



MASENO UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR,
(ADMINISTRATION, FINANCE AND DEVELOPMENT)

DECLARATION OF VACANCIES

In pursuit of its mission and mandate, the University wishes to invite applications from suitable qualified candidates to fill the positions indicated below:

1. EXTERNAL ADVERTISEMENT
TEACHING POSITIONS

SCHOOL OF MEDICINE

DEPARTMENT OF PATHOLOGY

Lecturer – Grade Twelve (12) (General Pathology/Clinical Pathology / Anatomic Pathology)	One (1) Position	MSU/ACA/SM/DOP/01/24
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DEPARTMENT OF HUMAN ANATOMY

Tutorial Fellow – Grade Eleven (11) (Human Anatomy)	Two (2) Positions	MSU/ACA/SM/DOHA/01/24
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SCHOOL OF NURSING

DEPARTMENT OF MEDICAL SURGICAL NURSING

Lecturer - Grade Twelve (12) (Critical Care Nursing)	One (1) Position	MSU/ACA/MSNCCN/01/24
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SCHOOL OF PHYSICAL & BIOLOGICAL SCIENCES

DEPARTMENT OF ZOOLOGY

Lecturer- Grade Twelve (12) (Entomology)	One (1) Position	MSU/ACA/DOZE/01/24
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NON-TEACHING POSITIONS

OFFICE OF THE DEPUTY VICE-CHANCELLOR, ADMINISTRATION, FINANCE & DEVELOPMENT

KISUMU HOTEL

Food & Beverage Manager - Grade KH Ten (KH 10)	One (1) Position	MSU/ADM/ KH/01/24
Front Office Manager - Grade KH Nine (KH 9)	One (1) Position	MSU/ADM/KH/02/24

MODE OF APPLICATION

Interested applicants should visit Maseno University Website; www.maseno.ac.ke to view detailed and application requirements.

REQUIREMENTS FOR APPOINTMENT

Lecturer- Grade Twelve (12) - One (1) Position - MSU/ACA/SM/DOP/01/24

(Human Pathology/ Clinical Pathology/ Anatomic Pathology)

Requirements for Appointment:

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB, MBBS or MD) degree and a postgraduate Master of Medicine (MMed) degree in General Pathology / Clinical Pathology / Anatomic Pathology or any discipline within Pathology;
- ii. A valid Practicing License from Kenya Medical Practitioners and Dentists Council (KMPDU);
- iii. A minimum of Twenty-four (24) publication points, at least Sixteen (16) should be from refereed scholarly journal papers;
- iv. Must be ready to undertake further sub-specialist training in pathology leading to Fellowship or PhD in any discipline of pathology; and
- v. Evidence of excellence in scholarship including scientific publications, supervision of postgraduate students and attraction of Research Funds will provide an added advantage;.

Lecturer- Grade Twelve (12) - One (1) Position - MSU/ACA/MSNCCN/01/24

(Critical Care Nursing)

Requirements for Appointment

- i. An earned PhD or equivalent degree qualification in the relevant field from accredited and recognized University **OR** a Master's degree in the relevant field from accredited and recognized University with at least Three (3) years teaching experience at University level or in research or in industry;
- ii. A minimum of Twenty-four (24) publication points, at least Sixteen (16) should be from refereed scholarly journal papers; and
- iii. A valid Practicing License with the Nursing Council of Kenya (NCK).

Lecturer Grade Twelve (12) - One (1) Position - MSU/ACA/DOZE/01/24

(Entomology)

Requirements for Appointment:

- i. An earned PhD in Entomology or equivalent advanced degree qualification in Zoology with a focus on Entomology from accredited and recognized University;
- ii. A minimum of Twenty-four (24) publication points, at least Sixteen (16) should be from refereed scholarly journal papers; and
- iii. Registered with the relevant professional body (*where applicable*).

Tutorial Fellow- Grade Eleven (11) - Two (2) Positions MSU/ACA/SM/DOHA/01/24

(Human Anatomy)

Requirements for Appointment:

- i. Master's degree and Bachelor's degree qualifications in the relevant field from accredited and recognized University;
- ii. A clinical background either MBChB, Clinical Medicine or its equivalent from a recognized institution;
- iii. At least Two (2) years' work experience as a Graduate Assistant in Anatomy or Clinical Instructor;

- iv. Registered for a Doctor of Philosophy (PhD) or its equivalent Doctoral degree qualification; and
- v. A valid practicing license or Registered with Kenya Medical Practitioners and Dentists Council (KMPDU)/Clinical Officers Council of Kenya/ Nursing Council of Kenya or any other relevant professional body.

