



KARATINA UNIVERSITY

JOB VACANCIES

Karatina University wishes to recruit qualified and interested applicants for the vacant positions listed below: Specific specializations are indicated in the university website www.karu.ac.ke

ADVERT

S/No	Position	Grade	Positions	Reference Number
ACADEMIC POSITIONS				
1.	Associate Professor	14	1	KarU/HR/AP/2024
2.	Senior Lecturer	13	5	KarU/HR/SL/2024
3.	Lecturer	12	20	KarU/HR/LEC/2024
4.	Tutorial Fellow	11	3	KarU/HR/TF/2024
NON - ACADEMIC POSITIONS				
5.	Senior Assistant Registrar (Human Resource)	13	1	KarU/HR/SAR/HR/2024
6.	Corporate Communications Officer	12	1	KarU/HR/CCO/2024
7.	Medical Officer	12	1	KarU/HR/MO/2024
8.	Moodle Instructional Designer	12	1	KarU/HR/MID/2024
9.	Internal Auditor I	12	1	KarU/HR/IA/2024
10.	Senior Assistant Systems Librarian	11	1	KarU/HR/SASL/2024
11.	Assistant Games Tutor I	11	1	KarU/HR/ AGT.I/2024
12.	Dynamics 365 BC Backend Developer	10	1	KarU/HR/D365BC/2024
13.	Medical Physiology Laboratory Technologist	10	1	KarU/HR/MPLT/2024
14.	Human Anatomy Laboratory Technologist	10	1	KarU/HR/HALT/2024
15.	Nursing Skills Laboratory Technician	10	1	KarU/HR/NSL/2024
16.	Medical Laboratory Technologist	10	1	KarU/HR/MLT/2024
17.	Clinical Medicine Instructor	10	1	KarU/HR/CMI/2024
18.	Assistant Games Tutor II	10	1	KarU/HR/AGT.II/2024
19.	Webmaster	9	1	KarU/HR/WM/2024
20.	Computer Technician I	8	2	KarU/HR/CT/2024
21.	Assistant Computer Technician II	7	2	KarU/HR/ ACT.II/2024
22.	Assistant Computer Technician III	6	2	KarU/HR/ ACT.III/2024
23.	Animal Health Technician	6	1	KarU/ HR/AHT/ 2024

All applicants are required to submit their applications online through the jobs portal (<https://jobs.karu.ac.ke>) available on the University website (under the careers section). In addition, applicants **MUST** submit a continuously scanned copy of the application via email (jobs@karu.ac.ke) with the subject clearly stating the job title and the reference number (e.g. **Lecturer – Linguistics (KarU/HR/LEC/2024)**).

For information relating to job specifications and general requirements, kindly visit the University website (<https://karu.ac.ke/careers/>)

Interested applicants should submit their applications so as to be received on or before **Monday 27th May, 2024**.

Karatina University is an equal opportunity employer and therefore applicants of either gender, persons with disability and those from marginalized areas are encouraged to apply.

JOB RESPONSIBILITIES AND REQUIREMENT FOR VACANT POSITIONS

1. JOB TITLE: ASSOCIATE PROFESSOR- GRADE 14: KarU/AP/2024

Basic Salary for this position is between Kshs. 180,337/= by Kshs.6,394/= to Kshs.250,668 /=

Specialization

- a) Social Science (one position)

a. Job Description for Associate Professor

- i) Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii) Supervise undergraduate projects and other experiential learning programs
- iii) Supervise dissertations/theses at the graduate level
- iv) Develop undergraduate and postgraduate courses
- v) Initiate, promote and participate in research projects and publish
- vi) Provide academic leadership through programme development, mentoring and research
- vii) Provide professional and community services and initiate linkages and fundraising.
- viii) Carry out administrative and other duties and responsibilities as may be assigned

a) Job Requirements for Appointment

- i) Must have an earned Doctorate degree or its academic equivalent.
- ii) Must have at least four (4) years teaching and research experience since becoming Senior Lecturer at university.
- iii) Must have at least four (4) articles in refereed journals since appointment as Senior Lecturer.
- iv) Must have supervised postgraduate degree candidates.
- v) Should have attended and contributed at academic conferences, seminars or workshops.
- vi) Should show evidence of continued research and effective teaching.
- vii) Should be recognized and registered by relevant professional boards where applicable.
- viii) Should show evidence of contribution to University life as well as national and international life.
- ix) Should have attended and contributed at academic conferences, seminars or workshops.

