OFFICE OF THE DEPUTY VICE-CHANCELLOR
FINANCE, PLANNING & ADMINISTRATION (FPA)

CUK/A/160D   MAY, 2021

ADVERTISEMENT FOR VACANT POSITIONS

The Co-operative University of Kenya (CUK) is a State-owned University established under The Universities Act 2012. CUK is located in Karen, approximately 20km from Nairobi City Centre, in a very 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 suitably qualified and experienced persons with excellent credentials for vacant positions in the listed disciplines.

1. ACADEMIC POSITIONS

A. SCHOOL OF BUSINESS AND ECONOMICS

I. DEPARTMENT OF ECONOMICS & ENTREPRENEURSHIP (E&E)

i.   Senior Lecturer, Tourism/ Hotel and Institutional Management- Grade13, Ref CUK/AA/E&E/SL/5/21(1)
ii. Lecturer, Tourism/ Hotel and Institutional Management- Grade12, Ref CUK/AA/E&E/L/5/21(1)
iii. Tutorial Fellow, Tourism/ Hotel and Institutional Management- Grade11, Ref CUK/AA/E&E/TF/5/21(1)

i. SENIOR LECTURER, TOURISM/ HOTEL AND INSTITUTIONAL MANAGEMENT- GRADE13, REF CUK/AA/E&E/SL/5/21(1)

Remuneration
Basic Salary per month: Kshs. (112, 038/= – 159, 720/=)
House Allowance per month: Kshs. (58, 972/=)
Applicants should meet the following requirements

i. Must possess an earned PhD, Masters and Bachelors Degree in Tourism/ Hospitality Management or related field;
ii. Must possess at least three (3) years teaching or six (6) years research experience at Lecturer or Research Fellow level respectively with a proven track record of exemplary performance;
iii. Must have successfully supervised at least three (3) Masters level or 1 PhD level student to completion since the last promotion;
iv. Must have published at least three (3) papers in peer-refereed journals or three (3) chapters in a scholarly book or one (1) scholarly book since the last promotion;
v. Must be an active member of a relevant professional body; and
vi. Must demonstrate evidence of attracted research funds, development and review of curriculum.

ii. LECTURER, TOURISM/HOTEL AND INSTITUTIONAL MANAGEMENT- GRADE12, REF CUK/AA/E&E/L/5/21(1)

Remuneration
Basic Salary per month: Kshs. (99, 409/= – 140, 683/=.)
House Allowance per month: Kshs. (55, 286/=)

Applicants should meet the following requirements:

i. Must possess an earned PhD, Masters and Bachelors Degree in Tourism/Hospitality Management or related field;
ii. Possession of the following requirements will be an added advantage;
   a. Experience in developing and reviewing curriculum;
   b. Experience in the hospitality industry or academia;
   c. Evidence of publications and attracting research funds; and
   d. Membership in a relevant professional body.

iii. TUTORIAL FELLOW, TOURISM/HOSPITALITY MANAGEMENT- GRADE 11, REF CUK/AA/E&E/TF/5/21(1)

Remuneration
Basic Salary per month: Kshs. (99, 409/= – 118,348/=)
House Allowance per month: Kshs. (51, 601/=)

Applicants should meet the following requirements:

i. Must possess an earned Masters and Bachelors Degree in Tourism/ Hospitality Management or related field;
ii. Must be registrable for a PhD; and
iii. Experience in the hospitality industry or academia and membership in a relevant professional body will be an added advantage.

B. SCHOOL OF CO-OPERATIVES AND COMMUNITY DEVELOPMENT

ii. I. DEPARTMENT OF CO-OPERATIVES & AGRI-BUSINESS MANAGEMENT (C&AM)

i. Senior Lecturer, Agribusiness Management - Grade 13, Ref CUK/AA/DCAM-AM/SL/5/21 (1)
ii. Lecturer, Agribusiness Management - Grade 12, Ref CUK/AA/DCAM-AM/L/5/21 (1)
iii. Lecturer, Law - Grade 12, Ref CUK/AA/DCAM-L/L/5/21 (1)

i. SENIOR LECTURER, AGRIBUSINESS MANAGEMENT - GRADE 13, Ref CUK/AA/DCAM-AM/SL/5/21 (1)

