



MULTIMEDIA UNIVERSITY OF KENYA

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(MMU is ISO 9001:2015 Certified)

11th August, 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:

S/NO	POSITION	GRADE	DEPARTMENT	NO. OF VACANCIES
1.	Senior Medical Officer	Grade MNT 13	University Health Centre	1 Position
2.	Registrar Administration	Grade MNT 15	Administration	1 Position
3.	Senior Administrative Assistant	Grade MNT 11	Human Resource Dept	1 Position
4.	Student Counselor	Grade MNT 8	Dean of Students Office	1 Position
5.	Senior Lecturer	Grade MAC 13	National Institute for Optics and Lasers	1 position
6.	Assistant Executive Secretary	Grade MNT11	Administration	1 Position

1. Senior Medical Officer Grade MNT 13 – University Health Centre (1 Position)

a) Duties and Responsibilities

Specifically, duties and responsibilities at this level will entail:

1. Ensure implementation health standards, guidelines and protocols.
2. Ensure Implementation of health center budget and work plans based on calculated projections.
3. Supervise Direct reports.
4. Ensure Implementation of the health centre departmental objectives and work plans to ensure quality and consistent delivery of services.
5. Participates health education and promotion to promote disease prevention and preparing medical reports for decision making.
6. Participate in Provision of input into the Strategic Planning for Health Services as well the institution to enable strategic planning for Health Services for the University.
7. Collate and analyze data on diseases treated at the clinic and make recommendation to Management and Health Authorities.
8. Train, develop and mentor staff to ensure they are competent and well-motivated.
9. First-On-Call duties including clerking, investigating and managing patients to ensure service delivery
10. Review patients and instruct in writing all recommendations to ensure follow up by clinical and nursing staff
11. Undertake medical examinations for proper diagnosis.
12. Respond to intern calls to provide professional support, training and mentorship.
13. Train and supervise Medical Officers to enhance quality service.
14. Perform emergency surgeries to ensure patient recovery and avoid fatalities.
15. Participate in management of medicines, medical instruments and equipment to ensure optimum utilization.
16. Provide health education to promote disease prevention and early detection.
17. Maintain medical records, health information and data for decision making.
18. Prepare medical reports for decision making.
19. Coach and mentor staff to promote staff morale and address capacity gaps.
20. Maintain appropriate staff records to avail accurate data for effective decision-making.
21. Counsel patients in the clinic to enhance their physical and mental wellbeing.
22. Diagnose and treat patients to reduce disease burden in the community.
23. Interpret Laboratory and Radiology reports to ensure accurate diagnosis.
24. Maintain appropriate staff records to avail accurate data for effective decision-making.
25. Screen clients for diseases to enhance early detection and treatment.
26. Perform specialised procedures in area of specialisation in promotion and maintenance of good health.

27. Attend departmental meetings and make presentations to facilitate planning and demonstrate efficient use of resources.
28. Monitor and ensure work plans are being implemented for efficient service delivery.
29. Screen patients for preventable cancers by providing free medical camps within the university community and disseminate information.
30. Counsel and test HIV status within the student population by providing periodic camps and therefore reduce HIV prevalence.

b) Requirements for Appointment

For Appointment to this grade a candidate must:

- (i) Must have served as Medical Officer Grade 12 for minimum of three (3) years or equivalent relevant experience in a busy government or private medical institution.
- (ii) Bachelors of Medicine and Bachelors of Surgery Degree from a recognized institution.
- (iii) Registration Certificate by the Kenya Medical Practitioners and Dentists Board.
- (iv) Valid Practicing License from the Kenya Medical Practitioners and Dentists Board.
- (v) Certificate in Computer Applications from a recognized institution.
- (vi) Demonstrated merit and ability as reflected in work performance and results.

