

# EGERTON



# UNIVERSITY

## JOB VACANCIES

Egerton University invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following posts.

Egerton University was founded in 1939 as Egerton Farm School and was upgraded to an Agricultural College in 1950. In 1986, the Agricultural College became a constituent College of the University of Nairobi. It was elevated to a University in 1987 through an Act of Parliament.

Since its inception, the University has registered significant expansion in student numbers, academic programmes and physical facilities. Currently, the University has a student population of over 16,000 and a staff number of 1,291 and consists of two (2) campuses, Njoro Main Campus and Nakuru City Campus College.

## OFFICE OF VICE CHANCELLOR

### RE-ADVERTISEMENT

#### 1. Senior Legal Officer Grade 13 (1 Post) EU/VC/2024-0301

Applicants **MUST** have the following academic/professional qualifications and requirements:

- i. A Master's degree in Public Law (LLM) or a related field from a recognized University.
- ii. A Bachelor's degree in Law (LLB) from a recognized University.
- iii. Post Graduate Diploma Kenya School of Law
- iv. Active membership Law Society of Kenya and in good standing
- v. Certified Public Secretary (K) in good standing
- vi. Advocate of the High Court of Kenya with a valid practicing certificate.
- vii. A minimum of ten (10) years of post-admission progressive relevant experience in a busy law firm or public/commercial entity
- viii. At least three (3) in administrative law, employment law and litigation thereof, preferably in the Kenya Public Sector, at the level of Legal Officer.

- ix. Certificate of good conduct

### **Duties and Responsibilities**

- i. Check for activities in the legislative environment that have an impact on the University's operations.
- ii. Prepare and draft amendments to legislations affecting the University.
- iii. Prepare the University's comments and feedback on the proposed legislation.
- iv. Participate in public forums where legislations affecting the University are being discussed.
- v. Develop the annual compliance work plan that reflects the university's unique characteristics.
- vi. Regularly review the compliance plan in the context of the regulatory changes.
- vii. Prepare and present compliance reports to the Board and the management committee.
- viii. Liaise with the relevant regulators and government agencies on compliance issues affecting the University.
- ix. Coordinate internal compliance review and monitor the activities,
  - x. Participate in negotiations, drafting and reviewing of commercial contracts and ensuring they are duly executed.
- xi. Draft legal opinions and maintain a database.
- xii. Conduct legal research and analysis on various areas of law.
- xiii. Conduct due diligence on conveyancing transactions and prepare /draft Leases in liaison with the University's external lawyers.
- xiv. Ensure the University's transactions comply with corporate and industry laws and regulations.
  - xv. Examine legal issues related to new products and services
- xvi. Handle litigation and disputes involving the University.
- xvii. Prosecute and defend legal cases on behalf of the University.
- xviii. Monitor compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes, prosecutions and disputes.
- xix. Liaise with external lawyers on court cases involving the University.
- xx. Provide legal opinions on issues affecting the University
- xxi. Attend to all legal matters of the University including advising, vetting and drafting of legal agreements and contracts.
- xxii. Represent the University in courts (Superior and Subordinate Courts), tribunals, and before government agencies.
- xxiii. Conducting pre-trial briefings and site visits in order to be fully apprised of the matter and prepare the litigation strategy.
- xxiv. Communicate with colleagues, judicial officers, investigative agencies, licensing authorities and others in matters allocated to them.
- xxv. Engage in amicable settlement of disputes and complaints and follow up on their resolutions.
- xxvi. Oversee the work of support staff, under his/her docket to enable efficient delivery of services.

- xxvii. Provide guidance, advice, legal awareness and/or training and educational programs, to improve business understanding of related laws and regulatory requirements and contractual matters as may be required.
- xxviii. Prepare reports and maintain the records of the University with respect to the department to enable monitoring and reporting to the management.
- xxix. Liaise with external lawyers on court cases and monitor compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes, prosecutions and disputes.

