



MACHAKOS UNIVERSITY
EXTERNAL ADVERTISEMENT 18TH SEPTEMBER, 2026

DECLARATION OF A VACANCY

Institution Profile

Machakos University was awarded a Charter on 7th October 2016 and 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 position.

Terms of Engagement

The terms of engagement is pensionable.

NON-TEACHING POSITION

HUMAN RESOURCE DEPARTMENT

1. Deputy Registrar (HR) ~ Grade 14– Ref. MksU/DHR/02/25 (1 Post), Pensionable

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.
- v) Must be a Certified Human Resource Practitioner (CHRP)

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.

iv) Must be a Certified Human Resource Practitioner (CHRP)

Duties & Responsibilities

- i) Implement and review the University's compensation and remuneration programmes to ensure competitiveness, equity and compliance with approved policies.
- ii) Develop, review and update job descriptions and specifications for University positions.
- iii) Conduct and analyse annual salary and remuneration surveys and make appropriate recommendations to management.
- iv) Develop, analyse and monitor the University's HR and salary budget and advise management on staffing and compensation implications.
- v) Develop, review and recommend HR policies, procedures and guidelines in line with employment laws and the University's strategic objectives.
- vi) Maintain and periodically review the University's Human Resource Policies and Procedures Handbook.
- vii) Oversee administration of employee benefits, including ensuring accurate and timely processing of staff benefits.
- viii) Oversee staff exit processes and exit interviews, analyse emerging trends and make recommendations to improve employee retention.
- ix) Coordinate and maintain affirmative action and equal employment opportunity programmes.
- x) Maintain accurate and up-to-date HR records, reports and personnel information for decision-making and compliance purposes.
- xi) Participate in administrative and management meetings and provide professional HR advice on matters under discussion.
- xii) Maintain and update the University staff directory, organizational structures and HR-related charts.
- xiii) Identify and recommend new HR policies, approaches, systems and procedures to improve efficiency and quality of HR service delivery.
- xiv) Communicate decisions, policies and relevant information from the University Management Board to staff as authorized.
- xv) Provide secretariat services to University committees, including coordinating meetings, preparing agendas and documents, recording minutes and ensuring proper custody of committee records.
- xvi) Coordinate the collection and analysis of evidence on departmental performance targets and prepare reports to support management decision-making and performance improvement.
- xvii) Identify staff training and development needs and coordinate appropriate interventions in collaboration with relevant departments.
- xviii) Supervise and provide leadership to HR staff, ensuring effective allocation of duties, performance management, discipline and professional development.
- xix) Develop strategies for effective utilization of the University's human resources and advise management on workforce productivity and employee effectiveness.
- xx) Participate in staff disciplinary committees by providing professional HR advice and ensuring that disciplinary processes comply with University policies, employment laws and principles of procedural fairness.

Mode of Application

Applicants must:

- i) Submit three (3) hard copies and one soft copy of the following documents:
- Application letter
 - A duly filled and signed Job Application Form (available on the University website)
 - Academic certificates and testimonials
 - An updated Curriculum Vitae detailing academic and professional qualifications, work experience, current salary, publications.

These should be addressed and sent to:

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

- ii) Show evidence of membership to professional bodies.
- iii) Submit one (1) soft copy of the complete application as a single merged PDF document via email to dvcapf@mksu.ac.ke, with a copy to hr@mksu.ac.ke, to be received no later than **8th October, 2026**.

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