



Salaries & Remuneration  
Commission  
Rewarding productivity

# ***Maseno University*** Academic and Students' Affairs Division Job Description Manual

*April 2017*



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# 1. *Introduction*

## ***Organisation Overview***

Maseno University, the "only university in the world that sits on the equator," was founded in 1991 and it is located in Maseno town along the Kisumu-Busia road, about 25 km from Kisumu city and 400 km West of Nairobi.

The history of the University's began with the merger of Maseno Government Training Institute with the Siriba Teachers Training College in 1990 to form Maseno University as a constituent college of Moi University. The Act of Parliament in 1991 made Maseno University an accredited institution of higher learning in Kenya and later, in 2001, it became a full-fledged university. Maseno University was one of the first universities to establish the role of Emeritus professor when Professor B.A. Ogot was appointed as the first Emeritus professor at Maseno University. The "Maseno" University's name is was crafted by the first English Christian Missionaries to settle in the region from the name of a tree called "Oseno" or "Oluseno" in local dialects.

As a full-fledged university, Maseno University began operations with two campuses namely the College campus, and the Siriba campus. Today, it has five campuses, a testament to its growth and evolution and they include; the College Campus, Siriba Campus, Kisumu City Campus, Homa Bay Campus and the eCampus (the first of its kind in Kenya, a virtual ground that runs adaptable online projects both for on-grounds understudies and in addition off-grounds understudies selected for different Maseno University programs)

The university has three divisions which include Administration, Finance and Development, Academic and Students' Affairs, and Partnership, Research and Innovations. Each of these divisions is headed by a Deputy Vice Chancellor and they are structured differently based on their size and number its functions.

The functions under the Academic and Students' Affairs Division of the university are structured into schools, faculties, institutes, centers, departments and directorates. The Administrations, Finance Development Division functions are structured into department, directorates, sections and units. The Partnership, Research and Innovations Division is structured into Directorates.

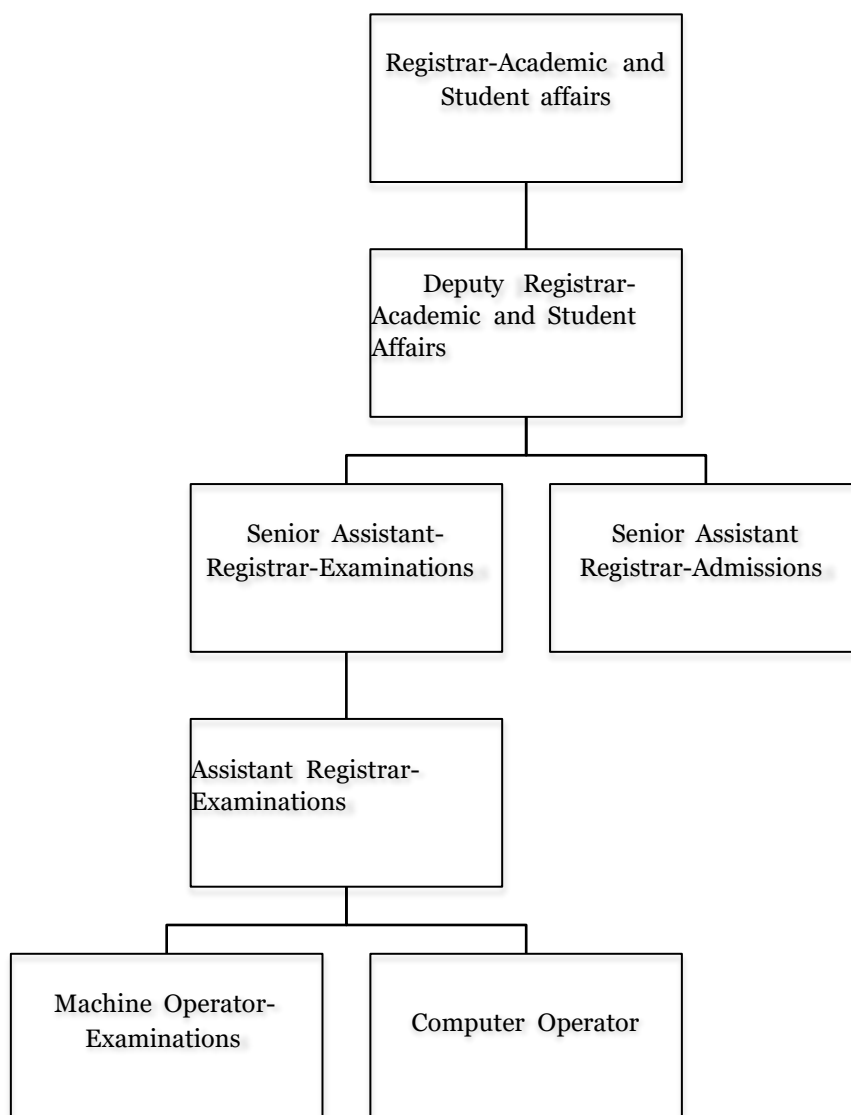
The university offers undergraduate and post-graduate program at the following faculties, schools and Institute:

1. Faculty of Arts and Social Sciences
2. Faculty of Education
3. Faculty of Science
4. School of Public Health
5. School of Environment and Earth Sciences
6. School of Development and Strategic Studies
7. School of Graduate Studies
8. School of Business and Economics
9. School of Medicine
10. School of Agriculture and Food Security
11. School of Mathematics and Actuarial Science
12. School of Computing and Informatics
13. School of Planning and Architecture
14. Institute of Gender Studies

Currently, the university has 51 Departments all distributed in the different 13 schools and faculties named above.

