



## THE CO-OPERATIVE UNIVERSITY OF KENYA

P. O. Box 24814-00502, KAREN, NAIROBI, KENYA. TELEPHONE: (020)-2430127/ 2679456/8891401, FAX (020)-8891410.

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

CUK/A/160D

MARCH, 2022

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### ADVERTISEMENT FOR VACANT POSITIONS

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The Co-operative University of Kenya (CUK) is a Public University located in Karen, approximately 20km from Nairobi City Centre, in a conducive environment for academic engagement and research.

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 to fill the following vacant positions:

#### A. ACADEMIC POSITIONS

##### 1. SCHOOL OF CO-OPERATIVES AND COMMUNITY DEVELOPMENT

- |      |   |                              |
|------|---|------------------------------|
| i.   | Senior Lecturer, Environmental Management-Grade13 | - CUK/AA/DCEM/(EM/SL/3/22(1) |
| ii.  | Lecturer, Law - Grade 12                          | - CUK/AA/DCAM-L/L/3/22 (1)   |
| iii. | Assistant Lecturer, Law - Grade 11                | - CUK/AA/DCAM-L/AL/3/22 (1)  |

##### 2. ADJUNCT ACADEMIC STAFF

###### a. SCHOOL OF BUSINESS AND ECONOMICS

- |      |   |   |
|------|---|---|
| i.   | Associate Professor, Economics                | - CUK/AC/ADJ/SBE/DEE/ASSOCPROF/ECON/3/22(1) |
| ii.  | Senior Lecturer, Economics                    | - CUK/AC/ADJ/SBE/DEE/SNRLECT/ECON/3/22(1)   |
| iii. | Senior Lecturer, Public Relations/Advertising | -CUK/AC/ADJ/SBE/DEE/SNRLECT/PR/3/22 (1)     |

###### b. SCHOOL OF CO-OPERATIVES & COMMUNITY DEVELOPMENT SCCD



- iv. Senior Lecturer, Agronomy -**CUK/AC/ADJ/SCCD/DCEM/SNRLECT/AGRO/3/22(1)**
- v. Senior Lecturer, Agricultural Economics-**CUK/AC/ADJ/SCCD/DCEM/SNRLECT/AGRECON/3/22(1)**
- vi. Senior Lecturer, Marketing -**CUK/AC/ADJ/SCCD/DCEM/SNRLECT/MKTNG/3/22 (1)**
- vii. Lecturer, Information Literacy-**CUK/AC/ADJ/SCCD/DCEM/LECT/INFOR LITERACY/3/22 (1)**

### c. SCHOOL OF COMPUTING AND MATHEMATICS

- i. Professor, Computer Science -**CUK/AC/ADJ/SCOM/PROF/CS/3/22(1)**
- ii. Professor, Information Technology -**CUK/AC/ADJ/SCOM/PROF/IT/3/22(1)**
- iii. Professor, Software Development -**CUK/AC/ADJ/SCOM/PROF/SD/3/22(1)**
- iv. Professor, Mathematical Sciences -**CUK/AC/ADJ/SCOM/PROF/MS/3/22(1)**
- v. Professor, Data Science -**CUK/AC/ADJ/SCOM/PROF/DS/3/22(1)**
- vi. Professor, Applied Statistics -**CUK/AC/ADJ/SCOM/PROF/AS/3/22(1)**
- vii. Associate Professor Computer Science -**CUK/AC/ADJ/SCOM/ASSPROF/CS/3/22(1)**
- viii. Associate Professor, Information Technology -**CUK/AC/ADJ/SCOM/ASSPROF/IT/3/22(1)**
- ix. Associate Professor, Software Development -**CUK/AC/ADJ/SCOM/ASSPROF/SD/3/22(1)**
- x. Associate Professor, Applied Statistics -**CUK/AC/ADJ/SCOM/ASSOCPROF/AS/3/22(1)**
- xi. Associate Professor, Data Science -**CUK/AC/ADJ/SCOM/ASSPROF/DS/3/22(1)**
- xii. Associate Professor, Mathematical Sciences -**CUK/AC/ADJ/SCOM/ASSOCPROF/MS/3/22(1)**
- xiii. Senior Lecturer, Computer Science -**CUK/AC/ADJ/SCOM/SNRLECT/CS/3/22(1)**
- xiv. Senior Lecturer, Information Technology -**CUK/AC/ADJ/SCOM/SNRLECT/IT/3/22(1)**
- xv. Senior Lecturer, Software Development -**CUK/AC/ADJ/SCOM/SNRLECT/SD/3/22(1)**
- xvi. Senior Lecturer, Data Science -**CUK/AC/ADJ/SCOM/SNRLECT/DS/3/22(1)**
- xvii. Senior Lecturer, Applied Statistics -**CUK/AC/ADJ/SCOM/SNRLECT/AS/3/22(1)**
- xviii. Senior Lecturer, Mathematical Sciences -**CUK/AC/ADJ/SCOM/SNRLECT/MS/3/22(1)**

