



## **MULTIMEDIA UNIVERSITY OF KENYA**

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**(MMU is ISO 9001:2015 Certified)**

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17<sup>th</sup> February, 2026

### **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. Registrar Administration and Planning MNT 15 – (1) Position **(Re-advertisement)**
2. Registrar Academic Affairs MNT 15 – (1) Position
3. Principal Procurement Officer MNT 14 – (1) Position
4. Senior Internal Auditor MNT 13 – (1) Position
5. Senior Legal Officer MNT 13 - (1) Position **(Re-advertisement)**
6. University Chaplain MNT 12 – (1) Position

## 1. Registrar Administration and Planning 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 is conducted and execution of the identified interventions.
27. Signatory to all University Bank Accounts.
28. Mobilize financial support for the University.

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29. Provide innovative and creative leadership in the areas of Planning, Administration, Human Resource management, Finance and Physical Resource.
30. Present administrative, financial and planning reports to the University Council and Management Board.
31. Manage proper implementation of the Quality Management System of the University.
32. Provide administrative and logistical support to the University.
33. Chair divisional meetings.
34. Evaluate the performance of the direct reports.
35. Chair various Committees as provided for in the University Statutes.
36. Provide a conducive working environment for Staff.
37. Liaise with the various stakeholders to ensure compliance with statutory and contractual obligations.
38. Monitor service delivery and offer corrective action where necessary.
39. Receive and review quarterly reports on compliance with statutory and contractual obligations
40. Receive and review monthly reports on the status of service delivery.
41. Provide a conducive learning environment and accommodation for students.
42. Receive reports on implementation of leave schedules for Staff.

b) For appointment to this grade, an officer must have:

- (i) Masters Degree in relevant field
- (ii) Bachelor's degree in relevant field.
- (iii) Served in the grade of Deputy Registrar, Administration & Planning, Grade 14 or its equivalent in a comparable position for a minimum period of three (3) years.
- (iv) Knowledge of Information Communication Technology.
- (v) Demonstrated professional competence and managerial skills as reflected in work performance and results.
- (vi) Doctorate degree (PhD) from an accredited and recognized University in the relevant field will be an added advantage

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

## 2. Registrar Academic Affairs MNT 15 – Administration (1) Position

### a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

1. Coordinate the process of development, review and implementation of academic

- policies and procedures.
2. Coordinate the process of curriculum development and review to ensure their relevance and accreditation.
  3. Coordinate the process of teaching, training and learning.
  4. Oversee admission, orientation and induction of students.
  5. Coordinate students disciplinary process.
  6. Ensure preparation and management of teaching /learning resources.
  7. Coordinate the examination processes.
  8. Coordinate production and issuance of academic transcripts and certificates as per the Certification policy.
  9. Ensure optimum students progression and completion rate.
  10. Ensure management of students' academic and personal records.
  11. Coordinate the actualization of exchange programmes and interaction with external academic collaborators.
  12. Ensure of the departmental annual budget, procurement plan and work plan.
  13. Coordinate the preparation of reports on students' academic, welfare and financial matters.
  14. Coordinate quality control processes in learning, teaching and examination in the University
  15. Participate in annual preparation of work plans for all departmental staff members to achieve departmental goals and objectives
  16. Coordinate university-wide Self Audit Reviews in preparation for the periodic university audit by the CUE
  17. Coordinate the process of preparation of graduation ceremonies in the University
  18. Coordinate provision of Secretariat services to University Senate and Senate Committees, and ensure proper planning and documentation of Senate records.
  19. Coordinate attainment of annual performance targets for the department of Academic Affairs.
  20. Coordinate the preparation of quarterly reports on set performance targets for the department of Academic Affairs
  21. Coordinate the preparation of monthly reports on the status of service delivery in the academic Affairs department
  22. Coordinate the development and maintenance students' records and data base.
  23. Ensure monitoring and evaluation learning and teaching programmes.
  24. Coordinate production and issuance of academic transcript and certificate.
  25. Coordinate preparation of statistical data on students' registration.
  26. Ensure appraisal of direct reports.
  27. Ensure compliance and maintenance of set academic standards.
  28. Ensure compliance with statutory obligations.
  29. Provide leadership in the academic affairs department.
  30. Participate in annual preparation of the Divisional and departmental budget.
  31. Manage internal and external correspondence on students' academic and welfare matters.
  32. Implement the relevant resolutions of various committees of the University.
  33. Chair departmental meetings and Students Registration and Orientation

