OFFICE OF THE DEPUTY VICE CHANCELLOR, FINANCE, PLANNING & ADMINISTRATION

VACANCIES

The Co-operative University of Kenya (CUK) is a State owned University established by the Government of Kenya under the Universities Act 2012. CUK invites applications from qualified and experienced persons with excellent credentials to fill the listed vacant positions;

1. **DEPARTMENT OF ECONOMICS AND ENTREPRENEURSHIP**
   i. Associate Professor, Economics - Grade 14, Ref CUK/AC/SBE/ ASSOC. PROF/2/20 (1)
   ii. Lecturer, Hotel And Institutional Management- Grade12, Ref CUK/AA/SBE/L/2/20(1)

2. **DEPARTMENT OF CO-OPERATIVES & AGRI-BUSINESS MANAGEMENT (C&AM)**
   i. Lecturer, Agribusiness Management- Grade 12, Ref CUK/AA/SCCD/L/2/20 (1)

3. **CORPORATE COMMUNICATIONS**
   i. Corporate Communications Officer I – Grade 12, Ref CUK/VC/COPCOM/2/20(1)

4. **SECURITY DEPARTMENT**
   i. Chief Security Officer - Grade 12, Ref CUK/VC/CSO/2/20 (1)
   ii. Janitor – Grade 4, Ref CUK/VC/JTR/2/20 (1)

5. **CENTRAL SERVICES**
   i. Clerk of Works - Grade 11, Ref CUK/FPA/CS/CLWRKS /2/20 (1)

The closing date for receiving applications is **Tuesday, 3rd March, 2020 at 12 noon**, applications received later than this period will not be considered.

**How to apply:**

For information on the job requirements and application procedure, interested applicants are requested to visit the University website: [www.cuk.ac.ke](http://www.cuk.ac.ke)

**Note:** The Co-operative University of Kenya is an Equal opportunity employer; Female applicants, persons with disabilities and those from marginalized areas are encouraged to apply.
THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)

CUK/A/260D

FEBRUARY, 2020

VACANCIES

The Co-operative University of Kenya (CUK) is a State owned University established by the Government of Kenya under the Universities Act 2012. The CUK is located in Karen, approximately 20km from Nairobi City Centre, in a conducive environment for academic engagement and learning.

The Vision of the University is to be a leading Global University in Training, Research and Innovation for Co-operative Development; whereas the Mission of the university is to provide Innovative Education, Training, Research, and Consultancy services for sustainable community empowerment.

The Co-operative University of Kenya invites applications from qualified and experienced persons with excellent credentials for vacant positions in the listed disciplines:

1. ACADEMIC POSITIONS

A. DEPARTMENT OF ECONOMICS AND ENTREPRENEURSHIP
   I. Associate Professor, Grade 14- CUK/AC/SBE/ ASSOC. PROF/2/20(1)
   II. Lecturer, Hotel And Institutional Management- Grade 12
       CUK/AA/SBE/L/2/20 (1)

1. ASSOCIATE PROFESSOR, GRADE 14 CUK/AC/SBE/ ASSOC. PROF/2/20(1)

Applicants should meet the following requirements:
   i. Must possess a PhD in a relevant field from an accredited or recognized University;
   ii. Must have four (4) years of teaching and research experience at University or research institution as a Senior Lecturer/Senior Research Fellow;
   iii. Must have published five (5) papers in referred journals or two (2) scholarly books or four papers and two chapters in a scholarly book;
   iv. Must have successfully supervised one (1) PhD thesis and three (3) masters thesis OR twelve (12) Masters projects and two PhD thesis since last promotion;
   v. Should have demonstrated academic leadership appropriate to this level;
   vi. Proven ability to attract research funds;
   vii. Must be a member of a relevant professional body.
2. LECTURER, HOTEL AND INSTITUTIONAL MANAGEMENT - GRADE 12  
CUK/AA/SBE/DEE/L/2/20 (1)

Applicants should meet the following requirements:

i. Must possess a PhD in a relevant field from an accredited or recognized University;
ii. Demonstrate experience in Curriculum Development and Academic Leadership;
iii. Have attended or contributed at learned conferences, seminars or workshops;
iv. Demonstrate community involvement;
v. Registration with relevant professional body will be an added advantage;

B. DEPARTMENT OF COOPERATIVES & AGRI-BUSINESS MANAGEMENT (C&AM)

LECTURER, AGRIBUSINESS MANAGEMENT- GRADE 12 CUK/AA/SCCD/(C&AM) /L/2/20 (1)