### B. NON-TEACHING POSITION

- i. Senior Office Administrator I -Grade 10 - **CUK/NT/ADMIN/3/22**

### C. INTERNSHIP POSITIONS

- i. Human Resource Intern - **CUK/INT/HR/3/22 (1)**
- ii. Marketing & Corporate Communication/PR Intern - **CUK/INT/MRKETING/3/22(1)**
- iii. Internal Audit intern - **CUK/INT/AUDIT/3/22(1)**
- iv. ICT Intern - **CUK/INT/ICT/3/22(1)**
- v. Graphic Design Intern - **CUK/INT/GRAPHIC DESIGN/3/22(1)**
- vi. Information Records Clerk - **CUK/INT/IRC/3/22(1)**
- vii. Administrative Assistant - **CUK/INT/AA/3/22(1)**
- viii. GIS- Technician -**CUK/INT/GIS-T/3/22(1)**
- ix. ICT Assistant -**CUK/INT/ICT-A/3/22(1)**



## DETAILS OF THE VACANT POSITIONS

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

#### 1. SENIOR LECTURER, ENVIRONMENTAL MANAGEMENT - GRADE 13, Ref CUK/AA/DCEM/(EM) /SL/3/22(1)

**Remuneration**

**Basic Salary per month range:** Kshs. (144, 450/= – 200, 918/=)

**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 and research funds, development, and review of curriculum.

### II. DEPARTMENT OF CO-OPERATIVES & AGRI-BUSINESS MANAGEMENT (C&AM)

#### 1. LECTURER, LAW - GRADE 12, Ref CUK/AA/DCAM-L/L/3/22(1)

**Remuneration**

**Basic Salary per month:** Kshs. (110, 591– 160, 357)

**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;
- v. Experience in developing and reviewing curriculum;



- vi. Evidence of publications and attracting research funds will be an added advantage; and
- vii. 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.

**2. ASSISTANT LECTURER, LAW - GRADE 11, Ref CUK/AA/DCAM-L/AL/3/22(1)**

**Remuneration**

**Basic Salary per month:** Kshs. (97, 842 – 139,915)

**House Allowance per month:** Kshs. (51, 601)

**Applicants should meet the following requirements:**

- i. Must possess an earned Masters and Bachelors Degree in Law;
- ii. Must be registrable for a PhD;
- iii. Possession of the following requirements will be an added advantage;
  - a. Diploma from the Kenya School of Law (KSL);
  - b. Experience as a member of faculty of industry practice; 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. 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.



### III. ADJUNCT ACADEMIC STAFF

#### 1. SCHOOL OF COMPUTING AND MATHEMATICS

##### A. COMPUTER SCIENCE

- i. Professor - CUK/AC/ADJ/SCOM/ PROF/CS/3/22(1)
- ii. Associate Professor - CUK/AC/ADJ/SCOM-CS/ ASSOCPROF/CS/3/22(1)
- iii. Senior Lecturer - CUK/AC/ADJ/SCOM/ SNRLECT/CS/3/22(1)

##### B. INFORMATION TECHNOLOGY

- i. Professor - CUK/AC/ADJ/SCOM / PROF/IT/3/22(1)
- ii. Associate Professor - CUK/AC/ADJ/SCOM/ ASSOCPROF/IT/3/22(1)
- iii. Senior Lecturer - CUK/AC/ADJ/SCOM / SNRLECT/IT/3/22(1)

##### C. SOFTWARE DEVELOPMENT OR ENGINEERING

- i. Professor - CUK/AC/ADJ/SCOM / PROF/SD/3/22(1)
- ii. Associate Professor - CUK/AC/ADJ/SCOM/ ASSOCPROF/SD/3/22(1)
- iii. Senior Lecturer - CUK/AC/ADJ/SCOM/ SNRLECT/SD/3/22(1)

##### D. DATA SCIENCE

- i. Professor - CUK/AC/ADJ/SCOM/ PROF/DS/3/22(1)
- ii. Associate Professor - CUK/AC/ADJ/SCOM/ ASSOCPROF/DS/3/22(1)
- iii. Senior Lecturer - CUK/AC/ADJ/SCOM/ SNRLECT/DS/3/22(1)