- committee meetings.
34. Appraise direct reports.
  35. Implement the set strategic objectives for the Academic Affairs department as set out in the Strategic Plan.
  36. Develop, implement and review of the departmental Work Plan.
  37. Participate in the development, implementation and review of the University's Senate Almanac.
  38. Promote the corporate image of the University through proper communication with relevant stakeholders.
  39. Monitor compliance with statutory and contractual obligations.
  40. Plan and coordinate resource mobilization activities in the department.
  41. Implement the approved budget within the department.
  42. Implement cost-cutting measures within the department.
  43. Advice on prudent financial management in the department.
  44. Monitor attainment of the annual Performance targets for the department.
  45. Monitor and evaluate students' progression and completion rate.
  46. Monitor quality control in learning, teaching and examinations.
  47. Enforce University Statutes and Regulations in the Academic Affairs Department.
  48. Participate in the development and review of curricula.
  49. Facilitate the approval and accreditation of all University Academic Programs.
  50. Plan and actualize exchange programs and interaction with external academic collaborators.
  51. Participate in the development, review and implementation of academic policies and procedures.
  52. Participates in the development, implementation and review of the Students almanac.
  53. Facilitate continuous marketing of academic programs.
  54. Facilitate preparation for the periodic University audit by the Commission for University Education (CUE).
  55. Facilitate graduation ceremonies.
  56. Participate in students' welfare matters.
  57. Facilitate operations of the Students Association as per the laid down rules and regulations.
  58. Secretariat to the University Senate and Senate Committee meetings.
  59. Prepare quarterly academic reports for tabling in the University Management Board and Council.
  60. Implement the resolution of various Committees in the Academic Affairs department.
  61. Participate in the Student Affairs disciplinary procedures.
  62. Maintain the University Alumni database.
  63. Facilitate smooth election of students' Association officials.
  64. Provide timely response to all academic enquiries as stipulated in the Service Charter.
  65. Promote a conducive learning environment and improved students' welfare in liaison with Registrar Administration and Planning.

66. Implement of the Quality Management System in the department.
67. Participate in the course loading and approval process, and appointment of part time resource persons in the University.
68. Facilitate declaration of new academic programmes to Kenya Universities and Colleges Placement Services.
69. Recommend financial appropriation for approval by the DVC AA, R&I for the department of Academic Affairs.
70. Advice on the process of credit transfer, verification and certification academic qualifications of students in line with the Credit Transfer Policy.
71. Execute decisions on University Alumni matters on establishment of collaboration networks to support growth of the University.
72. Monitor the status of service delivery in the academic Affairs department
73. Maintain an approved course schedules/ timetables, calendar, catalogues, final examination schedules.
74. Monitor and evaluate learning and teaching programmes to gauge their effectiveness and impact to the students.
75. Facilitate students' industrial attachment.
76. Establish and maintain a credible students' Academic Registry.
77. Custodian of minutes of Senate, Senate Committees and other confidential documents.
78. Recommend approval of leave for Academic Affairs department.

#### b) Requirements for Appointment

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

- (i) Served in the grade of Deputy Registrar Academic or in a comparable position for a minimum period of three (3) years.
- (ii) Bachelor's degree in relevant field.
- (iii) Masters Degree in relevant field.
- (iv) Doctorate degree (PhD) from an accredited and recognized University in the 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. Principal Procurement Officer Grade MNT 14 – Procurement (1 Position)