Remuneration
Basic Salary per month: Kshs. (112, 038/= − 159, 720/=)
House Allowance per month: Kshs. (58, 972/=)

Applicants should meet the following requirements:

i. Must possess an earned PhD, Masters and Bachelors Degree in Agribusiness Management or related field;
ii. Must possess at least three (3) years teaching or six (6) years research experience at Lecturer or Research Fellow level respectively with a proven track record of exemplary performance;
iii. Must have successfully supervised at least three (3) Masters Level or 1 PhD level student to completion since the last promotion;
iv. Must have published at least three (3) papers in peer-refereed journals or three (3) chapters in a scholarly book or one (1) scholarly book since the last promotion;
v. Must be a member of a relevant professional body; and
vi. Must demonstrate evidence of attracted research funds, development and review of curriculum.

ii. LECTURER AGRIBUSINESS MANAGEMENT - Grade 12, Ref CUK/AA/DCAM-AM/L/5/21 (1)

Remuneration
Basic Salary per month: Kshs. (99, 409/= − 140, 683/=.)
House Allowance per month: Kshs. (55, 286/=)

Applicants should meet the following requirements:

i. Must possess an earned PhD, Masters and Bachelors Degree in Agribusiness Management or related field;
ii. Possession of the following requirements will be an added advantage;
    a. Experience in developing and reviewing curriculum;
    b. Experience in the industry or academia;
    c. Evidence of publications and attracting research funds; and
    d. Membership in a relevant professional body.

iii. LECTURER, LAW - GRADE 12, Ref CUK/AA/DCAM-L/L/5/21 (1)

Remuneration
Basic Salary per month: Kshs. (99, 409/= − 140, 683/=)
House Allowance per month: Kshs. (55, 286/=)

Applicants should meet the following requirements

i. Must possess an earned PhD, Masters and Bachelors Degree in Law;
ii. Must possess a Diploma from the Kenya School of Law (KSL);
iii. Must be an advocate of the High Court;
iv. Possession of the following requirements will be an added advantage;
    a. Experience in developing and reviewing curriculum;
    b. Evidence of publications and attracting research funds will be an added advantage; and
    c. Membership in a relevant professional body.

OR

i. Must possess an earned Masters and Bachelors Degree in Law from accredited and recognized university;
ii. Must be registrable for a PhD;
iii. Must possess a Diploma from the Kenya School of Law (KSL);
iv. Must be an advocate of the High Court.
v. Must possess at least five (5) years teaching experience in a University with a proven track record of exemplary performance;
vi. Must possess at least three (3) papers in peer-refereed journals or one (1) scholarly book since the last promotion/appointment;
vii. Possession of the following requirements will be an added advantage;
    a. Experience in developing and reviewing curriculum;
    b. Evidence of publications and attracting research funds will be an added advantage; and
    c. Membership in a relevant professional body.

II.   DEPARTMENT OF COMMUNITY AND ENVIRONMENTAL MANAGEMENT (C&EM)

Senior Lecturer, Environmental Management - Grade 13, Ref CUK/AA/DCEM/(EM/SL/5/21 (1)

i.   SENIOR LECTURER, ENVIRONMENTAL MANAGEMENT - GRADE 13, Ref CUK/AA/DCEM/(EM) /SL/5/21 (1)

Remuneration
Basic Salary per month range: Kshs. (112, 038/= − 159, 720/=)
House Allowance per month: Kshs. (58, 972/=)

Applicants should meet the following requirements:

i.   Must possess an earned PhD, Masters and Bachelors Degree in Environmental Management or related field;

ii.   Must possess at least three (3) years teaching or six (6) years research experience at Lecturer or Research Fellow level respectively with a proven track record of exemplary performance;

iii.   Must have successfully supervised at least three (3) Masters level or 1 PhD level student to completion since the last promotion;

iv.   Must have published at least three (3) papers in peer refereed journals or three (3) chapters in a scholarly book or one (1) scholarly book since the last promotion;

v.   Must be a member of a relevant professional body; and

vi.   Must demonstrate evidence of attracted research funds, development and review of curriculum

In addition, applicants should demonstrate:

i.   Ability to teach/conduct research and supervise students and/or staff;
ii.   Ability to design and Develop academic programmes and curricula;
iii.   Leadership skills;
iv.   Communication skills;
v.   Interpersonal skills;
vi.   Ability to work under pressure skills;
Vii.   Problem- solving skills;
viii. Conflict management;
ix.   Supervisory skills.

