

ALUPE UNIVERSITY

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Website: <https://au.ac.ke>

Office of The Deputy Vice Chancellor (Administration, Finance and Development)

EXTERNAL ADVERTISEMENT

Pursuant to Part III of the Alupe University Charter and Part XV of the Alupe University Statutes and in its pursuit to be a **Bastion of Knowledge** in Science, Education, Business Studies, Economics, Social Sciences, Human Resource Development, Tourism, and Hospitality; Alupe University wishes to invite applications from suitable qualified candidates to fill the following vacant positions: -

S/N	Position	Grade	Area of Specialization	Reference	Terms of Service	Vacancies
OFFICE OF THE VICE CHANCELLOR						
1.	Senior Legal Officer	12	Legal Studies/Law	AD/01/04/2026	Permanent & Pensionable	1
ACADEMICS, RESEARCH & STUDENT AFFAIRS DIVISION						
School of Education & Social Sciences						
1.	Lecturer	12	Physical Education & Sports	AC/01/04/2026	Permanent & Pensionable	1
2.	Lecturer	12	Clothing & Textile	AC/02/04/2026	Permanent & Pensionable	1
3.	Lecturer	12	Music	AC/03/04/2026	Permanent & Pensionable	1
4.	Lecturer	12	Business Analytics & Information System	AC/04/04/2026	Permanent & Pensionable	2
5.	Lecturer	12	French	AC/05/04/2026	Permanent & Pensionable	1
School of Health Sciences						
1.	Tutorial Fellow	11	Health Records and Information Management	AC/06/04/2026	Contract	1
2.	Tutorial Fellow	11	Nutrition and Dietetics	AC/07/04/2026	Contract	1
3.	Clinical Instructor	8	Nursing	AD/02/04/2026	Permanent & Pensionable	2

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SENIOR LEGAL OFFICER (LAW) - GRADE 12

Minimum Requirements.

For appointment to this grade a candidate must have: -

- i. Bachelor of Laws degree from a recognized and accredited institution;
- ii. Post Graduate Diploma in Law from Kenya School of Law;
- iii. Admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate;
- iv. Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the position of Legal Officer Grade 11 or in a comparable position;
- v. Registered as a member of the Law Society of Kenya in good standing.
- vi. Demonstrated merit and ability as reflected in work performance and results.
- vii. Proficiency in computer applications.

Duties and responsibilities

- i. Implementing legal policies, strategies, regulations and procedures;
- ii. Preparing concept papers, legal briefs and opinions;
- iii. Updating the conflict of interest and gift registers of the University;
- iv. Verifying documents issued to the University as collateral, securities or support documents for loans, assets, agreements, contracts and conveyance of property;
- v. Conducting legal research, investigation and preparation of preliminary submissions of legal issues affecting the University;
- vi. Identifying legal risks, and developing mitigation measures;
- vii. Negotiating disputes with a view to settling them out of court;
- viii. Drafting, vetting, reviewing, leases, agreements and memorandums of understanding;
- ix. Representing the University in court and other legal fora;
- x. Handling pre-litigation legal disputes and inquiries;
- xi. Examining and verifying draft records of matters to be gazetted which relate to the University;
- xii. Assist the Council in carrying out Council induction and training, updating the Council and Committee Charters, preparation of Council work plans, Council Evaluation and Governance Audit;
- xiii. Providing legal advisory on the tender documents of the University;
- xiv. Reviewing and monitoring the progress of court cases, arbitration proceedings, mediation and other quasi-judicial bodies proceedings for the University;
- xv. Participating in quality management and performance contracting processes; and
- xvi. Disseminating to the University any amendments to the law directly impacting on its projects, programs and activities.



LECTURER (PHYSICAL EDUCATION AND SPORTS) - GRADE 12

Minimum Requirements.

For appointment to this grade a candidate must have: -

- i. An earned PhD or equivalent degree in Physical Education, Sports Science, Exercise Science or a closely related field from an accredited University;
- ii. A Master's degree in Physical Education or Sports Science;
- iii. Minimum of three (3) years of university teaching experience at rank of Tutorial Fellow/Assistant Lecturer;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Valid certification or registration with relevant sports bodies.

