



OFFICE OF THE DEPUTY VICE CHANCELLOR (AFD)

INTERNAL ADVERTISEMENT VACANCIES

A. ACADEMIC STAFF

Applicants are invited from suitably qualified internal candidates for the position of **ASSOCIATE PROFESSOR, SENIOR LECTURER, LECTURER'S AND ASSISTANT LECTURERS** in the following Schools:

| S/No | School | Department | Position | Grade | No. of Posts |
|------|--|---|--------------------------------------|-------|--------------|
| 1. | School of Science Technology and Engineering | Chemistry and Biochemistry | Senior Lecturer AC/06/15/09/23 | 13 | 1 |
| | | Computer Science, Chemistry and Biological Sciences | Lecturer AC/07/15/09/23 | 12 | 2 |
| | | Statistics and Mathematics | Assistant Lecturer AC/08/15/09/23 | 11 | 1 |
| 2. | School of Education and Social Studies | Philosophy of Education. | Lecturer AC/09/15/09/23 | 12 | 1 |
| | | Geography. | Lecturer AC/10/15/09/23 | 12 | 1 |
| | | Education Management and Administration. | Assistant Lecturer AC/11/15/09/23 | 11 | 1 |
| | | History. | Assistant Lecturer AC/12/15/09/23 | 11 | 1 |
| | | Language and Literature | Assistant Lecturer AC/13/15/09/23 | 11 | 1 |

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|--------------|--|---|---------------------------------------|----|-----------|
| 3. | School of Business, Economics & Human Resource Development | Development studies and communication. | Lecturer AC/14/15/09/23 | 12 | 2 |
| | | Marketing, Hospitality and Human resource (Food & Beverage Production) | Lecturer AC/15/15/09/23 | 12 | 1 |
| | | Marketing, Hospitality and Human resource (Food & Beverage Sales & Service) | Assistant Lecturer AC/16/15/09/23 | 11 | 1 |
| | | Marketing, Hospitality and Human resource (Housekeeping and Laundry) | Assistant Lecturer AC/17/15/09/23 | 11 | 1 |
| 4. | School of Health Sciences | Medical Laboratory Sciences | Associate Professor AC/18/15/09/23 | 14 | 1 |
| | | Public Health, Nutrition and Behavioural Sciences | Senior Lecturer AC/19/15/09/23 | 13 | 1 |
| Total | | | | | 10 |

Associate Professor – Grace 14

Requirements

Must have:

- (i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- (ii) At least three (3) years teaching experience at the university level as a Senior Lecturer, or Senior Researcher/Industry experience or equivalent;
- (iii) A minimum of forty eight (48) publication points as a Senior Lecturer or equivalent; thirty two (32) of them from refereed scholarly journals;

- (iv) Supervised to completion a minimum of four (4) postgraduate students, including at least one (1) doctoral student, as a Senior Lecturer/Senior Research Fellow;
- (v) Attracted research or development funds as a Senior Lecturer/Senior Research Fellow;
- (vi) Show evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings, Committee membership and others as well as national and international life.
- (vii) Registered with the relevant professional body (where applicable).

Senior Lecturer – Grade 13

Requirements

Must have:

- a) An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant field from an accredited and recognized university
- b) At least three (3) years of teaching experience at the university level as a Lecturer or six (6) years research/industry experience;
- c) A minimum of thirty two (32) publication points as a Lecturer or equivalent; at least twenty four (24) of them from refereed scholarly journals;
- d) Supervised to completion at least three (3) postgraduate students as a Lecturer or equivalent;
- e) Attracted research funds as a Lecturer or equivalent;
- f) Show evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings, Committee membership and others as well as national and international life;
- g) Been registered with the relevant professional body (where applicable).

Lecturer – Grade 12

Requirements

Must have:

- a) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university, and be registered or registerable by the relevant professional body (where applicable); OR
- b) Have a minimum of twenty four (24) publication points; at least sixteen (16) of them from refereed journal papers;
- c) Show evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings, Committee membership and others as well as national and international life;
- d) Be registered with the relevant professional body (where applicable)

Assistant Lecturers - Grade 11

Must have:

- a) A Bachelor's degree and a Master's degree qualification from an accredited and recognized university in the relevant field;
- b) Be registered for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification;
- c) Be registered or registerable with the relevant professional body (where applicable);
- d) Show evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings, Committee membership and others;
- e) Demonstrate potential for university teaching and research.

