

## **1. Registrar, Academics and Students Affairs**

**Reference MUCO/JP/ASA/01/2026 | Grade 4 | One post | Contract**

### **Job Specifications**

Reporting to the Deputy Principal (Academic & Student Affairs - ASA), the Registrar – Academic and Student Affairs will be responsible for the oversight and coordination of academic and student affairs. The role involves the formulation and implementation of academic policies and curriculum to enhance knowledge dissemination and contribute to the advancement of various fields.

### **Minimum requirements**

For appointment to this position, a candidate must: -

- i. Have PhD from a recognized institution where applicable;
- ii. Have Master's degree from a recognized and accredited institution;
- iii. Have Bachelor's degree from a recognized and accredited institution;
- iv. Have Cumulative service period of fifteen (15) years' work experience, four (4) of which must be at senior management level;
- v. Demonstrate leadership skills and management of staff at University level;
- vi. Have proven capacity to promote learning, teaching and research;
- vii. Have management course lasting not less than four(4) weeks cumulatively from a recognized and accredited institution;
- viii. Be computer proficient and conversant with use of ERP system;
- ix. Membership to a professional body and in good standing where applicable.
- x. Demonstrated merit and ability as reflected in work performance and results.

### **Key responsibilities**

Duties and Responsibilities at this level will entail:-

- i. Assisting the Deputy Principal (Academic & Student Affairs) in the general administration of the Academic Division;
- ii. Overseeing the Design, development, implementation and evaluation of policies and strategies related to Academics;
- iii. Coordinating the preparation of teaching and examination timetables;
- iv. Providing secretarial services to all Academic Board committees;
- v. Guiding Deans of Schools, Directors and Chairpersons of Departments in running of academic, research and outreach programmes at the respective levels;
- vi. Analyzing, reviewing and briefing on academic reports; Coordinating and implementing quality audits;
- vii. Ensuring adherence to ethical and professional conduct and compliance to relevant standards in examination processes;
- viii. Coordinating the administration and processing of examinations, academic transcripts and certificates;
- ix. Coordinating the travel, accommodation arrangements and payments of External Examiners;
- x. Supervising the process of audit, transfers, graduation and certification of the University's degrees, degree verification and production of official transcripts;
- xi. Coordinating the preparation of graduation ceremonies and all activities related to graduation matters;

- xii. Coordinating programmes and programme capacities declaration for students' placements and admissions;
- xiii. Performing any other duties that may be assigned by the Principal or Deputy Principal (ASA).

#### **Terms of Service**

The position of Registrar (Academic & Student Affairs) is offered on a five (5) years renewable once, subject to satisfactory performance. The University College offers a competitive remuneration package, including basic salary, housing allowance, medical cover and leave allowance.

## **2. Lecturer - Instructional Methods - Mathematics Education**

**Reference MUCO/JP/ASA/02/2026 | Grade 6A | One post | Permanent and pensionable**

The Lecturer will teach, assess and undertake research in Communication Technology and Educational Communication Technology.

#### **Minimum requirements**

- i. An earned PhD or equivalent doctoral degree in Communication Technology, Educational Communication Technology or a directly related specialization from an accredited and recognized university.
- ii. Relevant bachelors and master's degrees from universities recognized in Kenya.
- iii. Where appointment on the basis of a master's degree is permitted for a specialized field under the applicable approved standards, at least three years of university teaching, research or relevant industry experience.
- iv. At least 24 publication points under the approved institutional scoring framework, of which at least 16 points must be from refereed journal articles.
- v. Registration or eligibility for registration with the relevant professional body, where applicable.
- vi. Demonstrated potential for effective teaching, research, innovation and scholarly service.

#### **Key responsibilities**

- i. Teach and assess undergraduate and postgraduate courses in the relevant discipline.
- ii. Develop curricula and teaching materials and participate in programme review.
- iii. Undertake research, publish scholarly work and support innovation and community engagement.
- iv. Supervise student projects and undertake academic and administrative duties assigned by the University College.

## **3. Lecturer - Finance**

**Reference MUCO/JP/ASA/03/2026 | Grade 6A | One post | Permanent and pensionable**

The Lecturer will teach, assess and undertake research in Finance, Accounting and closely aligned business disciplines.

