



## THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)

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

CUK/A/160D

MAY, 2025

### EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS ADJUNCT ACADEMIC, LOCUM AND INTERNSHIP POSITIONS

The Co-operative University of Kenya (CUK) is a Public University established under The Universities Act 2012. CUK is located in Karen, approximately 20km from Nairobi City Centre, in a conducive environment for academic engagement and learning.

The University provides training and innovative higher education for students from diverse backgrounds and experiences. CUK augments its full-time teaching with industry-relevant skills through the engagement of Adjunct teaching staff.

The Co-operative University of Kenya invites applications from suitably qualified and experienced persons with excellent credentials to fill Adjunct academic staff, Locum basis and Internship positions as follows:

#### A. ACADEMIC POSITIONS

#### I. SCHOOL OF BUSINESS AND ECONOMICS - DEPARTMENT OF ECONOMICS AND ENTREPRENEURSHIP

- i. Senior Lecturer, Human Resource Management, Grade 13- CUK/ACDRI/ADJ/SBE/DEE/HRM/SL/5/25.
- ii. Senior Lecturer, Purchasing and Supplies Management, Grade 13- CUK/ACDRI/SBE/ADJ/DEE/PSM/SL/5/25.
- iii. Senior Lecturer, Food Science Nutritionist and Dietician (PhD in Applied Human Nutrition), Grade 13 - CUK/ACDRI/SBE/ADJ/DEE/FSND/SL/5/25.
- iv. Senior Lecturer, Media Studies/ Public Relations, Grade 13- CUK/ACDRI/ADJ SBE/DEE/MS/PR/SL/5/25.



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## **II. SCHOOL OF CO-OPERATIVES AND COMMUNITY DEVELOPMENT - DEPARTMENT OF COMMUNITY DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT**

- i. Senior Lecturer, Gender and Development, Grade 13 - CUK/ACDRI/ADJ/SCCD/DCEM/SL/5/25.
- ii. Senior Lecturer, Law Grade 13- CUK/ACDRI/ADJ/SCCD/DCEM/L/SL/5/25

## **III. SCHOOL OF COMPUTING AND MATHEMATICS- DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**

- i. Adjunct Senior Lecturer, Computer Engineering/Electrical and Electronics Engineering/ Software Engineering - CUK/ACDRI/SCM/DSCIT/ADJ/SL/CE/5/25 (1)
- ii. Adjunct Senior Lecturer, Information Security/ Cyber Security - CUK/ACDRI/SCM/DSCIT/ADJ/SL/IS/5/25 (1)

## **B. LOCUM POSITIONS**

### **I. UNIVERSITY HEALTH UNIT**

- i. Registered Nurse - CUK/UHU/RN./ 5/2025 (1)
- ii. Registered Clinical Officer- CUK/UHU/RCO./5/2025(2)
- iii. Medical Laboratory Technologist - CUK/UHU/MLT/5/2025(1)
- iv. Medical Records Officer - CUK/UHU/MRO./5/2025(1)
- v. Pharmaceutical Technologist - CUK/UHU/PT/5/2025(1)

### **II. DEAN OF STUDENTS OFFICE**

- i. Chaplain - CUK/DOS/CHAP/5/2025(1)

### **III. DEPARTMENT OF COMMUNITY DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT**

- i. Science Laboratory Technologist- CUK/SLT/CHEM./5/2025(1)

### **IV. DEPARTMENT OF ECONOMICS & ENTREPRENEURSHIP**

- i. Media Technologist or Broadcast Producer - CUK/SBE/DEE/MTEC./BP/5/2025(1)