Duties and Responsibilities for Associate professor, Senior Lecturers, Lecturers and Assistant Lecturers

1. Teach and assess courses in one's discipline at both undergraduate and postgraduate level;
2. Supervise undergraduate student's projects and other experiential learning programme;
3. Supervise dissertations/theses at the graduate level;
4. Assist in developing/review of undergraduate and postgraduate courses;
5. Initiate, promote and participate in research projects;
6. Participate in academic leadership programmes;

7. Provide professional and community services, initiate strategic training and research partnership and initiate linkages, and undertake fundraising for the university; and
8. Carry out administrative and such other duties and responsibilities as may be assigned from time to time.

B. ADMINISTRATIVE STAFF

1. ASSISTANT SENIOR HOUSE KEEPER II - GRADE 7 -AD/08/15/09/23 1 POSITION

Job Specification for Direct Appointment

For appointment to this grade one must have;

- a) Higher National Diploma in hospitality and institutional management or its equivalent.
- b) Computer literate.

Or

- a) Diploma in House keeping and Laundry or its equivalent.
- b) Have three (3) work experience as a **House Keeper I Grade 6** or comparable position.
- c) Computer literate.
- (i) Degree in Hotels and Hospitality Management or its academic equivalent is an added advantage.
- (ii) Shown merit and ability as reflected in work performance and results.

2. ASSISTANT ACCOUNTING II - GRADE 7 - AD/09/15/09/23 1 POSITION

Job Specification for Direct Appointment

To be appointed to this grade, one must have;

- a) Diploma in Accounting OR equivalent.
- b) Must possess CPA Part II
- c) Must have at least three (3) years' experience as Accounts Assistant I at Grade 6 OR comparable position.
- d) Must be able to use relevant Computer applications.
- e) Shown outstanding merit in work performance including good knowledge of financial and other related regulations of the University.
- f) Shown unquestionable integrity.

A Bachelor's degree from any recognized University majoring in the fields relevant to the finance function such as Accounting, Finance, and Business Administration etc. is an added advantage.

3. CLERICAL OFFICER III - GRADE 4 - AD/10/15/09/23

3 POSITION

Job Specification for Direct Appointment

For direct appointment to this grade; candidate must have:

- (i) K.C.S.E with a mean grade of at least D+
- (ii) At least three (3) years relevant work experience as support staff grade 3
- (iii) Certificate in record management or equivalent from a recognized institution
- (iv) Shown merit and ability in work performance and results.
- (v) Proficiency in computer applications
- (vi) Diploma in the relevant area will be an added advantage.

4. SECRETARY - GRADE 5 - AD/11/15/09/23 – 3 POSITIONS

Job Specification for Direct Appointment

For direct appointment to this grade, one must have:

- (i) KCSE Mean Grade of D+ with a minimum of C- in languages
- (ii) Diploma in Secretarial Studies;

OR

- (iii) Business English II/Communication Skills
- (iv) Secretarial Duties II
- (v) Office Practice II
- (vi) Commerce II
- (vii) Shorthand II (Minimum 80wpm)
- (viii) Typewriting II (40wpm)/Computerized Data Processing
- (ix) Must be registered with relevant professional body (where applicable)
- (x) Must possess Certificate in Computer Applications (operating systems, MS-Word, MS-Excel, MS-Access, PowerPoint and data base management) from a recognized institution;
- (xi) Must have shown merit and ability to perform her duties

**5. SENIOR PROCUREMENT AND SUPPLIERS CLERK - GRADE 5 -
AD/12/15/09/23 - 1 POSITION**

Job Specification for Direct Appointment

For appointment to this grade one must:

- a) Possess a Diploma (Procurement/ Supplies management) or equivalent;
- b) Computer literacy in relevant areas;
- c) Three (3) Years' Experience

**6. SENIOR DRIVER III - GRADE 5 - AD/13/15/09/23
1 POSITION**

Job specification for serving Officers

To be appointed to this grade one must have: -

- (i) Kenya Certificate of Secondary Education D+ (plus) and above
- (ii) Certificate of good conduct
- (iii) Occupational Trade test II
- (iv) Have a clean valid driving license classes ABCE and PSV licence
- (v) Have a certificate in First Aid
- (vi) Computer literate
- (vii) Must have served as driver I for a period of at least 3 years
- (viii) Diploma in transport management or its equivalent will be an added advantage.

