



KENYA METHODIST UNIVERSITY

VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a globally competitive Christian University producing the next generation of professional and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We would wish to invite qualified applicants for the following positions:

S.N.	Ref.	Department	Designation	Grade
ADMINISTRATIVE POSITIONS				
1.	KeMU/ADM/IAR/1/3/2025	Internal Audit	Internal Audit Assistant	MU 10
2.	KeMU/ADM/BVL/2/3/2025	Blended and Virtual Learning	E-Learning Support Officer	MU 10
3.	KeMU/ADM/SEC/3/3/2025	Security	Security Officer	MU 10
4.	KeMU/ADM/SEC/4/3/2025	Security	Security Assistant	MU 7
ACADEMIC POSITIONS				
5.	KeMU/ASA/MLS/1/3/2025	Medical Laboratory Sciences	Senior Lecturer	MU 13
6.	KeMU/ASA/MLS/2/3/2025	Health systems Management	Senior Lecturer	MU 13
7.	KeMU/ASA/BMBS/3/3/2025	Medicine & Surgery	Lecturer	MU 12
8.	KeMU/ASA/MLS/4/3/2025	Medical Laboratory Sciences	Laboratory Technologist	MU 10
9.	KeMU/ASA/ANR/5/3/2025	Agriculture & Natural Resources	Crop Production Technician	MU 8
10.	KeMU/ASA/ANR/6/3/2025	Agriculture & Natural Resources	Animal Production Technician	MU 8

A. ADMINISTRATIVE POSITIONS

1. INTERNAL AUDIT ASSISTANT: KeMU/ADM/IAR/2/2/2025; (I) POSITION, MAIN CAMPUS

Answering to the Manager, Internal Audit and Risk Management, the Internal Audit Assistant will ensure the University resources are safeguarded and economically utilized by planning and completing financial audits, identifying inadequate, inefficient, or ineffective internal controls and recommending improvements.

Duties and Responsibilities

The Internal Audit Assistant will:

1. Assist in planning financial audits by understanding University objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs.
2. Assess compliance with relevant regulations and legal requirements by studying existing and new legislation; enforcing adherence to requirements and advising management on needed actions.
3. Assess risks and internal controls by identifying areas of non-compliance, evaluating manual and automated (ERP) financial processes, identifying process weaknesses and inefficiencies as well as operational issues.
4. Verify assets and liabilities by comparing and analyzing items and collateral to documentation.
5. Complete audit paper work by documenting audit tests and findings.
6. Communicate audit progress and findings by providing information to management highlighting unresolved issues, reviewing working papers and preparing final audit reports.
7. Improve governance by recommending changes in management monitoring, assessment, and motivational practices, in the internal control structure, and in operating processes as well as identifying root causes.
8. Support external auditors by coordinating information requirements.
9. Provide financial control information by collecting, analyzing, and summarizing data and trends.
10. Contribute to team results by welcoming new and different work requirements and exploring new opportunities to add value to the University.

Required qualifications and experience

- i. Bachelor's degree in Finance or Accounting or its equivalent
- ii. CPA (K) / ACCA and a member of ICPAK.

- iii. Experience in System Audit with qualifications of certification in information Systems Audit or equivalent
- iv. At least 2 years audit experience preferably in institution of higher learning
- v. Strong business acumen and an ability to identify audit issues.
- vi. Strong analytical skills, team player, ability to multi-task, flexibility and ability to work under pressure.
- vii. Training in risk and/or fraud management is highly preferable.
- viii. Experience in fraud/risk management is an added advantage.

**2. LEARNING SUPPORT OFFICER: KeMU/ADM/VBL/3/2/2025;
1 POSITION, NAIROBI CAMPUS**

The E-Learning Support Officer plays a crucial role in ensuring that students successfully navigate and engage with online and blended learning environments. This position provides technical support, orientation, and academic guidance to learners, ensuring a seamless online learning experience. The officer monitors student progress, troubleshoots LMS-related challenges, and works closely with faculty, IT teams, and student support services to enhance learning experiences.