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## 2. Academic Administration



*Figure 2: Academic Administration Organogram*

## ***Deputy Vice Chancellor- Academics and Students Affairs***

<b>1. Background Information</b>			
<b>Job Title:</b> Deputy Vice Chancellor – Academics and Student Affairs	<b>Job Level:</b> MSU/ASA/DVCASA002	<b>Current Grade:</b> 17	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> N/A	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Vice Chancellor			
<b>Direct Reports:</b> a) Dean of School. b) Dean of Students. c) Director of Campus. d) University Librarian. e) Registrar – Academic Affairs.		<b>Indirect Reports:</b> a) Director-Student Affairs. b) Chairs of Departments. c) Directors of Institutes and Centers.	
<b>2. Purpose of the Job:</b>			
This job exists to provide leadership in academics and student affairs matters through coordinating preparation of courses, syllabus, regulations, examinations, admissions, planning and mobilisation of teaching resources, promotion of students affairs to enhance high quality university education and students welfare.			
<b>3. Main Responsibilities of the Job:</b>			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
a) Coordinate development of Academic and Student Affairs policies and regulations to harmonize procedures and operations of Academic and Student Affairs division. b) Coordinate development of courses to ensure that the University provides a pool of market driven academic programmes. c) Coordinate preparation of syllabus to guide in delivery of academic content in the university. d) Coordinate implementation of appropriate Quality Assurance mechanisms to ensure conformity of the University programmes with international standards and legal requirements. e) Review regularly curricula by assessing programmes to ensure relevance to set guidelines and national policies. f) Coordinate and oversee students' accommodation, catering, health, disbursement of bursaries, counselling, students' governance issues, discipline, students' activities, and alumni matters to promote students' welfare. g) Coordinate and oversee implementation of Information Technology (IT) activities in Academic and Student Affairs Division to promote use of modern technology in service delivery to both academic staff and students.			



<ul style="list-style-type: none"> <li>h) Plan and mobilize teaching resources in order to optimize the use of human resources and physical facilities.</li> <li>i) Coordinate admissions to ensure admitted students meet the minimum entry requirements for specific programmes in the university.</li> <li>j) Coordinate registration of students to ensure that students who have met academic qualifications, fee payment requirements and have no pending disciplinary cases register for courses they applied for.</li> <li>k) Coordinate administration of examinations in the University to ensure time issuance of exams to students and receipt of examination results, quality of examinations are upheld and efficient utilisation of teaching and examination resources.</li> <li>l) Coordinate students' attachment and linkages with industry to ensure achievement of hands-on experience and simulation of knowledge learned in class.</li> <li>m) Coordinate postgraduate and undergraduate studies to ensure smooth progression and transition of students.</li> <li>n) Oversee preparation of student' certificates and transcripts to ensure integrity of certification.</li> <li>o) Prepare and submit to the Vice Chancellor Academic and Students Affairs reports (academic reviews, academic infrastructure, student ratio, tracer studies, programme quality audit reports, self-evaluation reports, alumni activities, and activities that related to the Division in implementation of the University corporate strategy) on quality and annual basis to inform planning and decision making.</li> <li>p) Carry out academic staff appraisal to identify training needs.</li> <li>q) Coordinate preparation of syllabus to guide in delivery of academic content in the university.</li> <li>r) Supervise Dean of Schools, Director of Campuses, Director- Student Affairs, Dean of Students, Registrar Academic Affairs, University Librarian ensure tasks assigned to them are competently performed.</li> </ul>
<p><b>Operational Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Coordinate time tabling of examinations to ensure efficiency in administration of examinations in the university.</li> <li>b) Approve list of examination invigilators to ensure that examinations are administered and invigilated competently in the university.</li> <li>c) Receive and review external examiners' reports to point out weaknesses in examination and forward their recommendations to the department for implementation.</li> <li>d) Monitor implementation of external examiners' recommendations to uphold the quality of examinations.</li> <li>e) Monitor processing and release of examinations to ensure integrity of examination processes.</li> <li>f) Market university academic programmes through advertisement in the media, holding academic and career days, visit o secondary and tertiary institutions, participating in Commission for University Education exhibitions and ASK shows to inform potential students of academic programmes on offer.</li> <li>g) Chair Deans' committee meetings to review applications by potential students for purposes of making recommendations for approval by the University Senate.</li> <li>h) Hold regular meetings with postgraduate students, class and school representatives and other student leaders to monitor teaching and welfare issues of students in the university.</li> <li>i) Recommend the budget required for industrial attachment and teaching practice for approval by the Vice Chancellor or the Deputy Vice Chancellor Administration, Finance and Development.</li> <li>j) Approve internal teaching staff to teach in campuses outside their work stations on part time basis.</li> <li>k) Facilitate procurement of external part-time lecturers to ensure identification and sourcing of qualified teaching staff in the university.</li> <li>l) Identify and allocate space to students for learning to ensure optimal utilisation of available learning space in the university.</li> </ul>
<p><b>4. Job Dimensions:</b></p>
<p><b>Financial Responsibilities</b></p>
<ul style="list-style-type: none"> <li>a) Budget for the Academic Division of the university.</li> <li>b) Provide input into the process of budgeting for the university.</li> <li>c) Control expenditure of the Academic Division.</li> </ul>
<p><b>Responsibility for physical assets</b></p>