Applicants should meet the following requirements:

i. Must possess a PhD in a relevant field from an accredited or recognized University;
ii. Demonstrate experience in curriculum development and academic leadership;
iii. Have attended or contributed at learned conferences, seminars or workshops;
iv. Demonstrate community involvement;
v. Registration with relevant professional body will be an added advantage;

In addition applicants should demonstrate:

i. Ability to design and develop academic programmes and curricula;
   ii. Leadership skills;
   iii. Communication skills;
   iv. Interpersonal skills;
   v. Ability to work under pressure skills;
   vi. Problem solving skills;
   vii. Conflict management.

Duties and Responsibilities:

i. Teach undergraduate students and post graduate (in writing good academic proposal and publications) and supervise students research;
ii. Prepare learning and teaching materials to enable better delivery of content and achievement of the objectives of the course;
iii. Deliver the course content to students through lectures ensuring that they follow the curriculum objectives;
iv. Evaluate the delivery models and make appropriate improvements to ensure quality teaching and learning;
v. Set, moderate, invigilate, mark, and moderate exams in order to gauge the effectiveness of teaching and learning;
vi. Carry out a needs assessment for curriculum; identify the content gaps in order to produce competent graduates;

vii. Develop and review the curriculum and ensure that it complies with Commission for University Education guidelines and that is relevant to the job market and the standing of the University;

viii. Carry out research in the areas of specialization by writing grant proposals, publishing and disseminating research results to create and enhance knowledge;
x. Disseminate research result through publications, conferences, workshops to make knowledge accessible to the public;

x. Manage research grants and project, prepare budgets for the respective funds and ensure good and appropriate use of the same;
xii. Preparation of reports as required by funding agencies e.g. financial reports and research output;

xii. Provide consultancy services with key stakeholders in areas of expertise for improved social-economic development;

xiv. Serve as expert in local and international committees and panels ensuring appropriate dissemination of knowledge.

2. NON TEACHING POSITIONS

A. CORPORATE COMMUNICATIONS

VACANT POSITION

CORPORATE COMMUNICATIONS OFFICER I – GRADE 12
CUK/VC/COPCOM/2/20(1)

Applicants should meet the following requirements:

i. Must possess a masters degree in Corporate Communications, Marketing or Public Relations from a recognized or accredited university;

ii. Must possess three (3) years’ experience in grade 11 or equivalent position in an institution of higher learning or a comparable institution with a proven track record of exemplary performance;

iii. Must be a member of the Public Relations Society of Kenya/Marketing Society of Kenya;

iv. Must be commuter literate;
v. Must be a confident communicator and possess presenter skills;

vi. Must possess exceptional writing and editorial skills;
vii. Must possess strong knowledge and understanding of current trends in digital/social media;
viii. Possession of relevant additional qualifications will be an added advantage.
Key Responsibilities

i. Develop and implement a strategic marketing, student admissions, communications, Public Relations and digital strategies in line with the overall University’s Strategic Plan.

ii. Develop, implement and monitor policies, plans, strategies, and outputs.

iii. Maintain and develop links with local and metropolitan media outlets to facilitate good communication and ensure fair and accurate coverage of the university.

iv. Responsible for communicating key messages to defined target audiences to establish goodwill and understanding between the university and its stakeholders. This is proactively achieved by generating positive coverage through effective media relations with broadcast, print and new media.

v. Monitor the publicity that is generated on behalf of the university, as well as liaising on an everyday basis with the executive management team to update and report on the success of the publicity.

vi. Prepare and present media statements, responds to media enquires – is the institution’s spokesperson.

vii. Approve the corporate trend to maintain a positive image of the University.

viii. Coordinate organization of protocol during all university functions and media events.

ix. Continually build all aspects of the University’s brand in collaboration with its stakeholders.

x. Ensure consistent articulation of the University’s brand to internal and external stakeholders.

xi. Design and implement effective internal communication strategies to the University’s various constituencies.

xii. Develop, implement and monitor effective use of the departmental budget.

xiii. Provide guidance for university functions to be executed in line with the University’s brand, policies, and aspirations.

xiv. Manage the University’s marketing efforts in liaison with schools, admissions, and other stakeholders.

xv. Act as the University’s representative with the media in negotiating and building relations with the media.

xvi. Continuously monitor and report on the University’s media coverage and brand positioning across multiple media channels.