**7. DEPUTY FINANCE OFFICER - GRADE 14 - AD/14/15/09/23
1 POSITION**

Job Specification for Serving Officers

For serving officers to be considered for promotion, they must have:-

- (i) Must possess Master's Degree (Accounting/ Finance) or its equivalent
- (ii) Must possess CPA (K) or its equivalent
- (iii) Three (3) years' experience as Accountant I Grade 12 or relevant comparable position

- (iv) Computer literacy in relevant areas.
- (v) ICPAK Membership or its equivalent in good standing

**8. SENIOR ASSISTANT REGISTRAR (ADMINISTRATION) - GRADE 13 -
AD/15/15/09/23 - 1 POSITION**

Job Specification for Serving Officer

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

- (i) Must possess a Master's degree in Business / Social Sciences or related field.
- (ii) Three (3) years' experience as Assistant Registrar Grade 12 or comparable position.
- (iii) Must possess relevant professional qualifications
- (iv) Computer literate
- (v) Membership to relevant professional body where applicable
- (vi) Shown merit and administrative ability in work performance and results

9. SENIOR CATERESS II - GRADE 9 - AD/16/15/09/23 – 1 POSITION

Job Specification for Serving Officers

For promotion to this grade one must have;

- a) Bachelors Degree in Hotel and Hospitality Management or relevant field.
- b) Have three (3) work experience as a **Senior Caterer III Grade 8** or comparable position.
- c) Shown merit and ability as reflected in work performance and results.
- d) Computer literate.

OR

- (i) Higher National Diploma in Institutional Management or Diploma in Hotel Management from a recognized Institution
- (ii) Have three (5) work experience as a **Senior Caterer III Grade 8** or comparable position.

**10. ADMINISTRATIVE ASSISTANT I - GRADE 8 - AD/17/15/09/23
2 POSITION**

Job Specification for Direct Appointment

- a) Bachelors degree with three (3) years experience as Administrative Assistant II Grade 8.
- b) Must possess relevant professional qualifications
- c) Membership to relevant professional body where applicable
- d) Computer literate

**11. SENIOR ASSISTANT PROCUREMENT AND SUPPLIES OFFICER I - GRADE 10
- AD/18/15/09/23 1 POSITION**

Job Specification for Serving Officers

For promotion to this grade, an officer must have:

Must

- a) Have a Bachelor's degree in Business Administration/Management in Supplies Management option or its equivalent from a recognized Institution.
- b)
- c) Have at least Three (3) years 'experience as a Senior Assistant Procurement and Supplies Officer II at Grade 9 or equivalent position;
- d) Have CIPS (Final Stage) from a recognized institution;
- e) Be a Member of Kenya Institute of Supplies Management (KISM) or its equivalent in good standing;
- f) Computer literacy in relevant areas;
- g) Shown merit and ability as reflected in work performance and results;
- h) A master's degree will be an added advantage.

**12. SENIOR INTERNAL AUDITOR - GRADE 13 - AD/19/15/09/23
1 POSITION**

Job Specification for Serving Officer

For promotion to this grade, an officer must:-

- (i) Possess Master's Degree (Accounting/Finance) or equivalent.

- (ii) CPA (K)/CISA/CIA or equivalent and in good standing
- (iii) Must have at least three (3) years' experience as Internal Auditor I Grade 12 OR any other relevant comparable position.
- (iv) Must be able to use relevant Computer applications
- (v) Shown merit and ability in work performance and results

**13. ASSISTANT SECURITY OFFICER II - GRADE 5 -
AD/20/15/09/23 1 POSITION**

Job Specification for Serving Officers

For appointment to this grade an officer must have:-

- a) A certificate in criminology or social order or its equivalent from a recognized institution.
- b) Computer literate.
- c) Must possess First Aid Certificate.
- d) Must possess Fire Fighting Certificate.
- e) Served in the grade of senior security guard for at least three (3) years.
- (i) No criminal record.
- (ii) Been confirmed in the service of Alupe University.

