MOUNT KENYA UNIVERSITY RWANDA

Empowering Generations Through Education

OFFICE OF THE HUMAN RESOURCE MANAGER

VACANCY ANNOUNCEMENT

Mount Kenya University (MKU) is a chartered and ISO 9001:2015 certified University committed to a broad-based, holistic and inclusive system of Education. The University is a member of the Inter-University Council of East Africa as well as the Association of Commonwealth Universities. MKU is seeking to appoint an Academic Registrar, full-time Lecturers and assistant lecturers at its campus in Rwanda in the School of Business and Economics, Department of Public Health, School of Hospitality and Tourism, School of Education, Laboratory technician and the librarian. The incumbent will report to the Deputy Vice-Chancellor Academics & Research Affairs (DVC-ARA). The lecturers will teach, undertake research in their respective fields, supervise postgraduate students as well as engage with industry and community.

1. ACADEMIC REGISTRAR CODE MKUR/HRM/2023/001

The position is domiciled in the academic division of the University. The successful candidate will be deployed to the office and will be under direct supervision of DVC-ARA.

Job specifications (applicants must have)

- PhD degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Educational Administration, Education or any other related, relevant discipline
- 5 years administrative experience, 3 of which must be at the level of Assistant Registrar
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

2. SCHOOL OF BUSINESS AND ECONOMICS CODE HRM/SOB/2023/002

Lecturers

Minimum Requirements:

- PhD in Finance/Accounting
- At least 3 years' experience in teaching at a university level.
- Current research activity as evidenced by quality publication in peer-reviewed journals (24 Points)
- Demonstrated ability to attract research funding

3. SCHOOL OF PUBLIC HEALTH CODE MKUR/HRM/MPH/2023/003

Lecturers

Minimum Requirements:

- PhD in: i) Health Policy and Economics
  ii) Maternal Reproductive Health
  iii) Global Health
- At least 3 years' experience in teaching at a university level.
- Current research activity as evidenced by quality publication in peer-reviewed journals (24 Points)
- Demonstrated ability to attract research funding

4. SCHOOL OF HOSPITALITY, TRAVEL AND TOURISM MANAGEMENT CODE MKUR/HRM/HTTM/2023/004

a) Lecturer

- PhD in Tourism or Hospitality Management
- At least 3 years' experience in teaching at a university level.
- Current research activity as evidenced by quality publication in peer-reviewed journals (24 Points)
- Demonstrated ability to attract Research funding

b) Assistant lecturer

Minimum Requirements:

- Masters in Hospitality or Tourism Management. Having registered for a PhD is an added advantage.
- At least 3 years' experience in teaching at a university level.
- Current research activity as evidenced by quality publication in peer-reviewed journals (16 Points)
- Demonstrated ability to attract Research funding

5. SCHOOL OF EDUCATION (CODE MKUR/HRM/SOE/2023/005)

Lecturers

Minimum Requirements:

PhD in Education planning and Administration or Mathematics Education or Educational technology or educational planning management

- At least 3 years' experience in teaching at a university level.
- Current research activity as evidenced by quality publication in peer-reviewed journals (24 Points)
- Demonstrated ability to attract Research funding

Assistant Lecturers

Minimum Requirements:

i. Masters degree in Mathematics education or Physics education or Chemistry education or Economics Education/ Master degree in any of this specialization plus post graduate diploma in education
ii. PhD degree in relevant area of specialization will be an added advantage.
iii. At least 3 years' experience in teaching at a university level.
iv. Current research activity as evidenced by quality publication in peer-reviewed journals (16 Points)
v. Demonstrated ability to attract Research funding

Labaratory Technician CODE MKUR/HRM/ SE LT/2023/006

Minimum Requirements:

BSc in a relevant field with 3 years experience and computer literacy
Key responsibilities:

- Prepare, conducting and supervising practical classes or courses;
- Participate in research and student projects;
- Service and maintain scientific equipment as per the operational instruction manuals and
- Any othe duty as may be assigned by the immediate supervisor.

6. LIBRARIAN CODE MKUR/LIB/2023/007

Minimum requirements:

Reporting to the Deputy Vice-Chancellor academics, the ideal candidate must posses a Masters degree in Library Science with over 3 years experience. H/She will be responsible for:

- Introduction, monitoring, review and evaluation of all systems and procedures associated with the library;
- Creating, updating and managing on-line information resources;
- The day to day running of the library;
- Assisting students in the use of the library;
- Liaise regularly with academic staff to ascertain course requirements;
- Creating support materials for student;
- Supporting the University's policy which promotes the inclusion of students with learning difficulties and disabilities across the campus;
- Researching and implementing new information management techniques
- Any other duties of a comparable nature as required.

Method of Application

Applicants should email their application letters addressed to the Human Resource Manager, with certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts not later than **29th March 2023** through email: hrkigali@mku.ac.ke or dvcrwanda@mku.ac.ke or hand delivered to the office of the **Human Resource Manager, Mount Kenya University Rwanda.**
Applicants should state their current designations, salaries and other benefits attached to those designations.
The application letter must bear the reference code for the position you are applying for indicated in the advertisement.
Applications should be emailed as one file in PDF to the appropriate email addresses attached to each position.

Please note:

- Successful candidates will be offered a competitive remuneration package in accordance with the Mount Kenya University terms and conditions of service.
- Mount Kenya University is an equal opportunity employer.
- Only short-listed candidates will be contacted.
- No canvassing.