2. JOB TITLE: SENIOR LECTURER – GRADE 13: KarU/HR/SL/2024

Basic Salary for this position is between Kshs. 144,450/= by Kshs. 5,647/= to Kshs. 206,563/=

Specialization

- a) Nursing (two positions)
- b) Computer Science (two positions)
- c) Information Technology (one position) - Replacement

a. Job Description for Senior Lecturer

- i) Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii) Supervise undergraduate projects and other experiential learning programmes
- iii) Supervise dissertations/theses at the graduate level.
- iv) Develop undergraduate and postgraduate courses
- v) Initiate, promote and participate in research projects
- vi) Participate in academic leadership programmes
- vii) Provide professional and community services and initiate linkages and fundraising.
- viii) Carry out administrative and other duties & responsibilities as may be assigned

b. Job Requirements for Appointment

- i) Must have an earned Doctorate degree or its academic equivalent.
- ii) Must have at least four (4) years of teaching or research experience at University level since becoming Lecturer.
- iii) Show evidence of supervision of postgraduate degree students
- iv) Must have attended and contributed at academic conferences, seminars or workshops.
- v) Must have a minimum of 4 publications in refereed journals since appointment as Lecturer

NB: To be appointed as a Senior Lecturer in Computer Science the applicants must have knowledge in Machine Learning and Artificial Intelligence (AI).

3. JOB TITLE: LECTURER – GRADE 12: KarU/HR/LEC/2024

Basic Salary for this position is between Kshs. 110,591/= by Kshs. 4,524/= to Kshs. 160,357/=

Specialization

- a) Special Needs (one position)
- b) Criminology (one position)
- c) Animal Health (one position)
- d) Geography (one position)
- e) Linguistics (one position)
- f) Software Engineering (one position)
- g) Data Science (two positions)

- h) Computer Science (one position)
- i) Cyber Security (one position)
- j) Information Technology (two positions)
- k) Health Systems Management (one position)
- l) Medical Laboratory (one position)
- m) Clinical Medicine (one position)
- n) Community Health (one position)
- o) Medical Surgical Nursing (one position)
- p) Midwifery (one position)
- q) Nursing Education (one position)
- r) Pharmacy (one position)

a. Job Description for Lecturer

- i) Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii) Supervise undergraduate projects and other experiential learning programmes
- iii) Supervise dissertations/theses at graduate level.
- iv) Participate in the development of undergraduate and postgraduate courses
- v) Initiate, promote and participate in research projects
- vi) Provide professional and community services and initiate linkages and fundraising.
- vii) Carry out administrative and other duties and responsibilities as may be assigned

b. Job Requirements for Appointment

- i) Should have an earned Doctorate degree or its equivalent from a recognized academic institution
- ii) Be registered or registerable with the relevant professional body (where applicable)
- iii) Those with publications shall have an added advantage.

OR

- i) A masters' degree in the relevant field from an accredited and recognized University (in special cases) with at least three (3) years teaching experience at the University level or in research or industry; and
- ii) Registered with the relevant professional body;
- iii) Must have at least one (1) publication.

NB: To be appointed as a Lecturer in Computer Science the applicants must have knowledge in Machine Learning and Artificial Intelligence (AI).

4. JOB TITLE: TUTORIAL FELLOW – GRADE 11: KarU/HR/TF/2024

Basic Salary for this position is between Kshs. 97,842/= by Kshs. 3,825/= Kshs. 139,915/=.

Specialization

- a) Actuarial Science (one position)
- b) Criminology (one position)
- c) Medical Laboratory (one position)
- d) Clinical Medicine (one position)
- e) Animal Health (one position)

a. Job Description for Tutorial Fellow

- i) Teach and assess courses in one's discipline at undergraduate level.
- ii) Supervise undergraduate projects and other experiential learning programmes
- iii) Initiate, promote and participate in research projects and publish.
- iv) Carry out other duties and responsibilities as may be assigned

b. Job Requirements for Appointment

- i) Must have a Master's degree and a Bachelor's degree from a recognized university.
- ii) Be registered or ready to register for a Doctorate (PhD) degree programme.
- iii) Demonstrate potential for university teaching and/or research during the appointment interview.
- iv) Be registered or registerable with the relevant professional body (where applicable).

5. JOB TITLE: SENIOR ASSISTANT REGISTRAR (HUMAN RESOURCE) – GRADE 13: KarU/HR/SAR/HR/2024

Basic Salary for this position is between Kshs. 127,116/= by Kshs. 5,200/= to Kshs. 184,318/=.

a. Job Description for Senior Assistant Registrar (Human Resource)

Work at this level entails planning, coordination, implementation, monitoring and controlling of administrative functions of the various administrative units in the University. In addition, budgeting, procurement, identification of training needs of staff and promotion of staff development and capacity building in the department and any other duties as may be assigned by a senior officer.

