



## THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)

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

#### RE-ADVERTISEMENT

#### 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, a very conducive environment for serious academic engagement and learning.

The Vision of the University is to be a leading University in Co-operative Training, Education, Research and Innovation and the Mission of the university is to provide education, training, research and consultancy in order to produce leaders in the fields of Co-operative Development, Community Development, Rural Transformation, Business, Applied Sciences, Information and Communication Technology for Development.

The Co-operative University of Kenya invites applications from suitably qualified and experienced persons with excellent credentials for positions of visiting Senior Academic Staff in the listed disciplines;

#### A. SCHOOL OF CO-OPERATIVES AND COMMUNITY DEVELOPMENT (SCCD)

- |   |         |    |
|---|---------|----|
| a) Senior Lecturer, Agri-Business Management-       | Grade   | 13 |
| (CUK/AA/SCCD/C&AM)/ABM/SL/4/18(1)                   |         |    |
| b) Senior Lecturer, Co-operative Studies/Management | - Grade | 13 |
| (CUK/AA/SCCD/C&AM)/CM/SL/4/18(1)                    |         |    |
| c) Senior Lecturer, Community Development-          | Grade   | 13 |
| (CUK/AA/SCCD/C&EM)/CoD/SL/4/18(1)                   |         |    |

**B. DIRECTORATE OF COMPUTING & E- LEARNING (DCeL)**

C. Senior Lecturer, Information Technology- Grade 13 (CUK/AA/DCeL)/IT/SL/4/18(1)

**I. DEPARTMENT OF CO-OPERTIVES AND AGRI-BUSINESS MANAGEMENT**

**a) SENIOR LECTURER, AGRI-BUSINESS MANAGEMENT- GRADE 13 (CUK/AA/SCCD/C&AM)/ABM/SL/4/18(1)**

**Applicants should meet the following requirements:-**

- i. Possess an earned PhD in Agri-business or a related field from an accredited or recognized University;
- ii. Possess at least three (3) years teaching experience at the University as a Lecturer ; or Six (6) years Research/Industry experience;
- iii. Have a minimum of **Thirty Two (32)** publication points as a Lecturer or equivalent, of which at least **Twenty Four (24)** should be from refereed scholarly journals;
- iv. Have supervised a minimum of three (3) post- graduate students to completion as a Lecturer or equivalent;
- v. Be registered with relevant professional body;
- vi. Demonstrate experience in Curriculum Development; and
- vii. Demonstrate Academic Leadership experience;
- viii. Have attracted research or development funds as a Lecturer or Research Fellow;
- ix. Have attended or contributed at learned conferences, seminars or workshops;
- x. Demonstrate community involvement.

**b) SENIOR LECTURER, CO-OPERATIVE STUDIES/MANAGEMENT - GRADE 13 (CUK/AA/SCCD/C&AM)/CM/SL/4/18(1)**

**Applicants should meet the following requirements:-**

- i. Possess an earned PhD in Cooperative Studies/Management or a related field from an accredited or recognized University;
- ii. Possess at least three (3) years teaching experience at the University as a Lecturer ; or Six (6) years Research/Industry experience;
- iii. Have a minimum of **Thirty Two (32)** publication points as a Lecturer or equivalent, of which at least **Twenty Four (24)** should be from refereed scholarly journals;
- iv. Have supervised a minimum of three (3) post- graduate students to completion as a Lecturer or equivalent;
- v. Be registered with relevant professional body;

- vi. Demonstrate experience in Curriculum Development; and
- vii. Demonstrate Academic Leadership experience;
- viii. Have attracted research or development funds as a Lecturer or Research Fellow;
- ix. Have attended or contributed at learned conferences, seminars or workshops;
- x. Demonstrate community involvement.

