

**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 1,670 and consists of two (2) campuses. Njoro Main Campus and Nakuru Town Campus College.

## **OFFICE OF THE VICE CHANCELLOR**

### **1. PRINCIPAL - NAKURU TOWN CAMPUS COLLEGE GRADE XVI – 1 POST – EU/VC/2021-0401**

Egerton University invites applications from suitably qualified and experienced candidates with excellent credentials to fill the Post of Principal, Nakuru Town Campus College. The campus is located in Nakuru Town along the George Morara Avenue opposite Nakuru - Eldoret Highway. The campus college constitutes of:

- Faculty of Commerce
- Faculty of Health Science
- Faculty of Law

## **REQUIREMENTS:**

The Principal shall be the head of administration and academic programmes in the College. The candidate should:

- Be a Professor or Associate Professor with an earned PhD from a recognized University.
- Have at least six years of experience at the level of Senior Lecturer and above.
- Demonstrate effective leadership and management capacity including knowledge of public financial management and strategic institutional and people management skills.
- Be an accomplished scholar with a proven track record in developing and managing academic programs and supervising and mentoring university students to PhD level.
- Have served as a Dean of Faculty or Director of a School/Institute for at least two (2) years.
- Show leadership skills to effectively coordinate the academic, research and administrative functions in the Campus.
- Have a thorough knowledge of structural, legal and regulatory framework for administration of university education in Kenya
- Meet the requirements of Chapter Six of the Constitution on leadership and Integrity

## **DUTIES & RESPONSIBILITIES**

Reporting to the Vice-Chancellor, the Principal shall:

- Be the academic and administrative head of the Campus
- Have overall responsibility for the direction, organization and administration of the Campus
- Be responsible for the general conduct and discipline of staff and the students
- Be accountable for proper management of the Campus
- Perform any other duty that may be assigned by the Vice-Chancellor.

## **TERMS AND CONDITIONS OF SERVICE**

This position is tenable for a five year term contract renewable once on satisfactory performance. Terms and Conditions of Service will be as provided in the approved terms and conditions of service for this position.

**All applications should be addressed to:**

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

## **DIVISION OF ACADEMIC AFFAIRS**

### **2. REGISTRAR ACADEMIC AFFAIRS – 1 POST GRADE 15 – EU/AA/2021-0402**

Applications from suitably qualified and experienced candidates with excellent credentials are invited to fill the Post of Registrar (Academic Affairs). The holder of the post plays a key role in the leadership and management of Academic Affairs in the University. The Registrar (Academic Affairs) will report to the Deputy Vice Chancellor (Academic Affairs) and can be assigned duties by the Vice Chancellor. The Registrar shall:

- (i) Serve as the secretary to senate and senate committees.
- (ii) Implement policy guidelines on planning, development and management of academic programmes.
- (iii) Administer curricula/syllabuses, rules and regulations governing the academic programmes
- (iv) Co-ordinate continuous assessments and final examinations
- (v) Guide Chairs of Departments, Deans of Faculties, Directors of Schools or Institutes and Managers of Academic centres on the running of academic programmes.
- (vi) Work in consultation with the Deputy Vice-Chancellors and other Registrars on staff development, training and research programmes.
- (vii) Perform any other duties that may be assigned by the Deputy Vice Chancellor (Academic Affairs).

### **REQUIREMENTS:**

Applicants must:

- Be a Professor or Associate Professor with an earned PhD from a recognized University.
- Have worked as Chairperson of Department, Deputy Registrar, Dean, or a Director in a University.
- Be conversant with the running of Academic Affairs in a University
- Be familiar with modern management principles
- Meet the requirements of Chapter Six of the Constitution on leadership and Integrity.

### **TERMS & CONDITIONS OF SERVICE**

This position is tenable for a three (3) year term contract renewable once on satisfactory performance. Terms and Conditions of Service will be as provided in the approved terms and conditions of service for this position.