2. Registrar Administration and Planning Grade MNT 15 - Administration (1 Position)

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

1. Ensure leadership in the areas of Planning, Administration, Human Resource management, Finance and Physical Resource.
2. Ensure efficient communication within the University.
3. Ensure development, implementation and review of the University's strategic plan and Master Plan.
4. Oversee Development and implementation of the divisional Work Plan.
5. Ensure proper implementation of the Quality Management System of the University.
6. Ensure the development, implementation and review of various policies and procedures of the University.
7. Ensure timely preparation of the Budget estimates to guide in funds allocation to various University's activities.
8. Oversee financial appropriation according to the budget.

9. Ensure financial sustainability of the University.
10. Ensure that procurements are done within the approved procurement plan and budget.
11. Ensure the delivery, verification and validation of procured goods and services in the University.
12. Oversee progress of financial, administrative and planning functions in the University.
13. Ensure compliance with statutory and contractual obligations.
14. Ensure preparation of infrastructure reports for tabling in the University Management Board and Council.
15. Ensure provision of administrative and logistical support to the University.
16. Oversee the implementation of the resolutions of various Committees in the division.
17. Ensure development of the University's human resources master plan.
18. Oversee recruitment, training and development of staff.
19. Ensure the welfare of employees to improve their productivity and well-being.
20. Ensure staff discipline to improve performance and productivity.
21. Ensure staff appraisal is undertaken annually.
22. Oversee procurement, maintenance and disposal of the University's physical assets.
23. Oversee Transport Management in the University.
24. Ensure development, review and implementation of leave schedules for Staff.
25. Ensure a conducive learning environment and improved students welfare in liaison with Deputy Vice-Chancellor/AA, R & I.
26. Ensure the University's skills gaps analysis.
27. Provide innovative and creative leadership in the areas of Planning, Administration, Human Resource management, Finance and Physical Resource.
28. Present administrative, financial and planning reports to the University Council and Management Board.
29. Manage proper implementation of the Quality Management System of the University.
30. Provide administrative and logistical support to the University.
31. Chair divisional meetings.
32. Evaluate the performance of the direct reports.
33. Chair various Committees as provided for in the University Statutes.
34. Provide a conducive working environment for Staff.
35. Receive monthly reports of procured goods and services in the University.
36. Liaise with the various stakeholders to ensure compliance with statutory and contractual obligations.
37. Monitor service delivery and offer corrective action where necessary.
38. Receive and review quarterly reports on compliance with statutory and contractual obligations
39. Receive and review monthly reports on the status of service delivery.
40. Participate in the financial appropriation according to the budget.
41. Provide a conducive learning environment and accommodation for students.

42. Receive reports on implementation of leave schedules for Staff.
43. Participate in the University's skills gaps analysis and execution of the identified interventions.

b) Requirements for Appointment

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

- (i) Served in the grade of Deputy Registrar Grade MNT 14 or its equivalent or in a comparable position for a minimum period of three (3) years.
- (ii) Doctorate degree (PhD) from an accredited and recognized University in the relevant field.
- (iii) Masters Degree in relevant field
- (iv) Bachelor's degree in relevant field.
- (v) Been registered by a relevant professional body where applicable.
- (vi) Certificate in Computer Applications skills from a recognized institution.
- (vii) Demonstrated professional competence and managerial skills as reflected in work performance and results.

NB/ Appointment to this position will be on a 5 years' contract renewable based on performance

3. Senior Administrative Assistant Grade MNT 11 – (Human Resource Dept.) - (1 Position)

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

1. Update the human resource database to aid in decisions on staff deployment and succession planning.
2. Participate in the administration process of recruitment and selection.
3. Maintain staff records for easy retrieval.
4. Participate in the process of data and knowledge management by capturing, organizing and processing of data to inform decision making.
5. Participate in the compensation and benefit scheme to ensure staff are remunerated appropriately.
6. Implement training programs to ensure that staff are trained adequately
7. Implement staff induction and orientation to ensure that recently employed staff fit within the organizational culture.
8. Analyse and write reports based on available HR data.
9. Write notices and advertisement for vacant staff position prior to approval by the Human Resource Manager.
10. Prepare payroll data to ensure that staff are paid appropriately
11. Develop information relating to recruitment, appointment and transfers to ensure that the staff establishment is up to date