xvii. Recommend strategies to manage Corporate Communication, including identifying appropriate responses and communication channels to maintain a positive image for the institution.

xviii. Approve content of print, electronic and digital publications that relate to corporate communication at the University.

xix. Prepare speeches for the Vice Chancellor and other senior staff and any other authorized spokespersons as required.

xx. Sensitize the board and senior management on medial liaison including how to effectively respond to media queries.
B. SECURITY DEPARTMENT

I. Chief Security Officer - Grade 12 Ref CUK/VC/CSO/2/20;
II. Janitor – Grade 4 Ref CUK/VC/JTR/2/20;

I. CHIEF SECURITY OFFICER - GRADE 12 REF CUK/VC/CSO/2/20;

QUALIFICATIONS

i. Must possess a masters degree in a relevant field from a recognized or accredited university;
ii. Must possess a bachelors degree in Criminal Justice, Security Studies or any other relevant field from a recognized and accredited university;
iii. Must possess three (3) years’ experience in grade 11 or equivalent position in an institution of higher learning or a comparable institution with a proven track record of exemplary performance;
iv. Must be knowledgeable on current trends in security matters;
v. Must be computer literate; and
vi. Possession of relevant additional professional qualification will be an added advantage.

OR

i. Must possess a bachelors degree in Criminal Justice, Security Studies or any other relevant field from a recognized or accredited university;
ii. Must be have served at the level of Captain or Chief Inspector of Police;
iii. Must possess three (3) years’ experience in grade 11 or equivalent position in an institution of higher learning or a comparable institution with a proven track record of exemplary performance;
iv. Must be knowledgeable on current trends in security matters;
v. Must be computer literate; and
vi. Possession of relevant additional professional qualification will be an added advantage.

OR

i. Must be a Commissioned Officer in the Disciplined Forces at the level of Major or the equivalent of Superintendent of Police;
ii. Must possess three (3) years’ experience in grade 11 or equivalent position in an institution of higher learning or a comparable institution with a proven track record of exemplary performance;
iii. Must be knowledgeable on current trends in security matters;
iv. Must be computer literate; and
v. Possession of relevant additional professional qualification will be an added advantage.
Duties and Responsibilities:

i. Create or implement security standards, policies, and procedures in the University to ensure safety of both staff, students and physical assets at all times;

ii. Develop, implement, manage, and evaluate policies and methods to protect personnel against harassment, threats, or violence in the University;

iii. Sensitize, supervise and train staff on security emergency management and contingency procedures for preparedness and equipment with knowledge to avert any disaster;

iv. Plan, direct, and coordinate security activities to safeguard University’s assets, employees, guests, or others on University property;

v. Assess risks to mitigate potential consequences of incidents and develop a plan to respond to incidents if and when they happen in the University;

vi. Monitor and ensure a sound and safe environment in the University at all times;

vii. Keep abreast with emerging security threats and devising appropriate information to ensure the University’s security is maintained at all times;

viii. Oversee prompt respond by the security staff to medical emergencies, fire alarms, or intrusion alarms, following emergency response procedures;

ix. Identify, investigate and resolve security breaches in the University. This is by reporting unusual activities in the University to the Security Committee;

x. Present periodic returns on the operational security matters to the Security Committee, in order to inform on the status of the department and areas of improvement;

xi. Maintain records and charts of crimes and incidents in the University, for traceability and accountability purposes;

xii. Plan and design security documents such as passes and registers to ease identification of students, staff, visitors in the University at all times;

xiii. Liaise with relevant security agencies in the University, to keep everyone informed on the operational security matters;

xiv. Coordinate investigations and prosecutions of persons held responsible for theft or violence. This ensures that cases are handled and escalated in a right and fair way;

xv. Prepare and forward security reports monthly to the Vice Chancellor and the Security Committee for appropriate action and decision making;

xvi. Co-ordinate and supervise the functions of the seconded Administrative Police Officers, Internal security and contracted security guards to ensure that they meet the university’s expectations;

xvii. Assist with the security training and awareness to all contracted guards to conform to the university internal security needs (done by carrying out routine lectures, compliance physical checks of the guards their assignments);

xviii. Identify and control staff, equipment, students and visitors in and out of the university premises;

xix. Monitoring movements of university equipment into and out of campus by verifying gate passes;

xx. Conduct regular searches to unearth crime and criminality and enforcement of all rules/regulations/policies;

