

**OFFICE OF THE DEPUTY VICE CHANCELLOR
(ADMINISTRATION, FINANCE AND PLANNING)**

POSITIONS FOR ADVERTISEMENT

Applications are invited from suitably qualified candidates for the following positions:

ACADEMIC POSITIONS

SCHOOL OF INFORMATION COMMUNICATION AND MEDIA STUDIES

Department of Communication, Journalism and Media Studies

Lecturer (Communication/Media Studies/Graphic Communication) - Scale RU 12 (1 post)

REF: RU/ASA/1/02/18

SCHOOL OF AGRICULTURE, NATURAL RESOURCES AND ENVIRONMENTAL STUDIES

Department of Agronomy and Environmental Studies

Lecturer (Environmental Planning & Management.) - Scale RU 12 (1 post)

REF: RU/ASA/2/02/18

SCHOOL OF ARTS & SOCIAL SCIENCES

Department of Social Sciences and Humanities

Lecturer (History) - Scale RU 12 (1 post)

REF: RU/ASA/3/02/18

Lecturer (Geography) - Scale RU 12 (1 post)

REF: RU/ASA/4/02/18

Lecturer (Religion) - Scale RU 12 (1 post)

REF: RU/ASA/5/02/18

Department of Languages, Linguistics and Literature

Tutorial Fellow (German Language) - Scale RU 11 (1 post)

REF: RU/ASA/6/02/18

SCHOOL OF SCIENCE, TECHNOLOGY AND ENGINEERING

Department of Physical Sciences

Lecturer (Applied Statistics) - Scale RU 12 (1 post) REF: RU/ASA/7/02/18

Lecturer (Computer Science) - Scale RU 12 (1 post) REF: RU/ASA/8/02/18

SCHOOL OF EDUCATION

Department of Educational Psychology and Science

Lecturer (Educational Psychology) - Scale RU 12 (2 posts) REF: RU/ASA/9/02/18

ADMINISTRATIVE POSITIONS

Registrar (Administration) – Scale RU 15 (1 post) REF: RU/AFP/1/02/18

Registrar (Academic) – Scale RU 15 (1 post) REF: RU/AFP/2/02/18

Farm Manager – Scale RU 12 (1 post) REF: RU/AFP/3/02/18

Medical Officer – Scale RU 12 (1 post) REF: RU/AFP/4/02/18

For each of these positions, ten (10) copies of application should be submitted together with copies of updated curriculum vitae giving details of applicant's age, marital status, academic and professional qualifications, work experience, present position and salary, telephone contact, name and address of three (3) referees, plus copies of certificates and testimonials. The reference number of the position applied for MUST be indicated on the application letter and on the envelope.

Applications should be addressed to:

The Deputy Vice-Chancellor
Administration, Finance and Planning
Rongo University
P.O. Box 103-40404
RONGO

so as to reach him on or before 14th March, 2018.

Applicants are advised to contact their referees and request them to send reference letters to the above address on sealed envelopes not later than 14th March, 2018. Late applications will not be considered.

Only shortlisted candidates will be contacted.

Rongo University is an equal opportunity employer. Persons with disability and those of female gender are encouraged to apply.

For further details and requirements please visit the Rongo University website www.rongovarsity.ac.ke (vacancies)

ACADEMICS POSITIONS

Lecturer/Research Fellow – Scale RU 12

Requirements for Appointment

- (i) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;

OR

- A master's degree in the relevant field from an accredited and recognized university (in special cases) with at least three (3) years teaching experience at university level or in research or industry; and
- (ii) A minimum of 24 publication points, of which at least sixteen (16) should be from refereed journal papers; and
- (iii) Registered with the relevant professional body (*where applicable*);
- (iv) Evidence of attendance and contribution at learned conferences, seminars or workshops.

Tutorial Fellow/Junior Research Fellow - Scale RU 11

Requirements for appointment

- (i) Have a Bachelor's degree and a Master's degree qualification from accredited and recognized University in the relevant field;
- (ii) Be registrable for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification; and
- (iii) Be registered or registerable with the relevant professional body (where applicable).

ADMINISTRATIVE POSITIONS

Registrar (Administration) – Scale RU 15

Appointment to this position will be for a period of five (5) years renewable once for a further period of five (5) years, subject to satisfactory performance.

Job Description

Duties and responsibilities at this level entail organizing and managing administrative or academic functions of the University. In addition, an officer at this level will be responsible for the maintenance of high administrative/academic standards in the University.

Requirements for appointment

To be considered for this position, one must have:

- i. Bachelor's Degree from a recognized institution;
- ii. Master's Degree in relevant field from a recognized institution;
- iii. At least 12 years relevant work experience in a University, three (3) of which as Deputy Registrar or equivalent;
- iv. Evidence of attendance of managerial and leadership seminars;
- v. Computer literacy;
- vi. Training in Public Relation.

CPS III qualification or any other relevant management qualification OR PhD qualification in relevant field will be an added advantage.

Registrar (Academics) – Scale RU 15

Appointment to this position will be for a period of five (5) years renewable once for a further period of five (5) years, subject to satisfactory performance.

Job Description

Duties and responsibilities at this level entail organizing and managing administrative or academic functions of the University. In addition, an officer at this level will be responsible for the maintenance of high administrative/academic standards in the University.

Requirements for appointment

To be considered for this position, one must have:

- i. Bachelor's Degree from a recognized institution;
- ii. Master's Degree in relevant field from a recognized institution;

- iii. At least 12 years relevant work experience in a University, three (3) of which as Deputy Registrar or equivalent;
- iv. Evidence of attendance of managerial and leadership seminars;
- v. Computer literacy;
- vi. Training in Public Relation.

CPS III qualification or any other relevant management qualification OR PhD qualification in relevant field will be an added advantage.

Requirements for Farm Manager – Scale RU 12

Job description

An officer at this level will be responsible for overall policy and administration of the farm functions. Specifically, in directing, planning, budgeting, implementing the decision of the farm committee.

Requirements for Appointment

To be considered for this position, one must have:

- (i) Bachelor's degree in Agribusiness and Management or related field from a recognized institution;
- (ii) Master's degree in Agribusiness and Management or related field from a recognized institution;
- (iii) Six (6) years relevant work experience;
- (iv) Training in Public Relations;
- (v) Computer Literacy.

Medical Officer – Scale RU 12

Job description

Duties and responsibilities at this level involve provision of medical services to patients and clients in the institution health center and make follow-up cases of patients referred to other

hospital. The officer will also be required to provide both formal and informal training to other health personnel working under him/her.

Requirements for appointment

- i. Bachelors of medicine and Bachelors of Surgery (MBCHB) from a recognized institution
- ii. At least two (2) years post internship
- iii. Valid registration certificate from Medical Practitioners and Dentists Board
- iv. Evidence of continuing Professional development