## **C. INTERNSHIP POSITIONS**

- i. Human Resource Intern - CUK/HR/INT/5/25 (3)
- ii. ICT Intern - CUK/ ICT/INT/5/25(1)
- iii. Library Assistant Intern – CUK/ LIB.ASSIST/INT/5/25 (1)
- iv. Intern Legal Services – CUK/LS/INT/5/25 (1)
- v. Records Management Intern – CUK/ RM/ INT/5/25 (4)
- vi. Secretary/Office Administrator Intern – CUK/ SEC/ADMN/ INT/5/25 (1)
- vii. Marketing Intern – CUK/ MRKT/INT/5/25 (1)
- viii. Graphics Design Intern – CUK/GD/INT/5/25 (1)
- ix. Communication Intern – CUK/COMM/INT/5/25 (1)
- x. Data Officer/Administrative Assistant Intern – CUK/DO/ADMIN.ASSIST/INT/5/25 (1)



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## **A. ADJUNCT SENIOR LECTURER POSITIONS REQUIREMENTS & REMUNERATION**

### **REQUIREMENTS:**

- 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 Senior Lecturer or equivalent in a university or institution recognized by the Senate of CUK;
- iii. Industry experience will be an added advantage.

### **REMUNERATION:**

Remuneration will be based on the workload assigned.

## **B. LOCUM POSITIONS REQUIREMENTS AND REMUNERATION**

### **I. UNIVERSITY HEALTH UNIT**

#### **1. Registered Nurse - CUK/UHU/RN./5/2025(1)**

### **REQUIREMENTS:**

- i. Must possess a Diploma/ Higher Diploma/ Bachelors degree in Nursing from an accredited or recognized Institution;
- ii. Must be registered with Kenya Nursing Council;
- iii. Must be registered with the Nursing Council of Kenya;
- iv. Must hold a valid practising license.
- v. Must be computer literate;
- vi. Must demonstrate excellent customer service skills;
- vii. Be flexible and ready to work according to duty allocation;
- viii. Must be willing to work with the youth;
- ix. Should not have a record of professional misconduct;
- x. Any specialization will be an added advantage.

#### **2. Registered Clinical Officer– CUK/UHU/RCO/5/2025(2)**

### **REQUIREMENTS:**

- i. Must possess Diploma/ Higher Diploma/ Bachelors degree in Clinical Medicine and Community Health from an accredited or recognized Institution;
- ii. Evidence of continuing medical education will be an added advantage;
- iii. Must be registered as a Clinical Officer with the Clinical Officers Council;
- iv. Must hold a valid practising license;
- v. Must be a member of a relevant professional body;
- vi. Must be computer literate;
- vii. Must demonstrate excellent customer service skills;
- viii. Be flexible and ready to work according to duty allocation;
- ix. Must be willing to work with the youth;
- x. Should not have a record of professional misconduct;
- xi. Any specialization will be an added advantage.



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### **3. Medical Laboratory Technologist – CUK/UHU/MLT/5/2025(1)**

#### **REQUIREMENTS:**

- i. Must possess Diploma/ Higher Diploma/ Bachelors degree in Medical Laboratory from an accredited or recognized Institution;
- ii. Must be registered with a relevant professional body;
- iii. Must hold a valid practising license;
- iv. Must be a member of a relevant professional body;
- v. Must be computer literate;
- vi. Must demonstrate excellent Customer service skills;
- vii. Be flexible and ready to work according to duty allocation;
- viii. Must be willing to work with the youth;
- ix. Should not have a record of professional misconduct;
- x. Any specialization will be an added advantage.

### **4. Medical Records Officer – CUK/UHU/MRO/5/2025(1)**

#### **REQUIREMENTS:**

- i. Must possess a Diploma in Medical Records and Information technology or equivalent qualifications from an accredited or recognized institution;
- ii. Must be a member of the Association of Medical Records Officers;
- iii. Must be computer literate;
- iv. Must demonstrate excellent customer service skills;
- v. Be flexible and ready to work according to duty allocation;
- vi. Must be willing to work with the youth;
- vii. Should not have a record of professional misconduct;
- viii. Any specialization will be an added advantage.