<ul style="list-style-type: none"> <li>a) Duty house.</li> <li>b) Office furniture.</li> <li>c) Computer.</li> <li>d) Printer.</li> <li>e) Telephone.</li> <li>f) Safe.</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions.</li> <li>b) Analytical Decisions.</li> <li>c) Financial Decisions.</li> <li>d) Strategic Decisions.</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Earned Doctor of Philosophy Degree and be an Associate Professor.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) High level expertise in, and detailed understanding of, a number of different functional areas across the institution.</li> <li>b) Computer literacy.</li> <li>c) Budgeting skills.</li> <li>d) Knowledge of relevant legislation (Universities Act, 2012; Public Finance Management Act).</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills.</li> <li>b) Communication skills.</li> <li>c) Interpersonal skills.</li> <li>d) Organisational skills.</li> <li>e) Ability to work under pressure,</li> <li>f) Negotiation skills.</li> <li>g) Team building skills.</li> <li>h) Problem solving, skills.</li> <li>i) Conflict management skills.</li> <li>j) Supervisory skills.</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
<ul style="list-style-type: none"> <li>a) A minimum of 48 publication points as a Senior Lecturer of which 32 points should be from refereed journals.</li> <li>b) Published research findings.</li> <li>c) Research on academic area of focus.</li> <li>d) Certificate of good conduct.</li> <li>e) Tax compliance certificate.</li> <li>f) Ethic and Anti-Corruption Commission clearance.</li> <li>g) High Educations Loans Board clearance certificate.</li> <li>h) Credit Reference Bureau clearance.</li> <li>i) Must meet the requirements of Chapter six (6) of the Constitution of Kenya.</li> </ul>
<b>6. Relevant Experience Required:</b>

<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least 10 years work experience in the senior management position, five (5) of which should have served at the level of Dean/ Director of School/ Campus or Principal of College.
<b>7. Problem Solving:</b>
Problems are broad and complex, involving more than one area of the institution. Solutions will often be arrived at through the stewardship of a project team, involve significant financial risk and require “board” approval.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests.</li> <li>b) Detailed verbal instructions or requests.</li> <li>c) Simple written instructions or requests.</li> <li>d) Detailed written procedures.</li> <li>e) Basic e-mail, fax or mail correspondence.</li> <li>f) Detailed e-mail, fax or mail correspondence.</li> <li>g) Written Government policy documents affecting the job holder's area of responsibility.</li> <li>h) Current legislation affecting the job holder's area of responsibility.</li> <li>i) Factual reports on aspects of the institution such as policy guidelines.</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Basic explanation of services to employees of the institution or clients.</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>f) Explanation of complex services or concepts to employees of the institution or clients.</li> <li>g) Simple verbal instructions to other employees within the institution.</li> <li>h) Detailed verbal or written instructions or requests to employees of the institution or contractors.</li> <li>i) Basic e-mail, fax or mail correspondence.</li> <li>j) Detailed e-mail, fax or mail correspondence.</li> <li>k) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> <li>l) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>m) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution.</li> <li>n) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders’ influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to twenty (20) subordinates, that is, 14 Dean of Schools, 2 Director of Campuses, 1 Director- Student Affairs, 1 Dean of Students, 1 Registrar Academic Affairs and 1 University Librarian.</li> <li>b) Directly Supervises twenty (20) subordinates, that is, 14 Dean of Schools, 2 Director of Campuses, 1 Director- Student Affairs, 1 Dean of Students, 1 Registrar Academic Affairs and 1 University Librarian.</li> <li>c) Leads six hundred and eighty one (681) staff members through twenty (20) subordinates, that is, 14 Dean of Schools, 2 Director of Campuses, 1 Director- Student Affairs, 1 Dean of Students, 1 Registrar Academic Affairs and 1 University Librarian.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Has a strong influence on the strategic direction of one or more directorate.

