



**MACHAKOS UNIVERSITY**  
**EXTERNAL ADVERTISEMENT 19<sup>TH</sup> MARCH 2025**

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**DECLARATION OF A VACANCY**

**Institution Profile**

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 invites applications from external applicants who are suitably qualified and experienced with excellent credentials to fill the following non-teaching vacant positions.

**Terms of Engagement**

The terms for the advertised position is on as indicated against every position.

**NON-TEACHING POSITION**

**FINANCE DEPARTMENT**

1. **Deputy Chief Finance Officer – Grade 14, (1 Post) – MksU/DCFO/03/25**  
**Permanent**

**Applicants should meet the following requirements:**

- i) Must have an earned Master’s degree in Business, Finance, Accounting or its equivalent plus CPA (K) or its equivalent with 12 years' experience in Accounting or auditing, three (3) of which at Senior Accountant I/ Senior Internal Auditor I Grade 13 or equivalent.
- ii) Be a member of a recognized Professional Accounting body.
- iii) Must be Computer literate (Accounting packages). Ph.D. degree will be an added advantage.

**Duties and Responsibilities**

- i) Prepare, in liaison with Finance Officer, annual University budget by compiling departmental income and expenditure for control and management of the University resources.
- ii) Prepare financial statements and accounts in line with the financial standards for reporting purposes and to facilitate decision making by the management.

- iii) Prepare periodic financial reports for decision making in liaison with various sections in the Finance department to facilitate decision making by the University management.
- iv) Allocate work to Finance department staff by assigning duties and responsibilities to relevant skills to ensure effective delivery of services.
- v) Supervise Finance department staff by reviewing work of Senior Accountants to ensure accounting tasks are performed efficiently and as per University policy and financial standards.
- vi) Conduct annual staff evaluation for senior accountants, accountants, accounts assistants and clerks in order to identify areas of weakness, training needs and for reward
- vii) Review performance of donor funds and research grants to ensure compliance with existing regulations by reviewing disbursement and utilization of funds.
- viii) Liaise with external auditors and coordinate various sections in submission of documents and reports for audit to facilitate smooth flow of audit process.
- ix) Confirm bank reconciliations for accurate reporting by reviewing reconciliation statements from various Senior Accountants of the various sections.
  - x) Manage debtors and creditors ledger balance to ensure compliance with the financial manual University policy.
  - xi) Train and mentor finance department staff for effective delivery of services and career progression through guidance, mentorship and periodic review of their jobs.
  - xii) Recommend payments for approval by the management by reviewing the vouchers and supporting documents as guided by financial manual.
    - xiii) Liaise with stakeholders to sort queries, offer guidance and advice by attending to various financial issues or enquiry.

#### **HUMAN RESOURCE DEPARTMENT**

#### **2. Deputy Registrar (HR) - Grade 14– Ref. MksU/DHR/02/25 (1 Post), Permanent Applicants should meet the following requirements:**

- i) An earned a Ph.D. from a recognized university with five (5) years' experience, three (3) of which in a Senior Administrative position.
- ii) Must have served at the level of lecturer or above if from an academic background.
- iii) Membership to a relevant professional body.
- iv) CPS (K) or any other relevant professional qualification.

#### **OR**

- i) Must have an earned Master's degree with ten (10) years administrative experience, three (3) of which should be at the level of Senior Assistant Registrar Grade 13 or its equivalent.

- ii) A member of a recognized professional administration or management body.
- iii) Must be Computer literate.

### **Duties & Responsibilities**

- i) Implementing and reviewing University's compensation program.
- ii) Creating and reviewing job descriptions.
- iii) Conducting annual salary surveys.
- iv) Developing, analyzing and updating the University's salary budget.
- v) Developing, revising and recommending staff policies and procedures.
- vi) Maintaining and revising the Universities handbook on policies and procedures.
- vii) Performing benefits administration.
- viii) Overseeing exit interviews.
- ix) Maintaining Affirmative Action Programs.
- x) Maintaining department's records and reports.
- xi) Participating in administrative staff meetings.
- xii) Maintaining the University's directory and other charts.
- xiii) Recommending new policies, approaches and procedures.
- xiv) Communicate to staff any information from the University Management Board.
- xv) Provide secretariat services to the Division's main committee on a regular basis so as to operationalize the meetings and ensure proper documentation of all deliberations for future reference.
- xvi) Coordinate the periodic collection of evidence used in gauging achievement of performance targets within the Department for use in decision making on how to enhance performance.
- xvii) Identify any training needs among staff members in the Department and make necessary intervention for the same.
- xviii) Oversee all employees in the HR Department.
- xix) Identify ways to maximize the value of the University's employees and ensure all Human Resources are utilized efficiently and effectively.
- xx) Participate in staff disciplinary committees for professional guidance and enforcement of ethical behavior within the work place.

## **LEGAL DEPARTMENT**

### **3. CHIEF LEGAL OFFICER - GRADE 14- Ref. MksU/CLO/01/25 (1 Post) (Permanent)**

#### **Applicants should meet the following requirements:**

- i) Must be A holder of LLM degree from a recognized university or equivalent institution. Registered with the Kenya School of Law (KSL).
- ii) An Advocate of the High Court of Kenya with a valid practicing license.
- iii) Commissioner of Oaths and Notary Public.
- iv) Twelve (12) years' work experience three (3) of which as Deputy Chief Legal Officer Grade 13.
- v) Computer Literate.

#### **OR**

- i) Served as a Deputy Chief Legal Officer Grade 13 for three (3) years or equivalent.

#### **Duties and Responsibilities**

- ii) Supervise staff under the section.
- iii) Handle and advise on all legal matters for the University
- iv) Assist contracted University lawyers in all court proceedings involving the University which include:
- v) Preparation of documents to be used as evidence in court
- vi) Holding of pre-trial briefings of witnesses and or University representatives,
- vii) Gathering of evidence, facts and exchange of the same with University lawyers,
- viii) Attending of court and briefing the University authorities on the development of cases,
- ix) Ensuring that witnesses attend court when called to do so.
- x) Preparation of agreements and/or contracts for approval by relevant parties.
- xi) Perusal and advising the University on fees payable to contracted University lawyers as per the advocates' remuneration order.
- xii) Ensuring that the University adheres to the laid down procedures and regulations in employee matters, disciplinary measures and any other matter which has legal implications.
- xiii) Attend and counsel on staff and students disciplinary cases.

- xiv) Guide and assist in the review and interpretation of University Statutes.
- xv) Any other relevant duties assigned by the immediate supervisor.

**Mode of Application**

Applicants must:

- i) Submit two (2) hard copies of a letter of application, certificates, national Identity Card/ Passport, testimonials and updated curriculum vitae to include full details of education, professional qualifications, experience, names and addresses of three referees one of whom should be present or previous employer.
- ii) Type the required information in the Job Application Form available on the University website, print, sign and attach to the application.
- iii) Contact three (3) referees and request them to send their recommendations, under sealed envelopes to the provided address, before the advert deadline.
- iv) 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).
- v) 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 **Wednesday, 2<sup>nd</sup> April, 2025.**

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