Duties and Responsibilities for academic positions:

i.   Teaching undergraduate students and or postgraduate (in writing good academic proposal and publications) and supervise students research;

ii.   Preparing learning and teaching materials to enable better delivery of content and achievement of the objectives of the course;

iii.   Delivering the course content to students through lectures ensuring that they follow the curriculum objectives;

iv.   Evaluating the delivery models and make appropriate improvements to ensure quality teaching and learning;

v.   Setting, moderating, invigilating and marking exams in order to gauge the effectiveness of teaching and learning;

vi.   Carrying out a needs assessment for curriculum; identify the content gaps in order to produce competent graduates;

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

viii.   Carrying out research in their areas of specialization by writing grant proposals, publishing and disseminating research results to create and enhance knowledge;

ix.   Disseminating research result through publications, conferences, workshops to make knowledge accessible to the public;

x.   Managing research grants and project, prepare budgets for the respective funds and ensure good and appropriate use of the same;

xi.   Developing work plans and timelines to ensure the objectives of the research are well achieved;

xii.   Preparation of reports as required by funding agencies e.g. financial reports and research output;

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

xiv.   Creating, maintaining and expanding linkages with both local and international through networking to improve individual and institutional visibility;

xv.   Serving as an expert in local and international committees and panels ensuring appropriate dissemination of knowledge;

xvi.   Participation in the University open day, field day, exhibition for the enhancements of the image of the University.

2.   NON TEACHING POSITIONS

A.   UNIVERSITY LIBRARY

DEPUTY UNIVERSITY LIBRARIAN – GRADE 14 REF: CUK/NT/UL/DUL/5/21(1)

Remuneration
Basic Salary per month: Kshs. (135, 859/= – 189, 813/=)
House Allowance per month: Kshs. (62, 658/=)

Applicants should meet the following requirements:

i.   Must possess a PhD degree in Library Information Science or related field from a recognized institution;

ii. Must possess at least ten (10) years of experience in an Academic Library, three (3) of which must be at a Senior Level (Having served substantively at Grade 13 or comparable position and above) with a proven track record of exemplary performance;

iii. Must be conversant with Library Management Systems especially KOHA and D space, EZ-proxy;

iv. Must have published at least two (2) relevant refereed publications since the last promotion/appointment;

v. Must exhibit excellent knowledge in different library services;

vi. Must demonstrate organizational, management and leadership skills;

vii. Must demonstrate knowledge of different library technologies and current trends;

viii. Must demonstrate knowledge of assistive technologies for visually challenged persons;

ix. Must possess experience in offering Library information skills;

x. Must possess excellent customer service skills;

xi. Must be able to demonstrate knowledge of Library of Congress Classification scheme;

xii. Must have attended relevant workshops and conferences;

xiii. Must be a member of a relevant professional body; and

xiv. Possession of any other relevant qualifications will be an added advantage.

OR

i. Must possess a Masters degree in Library Information Science or related field from a recognized institution;

ii. Must possess at least fifteen (15) years of experience in an Academic Library, three (3) of which must be at a Senior Level (Having served substantively at Grade 13 or comparable position and above) with a proven track record of exemplary performance;

iii. Must be conversant with Library Management Systems especially KOHA and D space, EZ-proxy;

iv. Must have published at least two (2) relevant refereed publications since the last promotion/appointment;

v. Must exhibit excellent knowledge in different library services;

vi. Must demonstrate organizational, management and leadership skills;

vii. Must demonstrate knowledge of different library technologies and current trends;

viii. Must demonstrate knowledge of assistive technologies for visually challenged persons;

ix. Must possess experience in offering Library information skills;

x. Must possess excellent customer service skills;

xi. Must be able to demonstrate knowledge of Library of Congress Classification scheme;

xii. Must have attended relevant workshops and conferences;

xiii. Must be a member of a relevant professional body; and

xiv. Possession of any other relevant qualifications will be an added advantage.