### **5. Pharmaceutical Technologist - CUK/UHU/PT/5/2025(1)**

#### **REQUIREMENTS:**

- i. Must possess Diploma/ Higher Diploma/ Bachelors degree in Pharmaceutical Technology from an accredited or recognized institution;
- ii. Must be registered with the Kenya Pharmacy and Poisons Board;
- iii. Must hold a valid practising license;
- iv. Must be computer literate;
- v. Must demonstrate excellent customer service skills;
- vi. Be flexible and ready to work according to duty allocation;
- vii. Must be willing to work with the youth;
- viii. Should not have a record of professional misconduct;
- ix. Any specialization will be an added advantage.



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## **II. OFFICE OF THE DEAN OF STUDENTS;**

### **1. Chaplain - CUK/DOS/CHAP/5/2025(1)**

#### **REQUIREMENTS:**

- i. Be a holder of a Masters degree in Bible and Theology or its equivalent from an accredited/recognized Institution;
- ii. Must be an ordained Minister in a recognized Christian Bible believing church;
- iii. Must have served as a Pastor or in an equivalent position for at least five years;
- iv. Demonstrate leadership skills, effective Interpersonal and communication skills;
- v. Demonstrate excellent customer service skills;
- vi. Must be willing to work with the youth;
- vii. Should not have a record of professional misconduct;
- viii. Experience in a University setup or institution for Higher Learning will be an added advantage;

## **III. DEPARTMENT OF COMMUNITY DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT**

### **1. Science Laboratory Technologist- CUK/SLT./CHEM./5/2025(1)**

#### **REQUIREMENTS:**

- i. Must possess a Bachelors degree in General Chemistry/Industrial Chemistry/ Laboratory Chemistry/Environmental or equivalent from an accredited or recognized institution;
- ii. Must be computer Literate;
- iii. Must have three (3) years of experience in a University academic, Institution of Higher Learning or research laboratory;

## **IV. DEPARTMENT OF ECONOMICS AND ENTREPRENEURSHIP**

### **1. Media Technologist or Broadcast Producer - CUK/SBE/DEE/MTEC./BP/5/2025(1)**

#### **REQUIREMENTS:**

- i. Must possess a Bachelors degree or diploma in Media Technology or Broadcast Production or a relevant field from an accredited or recognized institution;
- ii. Must possess at least 2 years' experience working in a media studio, production house, or broadcasting environment;
- iii. Must be proficient in video editing software (Adobe Premiere Pro, Final Cut, etc.), sound mixing, and studio lighting;
- iv. Must have strong troubleshooting and problem-solving skills;
- v. Must have the ability to train and support students in media production techniques.
- vi. Must possess excellent organizational and teamwork skills.

#### **REMUNERATION:**

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

#### **How to apply**

#### **Applicants should:**



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- i. 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, professional qualifications, experience, publications, supervision of postgraduate students, funds raised, curricula developed, membership in professional bodies, present salary, name and addresses of three referees one of whom should be present or previous employer;
- ii. Clearly indicate the position and the reference number on the application letter and on the envelop which should be addressed to:

**The Deputy Vice-Chancellor, Finance, Planning & Administration  
The Co-operative University of Kenya  
P.O. Box 24814 - 00502  
Karen- Kenya.**

- iii. All applications must be received by **3<sup>rd</sup> June, 2025 at 12.00 noon**. Applications received later than this period will not be considered.

***Note 1: 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.***

***Note 2: Only shortlisted candidates will be contacted.***



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## C. INTERNSHIP POSITIONS

### REQUIREMENTS FOR THE POSITIONS

Applicants should meet the following requirements:

- i. Be unemployed Kenyan graduates from recognized training institutions;
- ii. Must have completed degree/diploma programmes and have not been exposed to work experience related to their area of study;
- iii. Be graduates of degree/diploma programmes for whom internship is a requirement for registration by their respective professional bodies;
- iv. Should not have retired or exited from formal employment; and
- v. Has never benefited from a similar programme.