#### a) Duties and Responsibilities

1. Oversee purchasing and supplies and internal requisition process to ensure smooth operation within the University.

2. Oversee and manage interdepartmental communication and allocate tasks and resources as needed.
3. Identify, monitor and mitigate supply chain, strategic and operational risks by ensuring appropriate internal controls are in place.
4. Formulate training and development strategies for staff departmental staff on a competency framework, in line with both the University's strategy and individual needs.
5. Provide advice to the University Management on matters concerning legislation, environmental and best supply chain management practice.
6. Coordinate University asset management process disposal of obsolete, surplus & unserviceable assets in the University.
7. Coordinate the safe keeping of information and documents to facilitate ease of retrieval and reference.
8. Coordinate research and survey on market trends to inform placing of orders or recommend appropriately awards of all procurement matters.
9. Ensure stock taking process is undertaken and that quarterly and annual stock-taking reports are prepared for presentation to management.
10. Oversee drafting and implementation of procurement related contracts.
11. Ensure the tender process is executed as per the Procurement Act.
12. Oversee inspection and acceptance of goods, works and services.
13. Prepare, consolidate and submit Annual University Procurement Plan and Disposal Plan.
14. Prepare procurement related status reports for submission to management and other statutory bodies.
15. Participate internal auditing and evaluation of supply chain management processes to ensure accountability.
16. Ensure integrating ICT into the supply chain management operations.
17. Implement Quality Management Systems in the department.
18. Conduct negotiation with suppliers for University's value for money as required by the Procurement Laws and Regulations.
19. Monitor and supervise implementation of work plans and evaluate staff performance so as to achieve the University's strategic plan.
20. Assist in identification, monitoring and mitigation of supply chain, strategic and operational risks by ensuring appropriate internal controls are in place
21. Mentor staff in the department to impart relevant knowledge as a way of building their capacity
22. Assign duties and supervise staff in the department and assess staff competencies through appraisal mechanisms.
23. Monitor and implement procurement processes through the Enterprise Resource Planning system
24. Interpret and advise the Vice-Chancellor on all procurement and asset disposal matters to ensure that the University compliances with Procurement Laws, Regulations and Government Circulars.
25. Provide professional opinions to the Accounting Officer on all procurement and disposal matters

## b) Requirements for Appointment

For Appointment to this grade a candidate must have:

- (i) Master's Degree in purchasing and supplies management or its equivalent from a recognized institution.
- (ii) Bachelor's degree in purchasing/supply chain management or related field from a recognized institution.
- (iii) Served in the grade of Senior Supply Chain Management Officer Grade MNT 13 or its equivalent for a minimum period of three (3) years.
- (iv) Must be a member of KISM (K) in good standing.
- (v) Must be a licensed procurement and supply chain management practitioner.
- (vi) A strategic leadership development course from a recognized institution lasting not less than four weeks will be an added advantage
- (vii) Certificate in Computer Applications from a recognized institution.
- (viii) Demonstrated merit and ability as reflected in work performance and results.

## 4. Senior Internal Auditor MNT 13 – Internal Audit (1) Position

### a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

1. Coordinate data analysis and extraction to ensure accuracy of sampled entries and balances.
2. Oversee implementation of the annual risk-based audit plan.
3. Coordinate preparation of the departmental annual budget to initiate funding necessary to support departmental operations.
4. Coordinate implementation of sound internal audit policies, strategies and procedures to ensure compliance with the standards of auditing and quality assurance.
5. Coordinate audit teams in implementing audit work plans to ensure accuracy of sampled entries and balances.
6. Supervise audit assignments to ensure that staff meets their targets in line with set objectives.
7. Prepare audit operational plans.
8. Prepare reports on completeness of the checks, accuracy of sampled entries and balances.
9. Evaluate existing and new application and operating systems to ensure compliance to internal control and measures for audit purpose.
10. Evaluate existing and new technologies and networks to ensure they meet the required quality standards of the University.

11. Audit and review data and information accruing from the ICT Systems to ensure quality assurance, ensuring conclusions are based on the evidence collected and analysis carried out.
12. Conduct special audit investigations to ensure compliance to internal controls.
13. Implement audit fieldwork strategy to ensure the departmental objectives are met and audit framework are fully effective across the University.
14. Carry out risk assessment to prioritize audit procedure.
15. Develop management guidelines to ensure compliance to internal control and measures for audit purposes.
16. Conduct post audit reviews reports to determine the adequacy of the action in improving operations and performance.
17. Review and present audit reports based on audit findings.