Duties and Responsibilities

Reporting to the Coordinator E-Learner Support - Blended and Virtual Learning, the Learning Support Officer will be expected to:-

1. Conduct pre-course guidance where prospective students receive a clear and realistic explanation of the expectations placed upon them for study of their programme through the blended and virtual learning mode of study.
2. Provide explanation of any IT requirements, such as access to a computer or tablet, bandwidth of internet connection etc.
3. Carry out orientation for all new blended and virtual learning mode students, outlining their own responsibilities as learners, and the commitments of the University for support while undertaking their programme(s).
4. Provide students with clear and up-to-date information and documentation about the learning support available to them locally or remotely for their programme(s).
5. Prepare a schedule for learner support through timetabled activities such as tutorial sessions, trainings and workshops, or web-based conferences:
6. Provide students with ample and appropriate opportunities to give formal feedback on their experience as blended and virtual learners and about their programme(s).
7. Provide data for preparation of program reports, student progress reports, course and material development reports, student completion reports in line with the university expectations.
8. Ensure adherence of BVL procedures and guidelines in line with National/Regional/International agencies for compliance purposes.

9. Participate in training academic staff on development and review training manuals in line with set standards and guidelines by the Commission for University Education to ensure delivery of quality programmes.
10. Participate in training Students in Virtual and Blended Learning in the University.
11. Carry out any other duties assigned by the supervisor.

Minimum Requirements

- i. Bachelor's Degree (Minimum Requirement) in Education Technology, Instructional Design, Computer Science, Information Systems, Education, or a related field.
- ii. At least two (2) year experience in student support services in an online or blended learning environment in an institution of Higher learning or comparable organisation
- iii. Proficiency in LMS platforms and EdTech tools.
- iv. Excellent communication and interpersonal skills to support students effectively.
- v. Ability to analyse student engagement data and provide intervention strategies.

3. SECURITY OFFICER: KEMU/ADM/SEC/3/2/2025; 1 POSITION, MAIN CAMPUS

A Security Officer is responsible for assisting the Chief Security Officer in the management of the safety and security of personnel, data, and assets and setting the security goals and objectives of the University. They are responsible for the day-to-day running of the security operations, enforcing relevant policies and strategies to mitigate or reduce threats to the university personnel, assets, and data.

Duties and Responsibilities

1. Conduct regular patrols (on foot or by vehicle) to monitor campus buildings, facilities, and outdoor areas.
2. Monitor security systems, including CCTV feeds, alarms, and access control systems.
3. Identify and report suspicious activities, unauthorized access, or security breaches.
4. Respond promptly to security incidents, alarms, and emergency calls.
5. Assist in handling disturbances, conflicts, or unauthorized gatherings on campus.
6. Write and submit detailed incident reports to the Chief Security Officer.
7. Verify identification and enforce access control policies at entry points and restricted areas.
8. Escort individuals when necessary, including VIP guests, staff, or students in distress.
9. Support emergency preparedness activities, including fire drills, lockdowns, and crisis response.
10. Support first responders, law enforcement, and medical teams during critical incidents.
11. Provide first aid or basic medical assistance until professional help arrives.
12. Assist in investigating security breaches, thefts, or vandalism.
13. Ensure compliance with university security policies, safety regulations, and legal requirements.
14. Maintain accurate records of daily activities, visitor logs, and security reports.