<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the unit/section/department/ division/institution.</li> <li>b) Convey Information outside the unit/section/department/ division/institution.</li> <li>c) Convey Information at Senior Management level.</li> <li>d) Persuasion inside the unit/section/department/ division/institution.</li> <li>e) Persuasion outside the unit/section/department/ division/institution.</li> <li>f) Persuasion at Senior Management level.</li> <li>g) Negotiation inside the unit/section/department/ division/institution.</li> <li>h) Negotiation outside the unit/section/department/ division/institution.</li> <li>i) Negotiation at Senior Management level.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
<p>Chairperson to the following committees:</p> <ul style="list-style-type: none"> <li>a) Deans Committee;</li> <li>b) Students' Disciplinary Committee;</li> <li>c) Examination Irregularity Committee;</li> <li>d) Library and ICT Committee;</li> <li>e) Academic and Students Affairs Committee; and</li> <li>f) Graduation Academic Committee.</li> </ul> <p>A member of the following committee:</p> <ul style="list-style-type: none"> <li>a) Management Board;</li> <li>b) Senate Committee;</li> <li>c) Students' Welfare and Training Committee;</li> <li>d) Central Corruption Prevention Committee;</li> <li>e) Disciplinary Committee;</li> <li>f) Executive Committee of Management;</li> <li>g) Planning Finance and Management Committee; and</li> <li>h) Human Resource Management Committee.</li> </ul>
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
No Hazards usual office situation.

## Registrar-Academics and Student Affairs

1. Background Information			
<b>Job Title:</b> Registrar – Academic and Student affairs	<b>Job Level:</b> MSU/ASA/Reg003	<b>Current Grade:</b> 15	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Division:</b> Academic and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Deputy Vice Chancellor, Academic and Student Affairs			
<b>Direct Reports:</b> Deputy Registrar		<b>Indirect Reports:</b> a) Senior Assistant Registrar b) Assistant Registrar	
2. Purpose of the Job:			
This position is responsible for developing policies and procedures for coordinating, supervision and management of all academic support function and operations to ensure the smooth running of the academic departments in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Develop and implement policies and strategies for the department to guide its operations. b) Prepare reports for presentation to the management and senate to inform decision making. c) Develop and manage the departmental budget.			
<b>Operational Responsibilities:</b> a) Allocate work to and supervise subordinates in the department. b) Set targets for performance contract for the department and ensure they are met. c) Develop job descriptions for the department, school administrators and for campuses staff. d) Develop and design certificates, transcripts and exam cards to ensure efficiency of services to students e) Interpret, implement and enforce policies and regulations for the department so as to operate within the expected standards. f) Analyse the qualification of applicants for admission and process letters of offer to qualified students. g) Analyse teaching space required and plan the use of rooms available for lectures in the university. h) Record minutes in senate committees and ensure implementation of resolutions made at the meeting. i) Issue appointment letters to external examiners and work on daily correspondences j) Approve students refund claims and imprests in the department. k) Laisse with the administrators to improve services offered within the university. l) Provide custody all department records, information and assets in the university.			
4. Job Dimensions:			

<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Develop budget for the department.</li> <li>b) Control and manage budget and expenditure.</li> <li>c) Approve the final budget for the department.</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Computer and accessories</li> <li>b) Steel cabinets</li> <li>c) Office safe</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions.</li> <li>b) Financial decisions.</li> <li>c) Analytical decisions.</li> <li>d) Operational decisions.</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in a relevant field from a recognised institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields.
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Computer literacy</li> <li>b) Budgeting</li> <li>c) Knowledge of relevant legislation</li> <li>d) Knowledge of professional standards</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Interpersonal skills.</li> <li>b) Supervisory skills.</li> <li>c) Communication skills.</li> <li>d) Negotiation skills.</li> <li>e) Leadership skills.</li> <li>f) Organizational skills.</li> <li>g) Conflict Management skills.</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>

<ul style="list-style-type: none"> <li>a) Chapter six of the constitution.</li> <li>b) Certificate of good conduct.</li> <li>c) Tax compliance certificate.</li> <li>d) Clearance by HELB.</li> <li>e) Clearance by the Credit Reference Bureau.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least 15 years of work experience in administration, five (5) of which must be at the position of Deputy Registrar.
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Detailed written procedures</li> <li>b) Detailed technical and/or functional instructions or queries</li> <li>c) Detailed e-mail, fax or mail correspondence</li> <li>d) Written Government policy documents affecting the job holder's area of responsibility</li> <li>e) Current legislation affecting the job holder's area of responsibility</li> <li>f) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Explanation of complex services or concepts to employees of the institution or clients</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> <li>h) Negotiation with customers/clients or suppliers over price, contracts or services</li> </ul>
<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes broad practices or policies affecting a whole department.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates.</li> <li>b) Supervise subordinates allocated work.</li> <li>c) Lead through others.</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside, outside of the department.</li> <li>b) Convey information outside of the department.</li> <li>c) Convey information at senior management level.</li> <li>d) Persuade outside the department and at senior management level.</li> <li>e) Negotiate outside the department.</li> </ul>