Key Responsibilities

i. Assisting the University Librarian in the overall planning, administration and management of library service;

ii.   Developing, implementing and monitoring policies, strategies, procedures and work plans;
iii.   Management selection, acquisition, organization and dissemination of library resources and services;
iv.   Promotion and marketing of Library services;
v.   Developing services for physically and visually challenged;
vi.   Ensuring that the library meets the needs of precise groups of users including Postgraduate students and disabled students;
vii.   Ensuring different library systems and services function effectively;
viii. Participation in capacity building and mentorship of library staff;
ix.   Working in collaboration with schools to develop and implement Information Literacy Program;
x.   Planning, coordinating and assigning duties and responsibilities to library staff;
xi.   Monitoring Library procedures in accordance with ISO 9001:2015 requirements;
xii.   Keeping abreast with emerging Library and information trends and especially on Knowledge management;
xiii. Promoting and developing local and international partnerships for the benefit of the library;
xiv.   Monitoring and evaluation of library services;
xv.   Corporate Social Responsibility;
xvi.   Any other duty as assigned by the University Librarian.

B.   INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) DEPARTMENT

SENIOR ICT OFFICER III (SOFTWARE DEVELOPMENT AND PROGRAMMING)- GRADE 11, CUK/NT/ICT/SICTO/5/21(1)

   Remuneration
   Basic Salary per month: Kshs. (79,344/= – 112, 312/=)
   House Allowance per month: Kshs. (47, 915/=)

Applicants should meet the following requirements:

   i.   Must possess Masters degree in Computer Science, Computer Technology or Information Technology or related field from a recognized institution;
   ii.   Must possess experience as a software developer and programmer for systems used in university setting with a proven track record of exemplary performance;
   iii. Must possess at least five (5) years experience with any modern programming tools/platforms e.g. PHP, NET, JavaScript, Java etc;
   iv.   Must possess experience with web servers and application servers e.g. Apache, IIS, Apache Tomcat, JBoss, WebSphere, WebLogic;
   v.   Must possess experience in data warehousing, business analytics, knowledge in Business Systems Modelling and data retrieval;
   vi.   Must possess wide knowledge of testing approaches, manual and automated software testing;
   vii. Must possess Unix user skills;

viii. Must possess experience in processes and procedures management;
ix. Must possess good understanding of Service Oriented Architecture (SOA);
x. Must possess experience in full stack web applications development, including system customizations, Integrations & Report designs for/in a University setting;
xi. Must possess demonstrable experience with Oracle, MSSQL, MySQL/MariaDB, SQLite and PostgreSQL databases and database abstraction tools e.g.ADO.NET, ORM, LINQ to SQL etc;
xii. Must be knowledge in Systems Integrations using both RESTful and SOAP based APIs;
xiii. Must possess advanced knowledge in University's ERP Systems and Business Processes workflows;
xiv. Must demonstrate integrity and professional competence as reflected in work performance and results;
xv. Must be a member in a relevant professional body; and
xvi. Experience in a University setting and possession of relevant additional academic qualifications will be an added advantage.

OR

i. Must possess Bachelor's Degree in Computer Science, IT or related field from a recognized institution;
ii. Must possess nine (9) years of relevant experience since attainment of a bachelors degree, out of which at least three (3) years should be in software development/programming for systems used in University setting with a proven track record of exemplary performance;
iii. Must possess five (5) years experience with any modern programming tools/platforms e.g. PHP, .NET, JavaScript, Java etc;
iv. Must possess experience with web servers and application servers e.g. Apache, IIS, Apache Tomcat, JBoss, WebSphere, WebLogic;
v. Must possess experience in data warehousing, business analytics, knowledge in Business Systems Modelling and data retrieval;
vi. Must possess Wide knowledge of testing approaches, manual and automated software testing;
vii. Must possess Unix user skills;
viii. Must possess experience in processes and procedures management;
ix. Must possess good understanding of Service Oriented Architecture (SOA);
x. Must possess experience in full stack web applications development, including system customizations, Integrations & Report designs for/in a University setting;
xi. Must possess demonstrable experience with Oracle, MSSQL, MySQL/MariaDB, SQLite and PostgreSQL databases and database abstraction tools e.g.ADO.NET, ORM, LINQ to SQL etc;
xii. Must be knowledge in Systems Integrations using both RESTful and SOAP based APIs;
xiii. Must possess advanced knowledge in University's ERP Systems and Business Processes workflows;
xiv. Must demonstrate integrity and professional competence as reflected in work performance and results;
xv. Must be a member in a relevant professional body; and
xvi. Experience in a University setting and possession of relevant additional academic qualifications will be an added advantage.

