



MULTIMEDIA UNIVERSITY OF KENYA
P O Box 15653 - 00503, Nairobi, Magadi Road, Kenya
Tel. +254 2071391 Fax: +254 2071247
(MMU is ISO 9001:2015 Certified)

30th August, 2021

EXTERNAL VACANCY RE- ADVERTISEMENT

MULTIMEDIA University of Kenya is a chartered public University located in the city of Nairobi within a serene environment about 25 kilometers to the south of the City along Magadi Road.

The University is inviting application from suitably qualified persons for the following two positions at the department of Civil Engineering Multimedia University of Kenya:

1. Senior Lecturer - Grade MAC 13 (1 Position)
2. Technologist III – Grade MNT 7 (1 Position)

1. Senior Lecturer Grade MAC 13- Ref:

a) Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Served in the grade of lecturer/Research Fellow or in a comparable position for a minimum period of three (3) years or six (6) years of research/industry experience;
- ii. A PhD in Civil Engineering with a bias in Highway Engineering, Water resources Engineering or Environmental Engineering; Master of Science in Civil Engineering with a bias in Highway Engineering, Water Engineering, Safety Engineering or Environmental Engineering; and Bachelor of Civil Engineering; all from recognized/ accredited university;
- iii. A minimum of thirty two (32) publication points as a lecturer or equivalent of which twenty four (24) should be from refereed scholarly journals;

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- iv. Supervised at least Three (3) postgraduate students to completion as a Lecturer/ Research Fellow;
- v. Been registered by the relevant professional body (Registered Professional Engineer with EBK and Corporate Member of IEK);
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Lecturing specific units of specialization in accordance with the syllabus;
- ii. Participating in review and preparation of training courses, programmes and schemes of works;
- iii. Assessing students' performance and preparing students progress reports;
- iv. Carrying out research work in relevant field or specialization; and
- v. Assisting in conducting seminars/workshops or symposia and coordinate courses.
- vi. Coordinating of course, project and practical work;
- vii. Preparing teaching/ learning materials;
- viii. Setting and marking examination/ assignments;
- ix. Maintaining discipline in lecture rooms/halls;
- x. Developing proposals to attract research grants.
- xi. Writing journal articles and books;
- xii. Presenting academic papers in seminars/workshops or symposia;
- xiii. Peer-reviewing of publications in academic journals ;
- xiv. Developing and reviewing academic programmes/curricula;
- xv. Supervising Tutorial/Junior Research Fellows and students.
- xvi. Develop linkages and collaborations for students exchange programs; and
- xvii. Undertaking consultancy services.

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2. Technologist III– Grade MNT 7 (1 Position) Ref:

a) Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Served in the grade of laboratory Technician Grade MNT 6 for a minimum period of three (3) years;
- ii. Diploma in Civil Engineering or its equivalent qualification from a recognized institution;
- iii. Certificate in computer applications from recognized institution;
- iv. Supervisory skills course not lasting less than four (4) weeks;
- v. Registration with the Engineering Technologists Board will be an added advantage; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

b) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Media preparation;
- ii. Maintenance of laboratory records;
- iii. Storing and retrieving of machines and equipment;
- iv. Collecting, preparing and setting up machines and equipment;
- v. Servicing, repairing, testing and maintaining equipment;
- vi. Supervising and training of staff engaged in laboratory work;
- vii. Ensuring supervision of students attached to the laboratories; and
- viii. Performing any other duties as shall be assigned by the Head of Department from time to time.

TERMS AND CONDITIONS:

The above positions carry remuneration packages which include among others, basic salary, medical cover, house, transport and leave allowances.

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APPLICATION PROCEDURE.

Interested applicants should submit **ten (10) copies** of their applications with detailed curriculum vitae, e-mail address, telephone contacts, postal address, current post, copy of current pay slip, verified copies of academic, professional certificates and testimonials. They should provide clearance certificates from the following organizations.

- i. HELB
- ii. EACC
- iii. Kenya Revenue Authority
- iv. Certificate of Good Conduct.

They should also provide three (3) referees who are knowledgeable about their competence and areas of specialization, one of who must be a recent/last employer. The referees should submit their confidential reports in sealed envelopes clearly marked with specific reference number, to the address below.

Applicants should fill the summary sheet attached in MS Word and send it to the following address: dvcfa@mmu.ac.ke.

Only shortlisted candidates will be contacted.

NOTE.

MMU is an equal opportunity employer thus, women, persons with disability and minority groups are encouraged to apply.

Applications quoting the respective reference numbers on the envelope, should reach the undersigned on or before **Tuesday 14th September 2021.**

Vice Chancellor
Multimedia University of Kenya
P.O. Box 15653-00503
NAIROBI – KENYA
E-mail address: vc@mmu.ac.ke

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MMU SUMMARY SHEET

POST OF: _____

SECTION _____

S/No.	Name of Applicant	Ethnicity	Age	Gender	Physical Disability	Academic Qual.	Professional Qualifications	Work Experience	Current Work Station At MMU

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