**All applications should be addressed to:**

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

## **AUDIT DEPARTMENT**

### **3. CHIEF INTERNAL AUDITOR GRADE 15 (1 POST) – EU/VC/-2021-0403**

The Internal Audit Manager reports to the Vice-Chancellor and will head the Department of Internal Audit. The candidate should possess the following qualifications and experience:-

- (i) Must have a Masters Degree in relevant field and Certified Internal Auditor or Certified Public Accountant final or CISA (Certified Information Systems Audit) Final or its equivalent.
- (ii) Must have a Bachelors Degree in Commerce (Accounting option) or any other related field.
- (iii) Must be conversant with the internal standards on Auditing or international standards.
- (iv) Must be conversant with relevant computer packages such as SAGE ACCPAC
- (v) Must have at least ten (10) years' experience in Audit work at senior level in Government, Parastatal or equivalent organization
- (vi) Must be a member of relevant professional bodies and in good standing
- (vii) Must meet the requirements of Chapter six (6) of the Constitution.

The successful candidate will be required to undertake audit duties in the University and should be able to prepare workable audit programs, audit policies, supervise, direct and provide team leadership to internal auditors. He/she will also be expected to prepare periodic audit reports for the University Management and University Council.

### **4. DEPUTY CHIEF INTERNAL AUDITOR (GRADE 14) - EU/VC/-2021-0404**

The Deputy Chief Internal Auditor reports to the Chief Internal Auditor Manager and will Deputize the head of the Department of Internal Audit. The candidate should possess the following qualifications and experience:-

#### **Duties and Responsibilities**

1. Deputize the Chief Internal Auditor.
2. Responsible for appraisal, summarization and discussion of Audit findings with relevant departments or sections.
3. Responsible for the preparation of audit reports for presentation to the University Management Board.
4. Review and revise existing internal audit control systems.

5. Develop audit techniques.
6. Responsible for all staff matters in the department.
7. Carry out audit of transactions.
8. Supervise assigned staff.
9. Any other duties that may be assigned by immediate supervisor.

#### Academic / Professional Requirements

- Masters degree in relevant field.
- Bachelors Degree in Commerce (Accounting option) and CIA or CPA Final or CISA (Certified Information Systems Auditor) Final.
- ICT Compliance

#### Experience

3 years experience as Senior Internal Auditor.

#### TERMS AND CONDITIONS OF SERVICE

Terms and conditions of service will be as provided for in the approved terms and conditions of service for the position. The contract for this position is a **three (3)** year term renewable on the basis of satisfactory performance.

**All applications should be addressed to:**  
**The Deputy Vice Chancellor**  
**Administration, Planning and Development**  
**Egerton University**  
**P. O. Box 536 – 20115**  
**Egerton**

## **DIVISION OF ACADEMIC AFFAIRS**

### **FACULTY OF SCIENCE**

#### **DEPARTMENT OF MATHEMATICS**

##### **5. Tutorial Fellow Grade XI (Actuarial Science) (2 Posts) – EU/AA/2021 - 0405**

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

- (i) Have a Bachelors degree and a Masters degree in Actuarial Science from accredited and recognized University.
- (ii) Be registered or registrable for PhD or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable with the relevant professional body (where applicable)
- (iv) Certificate of good conduct
- (v) Computer Literate

### **FACULTY LAW**

##### **6. Lecturer Grade 12 (2 Posts) EU/AA/2021-0406**

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

- (i) An earned a Ph.D degree or its equivalent in law from an accredited and recognized University and be registered or registerable with the relevant professional body (where applicable)

**OR**

- (ii) Master of Laws Degree from accredited and recognized University with at least three (3) years teaching experience at university level of in research or in industry.
- (iii) A minimum of twenty four (24) publication points, of which at least sixteen (16) should be from refereed journals papers.
- (iv) Membership in good standing a professional bodies
- (v) Certificate of good conduct

- (vi) Computer Literate

**FACULTY ARTS AND SOCIAL SCIENCES**

**DEPARTMENT OF PHILOSOPHY, LITERATURE AND RELIGION**

**7. Lecturer Grade 12 (International Studies) (2 Posts) EU/AA/2021 - 0407**

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

- (i) An earned a Ph.D degree in International Studies from an accredited and recognized University and be registered or registerable with the relevant professional body (where applicable)

**OR**

- (ii) Master's degree in International Studies from accredited and recognized University with at least three (3) years teaching experience at university level of in research or in industry.
- (iii) A minimum of twenty four (24) publication points, of which at least sixteen (16) should be from refereed journals papers.
- (iv) Registered with the relevant professional body (*where applicable*).
- (v) Certificate of good conduct
- (vi) Computer Literate