#### 1. Human Resource Intern - CUK/HR/INT/5/25 (3)

**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 staff;
- ix. Monitoring staff performance and attendance;
- x. Enforcement of disciplinary procedures.

#### 2. ICT Intern - CUK/ICT/INT/5/25(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, and 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.



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**3. Library Assistant Intern – CUK/LIB. ASSIST/INT/5/25 (1)**

**Qualification:** Bachelors degree in Library and Information Studies or a related field from a recognized or accredited Institution.

**Duties and responsibilities:**

- i. Check out materials, issue library cards, and assess fees and fines
- ii. Check-in and distribute materials, and shelve them
- iii. Help patrons find materials, use computers, and participate in programs
- iv. Prepare and maintain reports, records, and files
- v. Manage the storage of materials and back files
- vi. Assist with the daily upkeep of the library
- vii. Manage the service desk when a supervisor or senior staff member is not present.

**4. Intern Legal Services – CUK/LS/INT/5/25 (1)**

**Qualification:** Bachelors Degree in Law or a related field from a recognized or accredited Institution.

**Duties and responsibilities:**

- i. Managing cases on behalf of the university, including preparing briefs, preparing witnesses, and attending court;
- ii. Preparing legal opinions and reports, researching statutes and rulings, and collecting data for legal research;
- iii. Preparing draft policy papers, ensuring compliance with relevant statutes and regulations, and promoting compliance with the Universities Act;
- iv. Maintaining an efficient record management system, including filing, updating registers, and digital archiving; and
- v. Conducting legal awareness and education for staff.

**5. Records Management Intern – CUK/RM/INT/5/25 (4)**

**Qualification:** Higher Diploma/ Diploma in Records Management or Diploma in Business Information Technology or a related field from a recognized or accredited Institution.

**Duties and responsibilities:**

- i. Security of files and documents;
- ii. Renewing file covers;
- iii. Ensuring proper handling of documents;
- iv. Pending correspondence and bring-ups;
- v. Receiving and dispatching letters;
- vi. Maintaining related registers; and
- vii. Preparing disposal schedules and disposing of closed files in accordance with relevant Government Regulations.

**6. Secretary/ Office Administrator Intern – CUK/SEC/ADMN/INT/5/25 (1)**

**Qualification:** Bachelors degree/ Higher Diploma/Diploma in secretarial studies or a related field from a recognized or accredited Institution.

**Duties and responsibilities:**

- i. Acting as a receptionist and meeting and greeting clients;



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- ii. Answering all calls, taking messages and handling correspondence;
- iii. Liaising with relevant organizations and clients as required;
- iv. Typing, filing, maintaining diaries and collating reports;
- v. Organizing and servicing meetings (producing and taking minutes);
- vi. Managing databases; and
- vii. Supervising subordinate staff.

## **7. Marketing Intern – CUK/MRKT/INT/5/25 (1)**

**Qualification:** Bachelors Degree in Marketing or a related field from a recognized or accredited Institution.

### **Duties and responsibilities:**

- i. Assist in Formulation and execution of marketing plans in liaison with Incharge Marketing through marketing activations;
- ii. Assist in the timely development, processing and dispatch of marketing materials such as brochures, flyers, posters and cards to the user units;
- iii. Assist in the generation of live leads and make follow-ups to be able to convert them into business;
- iv. Assist in the evaluation of marketing activities to measure their effectiveness;
- v. Assist in the coordination of internal marketing activity schedules to avoid overlap and ensure proper planning and facilitation;
- vi. Assist in the preparation of monthly marketing reports on all marketing activities that have been implemented and keep records of the same;
- vii. Assist in the development and implementation of plans aimed at strengthening relationships with the media organizations to ensure the most effective messaging and positioning of the CUK Brand;
- viii. Assist in undertaking marketing activities using digital platforms such as websites, Facebook, twitter, LinkedIn, Instagram, and Google ads and provide social media performance monitoring reports to enhance planning for future -marketing activities.