<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



## Deputy Registrar-Academic and Student affairs

<b>1. Background Information</b>			
<b>Job Title:</b> Deputy Registrar-Academic and Student Affairs	<b>Job Level:</b> MSU/SA/Dreg004	<b>Current Grade:</b> 14	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Student Affairs		<b>Department/Section/Unit:</b> N/A	
<b>Reports to:</b> Registrar-Academic and Student Affairs			
<b>Direct Reports:</b> a) Senior Assistant Registrar-Examinations b) Senior Assistant Registrar-Admissions c) Assistant Registrar-Examinations		<b>Indirect Reports:</b> a) Senior Administrative assistant b) Administrative assistant	
<b>2. Purpose of the Job:</b>			
This position is responsible for facilitation of the core functions of the university through dissemination of knowledge by supervision and management of administrative and operational functions within all the sections of the department.			
<b>3. Main Responsibilities of the Job:</b>			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Plan, allocate work to and supervise subordinates within the department b) Prepare and present the University calendar to the senate for consideration and approval c) Prepare reports for activities happening in the division in order to inform decision-making by the senate d) Evaluate performance of subordinates and write recommendation letters for the staff for promotion or disciplinary action.			
<b>Operational Responsibilities:</b> a) Prepare examination schedules for senate approval and adoption by the University b) Prepare graduation booklets and graduates list for senate approval c) Compile agendas and action points in senate meetings for the relevant offices d) Provide input into policies and strategies formulation for the university e) Write and Send out memos to concerned officers and Vice Chancellor in regards to Academics f) Handle students cases on issues of examinations and graduation referred for decision making based on policy g) Approve students deferment and resubmission request h) Handle matters related to scheduling of teaching and examination timetable			
<b>4. Job Dimensions:</b>			
<b>Financial Responsibilities</b>			

Provide input into the process of budget making for the department
<b>Responsibility for physical assets</b>
a) Computer and accessories b) Steel cabinets
<b>Nature of decision making</b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Master's degree in a relevant field from a recognized institution
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b>Typical technical competencies that would be regularly applied to the job</b>
a) Computer literacy b) Knowledge of relevant legislation
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Interpersonal skills b) Supervisory skills c) Communication skills d) Negotiation skills e) Leadership skills f) Organizational skills
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
a) Chapter six of the constitution b) Certificate of good conduct c) Tax compliance certificate
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
At least 12 years of relevant experience five (5) of which must have been an Assistant Registrar.
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>

<ul style="list-style-type: none"> <li>a) Detailed written procedures</li> <li>b) Detailed e-mail, fax or mail correspondence</li> <li>c) Written Government policy documents affecting the job holder's area of responsibility</li> <li>d) Current legislation affecting the job holder's area of responsibility</li> <li>e) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites.</li> </ul>
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Supervise subordinates allocated work</li> <li>c) Lead through others</li> </ul>
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
Convey information inside, outside and at senior management level
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Senior Assistant Registrar-Examinations

1. Background Information			
<b>Job Title:</b> Senior Assistant-Registrar-Examinations	<b>Job Level:</b> MSU/SA/SAREg005	<b>Current Grade:</b> 13	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Student affairs		<b>Department/Section/Unit:</b> Examinations	
<b>Reports to:</b> Deputy Registrar, Academic and Student Affairs			
<b>Direct</b> Assistant Registrar-Examinations		<b>Indirect Reports:</b> a) Senior Administrative Assistant a) Administrative Assistant b) Machine Operator c) Computer Operator	
2. Purpose of the Job:			
This position is responsible for the safe keeping and custody of students' examinations, certificates and all records in the section and to ensure the quality of examinations through external moderation for the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Plan, allocate work to and supervise subordinates within the department b) Prepare the section operational reports and disseminate it to the respective offices within the university.			
<b>Operational Responsibilities:</b> a) Certify certificates and transcripts issued by the University by Signing, stamping and Issuing them out b) Receive moderated examination papers for safe keeping c) Responsible for timely submission of examination reports for the university d) Coordinate hotel bookings and purchase of air tickets for external examiners visiting the university e) Laisse with the finance section to ensure examiners pay the required fee before sitting for examinations f) Prepare the leave roster for staff and recommend to the registrar to authorize due leave days g) Process examination cards, attendance register and examination mark sheets h) Prepare the requisition for examination items and consumables for the section			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
Provide input into the process of budget making for the department			
<b>Responsibility for physical assets</b>			

a) Computer and accessories b) Steel cabinets c) Printer and photocopier
<b><i>Nature of decision making</i></b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's degree in a relevant field from a recognized institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
Computer literacy
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Interpersonal skills b) Supervisory skills c) Communication skills d) Ability to work under pressure e) Team work f) Leadership skills g) Organizational skills h) Conflict management
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
a) Chapter six of the constitution b) Certificate of good conduct c) Tax compliance certificate
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least 10 years of relevant experience three of which must have been an Assistant Registrar
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Detailed verbal instructions or requests</li> <li>b) Detailed written procedures</li> <li>c) Basic e-mail, fax or mail correspondence</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Written Government policy documents affecting the job holder's area of responsibility</li> <li>f) Current legislation affecting the job holder's area of responsibility</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Supervise subordinates allocated work</li> <li>c) Lead through others</li> </ul>
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
Convey information inside, outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.5 Assistant Registrar-Examinations