Duties and responsibilities

- i. Teach undergraduate and postgraduate courses in areas of specialization.
- ii. Participate in research projects and publish findings in refereed sports journals
- iii. Design and review Physical Education programmes to incorporate modern trends like e-sports, data analytics and inclusive sports.
- iv. Manage sports laboratories and coordinate practical field assessments of students.
- v. Act as a liaison with National Sports Federations.
- vi. Engage in community service and outreach.

LECTURER (CLOTHING & TEXTILE) - GRADE 12

Minimum Requirements.

For appointment to this position/grade a candidate must have: -

- i. Holder of a PhD in Home Economics specializing in Clothing and Textile from a recognized university.
- ii. A Master's degree in Home Economics (Clothing and Textile) from a recognized university;
- iii. At least three (3) years teaching/research experience at the university level as a Tutorial Fellow/Assistant Lecturer;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Be registered with a relevant professional body (where applicable);
- vi. Proficiency in computer applications.

Duties and responsibilities at this level; -

- i. Teach in specialized areas like Nutrition, Fashion and textiles, Family Studies or Interior Design.
- ii. Initiate and lead original research projects, seeking external funding and publishing in refereed journals.
- iii. Review and update Home Science degree to align with current industry trends and Commission for University Education (CUE) standards.

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- iv. Serve in administrative positions or member of university committees as directed from time to time.
- v. Provide professional consultancy or community service related to home economics and family welfare.

LECTURER (MUSIC TECHNOLOGY) - GRADE 12

Minimum Requirements.

For appointment to this position/grade a candidate must have: -

- i. Holder of a PhD in Music or Technology Education (Music teaching methods) from a recognized university.
- ii. A Master's degree in Music or Technology Education (Music teaching methods) from a recognized university;
- iii. At least three (3) years teaching/research experience at the university level as a Tutorial Fellow/Assistant Lecturer;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Be registered with a relevant professional body (where applicable);
- vi. Proficiency in computer applications.

Duties and responsibilities at this level; -

- i. Teach in specialized area of music
- ii. Offer technical and creative art support to the school
- iii. Initiate and lead original research projects, seeking external funding and publishing in refereed journals.
- iv. Review and update Music Technology programme to align with current industry trends and Commission for University Education (CUE) standards.
- v. Serve in administrative positions or member of university committees as directed from time to time.
- vi. Provide professional consultancy or community service related to music technology across the university community.

LECTURER (BUSINESS ANALYTICS & INFORMATION SYSTEMS) - GRADE 12

Minimum Requirements.

For appointment to this position/grade a candidate must have: -

- i. Holder of a PhD in Business Information Technology, Information Systems Management or related field from a recognized university.
- ii. A Master's degree in Business Information Technology, Information Systems Management or related field from a recognized university;
- iii. At least three (3) years teaching/research experience at the university level as a Tutorial Fellow/Assistant Lecturer;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Be registered with a relevant professional body (where applicable).

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- vi. Proficiency in computer applications.

Duties and responsibilities at this level; -

- i. Teach in specialized area of Business Intelligence (BI), data analytics, information systems management, and digital transformation at undergraduate or graduate levels.
- ii. Conducting high-quality research, often published in academic journals, focusing on areas like artificial intelligence (AI), Information Systems (IS), and organizational change.
- iii. Initiate and lead original research projects, seeking external funding and publishing in refereed journals.
- iv. Review and update Business Analytics & Information System programme to align with current industry trends and Commission for University Education (CUE) standards.
- v. Serve in administrative positions or member of university committees as directed from time to time.
- vi. Provide professional consultancy or community service related to Business Analytics & Information System across the university community.

LECTURER (FRENCH) - GRADE 12


Minimum Requirements.

For appointment to this position/grade a candidate must have: -

- i. Holder of a PhD in French, French Studies, Linguistics or related field from a recognized university.
- ii. A Master's degree in French, French Studies, Linguistics or related field from a recognized university;
- iii. At least three (3) years teaching/research experience at the university level as a Tutorial Fellow/Assistant Lecturer of French;
- iv. Must have a minimum of twenty-four (24) publication points, of which sixteen (16) should be from refereed journal papers;
- v. Strong knowledge of French language pedagogy including modern teaching methodologies and communicative approaches;
- vi. Evidence of academic research or publications in French language, literature, linguistics or education;
- vii. Proven fluency in French; spoken and written;
- viii. Ability to supervise and mentor students including guiding research projects and academic writing in French;
- ix. Be registered with a relevant professional body (where applicable);
- x. Proficiency in computer applications.