NB: To be appointed Senior Assistant Registrar in Personnel/Recruitment department; one must have undertaken a human resource related course either at Bachelors, Postgraduate diploma or Masters Level and be registered with the IHRM (Kenya).

b. Job Requirements for Appointment

- i) Masters Degree in a relevant field from a recognized institution
- ii) At least five (5) years relevant post masters work experience and proven performance in a comparable position.
- iii) Knowledge of Information Communication Technology.
- iv) Should be a person of high integrity
- v) Membership with relevant professional body will be an added advantage.

**6. JOB TITLE: CORPORATE COMMUNICATIONS OFFICER GRADE 12:
KarU/HR/CCO/2024**

Basic Salary for this position is between Kshs. 108,714 by Kshs. 4,250 to Kshs. 155,461

a. Job Description

- i) Supervise all staff under him/her.
- ii) Liaise with media (coverage of all University functions)
- iii) Write, edit and distribute various types of content, including material for a website,
- iv) press releases, marketing material and other types of content that take the message to the public.
- v) Oversee, prepare and contribute stories, photos and editing of the internal newsletter
- vi) Coverage of University activities (both video and photography)
- vii) Ensure posting of all advertising both internally and externally (media houses)
- viii) Ensure Media monitoring and evaluation and advice management accordingly.
- ix) Organize and coordinate University exhibitions and marketing activities.
- x) Responsible for development and implementation of the strategic plan for all departments (for all HOD's) Maintain a database of media organizations and contacts within them.
- xi) Manage the company's or organization's social media communications.
- xii) Regularly meet with and conduct interviews with media personnel.
- xiii) Create and produce Annual newsletters for the organization.
- xiv) Develop and maintain working relationships with journalists in multiple types of media outlets.
- xv) Act as a spokesperson for the organization.
- xvi) Prepare and manage the organization's communication budget
- xvii) Coordinate the implementation of Corporate Communication and Branding Policy;

- xviii) Establish and maintain continual information flows between the University and its stakeholders;
- xix) Ensure prudent and efficient management and utilization of resources within the Corporate Communication and Branding Office;
- xx) Lead on brand building and brand communications, including content planning and reporting;
- xxi) Provide leadership in the conceptualization, planning and implementation of brand sensitization activities and supporting partners as needed.
- xxii) Developing and revising communication strategies,
- xxiii) Scanning and assessing the internal and external environment, for issues that might impact the University Brand, and helping the University adapt to the information needs of its stakeholders,
- xxiv) Devising mechanisms to enable Monitoring and Evaluation of the University's Communication and Branding strategies
- xxv) Any other duties assigned by the immediate supervisor.

b. Job Requirements for Appointment

- i) Master's Degree in a relevant field from a recognized institution.
- ii) At least six (6) years relevant work experience
- iii) Good knowledge of Information Communication Technology
- iv) Membership registration with a professional body

Note:

Interested applicants with a bias towards media and journalism, social media, documentaries and website management are encouraged to apply.

7. JOB TITLE: MEDICAL OFFICER GRADE 12: KarU/HR/MO/2024

Basic Salary for this position is between Kshs. 108,714 by Kshs. 4,250 to Kshs. 155,461

a. Job Description

Work at this level entails provision of medical services to patients and clients in the institution health centre and make follow-up of cases of patients referred to the hospital. In addition, provides staff development and capacity building both formal and informal to other health personnel working under him/her and any other duties as may be assigned by a senior officer.

b. Job Specifications/Requirements for Appointment

- i) Bachelor of Medicine and Bachelor of Surgery (MB ChB) from a recognized institution.

- ii) Valid registration by Medical Practitioners and Dentists Board.
- iii) At least two (2) years post internship work experience with proven performance
- iv) Evidence of continuing professional development
- v) Knowledge of Information Communication Technology
- vi) Current practicing Certificate

8. JOB TITLE: MOODLE INSTRUCTIONAL DESIGNER - GRADE 12: KarU/HR/MID/2024

Basic Salary for this position is between Kshs. 108,714 by Kshs. 4,250 to Kshs. 155,461

a. Job Description for Moodle Instructional Designer

- i) Manage the deployment, monitoring, maintenance, development, upgrade, and support of the e-learning systems.
- ii) Work with advocacy staff to develop strategies and plans to enhance client services, improve user effectiveness, and foster innovation in e-learning.
- iii) Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.
- iv) Develops engaging and effective online learning materials for the ODEL platform.
- v) Applies adult learning principles and instructional design models.
- vi) Converts classical course content into palatable material for electronic and distance learning.
- vii) Creates multimedia content (e.g., videos, simulations, interactive exercises).
- viii) Writes clear and concise learning objectives and assessments.
- ix) Collaborates with subject matter experts to develop course content.
- x) Conducts user testing for course improvement.
- xi) Manages collaboration softwares and advises the university on licensing models.
- xii) Stays updated on the latest trends in online learning technologies.