#### **Minimum requirements**

- i. An earned PhD or equivalent doctoral degree in Accounting, Finance, and Economics with a Finance specialization, or Business Administration with a Finance or Accounting specialization, from an accredited and recognized university.
- ii. Relevant bachelors and master's degrees in Accounting, Finance or a directly aligned discipline from an accredited and recognized university.
- iii. Where appointment on the basis of a master's degree is permitted for a specialized field under the applicable approved standards, at least three years of university teaching, research or relevant industry experience.
- iv. At least 24 publication points under the approved institutional scoring framework, of which at least 16 points must be from refereed journal articles.
- v. Registration or eligibility for registration with the relevant professional body, where applicable.
- vi. Demonstrated potential for effective teaching, research, innovation and scholarly service.

**Key responsibilities**

- i. Teach and assess courses in Finance, Accounting and related areas.
- ii. Develop curricula and learning materials and participate in programme review.
- iii. Undertake research, publish scholarly work and supervise student projects.
- iv. Participate in consultancy, community engagement and University College service.

**4. Lecturer - Information Communication Technology****Reference MUCO/JP/ASA/04/2026 | Grade 6A | One post | Contract**

The Tutorial Fellow will support teaching and research in Information Communication Technology and related computing fields.

**Minimum requirements**

- i. An earned PhD or equivalent doctoral degree in Computer Science, Information Technology, Software Engineering, Information Systems or a directly related computing discipline from an accredited and recognized university.
- ii. A master's degree in Computer Science, Information Technology, Software Engineering, Information Systems or a directly related computing discipline from an accredited and recognized university.
- iii. A bachelor's degree in Computer Science, Information Technology, Software Engineering or a directly related computing discipline from a university recognized in Kenya.
- iv. Evidence of academic, research, professional or industry capability relevant to the position.

**Key responsibilities**

- i. Conduct tutorials, practical sessions and other assigned teaching under academic supervision.
- ii. Prepare learning materials and assist in setting, administering and marking assessments.
- iii. Undertake research, participate in scholarly activities and make satisfactory progress in doctoral training.
- iv. Mentor students and perform relevant departmental and University College duties.

**5. Tutorial Fellow - Educational Foundations - Philosophy of Education****Reference MUCO/JP/ASA/05/2026 | Grade 7A | One post | Contract**

The Tutorial Fellow will support teaching and research in Philosophy of Education and Educational Foundations.

**Minimum requirements**

- i. A Bachelor of Education degree or a relevant bachelor's degree together with a recognized professional qualification in education, from an accredited and recognized university.
- ii. A Master of Education or Master of Arts degree specializing in Philosophy of Education, or Educational Foundations with a clearly documented Philosophy of Education concentration, from an accredited and recognized university.
- iii. Registration for, or demonstrated eligibility to register for, a relevant PhD or equivalent doctoral programme.
- iv. Evidence of academic, research or professional capability relevant to the position.

**Key responsibilities**

- i. Conduct tutorials, practical sessions and other assigned teaching under academic supervision.
- ii. Prepare learning materials and assist in setting, administering and marking assessments.
- iii. Undertake research, participate in scholarly activities and make satisfactory progress in doctoral training.
- iv. Mentor students and perform relevant departmental and University College duties.

## **6. Tutorial Fellow - History**

**Reference MUCO/JP/ASA/06/2026 | Grade 7A | One post | Contract**

The Tutorial Fellow will support teaching and research in History.

### **Minimum requirements**

- i. A bachelor's degree in History, or a Bachelor of Education Arts degree with History as a major teaching subject, from an accredited and recognized university.
- ii. A master's degree in History or a directly related historical specialization from an accredited and recognized university.
- iii. Registration for, or demonstrated eligibility to register for, a relevant PhD or equivalent doctoral programme.
- iv. Evidence of academic, research or professional capability relevant to the position.

### **Key responsibilities**

- i. Conduct tutorials, practical sessions and other assigned teaching under academic supervision.
- ii. Prepare learning materials and assist in setting, administering and marking assessments.
- iii. Undertake research, participate in scholarly activities and make satisfactory progress in doctoral training.
- iv. Mentor students and perform relevant departmental and University College duties.