xxi. Monitor functionality of perimeter fence, CCTV, fire-fighting equipment and securing lighting system in the university;
xxii. Preventing, detecting and protection against all illegal invasion and destruction of the university’s assets and information;
xxiii. Ensure that all exit and entry point to and from the university are protected and there is a physical presence of guards 24 hours on campus;
xxiv. Attend court proceedings to act as witnesses in court cases involving staff, students and other stakeholders within the university.
xxv. Conduct security drills to test on preparedness and vigilance for security emergencies;
xxvi. Enforce law and order in the university by arresting offenders and submitting reports to relevant authorities;
xxvii. Recommend disciplinary action against students/staff in gross misconduct and security issues;
xxviii. Liaise with local police, firemen, county government and ambulances in handling security issues and emergencies.

JANITOR – GRADE 4 REF CUK/VC/JTR/2/20;

QUALIFICATIONS

i. Must possess an advanced certificate in Criminal Justice, Security Studies or any other relevant field from an accredited university;
ii. Must possess a KCSE Certificate;
iii. Must possess three (3) years’ experience as a security guard/janitor in an institution of higher learning or a comparable institution with a proven track record of exemplary performance;
iv. Must be computer literate;
v. Must be trained in First Aid and firefighting;
vi. Possession of relevant additional professional qualification will be an added advantage.

OR

i. Should have worked with any of the Disciplined Forces of Kenya or a reputable security firm with a Discharge Certificate
ii. Must possess a KCSE Certificate
iii. Must possess three (3) years’ experience as a security guard/janitor in an institution of higher learning or a comparable institution with a proven track record of exemplary performance;
iv. Computer literate
v. Must be trained in First Aid and firefighting;
vi. Possession of relevant additional professional qualification will be an added advantage.
DUTIES & RESPONSIBILITIES

i. Enforcement of rules and regulations within the halls of residence  
ii. Protection of University property  
iii. Maintenance of law and order within the halls of residence  
iv. Check for unauthorized access within the halls of residence  
v. Apprehension of offenders within the halls of residence  
vi. Ensure safety of students within the halls of residence  
vii. Report all the daily occurrences for action through the chain of command;  
viii. Any other duties as may be assigned from time to time.

C. CENTRAL SERVICES

VACANT POSITION

Clerk of Works - Grade 11

Applicants should meet the following requirements:

CLERK OF WORKS - GRADE 11 CUK/FPA/CS/CLWRKS /2/20 (1)

i. Must Possess Higher National Diploma in Civil Engineering/Building and Construction/Construction Management/Building Economics/Quantity Survey from a recognized institution;  
ii. Must possess three (3) years’ experience in grade 10 or equivalent position in an institution of higher learning or a comparable institution with a proven track record of exemplary performance;  
iii. Must be Proficient in the use of design software and Microsoft office and knowledge of applicable National and County building regulations;  
iv. Must possess an understanding of engineering, architectural, and other construction drawings as well as building methods and elements of strong projects analytics;  
v. Must be a member of a relevant recognized professional body;  
vi. Must have Knowledge and Competency in Information and Communication Technology;  
vii. Proficiency in the use of MS Project, AutoCAD, ArchiCAD will be an added advantage.

OR

i. Must Possess a bachelors degree in Civil Engineering/Building and Construction/Construction Management/Building Economics/Quantity Survey from a recognized or accredited university;  
ii. Must possess three (3) years’ experience in grade 10 or equivalent position in an institution of higher learning or a comparable institution with a proven track record of exemplary performance;  
iii. Must be Proficient in the use of design software and Microsoft office and knowledge of applicable National and County building regulations;
iv. Must possess an understanding of engineering, architectural, and other construction drawings as well as building methods and elements of strong projects analytics;
v. Must be a member of a relevant recognized professional body;
vi. Must have Knowledge and Competency in Information and Communication Technology;
vii. Proficiency in the use of MS Project, AutoCAD, ArchiCAD will be an added advantage

**Key Responsibilities**

i. Supervise all maintenance and repair works to ensure that the works have been done in accordance with the user specifications.