## **DEPARTMENT OF COMMUNITY DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT**

### **c) SENIOR LECTURER, COMMUNITY DEVELOPMENT- GRADE 13 (CUK/AA/SCCD/C&EM)/CoD/SL/4/18(1)**

#### **Applicants should meet the following requirements:-**

- i. Possess an earned PhD in Community Development or a related field from an accredited or recognized University;
- ii. Possess at least three (3) years teaching experience at the University as a Lecturer ; or Six (6) years Research/Industry experience;
- iii. Have a minimum of **Thirty Two (32)** publication points as a Lecturer or equivalent, of which at least **Twenty Four (24)** should be from refereed scholarly journals;
- iv. Have supervised a minimum of three (3) post- graduate students to completion as a Lecturer or equivalent;
- v. Be registered with relevant professional body;
- vi. Demonstrate experience in Curriculum Development; and
- vii. Demonstrate Academic Leadership experience;
- viii. Have attracted research or development funds as a Lecturer or Research Fellow;
- ix. Have attended or contributed at learned conferences, seminars or workshops;
- x. Demonstrate community involvement.

## **DIRECTORATE OF COMPUTING & E- LEARNING (DCeL)**

### **d) SENIOR LECTURER, INFORMATION TECHNOLOGY- GRADE 13 (CUK/AA /DCeL)/IT/SL/4/18(1)**

- a) Possess an earned PhD in Information Technology/Computer Science or a related field from an accredited or recognized University;
- b) Possess at least three (3) years teaching experience at the University as a Lecturer ; or Six (6) years Research/Industry experience;
- c) Have a minimum of **Thirty Two (32)** publication points as a Lecturer or equivalent, of which at least **Twenty Four (24)** should be from refereed scholarly journals;
- d) Have supervised a minimum of three (3) post- graduate students to completion as a Lecturer or equivalent;
- e) Be registered with relevant professional body;
- f) Demonstrate experience in Curriculum Development; and
- g) Demonstrate Academic Leadership experience;
- h) Have attracted research or development funds as a Lecturer or Research Fellow;
- i) Have attended or contributed at learned conferences, seminars or workshops;
- j) Demonstrate community involvement.

### **Applicant 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.

### **Key Responsibilities.**

Responsibilities will include but not be limited to:

- 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;
- ix. 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;
- xi. Develop work plans and timelines to ensure the objectives of research are well achieved;
- xii. Preparation of reports as required by funding agencies e.g. financial reports and research output;
- xiii. Provide consultancy services with key stakeholders in areas of expertise for improved social-economic development;
- xiv. Create, maintain and expand linkages with both local and international through networking to improve individual and institutional visibility;
- xv. Serve as expert in local and international committees and panels ensuring appropriate dissemination of knowledge;
- xvi. Participate in the university open day, field day, exhibition for the enhancements of the image of the university;
- xvii. Participate in various University and Senate Committees; Curriculum Review Committee, ISO, Post Graduate Committee, and Departmental Examinations Board and Schools Examination Boards;
- xviii. Peer review of external research publications on request to ensure quality of other works of research;
- xix. Perform any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of School or other Officer of the University in accordance with the University statutes.

## TERMS OF SERVICE

Benefits for the above position include a competitive basic salary, house allowance, medical cover for staff and dependents, and other regular benefits and allowances.

### How to apply:

Applicants should:

- i. Visit the University website [www.cuk.ac.ke](http://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 an online application;
- ii. 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, 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 present or previous employer;
- iii. Clearly labeled and sealed applications quoting the reference number should be addressed to:

**The Deputy Vice Chancellor, Finance, Planning & Administration  
The Co-operative University of Kenya,  
P.O. Box 24814-00502,  
Karen- Kenya**

- iv. Recommendations from at least three (3) referees should be sent separately to the address above on or before 8<sup>th</sup> May, 2018 at 12 noon;
- v. All applications must be received by 8<sup>th</sup> May, 2018 at 12 noon. Applications received later than this period will not be considered;

- vi. **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.

Those who had made earlier applications in the previous advert need not to reapply.