12. Implement human resource management policies, regulations, procedures and systems to ensure staff matters are handled effectively;
13. Implement Human Resource statutory and regulatory requirements to ensure that staff keep within the requirements of the law.

b) Requirements for Appointment

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

- (i) Served in the grade of Administrative Assistant I grade 10 or its equivalent in a human resource office/setting for a minimum period of three (3) years.
- (ii) Bachelor's degree in relevant field.
- (iii) Member IHRM
- (iv) Certificate in Computer Applications skills from a recognized institution and
- (v) Demonstrated merit and ability as reflected in work performance and results.

4. Student Counselor Grade MNT8 – Dean of Students Office (1 Position)

a) Duties and Responsibilities

- (i) Participate in annual preparation of work plans for all departmental staff to achieve departmental goals and objectives.
- (ii) Conduct both individual and group counselling.
- (iii) Provide family life education including HIV and AIDS to create awareness.
- (iv) Promote ethics in the University to uphold professional conduct within the University.
- (v) Coordinate with other relevant stakeholders in the provision of guidance and Counselling services.
- (vi) Provide responsive, confidential and specialist counselling services to students and staff make appropriate decision on each case.
- (vii) Assess and respond to emergencies and consultation requests as they arise from both staff students, and recommend/refer the client to, specialist for intervention.
- (viii) Train peer counsellors to assist the Counselling Unit in providing counselling services to student body as and when required.
- (ix) Attend and participate in disciplinary sessions for students to provide specialist advice where necessary for appropriate verdict to be reached.
- (x) Maintain accurate records of counselling sessions and ensure compliance with the Service's code of confidentiality, professional standards and the Data Protection Act 2012 to help in current and future decision making.
- (xi) Execute the Citizens' Service Delivery Charter in the department.
- (xii) Conduct research in counselling and use results to improve on service delivery.
- (xiii) Provide guidance and counselling services to employees.
- (xiv) Provide appropriate interventions to assist employees/students with psycho-social related problems.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Bachelor's Degree in relevant field or equivalent qualification from a recognized Institution.
- (ii) Experience in the relevant field will be an added advantage
- (iii) Certificate in computer applications from a recognized institution.
- (iv) Demonstrated professional and administrative ability required for efficient performance of duties at this level.

5. Senior Lecturer Grade MAC 13 – (National Institute for Optics and Lasers)- (1 position)

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

1. Ensure supervision of research projects and Thesis.
2. Ensure the designing, developing and reviewing of programs.
3. Coordinate moderation and supervision of the examination process.
4. Oversee research and consultancy.
5. Ensure community outreach is undertaken.
6. Oversee enterprises activity.
7. Ensure expert content delivery and mentorship for post graduate students.
8. Oversee exhibition and implementation of innovations within the University and community at large.
9. Oversee implementation of quality performance measures to enhance content delivery.
10. Coordinate program accreditation process.
11. Manage timetabling for teaching and examinations.
12. Provide expertise in areas of specialisation and academic leadership.
13. Lead research teams in their area of specialization.
14. Develop strategies to ensure quality research, development and dissemination of findings.
15. Inspire innovations and ensure incubation amongst students and the community at large.
16. Organize exhibitions, workshops, conferences, seminars to disseminate knowledge.
17. Advise on the best practices in teaching, learning and training at the University.
18. Establish linkages and collaborations for student exchange programs.
19. Conduct market surveys to identify the gaps and develop academic programs and training opportunities.
20. Review the existing academic programs to address the market needs.
21. Develop proposals to attract research funds and resources for the University.
22. Supervise utilization of research funds.
23. Participate in advisory and technical committees in government policy formulation.
24. Contribute to community development.