ii. Coordinate and monitor all phases of building construction at the work site for the University,

iii. Cost all maintenance and repair works (infrastructure, plant & machinery) within the University and the campuses,

iv. Project identification and Scoping

v. Examine, as far in advance as possible, all contract documents and drawings on individual schemes for discrepancies;

vi. Attend pre-contract meetings; Report on the contractor’s anticipated building programme and on the performance of contractors and external consultants

vii. Design of in-house projects

viii. Coordinate, monitor and inspect work of construction contractor for assigned projects on behalf of the University;

ix. Review contract documents, architectural drawings and specifications in order to maintain familiarity with assigned projects and ensure construction contractor’s full understanding of documents;

x. Review contractor shop drawings and provide comments on conformance/non-conformance to architect;

xi. Ensure contract compliance by the contractor, such as conducting tests specified in contract and installing materials/equipment as specified in contract, and report deficiencies to project manager;

xii. Provide reports on all on-site matters, including third-party inspections, progress, safety concerns, and causes for delay;

xiii. Maintain job-site files, documents, reports and daily log; prepare periodic reports for University management;

xiv. Attend all job-site meetings in conjunction with project manager and advising of difficulties being encountered or likely to be encountered;

xv. Receive, record, present for architect approval, and maintain custody of samples submitted by construction contract;

xvi. Review requests for progress payments submitted by construction contractor and forward with recommendations to the Project Manager;

xvii. Make recommendations both orally and in writing about any aspect of the works including quality which do not conform with the plans, specifications or schedules of works and other documentation that might be unsatisfactory for any other reasons of designs, work or cost; Refer recommendations to line manager for a decision on further instruction;
xviii. Continuously monitor work on site in accordance with the Contractors Method Statements and the Construction Health and Safety Plan, and endeavor to ensure the safety of all persons affected by the works; Promptly report breaches to contractors and consultants in written form;

xix. Examine, as far in advance as possible, all contract documents and drawings on individual schemes for discrepancies;

xx. Check that progress is maintained according to the building programme and advise on any likely cause for delay to the services consultant;

xxi. Prepare and attend snagging inspections and advise prior to the issue of Certificate of Practical Completion;

xxii. Ensure that schedules of defects after handover are maintained, and their rectification before the expiration of the defects liability period;

xxiii. Work in collaboration with members of the Project Design Team and clients to ensure projects, both pre and post contract, run smoothly and objectives are achieved;

xxiv. Where approval samples are available, compare work carried out against samples and ensure that it’s consistent with the original;

xxv. Give a view on completion dates as work progress;

xxvi. Liaison with regulatory and professional bodies to ensure compliance with legal requirements;

xxvii. Provide an independent assessment of the works undertaken, checking the quality of the build, Mechanical & Electrical, structural and architectural works, produce regular reports and a dialogue with the design team; Reports include a site diary; photographic evidence; progression of the works against the programme; site meeting information and highlight any potential risks.
HOW TO APPLY

Applicants should:

i. Visit the University website www.cuk.ac.ke on the footer under the IMPORTANT LINKS section, CLICK on ONLINE RECRUITMENT PORTAL, Login and fill the application form, attach testimonials then submit the online application;

ii. Submit three (3) hard copies of the letter of application, certificates, testimonials and updated curriculum vitae to include full details of education, professional qualifications, experience, membership with professional bodies present salary, names and addresses of three referees;

iii. Academic staff should include:
   - Evidence of publication;
   - Evidence of supervision of post graduate students;
   - Evidence of curricula developed;
   - Evidence research funds attracted.

iv. Clearly indicate the position and the reference number on the application letter and on the envelop which should be addressed to:

   The Deputy Vice Chancellor, FPA,
   The Co-operative University of Kenya,
   P.O Box 24814-00502.
   Karen, Nairobi, Kenya.

v. Recommendations from at least three (3) referees should be sent separately to the address above on or before Tuesday, 3rd March, 2020 at 12 noon;

vi. All applications must be received by Tuesday, 3rd March, 2020 at 12 noon. Applications received later than this period will not be considered;

vii. SHORTLISTED candidates will be required to submit VALID AND CURRENT clearance certificates from the following:
   a) Kenya Revenue Authority (KRA);
   b) Higher Education Loans Board (HELB);
   c) Ethics and Anti-Corruption Commission (EACC);
   d) Criminal Investigation Department (Certificate of Good Conduct); and
   e) Registered Credit Reference Bureau;
   f) In addition, those with academic qualifications obtained from foreign Universities will also be expected to undertake recognition and equation of their certificates from the Commission of University Education (CUE).

Note: The Co-operative University of Kenya is an Equal opportunity employer; Female applicants, persons with disabilities and those from marginalized areas are encouraged to apply. Only shortlisted candidates will be contacted.