



THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)

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OFFICE OF THE DEPUTY VICE CHANCELLOR FINANCE, PLANNING & ADMINISTRATION

CUCK/A/160D

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 suitably qualified and experienced persons with excellent credentials to fill the listed vacant positions;

A. SCHOOL OF BUSINESS AND ENTREPRENEURSHIP (SBE)

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|--|--------|----|
| a) Senior Lecturer, Hotel and Restaurant Management/Tourism
(CUK/AA/SBE/DEE/SL/9/18(1)) | -Grade | 13 |
| b) Lecturer, Hotel and Restaurant Management/Tourism
(CUK/AA/SBE/DEE/L/9/18 (1)) | -Grade | 12 |

I. DEPARTMENT OF ENTREPRENEURSHIP AND ECONOMICS

- | | |
|---|---|
| α. SENIOR LECTURER, CATERING AND HOSPITALITY MANAGEMENT/
/TOURISM AND TRAVEL MANAGEMENT
GRADE 13
(CUK/AA/SBE/DEE/SL/9/18(1)) | - |
|---|---|

Applicants should meet the following requirements:

- i. Possess an earned PhD in a related field from an accredited or recognized University;
- ii. Possess at least three (3) years teaching experience at the University level 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. LECTURER, CATERING AND HOSPITALITY MANAGEMENT/TOURISM AND TRAVELMANAGEMENT -
GRADE12
(CUK/AA/SBE/DEE/L/9/18 (1))**

Applicants should meet the following requirements:

- i. Possess an earned PhD in a related field from an accredited or recognized University;
- ii. Possess teaching experience at the University level or Research/Industry experience or equivalent;
- iii. Have a minimum of **Twenty Four (24)** publication points, of which at least **sixteen (16)** should be from refereed scholarly journals;

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

Senior Lecturer, Community Development (CUK/AA/SCCD/C&EM /SL/9/18 (1))	-	Grade	13
Lecturer, Community Development (CUK/AA/ SCCD /C&EM /L/9/18 (1))	-	Grade	12

II. DEPARTMENT OF COMMUNITY DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT

**a. SENIOR LECTURER, COMMUNITY DEVELOPMENT - GRADE 13
(CUK/AA/SCCD/C&EM)/SL/9/18 (1))**

Applicants should meet the following requirements:

- i. Possess an earned PhD a related field from an accredited or recognized University; and be registered or registerable with relevant professional body.
- ii. Possess at least three (3) years teaching experience at the University as a Lecturer ; or Six (6) years Research/Industry experience or equivalent as a Research Fellow;
- 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. LECTURER, COMMUNITY DEVELOPMENT- GRADE 12
(CUK/AA/SCCD/C&EM)/L/9/18 (1)**

Applicants should meet the following requirements:

- i Possess an earned PhD in a related field from an accredited or recognized University;
- ii Possess teaching experience at the University level or Research/Industry experience or equivalent;
- iii Have a minimum of **Twenty Four (24)** publication points, of which at least **sixteen (16)** should be from refereed scholarly journals;

III. DEPARTMENT OF COOPERATIVES AND AGRI-BUSINESS MANAGEMENT

**a. SENIOR LECTURER, COOPERATIVE MANAGEMENT - GRADE
13 (CUK/AA/SCCD/C&AM)/SL/9/18 (1)**

Applicants should meet the following requirements:

- i. Possess an earned PhD in a related field from an accredited or recognized University; and be registered or registerable with relevant professional body.

- ii. Possess at least three (3) years teaching experience at the University as a Lecturer ; or Six (6) years Research/Industry experience or equivalent as a Research Fellow;
- 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. LECTURER, COOPERATIVEMANAGEMENT
(CUK/AA/SCCD/C&AM)/L/9/18 (1)**

- GRADE 12

Applicants should meet the following requirements:

- i Possess an earned PhD in a related field from an accredited or recognized University;
- ii Possess teaching experience at the University level or Research/Industry experience or equivalent;
- iii Have a minimum of **Twenty Four (24)** publication points, of which at least **sixteen (16)** should be from refereed scholarly journals;

C. DIRECTORATE OF COMPUTING & E- LEARNING (DCeL)

- a. Senior Lecturer, Information Technology- Grade 13 (CUK/AA /DCeL)/SL/9/18
- b. Lecturer, Information Technology- Grade 12 (CUK/AA /DCeL)/SL/9/18

**a. SENIOR LECTURER, INFORMATION TECHNOLOGY- GRADE 13
(CUK/AA/DCEL)/SL/9/17 (1)**

- i Possess an earned PhD in Information Technology/Computer Science 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. LECTURER, INFORMATION TECHNOLOGY- GRADE 12
(CUK/AA/DCEL)/L/9/18 (1)**

Applicants should meet the following requirements:

- i Possess an earned PhD in Information Technology/Computer Science or a related field from an accredited and recognized University;
- ii. Possess teaching experience at the University level or Research/Industry experience or equivalent;
- iii Have a minimum of **Twenty Four (24)** publication points, of which at least **sixteen (16)** should be from refereed scholarly journals;
- iv Be registered with a relevant professional body.

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.

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 dependants, and other regular benefits and allowances.

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 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**

**To be considered applications must be received not later than 21st December,
2018 at noon**

- iv. **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.