## **FACULTY OF AGRICULTURE**

### **DEPARTMENT OF CROPS, HORTICULTURE & SOIL SCIENCES**

#### **8. Lecturer Grade 12 (Plant Biotechnology) (1 Post) - EU/AA/2021 – 0408**

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

- (i) An earned a Ph.D degree in Plant Biotechnology OR Horticulture/ Agronomy with specialization in Biotechnology from an accredited and recognized University and be registered or registerable with the relevant professional body (where applicable)
- OR**
- (ii) Master's in Plant Biotechnology OR Horticulture with specialization in Biotechnology from accredited and recognized University with at least three (3) years teaching experience at university level or in research or in industry.
- (iii) A minimum of twenty four (24) publication points, of which at least sixteen (16) should be from refereed journals papers.
- (iv) Registered with the relevant professional body (*where applicable*).
- (v) Certificate of good conduct
- (vi) Computer Literate

#### **9. Lecturer Grade 12 (Horticulture - Floriculture and Ornamental Horticulture) (1 Post) EU/AA/2021 – 0409**

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

- (i) An earned a Ph.D degree in Horticulture with the area of specialization in Floriculture and Ornamental Horticulture from an accredited and recognized University and be registered or registerable with the relevant professional body (where applicable)
- OR**



- (ii) Master's degree in Horticulture with the area of specialization in Floriculture and Ornamental Horticulture from an accredited and recognized University with at least three (3) years teaching experience at university level or in research or in industry.
- (iii) A minimum of twenty four (24) publication points, of which at least sixteen (16) should be from refereed journals papers.
- (iv) Registered with the relevant professional body (*where applicable*).
- (v) Certificate of good conduct
- (vi) Computer Literate

## **FACULTY OF ENGINEERING AND TECHNOLOGY**

### **DEPARTMENT OF CIVIL AND ENVIROMENTAL ENGINEERING**

#### **10. Tutorial Fellow Grade XI (Structural Engineering) (1 post) – EU/AA/2021 - 0410**

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

- (i) Have a Bachelors degree and a Masters degree in Structural Engineering from accredited and recognized University.
- (ii) Be registered or registrable for Ph.D or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable by Engineering Board of Kenya
- (iv) Certificate of good conduct
- (v) Computer Literate

#### **11. Tutorial Fellow Grade XI (Transportation/Geotechnical Eng.)(1 post) – EU/AA/2021 – 0411**

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

- (i) Have a Bachelors degree and a Masters degree in Transportation/Geotechnical Engineering from accredited and recognized University.
- (ii) Be registered or registrable for Ph.D or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable by Engineering Board of Kenya

- (iv) Certificate of good conduct
- (v) Computer Literate

## **DEPARTMENT OF ELECTRICAL & CONTROL ENGINEERING**

### **12. Tutorial Fellow Grade XI (Control Engineering) (1 Post) – EU/AA/2021 - 04012**

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

- (i) Have a Bachelors degree and a Masters degree in Instrumentation & Control engineering/Power Systems Engineering from accredited and recognized University.
- (ii) Be registered or registrable for Ph.D or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable by Engineering Board of Kenya
- (iv) Certificate of good conduct
- (v) Computer Literate

### **13. Tutorial Fellow Grade XI (Electronic Engineering) (1 Post) – EU/AA/2021 - 04014**

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

- (i) Have a Bachelors degree and a Masters degree in Electronics Engineering/Telecommunications Engineering from accredited and recognized University.
- (ii) Be registered or registrable for Ph.D or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable by Engineering Board of Kenya
- (iv) Certificate of good conduct
- (v) Computer Literate

## **DEPARTMENT OF INDUSTRIAL AND ENERGY ENGINEERING**

### **14. Tutorial Fellow Grade XI (Mechanics of Machines)(1 Post)–EU/AA/2020 - 01012**

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

- (i) Have a Bachelors degree and a Masters degree in Mechanical Engineering with specialization in Mechanics of Machines from accredited and recognized University.
- (ii) Be registered or registrable for Ph.D or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable by Engineering Board of Kenya (EBK).
- (iv) All applicants with foreign degree must have them certified by CUE/national qualifications Authority
- (v) Certificate of good conduct
- (vi) Computer Literate

