracted funds, academic programmes developed, membership to professional bodies and evidence of current salary.
- ii) Update individual google scholar accounts to include all publications (where applicable).
  - iii) Type the required information in the Job Application Form available on the University website, print, sign and attach to the application.
  - iv) Contact three (3) referees and request them to send their recommendations, under sealed envelopes to the provided address, before the advert deadline.
  - v) Send a soft copy (one running pdf file) of the application to [recruitmentAPF@mksu.ac.ke](mailto:recruitmentAPF@mksu.ac.ke), [hr@mksu.ac.ke](mailto:hr@mksu.ac.ke) and a copy to [careers@mksu.ac.ke](mailto:careers@mksu.ac.ke).
  - vi) Submit the two (2) applications in a sealed envelope indicating the position applied for to:

**The Deputy Vice-Chancellor  
Administration, Planning and Finance  
Machakos University  
P. O. BOX 136 – 90100  
MACHAKOS**

So as to be received not later than **Thursday 13<sup>th</sup> March, 2025**.

**N/B: Only short-listed candidates will be contacted. Machakos University is an Equal Employment Opportunity employer and therefore staff of either gender or persons with disability are encouraged to apply.**