Minimum Requirements

- i. Bachelor's Degree in Criminology, Security Science, or equivalent from a recognized and accredited institution
- ii. Minimum six 6 years' cumulative relevant work experience, out of which three 3 must have been at the level of Security supervisor or equivalent in an institution of higher learning or equivalent.
- iii. Trained in Investigation, Security Management, and Emergency Preparedness,
- iv. For persons having served in the national security services, certificate of clean record of discharge from the relevant disciplined service at the level of Sergeant/Inspector/Warrant Officer in Police Service/Kenya Defense Forces
- v. Clearance from the Directorate of Criminal Investigations Police Clearance Certificate
- vi. Proficiency in the relevant computer applications

4. SECURITY ASSISTANT: KeMU/ADM/SEC/4/2/2025; (1) POSITION, MOMBASA CAMPUS

The Security Assistant is responsible for overseeing daily security operations and ensuring the safety of students, staff and university property. Reporting to the Security Officer, the Security Assistant leads a team of security personnel, monitors security systems, enforces university policies, and assists in emergency response.

Duties and Responsibilities

1. Supervise and coordinate the activities of security guards and patrol officers.
2. Assign shifts, patrol routes, and responsibilities to security personnel.
3. Provide training and guidance on security protocols, emergency response, and campus safety procedures.
4. Conduct routine patrols to monitor campus buildings, parking areas, and restricted zones.
5. Enforce university security policies, including access control, visitor management, and prohibited activities.
6. Ensure compliance with health, safety, and security regulations.
7. Respond promptly to security incidents, disturbances, or emergencies.
8. Assist in investigating theft, vandalism, or security breaches and prepare and submit detailed incident reports to the Security Officer.
9. Collaborate with university administration, local law enforcement, and emergency responders as needed.
10. Support security drills, fire evacuations, and lockdown procedures.
11. Ensure security equipment, including VHF radios, CCTV cameras, and alarms, are functioning properly and report malfunctions to the appropriate department.
12. Maintain accurate records of security logs, patrol reports, and incident documentation.

Minimum Requirements

- i. Diploma in criminology/security management and security studies Security from a recognized institution or its equivalent.
- ii. Minimum of 2 years of experience in security, law enforcement, or a related field.
- iii. Prior experience in a supervisory role is preferred.
- iv. Must be physically fit and capable of patrolling large areas.
- v. Familiarity with security technology, including CCTV monitoring, VHF radios, access control, and alarm systems.
- vi. Willing to work shifts, including nights, weekends, and holidays.

B. ACADEMIC POSITIONS

5. SENIOR LECTURER MEDICAL LABORATORY SCIENCE: KeMU/ASA/MLS/1/2/2025 1 POSITION, MAIN CAMPUS

Minimum Requirements:

- i. Must have an earned Ph.D. degree in any of the following areas of Medical laboratory science : Hematology/blood transfusion, Immunology, Medical parasitology, Clinical Chemistry, Microbiology or virology from a recognized academic institution;
- ii. Must have at least three (3) years of university teaching at the level of a full time Lecturer;
- iii. Must have at least four (4) articles in refereed journals since becoming a Lecturer. OR at least one (1) refereed book in candidate's professional area published by recognized publishers, plus two (2) articles, OR at least (3) distinguished exhibition, performances or original creation, plus one (1) article in a refereed journal since becoming a lecturer;
- iv. Should show evidence of supervision of postgraduate students;
- v. Should have attended and contributed at learned conferences, seminars or workshops;
- vi. Must be a registered member of Medical Laboratory Science Board;
- vii. Should have evidence of contribution to university life through active participation in Departmental and Faculty activities and good quality teaching attendance of meetings, student academic advising and committee membership.

6. SENIOR LECTURER HEALTH INFORMATION MANAGEMENT: KeMU/ASA/MLS/2/2/2025; 1 POSITION, NAIROBI CAMPUS

Minimum Requirements:

- i. Must have an earned Ph.D. degree in Health informatics, Health information Management, Biomedical informatics, public health informatics, computer Science (with specialization in Health informatics) or a closely related from a recognized academic institution;
- ii. Must have at least three (3) years of university teaching at the level of a full time Lecturer;
- iii. Must have at least four (4) articles in refereed journals since becoming a Lecturer. OR at least one (1) refereed book in candidate's professional area published by recognized

- publishers, plus two (2) articles, OR at least (3) distinguished exhibition, performances or original creation, plus one (1) article in a refereed journal since becoming a lecturer;
- iv. Should show evidence of supervision of postgraduate students;
- v. Should have attended and contributed at learned conferences, seminars or workshops;
- vi. Must be a registered member of professional body;
- vii. Should have evidence of contribution to university life through active participation in Departmental and Faculty activities and good quality teaching attendance of meetings, student academic advising and committee membership.