**All applications should be addressed to:**

**Vice Chancellor  
Egerton University  
P. O. Box 536-20115  
EGERTON**

## **DIVISION OF ADMINISTRATION, FINANCE & PLANNING**

### **2. Transport Officer Grade 12 (1 Post) EU/DVC/AFP/2024-0302**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- i. Bachelor's degree in the following areas: Logistics, Fleet Management,
- ii. At least three (3) years relevant experience as Assistant Transport Officer grade 11 or its equivalent with relevant experience in Fleet Management.
- iii. A Master's degree in the relevant field is an added advantage
- iv. A valid AA (Kenya) driving license for all classes.
- v. Defensive driving certificate from National Youth Service (NYS) of Kenya or its equivalent qualification from a recognized institution;
- vi. Possess an occupational Trade Test I for Drivers and a Certificate in Institutional Driving
- vii. Must be computer literate with experience in using relevant Fleet Management Software
- viii. Certificate of Good Conduct

### **Duties and Responsibilities**

- i. Overall Management of the Transport Department of the University

- ii. Diagnosing mechanical problems of university vehicles and advising on repairs required
- iii. Maintaining all motor vehicles in serviceable condition and facilitating minor repairs;
- iv. Maintenance of all vehicle records, correct entries and update on vehicle logbooks, other office documentation and status of licenses and insurance policies;
- v. Renewal of motor vehicle Insurance covers and other road licenses;
- vi. Maintenance and enforcement of service schedules for all the vehicles in the University
- vii. Participate in the development and implementation of the annual Transport operations, maintenance plan and drivers' leave plans;
- viii. Reconciliation of motor vehicle work tickets and the tracking system; supervise vehicle online tracking, monitor vehicle movement and trace violations with possible corrective action;
- ix. Fuel and mileage monitoring to identify areas of high and low fuel efficiency for targeted action;
- x. Reporting of vehicle accidents and mishandling by all authorized drivers;
- xi. Maximization and efficient use of the outsourced transport for logistical operations;
- xii. Ensure all vehicle cleaning vouchers issued are recorded in the motor vehicles cleaning vouchers register for all vehicles cleaned;
- xiii. Supervision of all University drivers; workforce development, coaching and discipline management;
- xiv. Annual appraisal of drivers;
- xv. Vehicle inspection and handover by drivers before they proceed on leave or any trip; and
- xvi. Submission of quarterly and annual reports on the management of Egerton University transport system.

## **DIVISION OF ACADEMIC, RESEARCH AND EXTENSION**

### **FACULTY OF ENGINEERING AND TECHNOLOGY**

#### **DEPARTMENT OF ELECTRICAL AND CONTROL ENGINEERING**

### **3. Lecturer Grade 12 (Electrical Communication Engineering)(1 Post) EU/ARE/0303**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Must have an earned Ph.D. in Electrical Engineering or related field from a recognized academic institution.
- (ii) Must be specialized in Electrical Communication Engineering.
- (iii) Must be registered or registrable with the relevant professional body

#### **OR**

- (i) Must have a Master's Degree in Electrical Engineering or related fields from a recognized academic institution

- (ii) Must have at least three (3) years of teaching experience at the university level after obtaining a Master's Degree.
- (iv) Must be specialized in Electrical Communication Engineering.
- (v) Must have at least two (2) publications in referred journals
- (vi) Must be registered or registrable with the relevant professional body
- (vii) Certificate of Good Conduct.

**4. Lecturer Grade 12 ( Electrical Control Engineering) (1 Post) EU/ARE/0304**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (viii) Must have an earned Ph.D. in Electrical Engineering or a related field from a recognized academic institution.
- (ix) Must be specialized in Electrical Control Engineering.
- (x) Must be registered or registrable with the relevant professional body

**OR**

- (iii) Must have a Master's Degree in Electrical Engineering or related fields from a recognized academic institution
- (iv) Must have at least three (3) years of teaching experience at the university level after obtaining a Master's degree.
- (xi) Must be specialized in Electrical Control Engineering.
- (xii) Must have at least two (2) publications in referred journals
- (xiii) Must be registered or registrable with the relevant professional body
- (xiv) Certificate of Good Conduct

**FACULTY OF SCIENCE**

**DEPARTMENT OF PHYSICS**

**5. Tutorial Fellow Grade XI (Computational Physics) (1 Post) EU/ARE/0305**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Must have a Masters degree in Computational Physics
- (ii) Must have registered for a PhD in Computational Physics
- (iii) Must have some knowledge of working in a Computational Physics laboratory
- (iv) Must have at least one Computational Physics publication in a peer-reviewed journal.
- (v) Must be a member of the African School on Electronic Structure Methods and Applications (ASESMA).
- (vi) Must have worked with advanced computing systems - Centre for High-Performance Computing for at least THREE years
- (vii) Certificate of good conduct.