b. Job Specification for Appointment

- i) Master's degree in Instructional Design, Educational Technology, ICT or a related field (preferred).
- ii) At least 3 years post masters experience in instructional design for online learning environments.
- iii) Strong understanding of learning principles and instructional design models.
- iv) Proven experience with learning management systems (LMS) and content authoring softwares/tools.
- v) Excellent writing and communication skills.
- vi) Ability to translate complex subject matter into engaging learning experiences.
- vii) Experience with multimedia development tools (a plus).
- viii) Any other professional qualifications will be an added advantage.

9. JOB TITLE: -INTERNAL AUDITOR I GRADE 12: KarU/HR/IA/2024

Basic Salary for this position is between Kshs. 108,714 by Kshs. 4,250 to Kshs. 155,461

a. Job Description for Internal Auditor

Work at this level entails checking the accuracy of revenue received and verifying banking of the same, examining petty cash payments to ascertain proper authorization, payroll vouching and verifying creditors, preparation of departmental budget, verification of purchases against budgets, physical verification of stocks, preparing detailed audit reports, audit checks, examining all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety; carrying out the audit of records of functional departments. In addition, supervision of staff, staff development and capacity building undertake a set of audit assignments under the overall direction of an audit team leader and any other duties as may be assigned by a senior officer.

b. Job Requirements for Appointment

- i) Masters Degree in finance or accounting field from a recognized institution
- ii) CPA III
- i) At least three (3) years relevant work experience as an Internal Auditor II or a comparable position.
- iii) Membership registration with (ICPAK) or any other relevant professional body
- iv) Knowledge of Information Communication Technology
- v) CISA qualification is an added advantage

10. JOB TITLE: SENIOR ASSISTANT SYSTEMS LIBRARIAN - GRADE 11: KarU/HR/SASL/2024

Basic Salary for this position is between Kshs. 87,080 by Kshs. 3,404/= to Kshs. 124,524/=

a. Job Description for Senior Assistant Systems Librarian

- i. Should be conversant with Library Management Systems (KOHA) and Digital Repository (D Space);
- ii. Familiar with standards appropriate to library applications such as MARC21 (Machine-readable cataloging), HTML, SQL, MySQL, Z39.50, UNIX language, and LINUX operating system;
- iii. Familiarity with formulation and implementation of policies, procedures, manuals, particularly in the area of systems development;
- iv. Maintain digital repository and resources;

- v. Maintain system's backups, security, and contingency plans to ensure continuity;
- vi. Supervise the provision of technical support and routine/ad-hock maintenance of computer hardware and software systems at the library;
- vii. Maintain library social media i.e. Facebook, Twitter, and library website;
- viii. Good organizational, interpersonal, oral (make effective oral presentations), and written communication skills;
- ix. In addition, provide electronic information and any other duties as may be assigned by a senior officer.

b. Job Specification for Appointment

- i) Bachelors Degree in the relevant field from a recognized institution;
- ii) At least seven (7) years relevant work experience.
- iii) Good knowledge of Information Communication Technology.
- iv) Membership registration to a relevant professional body.
- v) Master's Degree is an added advantage

11. JOB TITLE: ASSISTANT GAMES TUTOR I- GRADE 11: KarU/HR/AGT.I/2024

Basic Salary for this position is between Kshs. 87,080 by Kshs. 3,404/= to Kshs. 124,524/=

a. Job Description for Assistant Games Tutor I

Work at this level entails training and coaching of different sports, organizing practice and build up matches for specified teams; Undertaking the umpiring and refereeing duties, taking charge of games and trips, motivating students to participate in sports and games, designing and implementing income generating units organizing non-competitive games and sports, supervision of staff, staff development and capacity building and any other duties as may be assigned by a senior officer.

b. Job Specification for Appointment

- i) Masters Degree in the relevant field from a recognized institution
- ii) At least three (3) years relevant work experience
- iii) Physical and mental fitness
- iv) Good knowledge of Information Communications Technology
- v) Registration with the relevant professional body