Duties and responsibilities at this level; -

- i. Teach in specialized area of French, French Studies, Linguistics at undergraduate or graduate levels.
- ii. Conducting high-quality research, often published in academic journals, focusing on the areas of French, French Studies, Linguistics.
- iii. Initiate and lead original research projects, seeking external funding and publishing in refereed journals.


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- iv. Review and update French, French Studies, Linguistics programme to align with current industry trends and Commission for University Education (CUE) standards.
- v. Serve in administrative positions or member of university committees as directed from time to time.
- vi. Provide professional consultancy or community service related to French, French Studies, Linguistics across the university community.

TUTORIAL FELLOW - GRADE 11

Minimum Requirements.

For appointment to this position/grade a candidate must have:

- i. Have a Bachelor's degree and Master's degree from a recognized and accredited University in the relevant field;
- ii. Be registered or registerable for a Doctor in Philosophy (PhD);
- iii. Must be registered with a relevant professional body (where applicable);
- iv. Must be recognized or registered by the relevant regulatory body where applicable.
- v. Must show evidence of proficiency in Computer Applications;
- vi. Demonstrated potential for university teaching and/or research.

Duties and responsibilities at this level entails; -

- i. Teaching in the area of specialization in accordance with the curriculum up to Bachelor's level.
- ii. Prepare teaching/ learning materials.
- iii. Setting invigilating and marking examinations/assignments.
- iv. Carrying out research work under the guidance and supervision of a senior academic member of Staff.
- v. Supervise undergraduate students' projects and other experiential learning programme.
- vi. Preparing students progress reports.
- vii. Preparing publications and/or books.

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CLINICAL INSTRUCTOR – GRADE 8

Minimum Requirements.

For appointment to this position/grade a candidate must have:


- i. Bachelor's degree in Nursing from a recognized and accredited institution;
- ii. At least three (3) year working experience in clinical practice;
- iii. Must have valid Practicing License from Nursing Council of Kenya.
- iv. Proficiency in computer applications; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and responsibilities at this level entails; -

- i. Supervising students while they are in their clinical rotation areas;
- ii. Coordinating with laboratory scientific officers at the clinical sites to achieve excellence in student-patient assignment;
- iii. Teaching students how to perform duties and procedures in the clinical sites;
- iv. Evaluating student's laboratory work;
- v. Provide active clinical, classroom and clinical simulation instructions;
- vi. Maintain laboratory standards and course expectations throughout each course or term
- vii. Maintain clinical standards and course expectations throughout each course or term;
- viii. Evaluate student clinical work as per Nursing Council of Kenya, Equity Africa College of Medical and Health Sciences, Ministry of Health and the clinical site requirements;
- ix. Attend faculty meetings, professional development workshops and ongoing instructional meetings as required; and
- x. Handle students concerns with regard to their clinical experience.

Mode of Application

- Applications should be accompanied by a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, e-mail addresses and telephone contacts and any other relevant supporting documents.
- Applicants should also provide names, telephone numbers and contact addresses of three (3) referees and request their referees to send their confidential reports to recruitmentapril2026@au.ac.ke or addressed to the undersigned to be received on or before **20th May, 2026**.
- Five (5) copies of the application should be sent via registered mail or courier marked with the reference number to the under-signed. **A ONE PDF running document of the application** to be sent to recruitmentapril2026@au.ac.ke.
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).
- Successful Candidates shall be required to submit valid clearances from the following bodies;
 1. Kenya Revenue Authority
 2. Higher Education Loans Board
 3. Ethics and Anti-Corruption Commission
 4. Directorate of Criminal Investigation (Certificate of Good Conduct)


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5. Registered Credit Reference Bureau
- For more details on the requirements please visit the AU website: www.au.ac.ke.
 - Applications should be received on or before **20th May, 2026 by 5:00 p.m.**

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Deputy Vice Chancellor (Administration, Finance and Development)

Alupe University

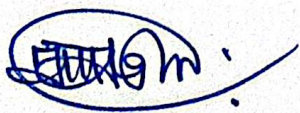
P.O. Box 845-50400 BUSIA (KENYA)

Website: www.au.ac.ke.

ALUPE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

AU does not levy any fee in the processing, recruitment & selection of applicants. The University reserves the right to verify academic and professional certificates from relevant institutions and not to make any appointments at any stage of the recruitment exercise.

Advertisement Date 30th April, 2026


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