7. LECTURERS MBChB PROGRAM: KeMU/ASA/BMBS/3/2/2025; 16 POSITIONS, MAIN CAMPUS

The School of Medicine and Pharmacy requires lecturers with the following specializations: Anesthesiology, Ophthalmology, Orthopedic Surgery/trauma, ENT, Mental Health, Internal Medicine, Pathology, Surgery, Medical Physiology, Pediatrics and Child Health.

Minimum Requirements:

- i. Must be a holder of Bachelor of Medicine and Bachelor of Surgery (MBChB)
- ii. Must be a holder of Master of Medicine in either of the following: Anesthesiology, Ophthalmology, Orthopedic Surgery/trauma, ENT, Mental Health, Internal Medicine, Pathology, Surgery, Medical Physiology, pediatrics and Child Health or equivalent
- iii. The holder must be duly registered by KMPDC (Kenya Medical Practitioners and Dentists Council) or the equivalent in the EAC countries and hold a retention certificate of the KMPDC.
- iv. Teaching experience in a medical school will be an added advantage.

DUTIES AND RESPONSIBILITIES FOR ACADEMIC POSITIONS:

1. Teaching and evaluation of undergraduate and postgraduate students;
2. Setting, moderating, administering, processing and marking examinations;
3. Academic advising and mentoring undergraduate and postgraduate students;
4. Articulating the Vision and Mission of the University, Department and the Faculty;
5. Initiating, planning and conducting research;
6. Development of teaching and learning materials;
7. Supervising undergraduate and postgraduate students in research activities. Developing research proposals for funding;
8. Participate in meetings and conferences related to research and building interdisciplinary collaboration within and outside the department;
9. Participating in preparation of Department and Faculty strategic plans;
10. Organizing and supervising educational activities for undergraduate and postgraduate students;
11. Attending and participating in seminars, workshops, conferences etc, in relevant fields;

12. Participating in administrative, academic and consultancy activities in Department and other organizations;
13. Participating in planning, development, implementation and evaluation of curricula in the Department;
14. Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty;
15. Performing any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of Faculty or other Chief Officer of the University in accordance with the University Statute.

8. LABORATORY TECHNOLOGIST: KeMU/ASA/MLS/4/2/2025; 6 POSITIONS,

The laboratory technologist is responsible for preparing and conducting practicals for undergraduate and post-graduate students, maintenance of chemical stores, assisting in research, field work and acquisition of teaching materials, safe disposal of laboratory waste, expired chemicals, and unserviceable and obsolete equipment.

Duties and Responsibilities:

1. Setting up objective structured clinical examination sessions for student assessments.
2. Assist in preparations of student practical's in laboratories.
3. Provide technical information about test results to students and researchers.
4. Receive laboratory equipment and materials including their inspection.
5. Prepare and implement the use of standard operating procedures in the laboratory.
6. Ensure proper disposal of laboratory waste.
7. Maintain a record of laboratory stock and stock control.
8. Maintain proper inventory of the materials and equipment in the laboratory.
9. Carry out stock taking exercises at the end of every quarter of the Financial Year in liaison with the stores section of procurement and Finance Departments for purposes of quarterly account report preparation.
10. Carry out other duties and responsibilities as may be assigned by the supervisor

Minimum Requirements

- i. A Bachelor of Science in Medical laboratory sciences from a recognized academic institution.
- ii. Must have at least three (3) years' work experience at the level of Laboratory Technologist in an institution of higher learning.
- iii. Must be a registered member of a The Kenya Medical Laboratory Technicians and Technologist Board with a valid practicing license.
- iv. Should be proficient in relevant computer applications.