**14. MESSENGER/CLEANER - GRADE 2 - AD/21/15/09/23
3 POSITION**

Job Specification for Serving Officers

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+
- (ii) Serving Auxiliary Staff of Alupe University grade 1 may be considered for promotion to this grade provided he/she has shown merit and ability in the particular work for minimum period of five (3) years.

**15. MESENGER/CLEANER - GRADE 3 - AD/22/15/09/23
3 POSITIONS**

Job Specification for Serving Officers

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+
- (ii) Serving Auxiliary Staff of Alupe University grade 2 may be considered for promotion to this grade provided he/she has shown merit and ability in the particular work for minimum period of five (3) years.

16. MESSENGER/CLEANER - GRADE 4 - AD/23/15/09/23
1 POSITION

For appointment to this grade, one must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+.
- (ii) Served for a minimum period of four (3) years as an Auxiliary Staff grade 3; and
- (iii) Demonstrated outstanding merit and ability as reflected in work performance and results.

17. COOK III - GRADE 3 - AD/24/15/09/23
1 POSITION

Job Specification for direct appointment

For appointment of this grade an officer must have:

- (i) Certificate in Food and Beverage service from a recognised institution.
- (ii) Satisfactorily served as kitchen attendant grade 2 for at least five (3) years;
- (iii) A Kenya Certificate of secondary Education (KCSE) mean grade D+ (plus) or its approved equivalent;
- (iv) Been declared medically fit.

18. COOK I - GRADE 5 - AD/25/15/09/23
1 POSITION

Job specification for serving officer

For appointment to this grade an officer must have;

- (i) Diploma In Food and Beverage production from a recognised Institution;
- (ii) A Kenya Certificate of Secondary Education (KCSE) mean grade of D+ (plus) or its approved equivalent;
- (iii) Served in the grade of Cook II or in a comparable and relevant position for a period of three (3) years
- (iv) Shown merit and ability as reflected in work performance and results.
- (v) A Certificate in food production.

19. ARTISAN(ELECTRICIAN/MASON/WELDER/PLUMBER/CARPENTER) -
GRADE 5 - AD/26/15/09/23 - 5 POSITIONS

Job Specification for Serving Officers

For appointment to this grade, one must have:

- (i) Served in the grade of Artisan I, or in comparable and relevant position for at least three (3) years.

(ii) Government Trade Test I or Craft Certificate III.

(iii) Shown merit and ability as reflected in work performance and results.

**20. SENIOR MEDICAL LABORATORY TECHNOLOGIST II- GRADE 9 -
AD/27/15/09/23 1 POSITION**

Job Specification for Serving Officers

- a) Bachelor's Degree in Medical Laboratory Science or its equivalent.
- b) Have at least Three (3) years working experience as **Medical Laboratory Technologist I** at Grade 8 or its equivalent.
- c) Be registered by the Medical Laboratory Technicians and Technologist Board and in good standing
- d) Computer literate.

**21. SENIOR ASSISTANT DEAN OF STUDENTS -GRADE 13 - AD/28/15/09/23
1 POSITION**

Job Specification for Serving Officers

To advance to this position, one should have:

- (i) A Master's Degree in Social Sciences, Education, Management, Psychology or its equivalent from a recognized University.
- (ii) At least three (3) years' work experience as an Assistant Dean of Students grade 12
- (iii) Mature and proven ability.
- (iv) Computer literate
- (v) Ph.D is an added advantage

**22. SENIOR LIBRARY ASSISTANCE II- GRADE 7 - AD/30/15/09/23
1 POSITION**

Job Specification for Serving Officers

For promotion to this grade one must have:

- i) Must possess Higher Diploma in Library and Information Studies OR equivalent from a recognized institution.
 - ii) Must have at least one (2) year experience in Grade 6 OR comparable position
- Or**
- iii) Must possess Diploma in Library and Information Studies OR equivalent from a recognized institution.
 - iv) Must have at least three (3) years' experience in Grade 6 OR comparable position

v) Computer literate.

Application Mode

Applicants should submit five (5) copies of their application documents indicating the position, Department and School. Each application should be accompanied by a detailed curriculum vitae, copies of the relevant academic and professional certificates to the Human Resource office on or before Friday, 29th September, 2023 at 5.00 pm. To the following address:

The Vice Chancellor
Alupe University
P.O Box 845 – 50400
BUSIA, KENYA

Date of Advert: 15th September, 2023