## **FACULTY OF HEALTH SCIENCES**

### **DEPARTMENT OF MEDICAL PHYSIOLOGY**

#### **6. Associate Professor Grade 14 (Human Anatomy) (1 Post) EU/ARE/0306**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned PhD degree in Medicine **or** Master of Medicine with specialization in at least one of the following areas: Human Anatomy OR any Surgical Discipline from a University recognized in Kenya. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.
- (ii) At least three (3) years of teaching experience at the university as a Senior Lecturer or Senior Researcher.
- (iii) Have a minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty-two (32) must be from refereed scholarly journals.
- (iv) Supervision of post-graduate students will be an added advantage.
- (v) Have attracted research or development funds as a Senior Lecturer
- (vi) Have registered with the relevant professional body.
- (vii) Certificate of good conduct.

#### **7. Senior Lecturer Grade 13 (Human Anatomy) (1 post) EU/ARE/0307**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned PhD degree in Medicine **or** Master of Medicine with specialization in at least one of the following areas: Human Anatomy OR any Surgical Discipline from a University recognized in Kenya. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.
- (ii) At least three (3) years teaching experience at the university as a Lecturer or Senior Researcher or six (6) years research/industry experience.
- (iii) Have a minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) must be from refereed scholarly journals.
- (iv) Supervision of post-graduate students will be an added advantage.
- (v) Have attracted research or development funds as a Lecturer
- (vi) Have registered with the relevant professional body.
- (vii) Certificate of Good Conduct

## **DEPARTMENT OF REPRODUCTIVE HEALTH**

### **8. Associate Professor Grade 14 (Obstetrics & Gynaecology) (1 Post) EU/ARE/0308**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned PhD degree in Obstetrics and Gynaecology **or** Master of Medicine with specialization in Obstetrics and Gynaecology from a University recognized in Kenya. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.
- (ii) At least three (3) years of teaching experience at the university as a Senior Lecturer or Senior Researcher.
- (iii) Have a minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty-two (32) must be from refereed scholarly journals.
- (iv) Supervision of post-graduate students will be an added advantage.
- (v) Have attracted research or development funds as a Senior Lecturer
- (vi) Have registered with the relevant professional body.
- (vii) Certificate of Good Conduct.

### **9. Senior Lecturer Grade 13 (Obstetrics & Gynaecology) (1 Post) EU/ARE/0309**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned PhD degree in Obstetrics and Gynaecology **or** Master of Medicine with specialization in Obstetrics and Gynaecology from a University recognized in Kenya. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.
- (ii) Have at least three (3) years of teaching experience at the university level as a Lecturer or six (6) years of research/industry experience.
- (iii) Have a minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) must be from refereed scholarly journals.
- (iv) Supervision of post-graduate students will be an added advantage.
- (v) Have attracted research or development funds as a Lecturer
- (vi) Have registered with the relevant professional body.
- (vii) Certificate of Good Conduct

## **DEPARTMENT OF INTERNAL MEDICINE**

**10. Associate Professor Grade 14 (Medicine) (1 Post)**

**EU/ARE/0310**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned PhD degree in Medicine **or** Master of Medicine from a University recognized in Kenya. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.
- (ii) At least three (3) years of teaching experience at the university as a Senior Lecturer or Senior Researcher.
- (iii) Have a minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty-two (32) must be from refereed scholarly journals.
- (iv) Supervision of post-graduate students will be an added advantage.
- (v) Have attracted research or development funds as a Senior Lecturer
- (vi) Have registered with the relevant professional body.
- (vii) Certificate of good conduct

**11. Senior Lecturer Grade 13(Medicine) (1 Post)**

**EU/ARE/0311**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned PhD degree in Medicine **or** Master of Medicine from a University recognized in Kenya. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.
- (ii) Have at least three (3) years of teaching experience at the university level as a Lecturer or six (6) years of research/industry experience.
- (iii) Have a minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) must be from refereed scholarly journals.
- (iv) Supervision of post-graduate students will be an added advantage.
- (v) Have attracted research or development funds as a Lecturer
- (vi) Have registered with the relevant professional body.
- (vii) Certificate of Good Conduct.

**DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH**

**12. Associate Professor Grade 14 (Paediatrics & Child Health) (1 Post) EU/ARE/0312**



Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Be a holder of an earned PhD degree in Paediatrics or equivalent from a University recognized in Kenya. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.
- (ii) At least three (3) years of teaching experience at the university as a Senior Lecturer or Senior Researcher.
- (iii) Have a minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty-two (32) must be from refereed scholarly journals.
- (iv) Supervision of post-graduate students will be an added advantage.
- (v) Have attracted research or development funds as a Senior Lecturer
- (vi) Have registered with the relevant professional body.
- (vii) Certificate of Good Conduct

**13. Senior Lecturer Grade 13 (Paediatrics & Child Health) (1 Post) EU/ARE/0313**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned PhD degree **or** Master of Medicine in Paediatrics or equivalent from a University recognized in Kenya. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.
- (ii) Have at least three (3) years of teaching experience at the university level as a Lecturer or six (6) years of research/industry experience.
- (iii) Have a minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) must be from refereed scholarly journals.
- (iv) Supervision of post-graduate students will be an added advantage.
- (v) Have attracted research or development funds as a Lecturer
- (vi) Have registered with the relevant professional body.
- (vii) Certificate of Good Conduct

**DEPARTMENT OF SURGERY**

**14. Associate Professor Grade 14 (Surgery)(1 Post) EU/ARE/0314**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned PhD degree in surgery or its equivalent **or** a Master of Medicine in surgery from a University recognized in Kenya, with specializations in anaesthesiology/critical care and ENT. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.

- (ii) At least three (3) years of teaching experience at the university as a Senior Lecturer or Senior Researcher.
- (iii) Have a minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty-two (32) must be from refereed scholarly journals.
- (iv) Supervision of post-graduate students will be an added advantage.
- (v) Have attracted research or development funds as a Senior Lecturer
- (vi) Have registered with the relevant professional body.
- (vii) Certificate of Good Conduct.

## **DEPARTMENT OF HUMAN PATHOLOGY**

### **15. Senior Lecturer Grade 13 (Human Pathology) ( 1post)**

**EU/ARE/0315**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- a) An earned PhD degree in Medicine **or** Master of Medicine in human pathology from a University recognized in Kenya. The Master's degree shall have an equivalent in Fellowship Training recognized by the Medical Council of Kenya.
- b) Have at least three (3) years of teaching experience at the university level as a Lecturer or six (6) years of research/industry experience.
- c) Have a minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) must be from refereed scholarly journals.
- d) Supervision of post-graduate students will be an added advantage.
- e) Have attracted research or development funds as a Lecturer
- f) Have registered with the relevant professional body.
- g) Certificate of Good Conduct.

## **FACULTY OF VETERINARY MEDICINE AND SURGERY**

### **DEPARTMENT OF VETERINARY ANATOMY AND PHYSIOLOGY**

### **16. Senior Lecturer Grade 13 (Veterinary Anatomy) (1 Post)**

**EU/ARE/0316**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned Ph.D. or Master's in Veterinary Medicine degree with a specialization in Veterinary Anatomy.
- (ii) Have at least three (3) years of teaching experience at the university level as a Lecturer or six (6) years of research/industry experience.
- (iii) Have a minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) must be from refereed scholarly journals.
- (iv) Have supervised at least three (3) post-graduate students to completion as a Lecturer.

- (v) Be registered with the relevant professional body.
- (vi) Certificate of Good Conduct.