12. JOB TITLE: DYNAMICS 365 BC BACKEND DEVELOPER – GRADE 10
KarU/HR/D365BC/2024

Basic Salary for this position is between Kshs. 57,729 by Kshs. 2,256/= to Kshs. 82,552/=

a. Job Description for Dynamics 365 BC Backend Developer

- i) Installing and configuring Dynamics Navision/Dynamics 365 Solution
- ii) Create new and modify existing components (extensions, code units, pages, reports and other objects) of Dynamics Navision/Dynamics 365 Solution to meet the organization's needs
- iii) Integrate Dynamics Navision /Dynamics 365 NAV with other systems and applications using APIs/web services
- iv) Debug and fix errors identified in the Dynamics Navision/Dynamics 365 Solution
- v) Develops and maintains the server-side functionality.
- vi) Creates and implements APIs for data exchange between the frontend and backend.
- vii) Collaborates with instructional designers and web masters to integrate learning materials.
- viii) Analyze user requirements and translate them into efficient and secure backend solutions using Dynamics Navision/Dynamics 365 Solution development tools (C/AL, C/SIDE).
- ix) Develop, test, debug, and deploy backend code extensions and customizations for the MS NAV platform.
- x) Integrate Dynamics NAV 2016 or higher/ Dynamics 365 with external systems and APIs using web services or other established methods.
- xi) Design and develop database structures using SQL Server (or similar) to support the application's data needs.
- xii) Write clean, well-documented, and maintainable code according to best practices.
- xiii) Perform code reviews and collaborate with other developers and technical staff.
- xiv) Troubleshoot and resolve backend issues related to Dynamics NAV 2016 or higher/ Dynamics 365, databases, and integrations.
- xv) Optimize database performance and scalability to ensure smooth operation of the system.
- xvi) Stay up-to-date on the latest backend development technologies in Dynamics NAV 2016 or higher/ Dynamics 365 development, database technologies, and security best practices

b. Job Requirements for Appointment

- i) Bachelor's degree in Computer Science, Information technology, Software Engineering, or a related field.

- ii) Minimum of seven (7) years of proven professional experience in developing solutions with Microsoft Dynamics NAV 2016 or higher/ Dynamics 365, with a strong understanding of server-side programming languages (e.g., Java, Python, PHP).
- iii) Experience and certifications in database management systems (e.g., MySQL, PostgreSQL).
- iv) Certification in Dynamics 365. Proven proficiency in C/AL programming language.
- v) Experience Integrating Microsoft Dynamics 365 with other add-ons/third-party solutions
- vi) Experience with version control systems (e.g., Git), knowledge in Power BI and Version control.
- vii) Strong problem-solving and analytical skills, excellent communication and collaboration skills.
- viii) Ability to work independently and meet deadlines.
- ix) Any other professional qualifications will be an added advantage.

**13. JOB TITLE: ASSISTANT GAMES TUTOR II– GRADE 10 KarU/HR/AGT.I/2024
(REPLACEMENT)**

Basic Salary for this position is between Kshs. 57,729 by Kshs. 2,256/= to Kshs. 82,552/=

a. Job Description for Assistant Games Tutor II

Work at this level entails coaching various sports activities, taking charge of all sports equipment and facilities, officiating various games and sports activities, responsible for students going for external fixtures, popularizing sports and games activities among students, conducting specialized training, designing and implementing income generating units and any other duties as may be assigned by a senior officer.

b. Job Requirements for Appointment

- i) Bachelors Degree in the relevant field from a recognized institution
- ii) At least eleven (11) years relevant work experience
- iii) Physical and mental fitness
- iv) Good knowledge of Information Communications Technology
- v) Masters Degree in the relevant field from a recognized institution is an added advantage

**14. JOB TITLE: MEDICAL PHYSIOLOGY LABORATORY TECHNOLOGIST-
GRADE 10: KarU/HR/MPLT /2024**

Basic Salary for this position is between Kshs. 57,729 by Kshs. 2,256/= to Kshs. 82,552/=

a. Job Description for Medical Physiology Laboratory Technologist

- i) Assist Human physiology lecturers in lecturers in Human Medical physiology practicals.
- ii) Setting up OSCE sessions for Human Medical Physiology assessments.
- iii) Assist in preparations of samples, specimens and solutions for practicals.
- iv) Provide technical information about test results to students and researchers.
- v) Supervision and guidance of practicals in order to produce reliable and precise data.
- vi) Prepare and implement the use of Standard Operating Procedures in the Laboratory
- vii) Ensure proper disposal of laboratory waste.
- viii) Provide budget inputs on supplies and consumables used in the laboratory.
- ix) Maintain proper inventory of the materials and equipment in the laboratory.
- x) Carry out stock taking exercises at the end of every quarter of the Financial Year in liaison with stores section of procurement and Finance Departments for purposes of quarterly account report preparation.
- xi) Carry out other duties and responsibilities as may be assigned by the supervisor.

b. Job Requirements for Appointment

- i) A Bachelors degree in Medical Physiology and a holder of Higher National Diploma /Diploma
- ii) Registered with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- iii) Must have seven (7) years' work experience in in a Human Medical Physiology Laboratory in an Institution of higher learning or equivalent Institution.