## **7. Tutorial Fellow - Linguistics**

**Reference MUCO/JP/ASA/07/2026 | Grade 7A | One post | Contract**

The Tutorial Fellow will support teaching and research in English language, Linguistics or Literature, according to departmental needs.

### **Minimum requirements**

- i. A Bachelor of Arts degree in English, Linguistics or Literature, or a Bachelor of Education Arts degree with English as a major teaching subject, from an accredited and recognized university.
- ii. A master's degree in English, Linguistics, Literature or English Language Education from an accredited and recognized university.
- iii. Registration for, or demonstrated eligibility to register for, a relevant PhD or equivalent doctoral programme.
- iv. Evidence of academic, research or professional capability relevant to the position.

### **Key responsibilities**

- i. Conduct tutorials, practical sessions and other assigned teaching under academic supervision.
- ii. Prepare learning materials and assist in setting, administering and marking assessments.
- iii. Undertake research, participate in scholarly activities and make satisfactory progress in doctoral training.
- iv. Mentor students and perform relevant departmental and University College duties.

## **8. Tutorial Fellow - Applied Mathematics**

**Reference MUCO/JP/ASA/08/2026 | Grade 7A | One post | Contract**

The Tutorial Fellow will support teaching and research in Mathematics and related quantitative fields.

### **Minimum requirements**

- i. A Bachelor of Science degree, or a Bachelor of Education degree with Mathematics as a major or teaching subject, from an accredited and recognized university.
- ii. A master's degree in Pure Mathematics, Applied Mathematics, Statistics or a directly related mathematical discipline from an accredited and recognized university.
- iii. Registration for, or demonstrated eligibility to register for, a relevant PhD or equivalent doctoral programme.
- iv. Evidence of academic, research or professional capability relevant to the position.

### **Key responsibilities**

- i. Conduct tutorials, practical sessions and other assigned teaching under academic supervision.

- ii. Prepare learning materials and assist in setting, administering and marking assessments.
- iii. Undertake research, participate in scholarly activities and make satisfactory progress in doctoral training.
- iv. Mentor students and perform relevant departmental and University College duties.

#### **9. Assistant Director, Administration**

**Reference MUCO/JP/ADM/09/2026 | Grade 6 | One post | Permanent and pensionable**

The Assistant Director will support institutional administration, policy implementation, service coordination and performance management.

##### **Minimum requirements**

- i. At least 10 years of relevant administrative experience, including at least three years in a senior administrative or comparable supervisory position.
- ii. A master's degree in Administration, Business Administration, Management or a directly related field from a recognized institution.
- iii. A bachelor's degree in Public Administration, Business Administration, Business Management, Human Resource Management or a relevant social science from a recognized institution.
- iv. A leadership or senior management course lasting at least four weeks, cumulatively, from a recognized institution.
- v. Relevant professional certification, registration and a valid practicing license where these are required by law for the duties of the post.
- vi. Demonstrated competence in administration, policy implementation, staff coordination and institutional performance.

##### **Key responsibilities**

- i. Coordinate administrative services and implement approved policies, procedures and work plans.
- ii. Support records management, committee administration, institutional reporting and service delivery.
- iii. Supervise assigned staff, monitor performance and support risk-management and compliance processes.
- iv. Advise management on administrative matters and carry out other duties assigned by the University College.

#### **10. Assistant Registrar, Academic and Students Affairs**

**Reference MUCO/JP/ADM /10/2026 | Grade 6 | One post | Permanent and pensionable**

The Assistant Registrar will support admissions, academic records, examinations, student administration and implementation of academic policies.

##### **Minimum requirements**

- i. A master's degree in Education, Educational Administration, Public Administration, Business Administration, Management, Data Science, Information Science, Economics or a directly related field from an accredited and recognized university.
- ii. A bachelor's degree in Education, Social Sciences, Business Administration, Data Science, Statistics, Mathematics, Information Science, Economics or a directly related field from an accredited and recognized university.
- iii. At least 10 years of relevant experience, including at least three years in a supervisory position.
- iv. A management course lasting at least four weeks, cumulatively, from a recognized institution.
- v. Membership in a relevant recognized professional body, where applicable.
- vi. Proficiency in computer applications and demonstrated experience using an enterprise resource planning or student-information system.
- vii. Demonstrated competence in academic administration, records governance and student service delivery.