25. Participate in development of the University budget to guide expenditure.
26. Participate in the development of faculty work-plans.
27. Evaluate performance of direct reports.
28. Undertake consultancy in areas of specialisation.
29. Prepare teaching/learning materials and course outlines.
30. Prepare teaching and examination timetables.
31. Teach units/courses in one's subject area in accordance with the syllabus.
32. Supervise research projects and Thesis.
33. Setting Assignments/CATs/Examinations.
34. Supervise examinations.
35. Participate in moderation of examination drafts and results.
36. Mark Reports/Assignments/CATs/Examinations.
37. Compile marks for grading the students.
38. Assess project and Thesis reports.
39. Supervise students' industrial attachment.
40. Organize industrial and academic field trips.
41. Participate in thesis examination panel.
42. Mentor and advise students on career and academic advancement.
43. Prepare and publish papers to form basis for further knowledge.
44. Write books as sources of reference materials.
45. Conduct practicals in laboratories, workshops, studios and outdoor to complement theory work.
46. Serve in various University committees on appointment.
47. Participate in faculty and department meetings.
48. Participate in the development of University policies and strategies.

(b) Requirements for Appointment

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

- (i) Served in the grade of Lecturer/Research Fellow grade 12 or in a comparable position for a minimum period of three (3) years or six (6) years research/industry experience.
- (ii) A PhD in Optics/Photonics or equivalent degree qualification in the relevant area 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.
- (iv) Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow.
- (v) Been registered by the relevant Professional Body (*where applicable*).
- (vi) Certificate in Computer Application skills from a recognized institution.
- (vii) Demonstrated merit and ability as reflected in work performance and results.

6. Assistant Executive Secretary Grade MNT11 – Administration (1 Position)

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

1. Coordinate general office tasks
2. Ensure management the office
3. Allocate and supervise of duties assigned to the subordinate staff for smooth running of the office
4. Assist Managers compile reports for presentation in various meetings
5. Act as a liaison between Managers and other offices for effective communication Indicate
6. Prepare notices for meetings and distributing agendas and minutes and booking meeting venues to ensure everything is in place for the meeting to run smoothly in order to achieve the set objectives for the meetings.
7. Maintain contact data base for future reference, easy access and efficiency
8. Facilitate internal and external communication for efficiency and to alter Managers on matters that need urgent attention
9. Develop and maintain a functional office filling system to ensure easy retrieval
10. Co-ordinate the meeting schedules and appointments as appropriate to realise set objectives for the meeting
11. Make travel arrangements/itinerary/travel logistic for proper timeliness
12. Screen visitors, telephone calls and handle complaints and enquiries to enhance efficiency and the Manager's productivity.
13. Receive and dispatch internal/external mail /correspondences for proper prioritization
14. Maintain and disseminate information on university systems, policies and procedures for enhance efficiency
15. Assist in preparation of departmental budgets for proper planning.
16. Harmonise flow of work in all departments for smooth running of day to day office activities
17. Manage food service for meetings for proper continuity of the meeting
18. Processing of office supplies and other requisitions for smooth office operations

b) Requirements for Appointment

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

- i. Bachelor's degree in secretarial studies/office management/HRM/Business Administration or its equivalent from a recognized institution
- ii. Diploma in secretarial studies or single subjects as:
 - a. Type writing III (50 wpm)
 - b. Office Management III
 - c. Business English III
 - d. Secretarial Studies II

- e. Commerce II
 - f. Shorthand III (100 wpm)
 - g. Office practice II
- iii. Must have served in the grade of Senior Secretary Grade 10 or its equivalent for a minimum period of three (3) years.
- iv. Certificate in Computer Applications skills from a recognized institution and
- v. 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 **4th September 2025**.



For **PROF. ROSEBELLA O. MARANGA, PhD., MBS**
VICE CHANCELLOR