##### E. APPLIED STATISTICS

- i. Professor - CUK/AC/ADJ/SCOM / PROF/AS/3/22/(1)
- ii. Associate Professor - CUK/AC/ADJ/SCOM-AS/ ASSOCPROF/AS/3/22(1)
- iii. Senior Lecturer - CUK/AC/ADJ/SCOM-AS/ SNRLECT/AS/3/22(1)

##### F. MATHEMATICAL SCIENCES

- i. Professor - CUK/AC/ADJ/SCOM / PROF/MS/3/22(1)
- ii. Associate Professor - CUK/AC/ADJ/SCOM-MS/ ASSOCPROF/MS/3/22(1)
- iii. Senior Lecturer - CUK/AC/ADJ/SCOM-MS/ SNRLECT/MS/3/22(1)

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

##### A. AGRONOMY

- i. Senior Lecturer - CUK/AC/ADJ/SCCD/DCEM/SNRLECT/AGR/3/22(1)

##### B. AGRICULTURAL ECONOMICS

- i. Senior Lecturer - CUK/AC/ADJ/SCCD/DCEM/SNRLECT/AGRCECON/3/22(1)

##### C. AGRIBUSINESS MANAGEMENT

- i. Senior Lecturer - CUK/AC/ADJ/SCCD/DCAM/SNRLECT/AGRIBUSS/3/22(1)



**D. MARKETING**

- i. Senior Lecturer - CUK/AC/ADJ/SCCD/DCAM/SNRLECT/MARKETING/3/22(1)

**E. INFORMATION LITERACY**

- i. Senior Lecturer - CUK/AC/ADJ/SCCD/DCAM/SNRLECT/INF.L/3/22(1)
- ii. Lecturer - CUK/AC/ADJ/SCCD/DCAM/LECT/INF.L/3/22(1)

**3. SCHOOL OF BUSINESS AND ECONOMICS****A. ECONOMICS**

- i. Associate Professor - CUK/AC/ADJ/SBE/DEE/ASSOCPROF/ECON/3/22(1)
- ii. Senior Lecturer - CUK/AC/ADJ/SBE/DEE/SNRLECT/ECON/3/22(1)

**B. PUBLIC RELATIONS/ADVERTISING**

- i. Senior Lecturer - CUK/AC/ADJ/SBE/DEE/SNRLECT/PR/3/22(1)

**REQUIREMENTS FOR ADJUNCT SENIOR LECTURER/ASSOCIATE PROFESSOR/ PROFESSOR**

- 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.

**REQUIREMENTS- ADJUNCT LECTURER, INFORMATION LITERACY**

- i. Applicants should hold a PhD or a masters degree in a relevant area and possess vast teaching or industry experience at undergraduate/ postgraduate levels.
- ii. Applicants must have served as a Lecturer or equivalent industry experience in a university or institution recognized by the Senate of CUK.

**REMUNERATION**

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



#### IV. NON TEACHING STAFF

##### 1. SENIOR OFFICE ADMINISTRATOR I – GRADE 10 (CUK/NT/ADMIN/3/22)

Basic Salary per month: Kshs. (46,978.00- 68,512.00)

House Allowance per month: Kshs. (35,383.00)

#### Applicants:

- i. Must possess Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management or equivalent qualifications from a recognized institution
- ii. Must possess three (3) years experience at Grade 9 or comparable position with exposure to relevant policies, strategies and activities.
- iii. Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.
- iv. Must possess good interpersonal, teamwork, organizational, Time management, decision making and problem solving skills
- v. Must exhibit Excellent public relations, excellent communication and report writing skills, ability to work long hours and under pressure in meeting strict deadlines
- vi. Membership in a professional body and possession of any other relevant qualifications will be an added advantage.

#### OR

- i. Must possess Higher National Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) or equivalent qualification from a recognized institution
- ii. Must possess three (3) years experience at Grade 9 or comparable position with exposure to relevant policies, strategies and activities.
- iii. Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.
- iv. Must possess good interpersonal, teamwork, organizational, Time management, decision making and problem solving skills
- v. Must exhibit Excellent public relations, excellent communication and report writing skills, ability to work long hours and under pressure in meeting strict deadlines
- vi. Membership in a professional body and possession of any other relevant qualifications will be an added advantage.