## **8. Graphics Design Intern – CUK/GD/INT/5/25 (1)**

**Qualification:** Diploma in Graphic Design or a related field from a recognized or accredited Institution.

### **Duties and responsibilities:**

- i. Assist in developing creative graphic designs for print and online media. This will include, direct mail-shots, social media graphics, posters, flyers, brochures and other marketing and communication materials as needed;
- ii. Receive and execute briefs (both internal and external) ensuring high-quality creatives within the expected timelines;
- iii. Effective manage work-flow to meet design deadlines for all creatives required;
- iv. Manage resources within the section effectively;
- v. Constant research of various design concepts to ensure fresh and innovative creatives for all marketing and communications needs;
- vi. Participate in the development of a media/photo library to service all creatives both internal and external;



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- vii. Archive and backup all creatives effectively and promptly; and
- viii. Ensure that a daily log of incoming and executed design jobs is well-kept.

### **9. Communication Intern – CUK/COMM/INT/5/25(1)**

**Qualification:** Bachelors Degree in communication or a related field from a recognized or accredited Institution.

**Duties and responsibilities:**

- i. Documenting and capturing activities and achievements and showing the impact of the activities through photography;
- ii. Assisting in editing, formatting, and proofreading documents;
- iii. Assisting in organizing and branding events and activities;
- iv. Assisting in packaging information for social media accounts.
- v. Participating in activities organized by the University and writing articles for dissemination;
- vi. Maintaining a gallery of images (photos/graphics).

### **10. Data Officer/ Administrative Assistant Intern – CUK/DO/ADMIN.ASSIST/INT/5/25 (1)**

**Qualification:** Bachelors Degree in Information Technology/Statistics/Social Science or a related field from a recognized or accredited Institution.

**Duties and responsibilities:**

- i. Oversee the University's main data systems including the MIS, assessment tracking systems, and reporting dashboards;
- ii. Ensure valid, accurate, and complete data is entered into these systems in a timely manner;
- iii. Perform daily, weekly, and monthly checks on the data integrity;
- iv. Develop and document data policies, procedures, standards, and data dictionary;
- v. Continuously improve data processes and systems;
- vi. Produce detailed data reports and analysis for the UMB;
- vii. Assist Schools and departments in building their capacity to extract and analyze data;
- viii. Advise the UMB on interpreting data reports to inform decision making;
- ix. Provide training to staff on using University data systems and understanding reports;
- x. Respond to staff queries regarding data access, interpretation, quality, etc.;
- xi. Work with IT team on user access, rights and integration of data systems;
- xii. Support departments in creating customized Excel/Google sheet mark sheets, reports and dashboards to analyze subject-specific data;
- xiii. Ensure CUK data practices comply with all relevant regulations and policies around data protection, privacy, retention, etc.;
- xiv. Submit timely returns and required data files to the, for internal use and for other external bodies (CUE, KUCCPS, TVETA, KNQA, MOE etc) as requested;
- xv. Participate in relevant professional development on data and reporting best practices;
- xvi. Work constructively with stakeholders across the CUK to promote the value of high-quality, ethical data use;
- xvii. Stay updated on technological advancements in education data systems;
- xviii. At appropriate times, support the exams officer, school timetabler and other members of the school's admin team;
- xix. Perform any other duties related to the role.



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**HOW TO APPLY: (INTERNSHIP POSITIONS)**

1. 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.
2. All applicants must fulfill the requirements of Chapter 6 of the Constitution on Leadership and Integrity;
3. Interested applicants to download and fill in a prescribed application form from the University Website [www.cuk.ac.ke](http://www.cuk.ac.ke);
4. 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;
5. Clearly indicate the position and the reference number on the application letter and on the envelop which should be addressed to:
 

**The Deputy Vice-Chancellor, Finance, Planning & Administration  
The Co-operative University of Kenya  
P.O. Box 24814 - 00502  
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