**15. JOB TITLE: HUMAN ANATOMY LABORATORY TECHNOLOGIST – GRADE 10:
KarU/HR/HALT/2024**

Basic Salary for this position is between Kshs. 57,729 by Kshs. 2,256/= to Kshs. 82,552/=

a. Job Description for Human Anatomy Laboratory Technologist

- i) Assist Human Anatomy lecturers in cadaver dissections and conducting Human Anatomy practicals.
- ii) Set up OSCE sessions for Human Anatomy assessments
- iii) Prepare laboratory materials and specimens such as histology slides, stains, solutions and preservatives.
- iv) Ensure proper disposal of Human Anatomy laboratory waste.
- v) Provide budget inputs on supplies and consumables used in the laboratory.
- vi) Maintain proper inventory of the materials and equipment in the Human Anatomy laboratory to avoid stock outages.

- vii) Carry out stock taking exercises at the end of every quarter of the Financial Year in liaison with stores section of procurement and Finance Departments for purposes of quarterly account report preparation.
- viii) Carry out other duties and responsibilities as may be assigned by the supervisor.

b. Job Requirements for Appointment

- i) Bachelors degree in Medical Laboratory and a holder of Higher National Diploma /Diploma in Histology and Cytology from a recognized institution;
- ii) Must have seven (7) years' work experience in histology and cytology laboratory
- iii) Must be registered with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- iv) A valid practicing license.
- v) Knowledge of Information Communication Technology;

16. JOB TITLE: NURSING SKILLS LAB TECHNOLOGIST –GRADE 10:

KarU/HR/NSL/2024 (REPLACEMENT)

Basic Salary for this position is between Kshs. 57,729 by Kshs. 2,256/= to Kshs. 82,552/=

a. Job Description for Nursing Skills Laboratory Technologist

- i) Provide support in teaching and assessing courses in the discipline at undergraduate level
- ii) Guide and supervise undergraduate projects and other experiential learning programmes
- iii) Guide and supervise experiments/practicals
- iv) Initiate, promote and participate in research projects
- v) Provide professional and community services.
- vi) Carry out administrative and other duties and responsibilities as may be assigned

b. Job Requirements for Appointment

- i) Bachelor's Degree in Nursing and a holder of Higher National Diploma /Diploma in Nursing from a recognized institution;
- ii) Must have seven (7) years relevant work experience
- iii) Valid registration with the Nursing Council of Kenya.
- iv) Knowledge of Information Communication Technology;

17. JOB TITLE: MEDICAL LABORATORY TECHNOLOGIST –GRADE 10:

KarU/HR/MLT/2024

Basic Salary for this position is between Kshs. 57,729 by Kshs. 2,256/= to Kshs. 82,552/=

a. Job Description for Medical Laboratory Technologist

- i) Preparation of lab practical manuals. Conducting and supervision of practical sessions. Taking students to academic field trips
- ii) Test and analyze body fluids, such as blood, urine, and tissue samples. Operate laboratory equipment, such as microscopes and automated cell counters. Use automated equipment that analyzes multiple samples at the same time. Record data from medical tests and enter results into a patient's medical record. Updating the lab inventory
- iii) Prepare samples for analysis, use equipment to locate microorganisms, monitor tests and procedures, analyze the chemical content of fluids, match blood for transfusions, and test for drug levels in the blood.
- iv) Perform medical laboratory tests for the diagnosis, treatment, and prevention of disease.
- v) Calibrating laboratory equipment to ensure accuracy of results

b. Job Requirements for Appointment

- i) A Bachelor's degree in Medical Laboratory Sciences and a holder of Higher National Diploma /Diploma in Medical Laboratory from a recognized institution;
- ii) Must have seven (7) work experience in any of the following thematic areas microbiology, hematology, parasitology and medical entomology, blood transfusion, clinical pathology and immunology,
- iii) Must have worked for three (3) years in healthcare settings such as hospitals, medical and diagnostic laboratories, with Medical Lab students.
- iv) Registered with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- v) Knowledge of Information Communication Technology;