**17. Lecturer Grade 12 (Veterinary Anatomy) (1 Post)**

**EU/ARE/0317**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Be a holder of an earned Ph.D. or a Master's in Veterinary Medicine degree with a specialization in Veterinary Anatomy.
- (ii) Have at least three (3) years of teaching experience at the university level or in research or industry.
- (iii) Have a minimum of 24 research and publications points, of which at least sixteen (16) must be from refereed journal papers.
- (iv) Be registered with the relevant professional body.
- (v) Certificate of Good Conduct

**DEPARTMENT OF VETERINARY PATHOLOGY, MICROBIOLOGY & PARASITOLOGY**

**18. Technologist I Grade 8 (Pathology) (1 post)**

**EU/ARE/0318**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Must have a Higher Diploma in Medical Laboratory Technology or any relevant field from a recognized institution of higher learning.
- (ii) Must be registered by the relevant professional body.
- (iii) Computer literate
- (iv) Work experience in the field of veterinary pathology will be an added advantage.
- (v) Certificate of Good Conduct

**FACULTY OF LAW**

**19. Senior Lecturer Grade 13 (Public Law) (1 post)**

**EU/ARE/0319**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned Ph.D. in law with a specialization in Public Law.
- (ii) Have at least three (3) years of teaching experience at the university level as a Lecturer or six (6) years of research/industry experience.
- (iii) Have a minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) must be from refereed scholarly journals.
- (iv) Have supervised at least three (3) post-graduate students to completion as a Lecturer.
- (v) Be registered with the relevant professional body.
- (vi) Certificate of Good Conduct.

## **INSTITUTE OF WOMEN, GENDER AND DEVELOPMENT STUDIES**

### **20. Lecturer Grade 12 (Gender & Development Studies)( 1 Post) EU/ARE/0320**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) An earned Ph.D. in Gender and Development Studies or a related field from an accredited and recognized University.
  - (ii) Registered or Registrable with a relevant professional body(where applicable)
- OR**
- (i) Must have a Master's Degree in Gender and Development Studies or related field from a recognized and accredited University.
  - (ii) Must have lectured in an accredited and recognized university
  - (iii) Minimum of 24 publication points with at least (16) from referred journals
  - (iv) Must have registered for PhD in Gender and Development Studies.
  - (v) Certificate of Good Conduct

## **FACULTY OF AGRICULTURE**

### **DEPARTMENT OF CROPS, HORTICULTURE & SOILS**

**21. Technologist II Grade 7 (Horticulture (Pomology) (1 post)****EU/ARE/0321**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Must have a Diploma in Horticulture with a specialization in Pomology from a recognized institution of higher learning.
- (ii) Computer literate
- (iii) Work experience in the field of Horticulture will be an added advantage.
- (iv) Certificate of Good Conduct

**DEPARTMENT OF ANIMAL SCIENCE****22. Technologist II Grade 7 (1 Post)****EU/ARE/0322**

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Must have a Higher National Diploma in Lab Technology
- (ii) Computer literate
- (iii) Certificate of Good Conduct.

**SALARY SCALE**

<b>Associate Professor Grade 14</b>	<b>-</b>	<b>Kshs.180,337.00 to Kshs. 250,668.00</b>
<b>Senior Lecturer Grade 13</b>	<b>-</b>	<b>Kshs.144,450.00 to Kshs.206,563.00</b>
<b>Senior Legal Officer Grade 13</b>	<b>-</b>	<b>Kshs.127,116.00 to Kshs.1843,18.00</b>
<b>Lecturer Grade 12</b>	<b>-</b>	<b>Kshs.110,591.00 to Kshs. 160,357.00</b>
<b>Transport Officer Grade 12</b>	<b>-</b>	<b>Kshs.108,714.00 to Kshs.155,461.00</b>
<b>Tutorial Fellow Grade XI</b>	<b>-</b>	<b>Kshs.97,842.00 to Kshs. 139,915.00</b>
<b>Technologist I Grade 8</b>	<b>-</b>	<b>Kshs.43,193.00 to Kshs. 60,470.00</b>
<b>Technologist II Grade 7</b>	<b>-</b>	<b>Kshs.38,873.00 to Kshs. 54,423.00</b>