**Key responsibilities**

- i. Support admissions, registration, examinations, academic records and student administrative services.
- ii. Implement academic policies, calendars and approved procedures and prepare statutory and management reports.
- iii. Maintain accurate and secure student records and support responsible use of academic information systems.
- iv. Supervise assigned staff and provide secretariat services to relevant committees.

**11. Human Resource Management Officer II**

**Reference MUCO/JP/ADM /11/2026 | Grade 10 | One post | Permanent and pensionable**

The officer will support recruitment, employee records, performance management, staff welfare and implementation of human-resource policies.

**Minimum requirements**

- i. At least three years of relevant human-resource management experience in a comparable position.
- ii. A diploma in Human Resource Management or Development, Industrial Relations, Business Management, Business Administration or an equivalent qualification from a recognized examination body.
- iii. Registration and a valid practicing certificate where required under the Human Resource Management Professionals Act and applicable professional rules.
- iv. Proficiency in computer applications and demonstrated ability to maintain accurate and confidential personnel records.

**Key responsibilities**

- i. Process routine recruitment, appointment, deployment, leave, training and performance-management records.
- ii. Maintain complete and confidential employee files and human-resource information-system records.
- iii. Respond to staff enquiries and prepare routine reports and correspondence.
- iv. Support implementation of labour, occupational-safety and human-resource policies.

**12. Accounts Assistant II**

**Reference MUCO/JP/ADM /12/2026 | Grade 10 | One post | Permanent and pensionable**

The Accounts Assistant will support transaction processing, reconciliations, records maintenance and preparation of financial information.

**Minimum requirements**

- i. At least three years of relevant accounting experience in a comparable position.
- ii. An Accounting Technicians Diploma, a diploma in Accountancy, Accounting and Finance, or an equivalent qualification from a recognized examination body.
- iii. Proficiency in computer applications and demonstrated experience using a recognized accounting or enterprise resource planning system.
- iv. Demonstrated accuracy, integrity and ability to maintain complete financial records.

**Key responsibilities**

- i. Process approved receipts, payments, journals and other accounting transactions.
- ii. Maintain ledgers, vouchers and supporting records and assist with reconciliations.
- iii. Prepare routine financial schedules and support audit and reporting requirements.
- iv. Safeguard financial information and comply with approved internal controls.

### **13. Accountant I**

**Reference MUCO/JP/ADM /13/2026 | Grade 9 | One post | Permanent and pensionable**

The Accountant will prepare and review financial records, reconciliations, reports and compliance documentation.

#### **Minimum requirements**

- i. At least six years of relevant accounting experience, including at least three years in a responsible accounting or comparable position.
- ii. An Accounting Technicians Diploma, a diploma in Accountancy, Accounting and Finance, or an equivalent qualification from a recognized examination body.
- iii. Membership in a relevant recognized professional body where required for the functions assigned to the post.
- iv. Proficiency in computer applications and demonstrated experience using a recognized accounting or enterprise resource planning system.
- v. Demonstrated competence in financial reporting, reconciliations, internal controls and audit support.

#### **Key responsibilities**

- i. Prepare and review ledgers, reconciliations, financial schedules and periodic reports.
- ii. Monitor compliance with approved budgets, financial procedures and internal controls.
- iii. Support statutory reporting, audit, asset-accounting and revenue-management processes.
- iv. Guide assigned staff and safeguard the integrity and confidentiality of financial records.

#### **Application Requirements**

Applicants must submit one complete application for each position applied for, comprising:

1. A signed application letter clearly stating the position title and reference number.
2. A detailed curriculum vitae containing current contact information, employment history, academic and professional qualifications, and the names, telephone numbers and email addresses of three referees.
3. Copies of relevant academic and professional certificates and transcripts. Original documents and identification will be required only from shortlisted candidates at interview.
4. For qualifications awarded outside Kenya, evidence of recognition or equation by the Commission for University Education, where applicable.