#### OR

- i. Bachelors degree **AND**
- ii. Must possess KCSE Certificate with a minimum mean grade of C- or equivalent;
- iii. Must possess Typewriting III (50 wpm);
- iv. Must possess Office Management III;
- v. Must possess Business English II;





- vi. Must possess Secretarial Studies II;
- vii. Must possess Commerce II;
- viii. Must possess Shorthand II (100 wpm);
- ix. Must possess three (3) years experience at Grade 9 or comparable position with exposure to relevant policies, strategies, and activities.
- x. Must possess a Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint, and Internet) from a recognized institution.
- xi. Must possess good interpersonal, teamwork, organizational, Time management, decision making, and problem-solving skills
- xii. Must exhibit Excellent public relations, excellent communication, and report writing skills, ability to work long hours and under pressure in meeting strict deadlines
- xiii. Membership in a professional body and possession of any other relevant qualifications will be an added advantage.

### **Duties and responsibilities for Senior Office Administrator, I Grade 10**

- a) Record events and maintain office diary, appointments, and travel itineraries for the supervisor to ensure proper time management and availability for the different events
- b) Bring to the attention of the supervisor priority matters that require attention on a daily basis;
- c) Ensure busy diary commitments, papers, and travel arrangements are managed effectively including producing a daily folder with diary, necessary papers, etc.;
- d) Conduct weekly diary meetings with the supervisor to discuss upcoming engagements, invitations, and other requests;
- e) Receive and attend to internal and external visitors and clients to give relevant information and ensure good corporate image.
- f) Receive and answer telephone calls to give relevant information to the different queries from client's parents, staffs and other stakeholders.
- g) Coordinate schedules of meetings for the department by communicating the venue, agenda, time and organize for the refreshment for the members involved.
- h) File and maintain office records and documents for future reference and ease retrieval.
- i) Ensure security of office documents by locking them up and putting passwords, saving on clouds and ensuring backups for confidentiality and integrity.
- j) Establish and monitor procedures for record keeping of correspondences and file movements by ensuring signing off by the involved parties.
- k) Manage office protocol and etiquettes by diplomatic approach to ensure corporate image is maintained.
- l) Ensure cleanliness of the office to enhance good working environment for the inhabitants.
- m) Maintain and account for usage of petty cash/ standard imprest allocated to the department for operations.
- n) Take oral dictation from the supervisor and act accordingly for effective running of the office;
- o) Filter emails, highlight urgent correspondence and print attachments;
- p) Schedule on behalf of the supervisor meetings between him and his direct reports and the committees and groups to which he is a member;



- q) Filter general information, queries, phone calls and invitations to the supervisor by redirecting or taking forward such contact as appropriate;
- r) Handle correspondence: Prepare reports, draft and prepare responses, provide feedback and forward requests to relevant people;
- s) Monitor and follow up on assigned activities, ensuring quality and timely completion of tasks;
- t) Supervise support staff attached to the office,
- u) Reading and analyzing incoming memos submission and reports to determine their significance and plan their distribution.

May be required to perform other related or unrelated duties based on the company's needs

### 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 (<https://staffportal.cuk.ac.ke/japp/>), 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. For academic positions, please attach:
  - a) Evidence of publications;
  - b) Evidence of supervision of postgraduate students;
  - c) Evidence of curricula developed;
  - d) 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 **Monday, 11<sup>th</sup> April 2022, at 12 noon;**
- vi. All applications must be received by **Monday, 11<sup>th</sup> April 2022, at 12 noon.** Applications received later than this period will not be considered;
- vii. Candidates with academic qualifications obtained from foreign Universities will 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.**

## V. INTERNSHIP POSITIONS

### 1. Human Resource Intern - CUK/INT/HR/3/22 (1)

**Qualification:** Bachelors Degree 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.

### 2. Marketing & Corporate Communications/PR Intern - CUK/INT/MKTNG/3/22(1)

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

#### **Duties and responsibilities:**

In liaison with the In-charge Public Relations:

- 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 brand in collaboration with its stakeholders;
- iv. Ensure consistent articulation of the University 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 strategic marketing, student admissions; communications, Public Relations, and digital strategies in line with the overall University Strategic Plan.

### 3. **Audit intern** - CUK/INT/AUDIT/3/22(1)

**Qualification:** Bachelors Degree in accounting from a recognized or accredited Institution.

**Duties and responsibilities:**

In liaison with the In-charge Internal Audit:

- i. Undertake comprehensive audits on utilization of resources;
- ii. Ensure compliance with established internal control procedures by examining; records, reports, operating practices, and documentation;
- iii. Verify assets and liabilities by comparing items to documentation;
- iv. Ascertain correctness of accounting records;
- v. Draw audit programmes;
- vi. Prepare audit report queries and observations.