**APPLICATION PROCEDURE**

Information about the posts and mode of application can be found on the University website: <http://www.egerton.ac.ke>. Two (2) copies of the application letter giving full details of age, marital status, academic certificates, transcripts, certified copies of the current payslip, curriculum vitae and professional qualification, experience, current post, salary and other financial benefits and any other relevant testimonials. Include names and addresses of three (3) referees, one of whom should be your present or previous employer. Quote the job reference number on the envelope so as to reach him no later than **Friday, 5<sup>th</sup> April 2024**. Only shortlisted candidates will be contacted. **Women and persons with disability are encouraged to apply.** Egerton University is an equal employer.

**The Deputy Vice Chancellor  
Administration, Planning and Development  
Egerton University  
P. O. Box 536 – 20115  
Egerton**

#### **Duties and Responsibilities of Associate Professors**

Responsible to the Chair of Department, an Associate Professor shall have the following specific responsibilities:

- (i) Provide academic leadership to the academic staff in the Department.
- (ii) Participate in teaching both undergraduate and postgraduate students, carry out research in the area of specialization, and provide consultancy services to the community.
- (iii) Participate in planning, development and evaluation of curricula in the Department/Faculty.
- (iv) Participate in planning, development and implementation of educational activities.
- (v) Supervise postgraduate and undergraduate students in research and other educational activities.
- (vi) Establish inter-institutional linkages.
- (vii) Initiate, plan and implement research and/or development activities, e.g. short courses in the Department.
- (viii) Participate in planning and development of Department/Faculty plans.
- (ix) Attract research or development funds.
- (x) Attend and contribute to conferences, seminars, workshops, meetings, etc., in the relevant fields.
- (xi) Provide direction and guidance on new areas of study to both faculty staff and students interested in such areas.
- (xii) Plan and develop educational learning/teaching materials in the area of specialization.
- (xiii) Initiate, plan and coordinate capacity-building programmes for the improvement of the University in the area of research, training and consultancy.

- (xiv) Participate in departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- (xv) Perform any other duties as may be assigned or delegated by the Chair of the Department or Chief Officers of the University in accordance with the University Act.

### **Duties and Responsibilities for Senior Lecturer**

Responsible to the Chair of Department, a Senior Lecturer shall have the following specific responsibilities:

- (i) Teach and mentor both undergraduate and postgraduate students.
- (ii) Articulate the mission and vision of the University and the Department.
- (iii) Initiate, plan and conduct research.
- (iv) Develop teaching and learning materials.
- (v) Supervise postgraduate students in research activities.
- (vi) Participate in the development and preparation of Department and Faculty development plans.
- (vii) Organise and supervise educational activities for undergraduate students.
- (viii) Attend and participate in seminars, workshops, conferences, etc. in relevant fields.
- (ix) Participate in administrative, academic and consultancy activities in the Department and other organizations.
- (x) Participate in the planning, development, implementation and evaluation of curricula in the Department.
- (xi) Participate in departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- (xii) May be assigned or delegated other duties and responsibilities by the Chief Officers of the University, Dean of Faculty or Chair of Department as deemed necessary.

### **Duties and Responsibilities for Lecturer**

Responsible to the Chair of Department, a lecturer shall have the following specific responsibilities:

- (i) Teach and mentor both undergraduate and postgraduate students.
- (ii) Articulate the mission and vision of the University and the Department.
- (iii) Initiate, plan and conduct research.
- (iv) Develop teaching and learning materials.
- (v) Supervise postgraduate students in research activities.
- (vi) Participate in the development and preparation of Department and Faculty development plans.
- (vii) Organise and supervise educational activities for undergraduate students.
- (viii) Attend and participate in seminars, workshops, conferences, etc. in relevant fields.
- (ix) Participate in administrative, academic and consultancy activities in the Department and other organizations.
- (x) Participate in the planning, development, implementation and evaluation of curricula in the Department.

- (xi) Participate in departmental meetings and other activities for effective and efficient management of the Department and Faculty;
- (xii) May be assigned or delegated other duties and responsibilities by the Chief Officers of the University, the Dean of Faculty, and the Chair of Department, as deemed necessary.