### **14. Senior Internal Auditor I**

**Reference MUCO/JP/ADM /14/2026 | Grade 7 | One post | Permanent and pensionable**

**Duties and Responsibilities at this level will entail: -**

- i. Implementing internal audit policies and programs in accordance to the professional standards that govern auditing.
- ii. Offering secretarial services to the Audit, Governance and Risk Management Committee of Council by taking minutes and keeping of records for future reference.
- iii. Implementing fraud investigation strategy to ensure all associated risks are detected in time.
- iv. Implementing risk assessment framework to ensure less risk exposure.
- v. Preparing internal audit department budgets and audit work plans.
- vi. Implementing annual risk-based internal audit plan for Audit, Governance and risk Management Committee review and approval.
- vii. Implement the approved plan, ensure proper resourcing for implementation of the plan, and adjust the plan as needed in response to changes in University College business risks, operations, programs, systems and controls.
- viii. Preparing and documenting work plans, testing results, conclusions and recommendations.
- ix. Following up on findings and corrective actions.

- x. Providing technical assistance with investigations, special audits, and provide subject-matter expertise as needed.
- xi. Compiling collected audit evidence reports received from the other departments and prepare reports for onward transmission.
- xii. Ensuring that the assets registered are well maintained and updated to ensure useful utilization of the institutions funds.
- xiii. Examining all books of accounts to ascertain that transactions have been made in accordance with the regulations to vouch their accuracy and propriety.
- xiv. Reviewing implementation of agreed audit findings.
- xv. Reviewing of Internal controls in the University College through audit reviews, queries etc. and Communicating weaknesses noted to the departmental head for consideration.

**a) Person Specification**

For appointment to this grade, one must:

- i. Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognized and accredited institution;
- ii. Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) Examination, Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution;
- iii. At least six (6) years relevant working experience
- iv. Supervisory course lasting for at least two (2) weeks cumulatively;
- v. Be registered with ICPAK or IIA-K and in good standing.
- vi. Be registered and actively affiliated with IIA-K with good standing.
- vii. Have outstanding professional competence and hands-on experience in Financial Management and reporting;
- viii. Demonstrate high administrative capabilities;

**15. Office Administrator III**

**Reference MUCO/JP/ADM /15/2026 | Grade 11 | One post | Permanent and pensionable**

**Duties and Responsibilities at this level will entail: -**

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Managing e-office;
- iv. Handling telephone calls and appointments;
- v. Ensuring security of office records, documents and equipment;
- vi. Maintaining an up-to-date filing system in the office;
- vii. Operating office equipment;
- viii. Managing office protocol;
- ix. Managing office petty cash; and
- x. Handling telephone calls and appointments.

**Job Specifications**

For appointment to this grade a candidate must have: -

- i. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or Diploma in Office Administration or Diploma in Business Administration or equivalent qualification from a recognized and accredited institution.

**Submission of Applications**

Applications should be enclosed in a sealed envelope clearly marked with the position title and reference number and delivered by hand or sent by post to:

**The Principal**  
**Makueni University College**  
P.O. Box 441-90300  
Makueni, Kenya

**Hand-delivery location:** Makueni University College, Malivani Road, approximately 2.8 kilometers from Wote Town, during official working hours.

**Closing date:** Applications must be received on or before 16<sup>th</sup> October, 2026 5.00 p.m. East African Time. Late applications will not be considered.

**Important Information**

1. Only shortlisted candidates will be contacted.
2. Canvassing in any form will result in disqualification.
3. Makueni University College does not charge any fee for applications, shortlisting, interviews or appointments. Applicants should beware of fraudsters.
4. Providing false information or forged documents will result in disqualification and may lead to legal action.
5. Successful candidates will be required to satisfy the applicable requirements of Chapter Six of the Constitution of Kenya before appointment.
6. The University College reserves the right not to fill a position where lawful and documented circumstances require this decision.

**Equal Opportunity and Data Protection**

Makueni University College is an equal opportunity employer committed to fair competition, merit, diversity and inclusion. Women, persons with disabilities, minorities and members of marginalized communities are encouraged to apply. Applicants who require reasonable accommodation during recruitment (special needs) may contact the University College on +254 111 417951 or [info@muco.ac.ke](mailto:info@muco.ac.ke).

Personal data submitted with an application will be processed solely for lawful recruitment and related verification purposes, accessed only by authorized persons, protected through appropriate safeguards and retained in accordance with applicable law and the University College records-retention framework.