



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 September, 2024

EXTERNAL VACANCY 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 applications from suitably qualified persons for the following positions at the various departments of the University:

1. **Lecturer Grade MAC 12 – Electrical and Communication Engineering (1 Position)**
2. **Lecturer Grade MAC 12 – Civil Engineering - (2 Positions)**

1. LECTURER, GRADE MAC 12, (Electrical and Communication Engineering)

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

1. Management of students and learning facilities for effective content delivery.
2. Supervise examination process.
3. Ensure Supervision of research projects.
4. Ensure implementation of innovations.
5. Ensure performance measures are applied appropriately to monitor student progress.
6. Prepare teaching/learning materials and course outlines.
7. Prepare teaching and examination timetables.
8. Teach units/courses in one's subject area in accordance with the syllabus.
9. Supervise research projects.
10. Setting Assignments/CATs/Examinations.
11. Supervise examinations.
12. Moderate examination drafts and results.
13. Mark Reports/Assignments/CATs/Examinations.
14. Compile marks with the intention of grading the students.

15. Assess project reports.
16. Offer tutorials to undergraduate students.
17. Participate in moderation of examination drafts and results.
18. Supervise students' industrial attachment.
19. Participate in development, review and evaluation of curricula.
20. Carry out research work under guidance of a faculty supervisor.
21. Organize industrial and academic field trips.
22. Inspire students to innovate.
23. Attend defense meeting in order to evaluate the quality of work done and critique.
24. Advise students on career and academic advancement.
25. Mentor Students.
26. Prepare and publish papers to form basis for further knowledge.
27. Attend conferences in order to share and disseminate knowledge, establish linkages, networks for collaborations and to update oneself and keep abreast with latest trends.
28. Write books as sources of reference materials.
29. Conduct practical in laboratories, workshops, studios and outdoor to complement theory work.
30. Conduct community outreach in identified areas of expertise.
31. Serve in various University committees on appointment.
32. Peer review process to raise each other's' standards.
33. Participate in departmental meetings to facilitate smooth running of the departments.
34. Participate in the budgeting process to guide the expenditure and effective use of resources.
35. Develop proposals to attract research funds/grants.
36. Participate in the development of University policies and strategies.
37. Participate in thesis examination panel.
38. Collaborate with industry and universities on research liaison and academic matters.
39. Guide in registration of new innovations and inventions for the benefit of the University.
40. Organizing conferences to disseminate information to the community.
41. Carry out consultancy services to improve professionalism and generate income for the University.
42. Organizing training workshops to build competence and skills.