#### **B) Requirements for Appointment**

For Appointment to this grade a candidate must:

- (i) Served in the grade of Internal Auditor for a minimum period of three (3) years.
- (ii) Master's Degree in relevant field.
- (iii) Be registered with the Institute of Certified Public Accountants (ICPAK), Institute of Internal Auditors or any other recognized professional body.
- (iv) Certificate in Computer Applications from a recognized institution.
- (v) Demonstrated merit and ability as reflected in work performance and results.

#### **5. Senior Legal Officer MNT 13- Legal (1 Position)**

##### **a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:

1. Ensure compliance with Statutes, regulations and procedures to reduce penalties and litigation.
2. Oversee management of land assets and Intellectual Property to protect University interests.
3. Coordinate the preparation of work plans and budgets for the legal Services to ensure maximum job output.
4. Ensure legal opinions and case summaries are well drafted to ensure that the University complies with all legal, regulatory and statutory requirements.
5. Ensure internal policies are aligned with relevant legislation to avoid litigation.
6. Coordinate preparation of legal reports for decision making.
7. Manage and develop staff to ensure maximum output.
8. Formulate and review legal policies and practices to enable identify and resolve legal issues and problems.

9. Draft, review and approve agreements, grant awards and contracts to safeguard the University interests.
10. Keep custody of legal documents to maintain a database of the status of all court cases involving the University to review progress of outstanding litigation.
11. Identify, mitigate legal risks and develop remedial plans to avoid litigation.
12. Represent the University in litigation and develop case strategy.
13. Liaise with external lawyers with regard to litigation to enable the identification and resolution of legal issues.
14. Participate in the implementation of legal and governance policies, systems and procedures, in line with the institution's strategy to ensure the achievement of University's strategic plans.
15. Advise and take part in corporate deals in which the University participates in.
16. Draft and review commercial contracts with suppliers for the benefit of the University.
17. Advice on principles of corporate governance according to the regulatory framework to foster strategic policies in the University and adherence in all departments.
18. Interpret legal opinions and offer guidance on legal requirements concerning issues of contract termination.
19. Represent the institution in a court of law and tribunals when involved in court proceedings to protect the interests of the college in a right and fair procedure.
20. Draft reports on legal matters for presentation to the Council for approval and implementation of strategic or governance policies that allows the college to operate smoothly and according to the statutory laws.
21. Guide and advice on the process of Staff and Students disciplinary cases.
22. Review and prepare annual legal reports that ensures the University and all departments run smoothly and as expected to avoid loop holes in the procedures
23. Prepare and review memorandum of understanding between the University and other interested parties.
24. Assist in the preparation and interpretation of legal instruments relating to the institution legal matters and ensure proper documentation of evidence and other important information for use by the legal team in the department.

#### b) Requirements for Appointment

For Appointment to this grade a candidate must:

- (i) Served in the grade of Legal Officer for a minimum period of three (3) years.
- (ii) Master's Degree in Law.
- (iii) Have a Valid Practicing Certificate from Law Society of Kenya.
- (iv) Diploma in Law from Council of Legal Education.
- (v) Certificate in Computer Applications from a recognized institution.
- (vi) Demonstrated merit and ability as reflected in work performance and results.

## 6. CHAPLAIN, GRADE 12 - (1 Position)

### (a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

1. Overseeing the totality of the University Chaplaincy and general administration; providing pastoral support, guidance, training and religious leadership in the University (Staff and Students)
2. Performing religious ceremonies
3. Develop Budget and procurement plans for the department
4. Providing pastoral visits
5. Visiting the indisposed at home and the hospitals and
6. Participating in community-based projects (religious and social).

### b) Requirements for Appointment

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

- (i) Master's Degree in Theology or Religious Studies or its equivalent from a recognized and accredited institution
- (ii) Bachelor's Degree in Theology or Religious Studies or its equivalent from a recognized and accredited institution
- (iii) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Chaplain I or in a comparable position
- (iv) Ordination certification from the relevant religious institution
- (v) Registered with relevant professional body
- (vi) Proficiency in computer applications and
- (vii) 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.

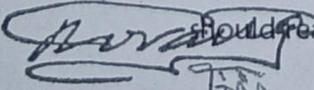
## APPLICATION PROCEDURE

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](mailto: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 18<sup>th</sup> March, 2026.

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

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