### 4. **ICT Intern** - CUK/INT/ICT/3/22(1)

**Qualification:** Bachelor's Degree/Diploma in IT or a related field from a recognized or accredited Institution.

**Duties and responsibilities:**

- i. Work closely with the applications team, network team, technical team towards effective user support in the University;
- ii. Perform routine maintenance of IT resources both software and hardware in the assigned departments/sections including software and hardware upgrades;
- iii. Assess user needs and train them to be better able to respond to their user environment;
- iv. Implement security measures on data, software applications and hardware at the user workstations and sections;
- v. Train users on appropriate security measures for the protection of data and information, its privacy and confidentiality.

### 5. **Graphic Design Intern** CUK/INT/GRAPHIC DESIGN/3/22(1)

**Qualification:** Bachelors Degree/Diploma in Graphic Design from a recognized or accredited Institution.



**Duties and responsibilities:**

- 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;
- v. Demonstrate proficiency in technology, including computer software programs, Adobe's Creative Suite including Photoshop and Illustrator.

**6. Information Records Clerk - CUK/INT/IRC/3/22(1)**

**Qualification:** Diploma in Information Science, Computerized Records Management or related field.

**Duties and responsibilities:**

In liaison with the Deans/Directors of Schools and Institutes;

- i. Processing student records for admission requirements
- ii. Processing student exams (consolidated Mark Sheet and Senate captions)
- iii. Guiding students on the issue of unit registration
- iv. Verification of exam cards using bar codes
- v. Participation in student registration and orientation
- vi. Handling student complaints on missing marks in liaison with the Chairperson of Department and examination coordinator
- vii. Any other duty assigned by the immediate supervisor

**7. Administrative Assistant - CUK/INT/AA/3/22(1)**

**Qualification:** Degree in Economics, Planning, Actuarial Science or related field.

**Duties and responsibilities:**

In liaison with the Deans/Directors of Schools and Institutes;

- i. Assist in the development of annual work plans and performance contracts
- ii. Guide HODs in cascading of performance contracts within the respective departments & Sections
- iii. Monitor and evaluate the implementation of annual work plans, strategic plans and master plan
- iv. Conduct project evaluations
- v. Conduct surveys and field studies to compile data and develop survey reports for comprehensive project plans



- vi. Monitor and evaluate the progress of projects for high standards and timely completion of works.
- vii. Write and submit reports to senior planning personnel for the progress of ongoing projects.
- viii. Collect data for analysis to inform the development and execution of project plans.
- ix. Develop development proposals to the senior level management for approval.

#### 8. GIS- Technician - CUK/INT/GIS-T/3/22(1)

**Qualification:** Degree in Geo-Information system, Geospatial science, or any other relevant field from an accredited and recognized university.

##### **Duties and responsibilities:**

In liaison with the Course Leader/Head of Department;

- i. Organize and guide learners in practical.
- ii. Demonstrate how to use GIS Software;
- iii. Record keeping and making requisition of the lab equipment;
- iv. Ensuring the safety of learners and the lab equipment;
- v. Marking practicals and maintaining records of the practicals; and
- vi. Carry out any other assignment related to this mandate.

#### 9. ICT Clerk - CUK/INT/ICTC/3/22(1)

**Qualification:** Diploma in Information Technology or any other relevant field from an accredited and recognized institution;

##### **Duties and responsibilities:**

In liaison with the Chairperson of Department;

- i. Organize and guide learners in practical.
- ii. Demonstrate how to use available Softwares;
- iii. Record keeping and making requisition of the lab equipment;
- iv. Ensuring the safety of learners and the lab equipment;
- v. Marking practicals and maintaining records of the practicals; and
- vi. Carry out any other assignment related to this mandate.

##### **How to apply:**

Interested applicants should submit:

- a. Personal accident insurance cover lasting at least six (6) months;
- b. Copy of PIN certificate from Kenya Revenue Authority;
- c. Proof of medical insurance cover from National Hospital Insurance cover (NHIF) or any other reputable medical insurance firm.



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

Applicants who meet the above requirements should download and fill in a prescribed application form from the University Website [www.cuk.ac.ke](http://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;

Clearly labeled and sealed applications quoting the reference number should be addressed to the undersigned and returned not later than **Monday, 11<sup>th</sup> April 2022, 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.***

