



MULTIMEDIA UNIVERSITY OF KENYA

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(MMU is ISO 9001:2015 Certified)

2nd April, 2025

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 – Dept. of Finance and Accounting (1 Position)**
2. **Lecturer Grade MAC 12 - Dept. of Film and Animation (1 Position)**
3. **Senior Nurse MNT 10 – (University Health Centre) - (1 Position)**
4. **Manager Grade MNT 13 – ICT Directorate (1 Position)**
5. **Driver Grade MNT 5 – (Transport Dept.)- (3 positions)**

1. LECTURER, GRADE MAC 12 (Dept. of Finance and Accounting)

(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.

(b) Requirements for Appointment

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

1. PhD in Accounting or Finance from a recognized/accredited university.
2. Masters Degree in Accounting or Finance or equivalent master's degree in relevant field from an accredited/recognized University.
3. Bachelor's degree in relevant field from an accredited/recognized University.
4. Been registered by the relevant Professional Body (*where applicable*).
5. Certificate in Computer Applications from a recognized institution.
6. Demonstrated merit and ability as reflected in work performance and results.
7. Teaching and research experience in a University level will be an added advantage.

2. LECTURER, GRADE MAC 12 (Dept. of Film and Animation)

(b) 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.
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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.

b) Requirements for Appointment

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

1. PhD degree qualification **or** a Master's degree qualification in special cases; in animation/graphic design from a recognized/accredited university.
2. Served in the grade of Tutorial/Junior Research Fellow or in a comparable position for a minimum period of three (3) years.
3. A minimum of 24 publication/productions points, of which sixteen (16) should be from refereed journal papers.
4. Been registered by the relevant Professional Body (*where applicable*).

5. Certificate in Computer Applications from a recognized institution.
6. Demonstrated merit and ability as reflected in work performance and results.

3. NURSING OFFICER I, MNT 10

a) Duties and Responsibilities

Work at this level will be carried out under the close supervision and guidance of a senior officer. Specifically duties and responsibilities at this level will entail:

1. Provide health care services in diagnosing patients to help identify their medical condition and enable making of informed treatment plan.
2. Dispense drugs to patients and explain to them on directions of use.
3. Attend to medical emergencies during the day and at night to ensure safety and health of clients.
4. Dress wounds and injuries to stop bleeding.
5. Train, educate and issue drugs to clients on family planning matters
6. Coordinate referrals whenever there are cases that cannot be attended to at the University's Health Center.
7. Counsel patients based on their test results to enable them understand their condition and the steps they need to take to manage their conditions.
8. Conduct medical training clinics for students, university staff and the community on basic medical knowledge.
9. Screen for diseases such as cancer to give patients an opportunity to seek medical attention in good time.
10. Autoclave medical equipment to prevent contamination and cross infection on patients
11. Prepare work plans and budgets for nursing services to ensure smooth flow of nursing services
12. Allocating duties for continuity of nursing care and to avoid understaffing or overstaffing.
13. Supervise nursing staff to ensure quality nursing standards and protocols are adhered to.
14. Mentor and appraise nursing staff for retention and promotions.

b) Requirements for Appointment

For Appointment to this grade a candidate **MUST** have:

1. Bachelor's Degree in Nursing
2. Must have served in the grade of Nursing Officer II for a minimum of three (3) years.
3. Higher Diploma from Kenya Registered Nursing or Kenya Registered Community Health Nursing.
4. Be registered by the Nursing Council of Kenya.
5. Certificate in Computer Applications from a recognized institution.

6. Demonstrated merit and ability as reflected in work performance and results.

4. MANAGER ICT, MNT 13

a) Duties and Responsibilities

Work at this level will be carried out under the close supervision and guidance of a senior officer. Specifically duties and responsibilities at this level will entail:

