



MULTIMEDIA UNIVERSITY OF KENYA

P.O. BOX 15653 -00503, NAIROBI, KENYA. MAGADI ROAD,
Tel. +254 020 2071391, Fax: +254 020 2071247

www.mmu.ac.ke

OFFICE OF THE DEPUTY VICE CHANCELLOR AF&P

(MMU is ISO 9001:2015 Certified)

Tuesday, 23rd August, 2022

VACANCY ADVERTISEMENT

Applications are invited for the position of Assistant Lecturer – Grade MAC 11 at Multimedia University of Kenya.

Applicants are required to bring copies of their original National Identification Card (ID), academic/professional certificates during the interview. Candidates should also ensure that their certificates are certified by KNEC and attach a receipt for certification from KNEC. Any candidate who will have presented forged document(s) shall automatically be disqualified.

Those who meet the requirements for the position advertised will be notified when the interviews will be held.

Applicants should quote the reference of the position applied for on the envelope; fill the summary sheet (attached) in MS Word and send it to the following address: dvc-fa@mmu.ac.ke.

Applicants should send ten (10) copies of the applications, academic and professional qualifications to reach the undersigned by Monday, 12th September, 2022.

A handwritten signature in blue ink, appearing to read 'Rosebella Maranga', is written over a blue circular stamp.

PROF. ROSEBELLA MARANGA, PhD, MBS
DEPUTY VICE-CHANCELLOR/AF&P

FACULTY OF COMPUTING AND INFORMATION TECHNOLOGY

1. Assistant Lecturer Grade MAC 11- Ref: MMU/EA/23/8/2022

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Bachelors degree from accredited and recognized university in Computer Science or Information Technology or Computer Technology or relevant equivalent qualifications approved by University Senate;
- (ii) Master's degree from an accredited and recognized University in Computer Science or Information Technology or relevant equivalent qualifications approved by University Senate;
- (iii) Certificate in Computer Applications from a recognized institution;
- (iv) Be registered or registerable with the relevant professional body (*where applicable*);
- (v) Registered for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification; and
- (vi) Demonstrated potential for university teaching and research

(b) Duties and Responsibilities

This is the entry grade for this cadre. Duties and responsibilities at this level will entail:-

- (i) Lecturing in area of specialization in accordance with the syllabus;
- (ii) Preparing teaching/learning materials and schemes of work;
- (iii) Setting and marking examination/assignments;
- (iv) Carrying out research work under the guidance and supervision of senior lecturer.
- (v) Preparing students progress reports;
- (vi) Maintaining discipline in lecture rooms/halls; and
- (vii) Prepare publications and/or books;

TERMS AND CONDITIONS:

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

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, certified 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 which must be a recent/last employer. The referees should submit their confidential reports in sealed envelopes clearly marked with the specific reference number, to the address here below.

Applicants should fill the **summary sheet** attached in MS Word and send it to the following address: *dvc_fa@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 **Monday, 12th September, 2022**

**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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