1. Background Information			
<b>Job Title:</b> Assistant Registrar-Examinations	<b>Job Level:</b> MSU/SA/AReg006	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Student Affairs		<b>Department/Section/Unit:</b> Examinations	
<b>Reports to:</b> Senior Assistant Registrar, Examinations			
<b>Direct</b> a) Machine Operator b) Computer Operator c) Senior Administrative Assistant d) Administrative Assistant		<b>Indirect Reports:</b> Clerk	
2. Purpose of the Job:			
This position is responsible for planning and coordinating examinations activities in an academic year calendar for provision of quality services in accordance with the rules and regulations governing examinations in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> a) Prepare work plan, allocate work to and supervise subordinates within the department for quality service delivery b) Coordinate external moderation of examinations for quality assurance standards are met			
<b>Operational Responsibilities:</b> a) Prepare examination schedules and results to ensure compliance with deadlines in the academic year b) Verify and certify transcripts and certificates issued to students for authenticity c) Prepare quarterly examination reports to present to the senate for decision making d) Process examination cards for students so as to sit for examinations in the university e) liaise with external teaching departments in regards to appointment of external examiners f) Prepare the logistics plan for external examiners during moderation of examinations g) Process and dispatch examination question papers h) Issue certificates to graduates as they exit the university i) Receive and respond to incoming mails from different stakeholders and address their issues j) Implement the statutory requirements on the university concerning supervision and examinations.			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			

Provide input into the process of budget making for the department
<b>Responsibility for physical assets</b>
a) Computer and accessories b) Steel cabinets and safes
<b>Nature of decision making</b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Master's degree in a relevant field from a recognized institution
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b>Typical technical competencies that would be regularly applied to the job</b>
a) Computer literacy b) Knowledge of relevant legislation
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Interpersonal skills b) Supervisory skills c) Communication skills d) Ability to work under pressure e) Team work f) Leadership skills g) Organizational skills h) Conflict management
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
a) Chapter six of the constitution b) Certificate of good conduct c) Tax compliance certificate
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
At least six (6) years of relevant experience three of which was a Senior Administrative Assistant, Grade E/F
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>



<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Simple written instructions or requests</li> <li>b) Detailed written procedures</li> <li>c) Detailed technical and/or functional instructions or queries</li> <li>d) Basic e-mail, fax or mail correspondence</li> <li>e) Detailed e-mail, fax or mail correspondence</li> <li>f) Written Government policy documents affecting the job holder's area of responsibility</li> <li>g) Current legislation affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>b) Communication requiring a high level of diplomacy and sensitivity</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Explanation of complex services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>h) Basic e-mail, fax or mail correspondence</li> <li>i) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Supervise subordinates allocated work</li> <li>c) Lead through others</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
Convey information inside and outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.6 Machine Operator

1. Background Information			
<b>Job Title:</b> Machine Operator-Examinations	<b>Job Level:</b> MSU/SA/MO007	<b>Current Grade:</b> III/IV	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Student Affairs		<b>Department/Section/Unit:</b> Examinations	
<b>Reports to:</b> Assistant Registrar-Examinations			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for carrying out all the printing and photocopying work within the examinations sections for smooth flow of examination-related documentation in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Put all printing machinery is in good working condition so as to produce quality examination materials</li> <li>Conduct all printing and photocopying jobs in time and in the required quality</li> <li>Report any malfunctions of the machines to the maintenance department for timely repair</li> <li>Maintain cleanliness and servicing of the machines in the examination printing room of the university</li> <li>Advice the management in case a new machine is required for better and quality service delivery in the section.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
Printing machines			
<b>Nature of decision making</b>			
Operational decisions			
5. Qualifications Knowledge and Skills:			

<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Government Trade Test II or its equivalent from a recognised institution
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Knowledge of skills required to perform a variety of primarily manual tasks
<b>Typical technical competencies that would be regularly applied to the job</b>
Ability to operate the printing machine
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Interpersonal skills b) Communication skills
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
N/A
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Three (3) years relevant experience
<b>7. Problem Solving:</b>
Is not required to solve problems. All problems outside of routine instructions are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Simple written instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Not expected to influence practices
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
Convey information inside the department