### **15. Tutorial Fellow Grade XI (Manufacturing/Production Engin.) (1 Post) EU/AA/2021 - 04015**

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

- (i) Have a Bachelors degree and a Masters degree in Manufacturing/Production Engineering from accredited and recognized University.
- (ii) Be registered or registrable for Ph.D or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable by Engineering Board of Kenya (EBK)
- (iv) All applicants with foreign degree must have them certified by CUE/national qualifications Authority
- (v) Certificate of good conduct
- (vi) Computer Literate

**16. Tutorial Fellow Grade XI (Material Science) (1 Post) - EU/AA/2021 - 04016**

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

- (i) Have a Bachelors degree and a Masters degree in Material Science from accredited and recognized University.
- (ii) Be registered or registrable for PhD or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable by Engineering Board of Kenya (EBK)
- (iv) All applicants with foreign degree must have them certified by CUE/national qualifications Authority
- (v) Certificate of good conduct
- (vi) Computer Literate

**DEPARTMENT OF AGRICULTURAL ENGINEERING**

**17. Lecturer Grade 12 (Agricultural Engineering) (1 post) – EU/AA/2020 - 01015**

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

- (i) An earned Ph.D degree or its equivalent in Agricultural Engineering from an accredited and recognized University and be registered or registerable with the relevant professional body (where applicable)

**OR**

- (ii) Master's degree or its equivalent in Agricultural Engineering from accredited and recognized University with at least three (3) years teaching experience at university level or in research institution.
- (iii) A minimum of twenty four (24) publication points, of which at least sixteen (16) should be from refereed journals papers.
- (iv) Certificate of good conduct
- (v) Computer Literate

**18. Tutorial Fellow Grade XI (Farm Machinery Management)(1 Post) – EU/AA/2021 - 04018**

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

- (i) Have a Bachelors degree and a Masters degree in Agricultural Engineering with specialization in Farm Machinery Management from accredited and recognized University.
- (ii) Be registered or registrable for Ph.D or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable by Engineering Board of Kenya
- (iv) Certificate of good conduct
- (v) Computer Literate

**19. Tutorial Fellow Grade XI (Soil & Water Engineering) (1 Post) – EU/AA/2021 - 04019**

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

- (i) Have a Bachelors degree and a Masters degree in Agricultural Engineering with specialization in Soil and Water Engineering) from accredited and recognized University.
- (ii) Be registered or registrable for Ph.D or equivalent Doctorial Degree qualification.
- (iii) Be registered or registerable by Engineering Board of Kenya
- (iv) Certificate of good conduct

## **SALARY SCALE**

<b>Campus Principal</b>	-	<b>Kshs.325,097 – Kshs.408,077/=</b>
<b>Registrar (Academic Affairs)</b>	-	<b>Kshs.170,681 – Kshs.248,898/=</b>
<b>Chief Internal Auditor Grade 15</b>	-	<b>Kshs.170,681 – Kshs.248,898/=</b>
<b>Deputy Chief Internal Auditor Grade 14</b>	-	<b>Kshs.135,859 – Kshs.189,813/=</b>
<b>Lecturer Grade 12</b>	-	<b>Kshs.99,409 – Kshs.140,683/=</b>
<b>Tutorial Fellow Grade XI</b>	-	<b>Kshs.83,598 – Kshs.118,348/=</b>

## **APPLICATION PROCEDURE**

More information on the posts and mode of application can be found on the University website: <http://www.egerton.ac.ke>. Application letter together with two (2) copies of CV with the following details; age, marital status, work experience, current post, current salary, and other financial benefits. Certified copies of academic certificates, transcripts and professional qualification. A copy of valid certificate of Good Conduct. Names and addresses of three (3) referees one of whom should be your present or previous employer. Quote the reference number of the post applied for on the envelope and address it to:-

**The Deputy Vice Chancellor**  
**(Administration Planning & Development)**  
**Egerton University**  
**P. O. Box 536 – 20115**  
**EGERTON**

Applications should be received not later than **6<sup>th</sup> May, 2021**. Only shortlisted candidates will be contacted. **Applicants are required to request their referees to write to us directly using the above address. Women and persons with disability are encouraged to apply.** Egerton University is an equal opportunity employer.