Key Responsibilities

i. Developing User Requirement Analysis (URA) documents for new developments or as per the users' requirements and mapping of the same to the software and/or database components.

ii. Perform the necessary technical design and development functionality to ensure that business application systems can be effectively developed and implemented.

iii. Design and development of front-end tier(s), middle tier(s), and /or back-end database tier(s) for business application.

iv. Configure and/or customize business applications to meet business requirements using various database and software tools.

v. Making improvements to, and offering inputs on the existing software.

vi. Creating software testing environments and carrying out test procedures using defined use cases.

vii. Assist in presentations of system functionality to new users and departments. Drive systems adoption by business users.

viii. Work directly with the IT support teams to resolve issues identified and escalated during daily operations.

ix. Investigate issues / bugs with the software and work on resolving the issues.

x. Develop and provide reports and documentation of the new software version and changes

xi. Research and provide input on design approach, performance and base functionality improvements for various procedures and applications.

xii. Review user requirements documents to ensure that requirements are testable;

xiii. Develop test plans, test cases, test scripts and test reports on multiple projects of varying size; and

xiv. Design, develop and operate automated software build, packaging, testing and deployment tools to ensure predictable and repeatable software migration from development to test and eventually production environments - Continuous Integration (CI) and Continuous Delivery (CD).

C. TRANSPORT DEPARTMENT

DRIVER / MECHANIC I – GRADE 5, REF, CUK/NT/T/DM/3/21(1)

Remuneration
Basic Salary per month: Kshs. (22, 157/= – 31,366/=)
House Allowance per month: Kshs. (17, 692/=)

Applicants should meet the following requirements:
i. Must possess KCSE Certificate;
ii. Must possess Clean valid driving license Class A B C E and PSV license/D/Special Type License;
iii. Must possess Motor Vehicle Mechanic Grade Test I certificate;
iv. Must possess a current Police Clearance Certificate from Criminal Investigation Department (CID);

v. Must possess at least nine (9) nine years of driving and mechanic experience in a University setting, out of which, five (5) years must be accident free and a proven track record of exemplary performance;

vi. Must possess Certificate in First Aid from a recognized institution;

vii. Must possess Suitability Test for Drivers from the relevant Government Ministry; and

viii. Must have undergone Customer Care training.

Key Responsibilities

i. Attending to driving requests;

ii. Ensuring proper Maintenance of assigned vehicles;

iii. Regular cleaning of assigned vehicles;

iv. Ensuring security of assigned vehicles;

v. Ensuring insurance and all other paperwork for assigned vehicles are in order;

vi. Ensuring work tickets of assigned vehicles are signed; and

vii. Observing all traffic rules while driving assigned vehicles.

D. SECURITY DEPARTMENT

JANITOR – GRADE 4 REF CUK/NT/VC/JTR/5/21(1)

Remuneration
Basic Salary per month: Kshs. (19, 862/= – 27, 694/=)
House Allowance per month: Kshs. (11, 800/=)

Applicants should meet the following requirements:

i. Must possess an advanced certificate in Criminal Justice, Security Studies or any other relevant field form an accredited University/Institution;

ii. Must possess a KCSE Certificate;

iii. Must possess three (3) years experience as a Security Guard/Janitor in a University or an institution of higher learning with a proven track record of exemplary performance;

iv. Must be Computer literate;

v. Must be trained in First Aid and firefighting; and

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 a University or an institution of higher learning with a proven track record of exemplary performance;

iv. Must be Computer literate;

v. Must be trained in First Aid and firefighting; and

vi. Possession of relevant additional professional qualification will be an added advantage.

Key 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; and
viii. Any other duties as may be assigned from time to time.

Terms & Conditions of Service

The successful candidates will be offered a competitive remuneration package, including house allowance, medical benefits, and other benefits in accordance with the University Terms of Service.