<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Computer Operator

1. Background Information			
<b>Job Title:</b> Computer Operator	<b>Job Level:</b> MSU/SA/CO007	<b>Current Grade:</b> III/IV	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Student Affairs		<b>Department/Section/Unit:</b> Examination	
<b>Reports to:</b> Assistant Registrar-Examinations			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for automation of all examination records and provision of safe custody of all students records in the university			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> a) Prepare reports on examination cards available and transcripts issued out to students b) Print out examination cards for all the students in the university in order for them to sit for examination c) Print out examination checklists for students during exams to confirm registration and sitting ins. d) Print out the degree certificates and transcripts for all students who are graduating from the university e) Maintain a filing system and ensure proper record keeping for safety and future references.			
4. Job Dimensions:			
<b>Financial Responsibilities</b>  N/A			
<b>Responsibility for physical assets</b>  a) Office machines b) Cabinets			
<b>Nature of decision making</b>  Operational decisions			
5. Qualifications Knowledge and Skills:			

<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Diploma in ICT from a recognized University
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Knowledge of skills required to perform a variety of primarily manual tasks
<b>Typical technical competencies that would be regularly applied to the job</b>
Computer Literacy
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Interpersonal skills b) Communication skills
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
N/A
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
At least one year work experience as a computer operator in a reputable print shop.
<b>7. Problem Solving:</b>
Is not required to solve problems. All problems outside of routine instructions are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Simple written instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Not expected to influence practices
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>

Convey information inside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Senior Assistant Registrar-Admissions

1. Background Information			
<b>Job Title:</b> Senior Assistant Registrar-Admissions	<b>Job Level:</b> MSU/SA/SAREg005	<b>Current Grade:</b> 13	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Student Affairs		<b>Department/Section/Unit:</b> Admissions	
<b>Reports to:</b> Deputy Registrar-Academic and Student Affairs			
<b>Direct</b> a) Senior Administrative Assistant b) Administrative Assistant c) Secretary		<b>Indirect Reports:</b> a) Clerk b) Office Assistant	
2. Purpose of the Job:			
This position is responsible for coordinating student admissions and enrollment and proper maintenance of students' records and data in the admission registry of the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> Prepare work plan, allocate work and supervise subordinates within the department so as to produce the desired results in the university			
<b>Operational Responsibilities:</b> a) Process the admission of undergraduate and diploma students in the institution b) Process students deferment, readmission and transfer request c) Ensure proper billing to students of courses taken d) Process and issue students identity cards for their safety and security within and without the university e) Organize and maintain the students biodata records in the system f) Respond to student admission matters and inquiries g) Prepare periodical student enrollment and registration statistics for the institution h) Organize the orientation programmes for newly admitted students so that they can be familiar with the university i) Record minutes in committee meetings for decision-making and future references			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
Provide input into the process of budget making for the department			
<b>Responsibility for physical assets</b>			



a) Computer and accessories b) Steel cabinets
<b><i>Nature of decision making</i></b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's degree in a relevant field from a recognized institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
Computer literacy
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Interpersonal skills b) Supervisory skills c) Communication skills d) Ability to work under pressure e) Team work f) Leadership skills g) Organizational skills h) Conflict management
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
d) Chapter six of the constitution e) Certificate of good conduct f) Tax compliance certificate
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least 10 years of relevant experience five of which must have been as an Assistant Registrar
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Detailed verbal instructions or requests</li> <li>b) Detailed written procedures</li> <li>c) Basic e-mail, fax or mail correspondence</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Written Government policy documents affecting the job holder's area of responsibility</li> <li>f) Current legislation affecting the job holder's area of responsibility</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Supervise subordinates allocated work</li> <li>c) Lead through others</li> </ul>
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
Convey information inside, outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Senior Administrative Assistant-Academics

1. Background Information			
<b>Job Title:</b> Senior Administrative Assistant-Academics	<b>Job Level:</b> MSU/ASA/SAA007	<b>Current Grade:</b> E/F	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>School / Faculty:</b> All	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/ Section/Unit:</b> All	
<b>Reports to:</b> Assistant Registrar- Academics			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The purpose of this job is to provide general administrative activities within the various academic departments, Section and units so that they can achieve efficiency and effectiveness in the provision of academic programs such as research, publication, teaching, learning, supervision and evaluation in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
a) Prepare annual school reports and submit to the respective offices in Academics and Student Affairs Division of the university. b) Allocate work to and supervise clerks and office assistants in accordance with the work plan of the respective office for timely achievement and effective accomplishment of tasks assigned.			
<b>Operational Responsibilities:</b>			
a) Prepare quarterly teaching and examination timetables for the campus to guide in the academic activities of different teaching departments in the University. b) Participate in the admission of students' registration at the beginning of every semester to enable them attended classes for the academic courses registered and sit for exams at the end of the semester. c) Establish and maintain regularly accurate student record and database to ease retrieval of student information. d) Attend to students concerns from time to time as they are presented to them in the different academic departments deployed in in the university e) Participate in the preparation of daily mark sheet for teaching staff to monitor lectures attendance by students in the different departments deployed in f) Inspect the Management Information System database of the detaching departments for accurate registration of courses by students in the university g) Produce after-every-semester provisional transcripts and distribute them to the respective students in the university h) Make requisition for equipment and consumable supplies needed for running the academic departments			