Food & Beverage Manager - Grade KH Ten (KH 10) One (1) Position - MSU/ADM/ KH/01/24

Requirements for Appointment:

- i. Bachelor’s Degree in Hospitality Management, or its equivalent from a recognized University;
- ii. At least Eight (8) years relevant working experience with proven integrity, honesty, independence, innovativeness and compliance to deadlines, Three (3) of which must have at a Senior Level Management in a Three (3) Star Hotel;
- iii. Have operational knowledge of Hotel;
- iv. Proficiency in relevant computer applications and Hotel Management Systems.; and
- v. Registered with the relevant professional body (where applicable).

Duties and responsibilities

- i. Ensuring optimum value in terms of cost in respect to all food and beverage purchase rate contacts;
- ii. Carrying out periodic market survey, analyzing finding and submitting reports to the General manager on raw materials prices, quality and availability in the market;
- iii. Spot check merchandise received daily to determine that it confirms to specifications as to weight, trim and count that it has property invoiced;
- iv. Maintain a daily and cumulative monthly record of food and beverage requisitions and of direct purchases issued to the producing Department requisition;
- v. Menu planning, quality production and control, portion control and pricing;
- vi. Maintain sales history through menu abstracts and prepare daily, weekly and monthly cover forecasts to assist in the planning of purchasing, staffing and production requirements;
- vii. Ensure adherence to Hotel policies, procedures, and standards to maintain operational efficiency and guest satisfaction; and
- viii. Any other duty as may be assigned by the supervisor from time to time.

Front Office Manager - Grade KH Nine (KH 9) - One (1) Position - MSU/ADM/KH/02/24

Requirements for Appointment:

- i. Bachelor’s Degree in Front Office Management / Hospitality Management, or its equivalent from a recognized University;
- ii. At least Eight (8) years relevant working experience with proven integrity, honesty, independence, innovativeness and compliance to deadlines, Three (3) of which must have at a Senior Level Management in a Three (3) Star Hotel;
- iii. Have operational knowledge of Hotel;
- iv. Proficiency in relevant computer applications and Front Office Software and Hotel Management Systems.; and
- v. Registered with the relevant professional body (*where applicable*).

Duties and responsibilities

- i. Oversee daily front desk operations, including managing room reservations, guest check-ins/outs, and cash handling;

- ii. Ensure adherence to Hotel policies, procedures, and standards to maintain operational efficiency and guest satisfaction;
- iii. Ensure guest satisfaction by providing high-quality service and resolving issues effectively;
- iv. Supervise and coordinate the activities of front desk staff, including scheduling, training, and performance management;
- v. Foster a positive and productive work environment, promoting teamwork and collaboration;
- vi. Prepare and review reports related to front desk operations, guest feedback, and other relevant metrics;
- vii. Communicate effectively with other hotel departments to ensure seamless guest service and resolve any issues that arise;
- viii. Assist with inventory management, including ordering and maintaining supplies for the front desk; and
- ix. Any other duties that may be assigned by immediate supervisor.

TERMS OF SERVICE

The Terms of service for **ALL** positions will be on Permanent and Pensionable subject to Retirements Benefits Authority Regulations **EXCEPT** the positions of **Food & Beverage Manager and Front Office Manager**, Kisumu Hotel that will be on a Three (3) year Contract Terms renewable based on satisfactory performance and the position of Tutorial Fellow on a Two (2) year Contract Term renewable once based on satisfactory performance.

MODE OF APPLICATION

Interested applicants should visit Maseno University Website; www.maseno.ac.ke to view detailed requirements. Each application should be submitted together with an updated Curriculum Vitae, all academic and professional certificates, all transcripts, KCSE and KCPE or their equivalents, evidence of publications and research funds, latest payslip, telephone contact, ID/passport and other certificates and testimonials. Recognition and Equation Certificate from CUE for any foreign Certificate.

Maseno University is an equal opportunity employer and therefore applicants of all gender, marginalized group and persons living with disability are encouraged to apply. The latter should attach their NCPWD certificate. The University does not charge any fee for the recruitment and selection process.

Qualified candidates should submit **TEN (10) HARD COPIES** of the application clearly indicating the reference number of the position applied. Applications must be submitted on or before **14th October, 2024** addressed to:

**The Deputy Vice-Chancellor
Administration, Finance and Development
Maseno University
P. O. Box 333 - 40105
MASENO**

Note: Applications received later than the deadline will not be considered. Only shortlisted candidates will be contacted and canvassing will lead to automatic disqualification.