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, log in 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 publications;
   - Evidence of supervision of postgraduate 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 envelope 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 Thursday, 17th June, 2021 at 12 noon;
vi. All applications must be received by Thursday, 17th June, 2021 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 1: *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.*

Note 2: *Failure to submit both the online and three (3) hard copies of applications as highlighted above will lead to automatic disqualification.*

Note 3: *Only shortlisted candidates will be contacted.*

ADVERTISEMENT FOR ADJUNCT ACADEMIC STAFF, MEDICAL STAFF ON LOCUM AND INTERNSHIP

1.   **SCHOOL OF COMPUTING AND MATHEMATICS**

   FIELDS FOR ENGAGEMENT

   A. COMPUTER SCIENCE

i.	Professor	-	**CUK/AC/ADJ/SCOM/ PROF/CS/5/21(1)**
ii.	Associate Professor	-	**CUK/AC/ADJ/SCOM-CS/ ASSOCPROF/CS/5/21(1)**
iii.	Senior Lecturer	-	**CUK/AC/ADJ/SCOM/ SNRLECT/CS/5/21(1)**

   B. INFORMATION TECHNOLOGY

i.	Professor	-	**CUK/AC/ADJ/SCOM / PROF/IT/5/21(1)**
ii.	Associate Professor	-	**CUK/AC/ADJ/SCOM/ ASSOCPROF/IT/5/21(1)**
iii.	Senior Lecturer	-	**CUK/AC/ADJ/SCOM / SNRLECT/IT/5/21(1)**

   C. SOFTWARE DEVELOPMENT OR ENGINEERING

i.	Professor	-	**CUK/AC/ADJ/SCOM / PROF/SD/5/21(1)**
ii.	Associate Professor	-	**CUK/AC/ADJ/SCOM/ ASSOCPROF/SD/5/21(1)**
iii.	Senior Lecturer	-	**CUK/AC/ADJ/SCOM/ SNRLECT/SD/5/21(1)**

   D. DATA SCIENCE

i.	Professor	-	**CUK/AC/ADJ/SCOM/ PROF/DS/5/21(1)**
ii.	Associate Professor	-	**CUK/AC/ADJ/SCOM/ ASSOCPROF/DS/5/21(1)**
iii.	Senior Lecturer	-	**CUK/AC/ADJ/SCOM/ SNRLECT/DS/5/21(1)**

   E.   APPLIED STATISTICS

i.	Professor	-	**CUK/AC/ADJ/SCOM / PROF/AS/5/21/(1)**
ii.	Associate Professor	-	**CUK/AC/ADJ/SCOM-AS/ ASSOCPROF/AS/5/21(1)**
iii.	Senior Lecturer	-	**CUK/AC/ADJ/SCOM-AS/ SNRLECT/AS/5/21(1)**

   F.   MATHEMATICAL SCIENCES

i.	Professor	-	**CUK/AC/ADJ/SCOM / PROF/MS/5/21(1)**
ii.	Associate Professor	-	**CUK/AC/ADJ/SCOM-MS/ ASSOCPROF/MS/5/21(1)**
iii.	Senior Lecturer	-	**CUK/AC/ADJ/SCOM-MS/ SNRLECT/MS/5/21(1)**

2. **SCHOOL OF CO-OPERATIVES & COMMUNITY DEVELOPMENT SCCD**

   FIELDS OF ENGAGEMENT

   A. **AGRONOMY**

   Senior Lecturer **CUK/AC/ADJ/SCCD/DCEM/SNRLECT/AGR/5/21(1)**

   B. **AGRICULTURAL ECONOMICS**

   Senior Lecturer - **CUK/AC/ADJ/SCCD/DCEM/SNRLECT/AGRCECON/5/21(1)**

   C. **AGRIBUSINESS MANAGEMENT**

   Senior Lecturer - **CUK/AC/ADJ/SCCD/DCAM/SNRLECT/AGRIBUSS/5/21(1)**

3. **SCHOOL OF BUSINESS AND ECONOMICS**

   FIELDS OF ENGAGEMENT

   A. **ECONOMICS**

   i. Associate Professor - **CUK/AC/ADJ/SBE/DEE/ASSOCPROF/ECON/5/21(1)**
   ii. Senior Lecturer - **CUK/AC/ADJ/SBE/DEE/SNRLECT/ECON/5/21(1)**

   B. **COMMUNICATION SKILLS**

   Senior Lecturer - **CUK/AC/ADJ/SBE/DEE/SNRLECT/COMSKILLS/3/21(1)**

   C. **ACCOUNTING AND FINANCE**

   Senior Lecturer - **CUK/AC/ADJ/SCCD/DCAM/SNRLECT/ACC&FIN/3/21(1)**

REQUIREMENTS

    i.   Applicants should hold a PhD in a relevant area and possess vast teaching experience both at undergraduate and postgraduate levels.

    ii.   Applicants must possess a strong research portfolio and must have served as a Professor/ Associate Professor/ Senior Lecturer or equivalent in a university or institution recognized by the Senate of CUK.

    iii.   Industry experience will be an added advantage.