1. Coordinate implementation policies and procedures and strategy to align to the University's corporate strategy.
2. Coordinate preparation of ICT budget, procurement plans, performance targets and work plans.
3. Ensure implementation of University's strategic plan.
4. Coordinate data Security and access controls through backup and disaster recovery systems are maintained to ensure quick recovery in case of a disaster.
5. Coordinate drawing scheduling preventive maintenance of ICT infrastructure to ensure high availability.
6. Coordinate feasibility studies for areas to be computerized for implementation purposes.
7. Ensure safe custody of computer catalogues, manuals and licensed software for safety and security purposes.
8. Coordinate work and changes to the ICT infrastructure components are undertaken.
9. Coordinate administration and maintenance of LAN & WAN to facilitate communication research, teaching and administration activities within the University and externally.
10. Coordinate Security of University's data for appropriate access data and recovery procedures.
11. Ensure compliance with database vendor license agreement to meet the requirements.
12. Ensure user access is controlled to ensure security to the systems and databases of the University.
13. Manage and develop staff by preparing training materials, operating and user manuals and train staff in assigned systems.
14. Evaluate systems and ensure adherence to established performance standards.
15. Liaise with user Faculties and departments to ensure effective maintenance of hardware for communication technology equipment and to facilitate staff student research projects in ICT.
16. Review and evaluate feasibility studies and detailed specifications before implementation.
17. Maintain primary and disaster recovery data centres to ensure impacts are minimized and recovery to normalcy is fast.

18. Prepare progress reports on the operations of ICT systems for decision making.
19. Perform system audits to ensure compliance with all ICT related statutory and regulatory requirements.

b) Requirements for Appointment

For Appointment to this grade a candidate must have:

1. Master's Degree in ICT.
2. Served in the grade of Assistant Manager ICT for a minimum period of three (3) years.
3. Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Administrator (CCNA) or any other equivalent qualification from a recognized institution.
4. Demonstrated merit and ability as reflected in work performance and results.

5. DRIVER II, MNT5

(a) Duties and Responsibilities

1. Drive a motor-vehicle as authorized to ensure save travel to a designated location;
2. Carry out minor mechanical repairs to maintain the safety of the vehicle;
3. Assess and report abnormal operations of the vehicle for action;
4. Ensure Security of the vehicle on and off the road for safety of passengers and /or goods therein;
5. Maintain cleanliness of the assigned vehicle;
6. Carry out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure, detecting and reporting malfunctioning of vehicle systems;
7. Carry out minor repairs including oiling and greasing;
8. Ensure signing and maintenance of work tickets for vehicles assigned for accountability;
9. Demonstrate merit and ability in driving and maintenance of vehicles.
10. Ensure the vehicle has the necessary documentation (valid insurance sticker, official authorization letter of working outside normal working hours) to ensure compliance with statutory requirements.
11. Ensure the vehicle has relevant repair tools and serviced on time to ensure safety of the vehicle.
12. Performing extraneous work up to very late in the evening/night.
13. Additional assignment to drop University staff in key essential areas like Library and clinic who work up to late at night.
14. Performing official duty over the weekends and holidays (always on call)
15. Proper time management in carrying out assigned duties.

b) Requirements for Appointment

For appointment to this grade an officer must have:

1. KCSE Certificate.
2. Served in the grade of driver I or comparable position for a minimum period of three (3) years.
3. Valid Driving licence for the relevant class
4. Passed the occupational Trade Test Grade I.
5. A refresher course for drivers lasting not less than one week every three (3) years from a recognized institution.
6. A valid certificate of good conduct from the Kenya Police.
7. Attended a first aid certificate course lasting not less than one week from a recognized institution.
8. Certificate in Computer Applications from a recognized institution.
9. Demonstrated merit and ability as reflected in work performance and results.

TERMS AND CONDITIONS:

The above positions carry 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, verified copies of academic, professional certificates and testimonials. They should provide clearance certificates from the following organizations.

1. **HELB**
2. **EACC**
3. **Kenya Revenue Authority**
4. **Certificate of Good Conduct.**
5. 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 to the address below.
6. Applicants should fill the summary sheet attached in MS Word and send it to the following address: dvc_fa@mmu.ac.ke.

7. Only shortlisted candidates will be contacted.

NOTE

- (i) MMU is an equal opportunity employer thus, women, persons with disability and minority groups are encouraged to apply.
- (ii) Applications quoting the respective reference numbers on the envelope, should reach the undersigned on or before **28th April, 2025**.

PROF. GEOFFREY KIHARA RURIMO, PhD
AG. VICE CHANCELLOR