18. JOB TITLE: CLINICAL MEDICINE INSTRUCTOR–GRADE 10:

KarU/HR/CMI/2024

Basic Salary for this position is between Kshs. 57,729 by Kshs. 2,256/= to Kshs. 82,552/=

a. Job Description for Clinical Medicine Instructor

- i) Preparation of lab practical manuals. Conducting and supervision of practical sessions. Taking students to academic field trips

- ii) Provide mentorship and coaching to students both during and outside the formal evaluation and instruction arenas. Participate in assessment of students in both formative and summative stages. Develop, implement, enforce, and review hospital measures and guidelines, and advise the department as required.

b. Job Requirements for Appointment

- i) A Bachelor's degree in Clinical Medicine and a holder of Higher National Diploma /Diploma in Clinical Medicine from a recognized institution
- ii) Must have seven (7) years' work experience three (3) of which one must have worked with Clinical Medicine students in the hospital.
- iii) Must have a valid license by Clinical Officers Council
- iv) Knowledge of Information Communication Technology

19. JOB TITLE: WEBMASTER - GRADE 9: KarU/ HR/WM/ 2024

Basic Salary for this position is between Kshs.50,223/= by Kshs.1,963/= to Kshs.71,820/=

a. Job Description for a Webmaster

- i) Design, develop, maintain and manage the university's website and content of the university and ensure it is attractive and clearly understood to deliver correct information about the university.
- ii) Enhance maintenance and security of the organization's website through control, regulate and manage access rights of different users on website.
- iii) Ensure the web servers, hardware and software are operating accurately
- iv) Creates and maintains content on the website, adhering to brand and university guidelines.
- v) Troubleshoots website issues and implements solutions.
- vi) Monitor, Analyze and report website traffic through analytics and user behavior for optimization.
- vii) Collaborates with instructional designers and developers to integrate learning materials.
- viii) Create and maintain a consistent look and feel across the Web site by promoting uniform fonts, formatting, icons, images, and layout, and creating appropriate templates to assist content authors.
- ix) Find, diagnose, and fix Web site problems, including broken links (both internal and external), typographical errors, and formatting inconsistencies.
- x) Carry out other duties and responsibilities as may be assigned by a senior officer
- xi) Stays updated on the latest web development trends and technologies.

b. Job Requirements for Appointment

- i) Bachelor's degree in Computer Science, Information Technology, or a related field (preferred).
- ii) Minimum 5 years of experience in web development and administration.
- iii) Strong understanding of web technologies like HTML, CSS, JavaScript, and CMS platforms. Proficient in content management systems (e.g., WordPress, Drupal, Joomla).
- iv) Proven track record and knowledge in graphic design.
- v) Experience with cloud platforms, website analytics tools (e.g., Google Analytics), linux administration.
- vi) Certification in any of the following areas Cyber Security, Web Security vulnerability assessments, penetration testing and mitigation measures will be an added advantage.
- vii) Any other professional qualifications will be an added advantage.

20. JOB TITLE: COMPUTER TECHNICIAN I- GRADE 8: KarU/ HR/CT/ 2024

Basic Salary for this position is between Kshs.43,193/= by Kshs. 1,570 /= to Kshs.60,470 /=

a. Job Description for a Computer Technician

- i) Repair and maintain technological equipment or peripheral devices
- ii) Install well-functioning LAN/WAN networks and oversee components (servers IPs, servers, etc.)
- iii) Prepare specifications for ICT hardware and software equipment
- iv) Control security options and programs in networks and computers to ensure privacy and protect from threats
- v) Regularly upgrade to ensure your systems are always up-to-date
- vi) Troubleshoot system malfunctions or bugs and offer solutions to restore function
- vii) Schedule maintenance sessions to identify and correct any inefficiencies
- viii) Maintain a record for repairs and fixes conducted by internal staff and external vendors.
- ix) Provide timely technical assistance and train users on cyber security and other emerging trends.

b. Job Requirements for Appointment

- i) B.Sc Computer Science, Computer Engineering, Information Technology, or a related area of study.
- ii) Minimum 3 years of experience proven experience as computer technician, ICT officer or a similar position
- iii) Experience using the LAN/WAN networks
- iv) A thorough understanding of computer systems as well as IT components
- v) A good understanding of internet security and privacy rules
- vi) Excellent troubleshooting skills and communication skills
- vii) Ability to mentor students in commercializing technology related projects

- viii) Outstanding time-management and organizational abilities
- ix) Relevant certifications (e.g. CISCO, CompTIA A+) will be an added advantage.