REMUNERATION

Remuneration will be based on scales for the position to which one is appointed and the workload assigned.

HOW TO APPLY

Applicants should:

    i.   Submit two (2) hard copies of the letter of application, certificates, national Identity Card/ Passport, testimonials and updated curriculum vitae to include full details of education, professional qualifications, working experience, publications, supervision of postgraduate students, funds raised, curricula developed, membership in professional bodies, present salary, name and addresses of three referees one of whom should be the present or previous employer;

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

<div align="center">

The Deputy Vice-Chancellor, FPA,

The Co-operative University of Kenya,

P.O Box 24814-00502.

Karen, Nairobi, Kenya.

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So as to be received on or before **Thursday, 17th June, 2021 at 12 noon.**

NB: *CUK is an equal opportunity employer. Female applicants, PWDS and those from marginalized communities are encouraged to apply.*

ADVERTISEMENT FOR MEDICAL STAFF ON LOCUM BASIS

1. CLINICAL OFFICER (CUK/NT/CO/5/21(1)

   i.   Must be a holder of a Diploma in Clinical Medicine and Surgery, Higher National Diploma in a related field or Bachelor of Science in Clinical Medicine and Community Health from a recognized training institution;
   ii.   Must have at least 5years experience;
   iii.   Must be registered with the Clinical Officers' Council;
   iv.   Must hold a valid practicing license;
   v.   Be flexible and ready to work according to duty allocation;
   vi.   Any specialization will be an added advantage.

2. NURSING OFFICER (CUK/NT/NO/5/21(1)

   i.   Must be a holder of a Diploma in Community Health Nursing/Higher National Diploma or Bachelor of Science in Community Health Nursing from a recognized training institution;
   ii.   Must have at least 5years experience;
   iii.   Must be registered with the Nursing Council of Kenya;
   iv.   Must hold a valid practicing license;
   v.   Be flexible and ready to work according to duty allocation;
   vi.   Any specialization will be an added advantage.

3. LABORATORY TECHNOLOGIST (CUK/NT/LT/5/21(1)

   i.   Must be a holder of a Diploma in Medical Laboratory Sciences/Higher National Diploma in a relevant medical laboratory field or Bachelor of Science in medical laboratory from an institution accredited by KMLTTB;
   ii.   Must have at least 5years experience;
   iii.   Must be registered with Kenya Medical Laboratory Technicians and Technologists Board;
   iv.   Must hold a valid practicing license;
   v.   Be flexible and ready to work according to duty allocation;
   vi.   Any specialization will be an added advantage.

4. PHARMACEUTICAL TECHNOLOGIST (CUK/NT/PT/5/21(1)

   i.   Must be a holder of a Diploma in Pharmaceutical Technology from a recognized training institution;
   ii.   Must have at least 5years experience;
   iii.   Must be registered with the Pharmacy and Poisons Board of Kenya.;
   iv.   Must hold a valid practicing license;
   v.   Be flexible and ready to work according to duty allocation.

5. MEDICAL RECORDS TECHNICIAN/TECHNOLOGIST (CUK/NT/MRT/5/21(1)

   i.   Must be a holder of a Diploma in Medical Records and Information Technology or a Certificate in Medical Records Technology from a recognized training institution;
   ii.   Must have at least 3years experience;

iii.   Must a member of the Association of Medical Records Officers;

iv.   Be flexible and ready to work according to duty allocation.

How to apply

Applicants should:

i.   Submit two (2) 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;

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

The Deputy Vice-Chancellor, FPA,

The Co-operative University of Kenya,

P.O Box 24814-00502.

