



## MULTIMEDIA UNIVERSITY OF KENYA

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(MMU is ISO 9001:2015 Certified)

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### INTERNAL VACANCY ADVERTISEMENT

Applications are invited for the following positions at Multimedia University of Kenya for qualified teaching staff members.

Applicants should quote the reference of the position applied for on the envelope and specify the department; fill the summary sheet (attached) in MS Word and send it to the following address: [dvc\\_fa@mmu.ac.ke](mailto:dvc_fa@mmu.ac.ke). (Kindly find details in the advertisement attached).

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

PROF. GEOFFREY KIHARA RURIMO, PhD  
DEPUTY VICE-CHANCELLOR AF&P

*Riding on Technology, Inspiring Innovations*



### INTERNAL ADVERTISEMENT

The University Management on behalf of the University Council is pleased to internally advertise the following position:

**1. LECTURER, MAC 12 – DEPARTMENT OF CHEMISTRY (2 Positions) - Ref No. MMU/HR/LECTURER/2/AUG/2025**

**(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.

### Requirements for Appointment

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

1. PhD or equivalent degree qualification in the relevant area from 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 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.