



THE CO-OPERATIVE UNIVERSITY OF KENYA

P. O. BOX 24814-00502. KAREN. TELEPHONE: (020)-2430127/2679456 Cell: 0724 311606 FAX (020)2470638.

INTERNAL MEMO

FROM: DEPUTY VICE CHANCELLOR, FPA

DATE: 14TH DECEMBER, 2021

TO: VICE CHANCELLOR

REF: CUK/A/160D

RE: INTERNAL ADVERTISEMENT FOR VACANT ACADEMIC POSITIONS

Reference is made to the above subject.

Attached please find an advertisement for internal vacant positions in the Academic Division to be placed on the CUK notice boards, published in The CUK website and circulated to staff emails for your approval.

The closing date is **6th January, 2022.**


PROF. ISAAC NYAMONGO
AG. DEPUTY VICE CHANCELLOR, FPA &
PROFESSOR OF ANTHROPOLOGY

APPROVED



15.12.2021

Copy to: Vice Chancellor
Registrar, FPA

LM/am





THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)

P. O. Box 24814-00502, KAREN, NAIROBI, KENYA. TELEPHONE: (020)-2430127/ 2679456/8891401, FAX (020)-8891410.
Email: dvc-fpa@cuk.ac.ke

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

CUK/A/160D

DECEMBER, 2021

ADVERTISEMENT FOR INTERNAL VACANT POSITIONS

The Co-operative University of Kenya (CUK) invites applications from suitably qualified and experienced internal staff to fill in the following academic positions;

SCHOOL OF CO-OPERATIVES AND COMMUNITY DEVELOPMENT

1. Lecturer, Environmental Management - Grade 12
Ref CUK/AA/INT/DCEM/EM/L/12/21 (1)
2. Tutorial Fellow, Co-operative Management -Grade11
Ref CUK/AA/INT/DCAM/CM/TF/12/21(1)

A. DEPARTMENT OF COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT (DCEM)

**I. LECTURER, ENVIRONMENTAL MANAGEMENT - GRADE12
REF CUK/AA/INT/DCEM/EM/L/12/21(1)**

Applicants should meet the following requirements:

- i. Must possess an earned PhD and Masters Degree from an accredited and recognized University in the field of Environmental Management or related field;
- ii. 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; and
 - c. Membership in a relevant professional body.



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B. DEPARTMENT OF CO-OPERATIVES AND AGRIBUSINESS MANAGEMENT (DCAM)**I. TUTORIAL FELLOW, CO-OPERATIVE MANAGEMENT – GRADE 11**

REF CUK/AA/INT/DCAM/CM/TF/12/21(1)

Applicants should meet the following requirements:

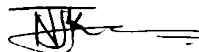
- i. Possess a Bachelor's degree and a Master's degree qualification from an accredited and recognized University in the field of Co-operative Development or related field;
- ii. Be registerable for a Doctor of Philosophy (PhD);
- iii. Possession of the following requirements will be an added advantage;
 - a. Experience in developing and reviewing curriculum;
 - b. Evidence of publications and attracting research funds; and
 - c. Membership in a relevant professional body

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 Excellent 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;




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- 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.

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, publications, supervision of postgraduate students, funds raised, curricula developed, membership in professional bodies, present salary, name and addresses of three referees one of whom **MUST** be an immediate supervisor;
- iii. 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.**
- iv. All applications must be received by 6th January, 2022 at 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.