Karen, Nairobi, Kenya.

vii.   Recommendations from at least three (3) referees should be sent separately to the address above on or before **Thursday, 17th June, 2021** 12 noon;

viii.   All applications must be received by **Thursday, 17th June, 2021** 12 noon, Applications received later than this period will not be considered;

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.

INTERNSHIP POSITIONS

1. GRAPHIC DESIGN INTERN (CUK/NT/GRAPHIC-DESIGN/21/5(1)

Qualifications: Diploma in Graphic Design from a recognized or accredited Institution.

Duties and responsibilities:

In liaison with the In Corporate Communications;

i. Understand and create visual communications to convey messages effectively and aesthetically;
ii. Articulate ideas to clients through graphic design;
iii. Understand clients' artistic preferences;
iv. Design web pages, brochures, logos, signs, books, magazine covers, annual reports, advertisements, and other communication materials; and
v. Demonstrate proficiency in technology, including computer software programs, Adobe's Creative Suite including Photoshop and Illustrator.

2. CORPORATE COMMUNICATIONS/MARKETING INTERN(CUK/NT/CC/21/5(1)

Qualification: Bachelors Degree/Diploma in Communications, Marketing or Public Relations from an accredited Institution.

Duties and responsibilities:

In liaison with the In-charge Corporate Communications:

i. Approve the corporate trend to maintain a positive image of the University;
ii. Coordinate organization of protocol during all University functions and media events;
iii. Continually build all aspects of the University's brand in collaboration with its stakeholders;
iv. Ensure consistent articulation of the University's brand to internal and external stakeholders;
v. Design and implement effective internal communication strategies to the University's various constituencies;
vi. Develop, implement and monitor effective use of the departmental budget;
vii. Develop and implement a strategic marketing, student admissions; communications, Public Relations and digital strategies in line with the overall University's Strategic Plan.

3. SECRETARY INTERN(CUK/NT/SEC/21/5(1)

Qualification: Higher diploma/Diploma in secretarial studies or related field

Duties and responsibilities

In liaison with the secretary/Administrator:

i. Acting as a receptionist and meeting and greeting clients;
ii. Answering all calls, taking messages and handling correspondence;

iii.   Liaising with relevant organizations and clients as required;
iv.   Typing, filing, maintaining diaries and collating reports;
v.   Organizing and servicing meetings (producing and taking minutes);
vi.   Managing databases;
vii.   Supervising junior staff if any.

4. HUMAN RESOURCE INTERN (CUK/NT/HR/21/5(1)

Qualification: Bachelors Degree/Diploma in Human Resource Management from a recognized or accredited Institution.

Duties and responsibilities

In liaison with the Principal Human Resource Manager:

i.   Handling routine correspondences in the department;
ii.   Updating staff data on the internal Human Resource Management System;
iii.   Processing staff appraisal and staff leave;
iv.   Providing secretariat services to various university committees
v.   Organizing staff training sessions and activities;
vi.   Summarizing applications for shortlisting and interviews;
vii.   Confirming vacancy positions against the approved establishment;
viii.   Drafting internal and external adverts for academic & non- teaching staff;
ix.   Monitoring staff performance and attendance;
x.   Enforcement of disciplinary procedures.

How to apply:

i.   Interested applicants should submit:

   a.   A valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
   b.   Personal accident insurance cover lasting at least six (6) months;
   c.   Copy of PIN certificate from Kenya Revenue Authority;
   d.   Medical insurance cover from National Hospital Insurance cover (NHIF) or any other reputable medical insurance firm.

ii.   All applicants must fulfill the requirements of Chapter 6 of the constitution on Leadership and Integrity.

   a.   Candidates who meet the above requirements should download and fill in a prescribed application form from the University Website www.cuk.ac.ke submit two (2) hard copies of the letter of application, certificates, National Identity Card/passport, testimonials and updated curriculum vitae to include full details of education, name and addresses of three referees and duly filled application forms;

   b.   Clearly labeled and sealed applications quoting the reference number should be addressed to the undersigned and returned not later than **Thursday, 17ᵗʰ June, 2021** at 12 noon.

The Deputy Vice-Chancellor, Finance, Planning & Administration

The Co-operative University of Kenya

P.O. Box 24814-00502

Karen- Kenya

NB:

CUK is an equal opportunity employer. Female applicants, PWDS and those from marginalized communities are encouraged to apply.