21. JOB TITLE: ASSISTANT COMPUTER TECHNICIAN II- GRADE 7: KarU/HR/ACT.II/ 2024

Basic Salary for this position is between Kshs. 38,873 /= by Kshs.1413/= to Kshs. 54,423 /=

a. Job Description for Assistant Computer Technician II

- i) Ensure lab accessibility by lecturers and students;
- ii) Undertake regular proactive maintenance of computers and other accessories;
- iii) Maintain a daily log-in-log-out register of who uses the lab;
- iv) Install and maintain an up-to-date software in the labs;
- v) Implement any changes as may be advised by the HoD;
- vi) Implement and maintain network and Internet connection;
- vii) Perform any other duties as assigned by the HoD.

a. Job Requirements for Appointment

- i) Higher National Diploma Computer Science or Information Technology or its equivalent from a recognized institution
- ii) At least five (5) years relevant work experience
- iii) Hardware certification course such as A+, CCT (Certified Cybersecurity Technician), Server+;
- iv) Any other professional qualifications will be an added advantage.

22. JOB TITLE: ASSISTANT COMPUTER TECHNICIAN III- GRADE 6: KarU/HR/ACT.I/ 2024

Basic Salary for this position is between Kshs. 33,481 /= by Kshs. 1,066/= to Kshs. 45,200 /=

a. Job Description for Assistant Computer Technician III

- i) Ensure lab accessibility by lecturers and students;
- ii) Undertake regular proactive maintenance of computers and other accessories;
- iii) Maintain a daily log-in-log-out register of who uses the lab;
- iv) Install and maintain an up-to-date software in the labs;
- v) Implement any changes as may be advised by the HoD;
- vi) Implement and maintain network and Internet connection;
- vii) Perform any other duties as assigned by the HoD.

b. Job Requirements for Appointment

- i) Diploma in Computer Science or Information Technology or its equivalent from a recognized institution
- ii) At least three (3) years relevant work experience
- iii) Hardware certification course such as A+, CCT (Certified Cybersecurity Technician), Server+;

23. JOB TITLE: ANIMAL HEALTH TECHNICIAN - GRADE 6: KarU/ HR/AHT/ 2024

Basic Salary for this position is between Kshs. 33,481 /= by Kshs. 1,066/= to Kshs. 45,200 /=

a. Job Description for Animal Health Technician

- i) Prepare for practical classes / Courses for undergraduate and post graduate students
- ii) Ensure that all equipment, supplies, specimen and reagents are available.
- iii) Maintain laboratory solutions, equipment and apparatus
- iv) Collect and preserve of animal microorganism in the laboratory
- v) Calibration and maintenance of laboratory equipment
- vi) Development and maintenance of inventory of Laboratory reagents and equipment
- vii) Assist in management of livestock in the teaching farm
- viii) Research and consultancy
- ix) Any other duties as may be assigned by a senior officer.

b. Job Requirements for Appointment

- i) A diploma in animal health/ Applied Biology/Veterinary Medicine or any other relevant training from a recognized institution
- ii) At least Five (5) years relevant work experience working with livestock farmers or in a busy research and diagnosis veterinary laboratory or in a busy animal teaching institution
- iii) Must be Registered with Kenya Veterinary Board (KVB) or Kenya Medical Laboratory Technologists and Technicians Board (KMLTTB) or any other relevant professional body

TERMS AND CONDITIONS OF SERVICE

The successful candidates will be offered a competitive remuneration package in accordance with the existing Terms and Conditions of Service.

MODE OF APPLICATION

All applicants are required to submit their applications online through the jobs portal link (<https://jobs.karu.ac.ke>) available on the University website (under the careers section). In addition, applicants **MUST** submit a continuously scanned copy of the application via email (jobs@karu.ac.ke) with the subject clearly stating the job title and the reference number

(e.g. **Lecturer – Linguistics (KarU/HR/LEC/2024)**). The application should contain a detailed curriculum vitae indicating academic qualifications, professional experience, leadership and management roles, membership of professional associations, email address and telephone contacts, evidence of publications and research grants, copies of academic certificates and other relevant documents.

Interested applicants should submit their applications and address their correspondences to the undersigned so as to be received on or before **Monday 27th May, 2024**.

**The Vice Chancellor
Karatina University
P.O. Box 1957- 10101
KARATINA**

Notes:

- (i) *Karatina University is an equal opportunity employer and therefore applicants of either gender, persons with disability and those from marginalized areas are encouraged to apply.*
- (ii) *Canvassing will lead to automatic disqualification.*
- (iii) *Only shortlisted candidates will be contacted.*
- (iv) *Successful candidate will be required to fulfil the requirements of Chapter Six of the Constitution of Kenya*