9. CROP PRODUCTION TECHNICIAN: KeMU/ASA/ANR/5/2/2025; 1 POSITION, MAIN CAMPUS

Duties and Responsibilities:

1. Implementation of practical activities as will be planned with the respective lecturers
2. Preparing nursery beds and planting seeds in nurseries and taking care of the seedlings until they are ready for transplanting
3. Supervision land preparation and seed planting or transplanting of seedlings in the field
4. Supervision of agronomic practices (thinning/gapping; weeding; irrigation; fertilizer application; pest and disease control; harvesting) for field crops
5. Supervision of maintenance, repair and cleaning of farm tools and equipment
6. Planning and preparation of exhibitions and demonstration plots or farmers training at the farm and elsewhere as may be required.
7. Setting up and maintaining laboratory equipment, tools, and field plots for practical sessions.
8. Preparing teaching materials, such as charts, samples, and models, to aid in instruction.
9. Assisting faculty and students in collecting data from field experiments or research projects.
10. Maintaining an inventory of laboratory and field equipment, tools, and supplies.
11. Maintaining records of laboratory and field activities, including experiment results and inventory.

Minimum Requirements

- i. Diploma or Craft Certificate in Agriculture or in horticulture from a Recognized College or University
- ii. Proven years of experience in the preparation of exhibitions and demonstration plots or farmers' training will be an added advantage.
- iii. At least 5 years of practice involving preparation and implementation of demonstration plots for horticultural crops; annual crops; and industrial crops.
- iv. Must be computer literate.

10. ANIMAL PRODUCTION TECHNICIAN: KeMU/ASA/ANR/6/2/2025; 1 POSITION, MAIN CAMPUS

Duties and Responsibilities:

1. Implementation of practical activities as will be planned with the respective lecturers
2. Treating any sick animals at the farm at no fee except cost of drugs and tools/equipment
3. Supervision of repairs and cleanliness of animal structures
4. Supervision of feeding of farm animals
5. Planning exhibitions and farmers training at the farm and elsewhere as may be required. Setting up and maintaining laboratory and farm equipment for practical sessions and research.

6. Ensure that all equipment, supplies, specimen and reagents are available.
7. Maintain laboratory solutions, equipment and apparatus.
8. Overseeing the daily care and management of animals used for teaching and research.
9. Collect and preserve of animal microorganism in the laboratory.
10. Assisting lecturers in demonstrating animal husbandry practices, such as feeding, breeding, health management, and record-keeping.
11. Preparing and organizing teaching aids, such as charts, models, and samples, for use in lectures and practical classes.
12. Keeping an inventory of laboratory and farm equipment, tools, and supplies and ensuring that all equipment are in good working condition.
13. Ensuring compliance with safety and animal welfare regulations.
14. Preparing reports on laboratory and farm activities for departmental review.

Minimum Requirements

- i. Diploma in Animal Health from a Recognized College or University
- ii. Being registered and licensed by the Kenya Veterinary Board
- iii. A Certificate in Artificial Insemination will be an added advantage
- iv. Ability to conduct laboratory analysis of animal products and feed samples.
- v. At least 3 years of practical experience in animal production and treatment of a wide range of farm animals.
- vi. Must be computer literate

How to apply:

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address applications.march@kemu.ac.ke

1. Three hard copies marked as per the position should be sent to:

The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

To be received on or before **26th March 2025**. Only shortlisted candidates will be contacted.

Successful candidates will be required to bring the following:

1. Tax Compliance Certificate from Kenya Revenue Authority;
2. Higher Education Loans Board;
3. Ethics and Anti-Corruption Commission;
4. Credit Reference Bureau;
5. Certificate of Good Conduct from Criminal Investigation Department;

6. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.