<p>deployed in in the university</p> <p>i) Maintain an inventory of equipment and consumable supplies and other resources in the departments deployed in for proper utilisation and accountability purpose in the university</p> <p>j) Secretary to schools' academic and examination board and arrangement of venues of the same, deans and Senate committee.</p> <p>k) Enter students' examinations scores into the Management Information System every semester and classify degrees into various classes. Issue final transcripts and certificates to graduating students in different schools in the university</p> <p>l) Process and issue student's identity cards after admission in the university for their quick identification and authentication within and without the university</p> <p>m) Facilitate effective and efficiency communication to the other members of the schools and departments on the respective issues affecting them together with their activities therein.</p>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
Provide an input into the process of budgeting for the schools.
<b><i>Responsibility for physical assets</i></b>
<p>a) Computer and accessories</p> <p>b) Office furniture</p> <p>c) Document cabinet</p>
<b><i>Nature of decision making</i></b>
<p>a) Financial decisions</p> <p>b) Operational decisions</p>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelors' Degree in relevant field from a recognized University.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<p>a) Knowledge of advanced clerical, operational or customer service skills acquired through education, experience or on the job training.</p> <p>b) Computer literacy.</p> <p>c) Budgeting skills</p> <p>d) Knowledge of professional standards.</p>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<p>a) Time management skills</p> <p>b) Ability to meet deadlines</p> <p>c) Communication skills</p> <p>d) Interpersonal skills</p> <p>e) Organisational skills</p> <p>f) Supervisory skills</p> <p>g) Team player</p> <p>h) Confidentiality</p>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>

<ul style="list-style-type: none"> <li>a) Compliance with Chapter Six of the Constitution of Kenya.</li> <li>b) HELB clearance</li> <li>c) CRB clearance</li> <li>d) KRA tax compliance</li> <li>e) Certificate of good conduct from the NPS</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Six (6) years of relevant experience as an Administrative Assistant in public service.
<b>7. Problem Solving:</b>
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocate work to and supervise secretaries and clerical officers in the deployed department
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department.</li> <li>b) Convey information outside the department</li> <li>c) Convey information at senior management</li> <li>d) Persuade inside the department.</li> <li>e) Negotiate inside the department.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>

N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Administrative Assistant-Academics

1. Background Information			
<b>Job Title:</b> Administrative Assistant-Academics	<b>Job Level:</b> MSU/ASA/AA008	<b>Current Grade:</b> C/D	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>School / Faculty:</b> All	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/ Section/Unit:</b> All	
<b>Reports to:</b> Assistant Registrar- Academics			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The purpose of this job is to provide general administrative activities within the various academic departments, Section and units so that they can achieve efficiency and effectiveness in the provision of academic programs such as research, publication, teaching, learning, supervision and evaluation in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Prepare quarterly teaching and examination timetables for the campus to guide in the academic activities of different teaching departments in the University.</li> <li>b) Participate in the admission of students' registration at the beginning of every semester to enable them attended classes for the academic courses registered and sit for exams at the end of the semester.</li> <li>c) Establish and maintain regularly accurate student record and database to ease retrieval of student information.</li> <li>d) Attend to students concerns from time to time as they are presented to them in the different academic departments deployed in in the university</li> <li>e) Participate in the preparation of daily mark sheet for teaching staff to monitor lectures attendance by students in the different departments deployed in</li> <li>f) Inspect the Management Information System database of the detaching departments for accurate registration of courses by students in the university</li> <li>g) Produce after-every-semester provisional transcripts and distribute them to the respective students in the university</li> <li>h) Make requisition for equipment and consumable supplies needed for running the academic departments deployed in in the university</li> <li>i) Maintain an inventory of equipment and consumable supplies and other resources in the departments</li> </ul>			

<p>deployed in for proper utilisation and accountability purpose in the university</p> <p>j) Secretary to schools' academic and examination board and arrangement of venues of the same, deans and Senate committee.</p> <p>k) Enter students' examinations scores into the Management Information System every semester and classify degrees into various classes. Issue final transcripts and certificates to graduating students in different schools in the university</p> <p>l) Process and issue student's identity cards after admission in the university for their quick identification and authentication within and without the university</p> <p>m) Facilitate effective and efficiency communication to the other members of the schools and departments on the respective issues affecting them together with their activities therein.</p>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
<p>a) Computer and accessories</p> <p>b) Office furniture</p> <p>c) Document cabinet</p> <p>d) Graduation regalia</p>
<b><i>Nature of decision making</i></b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelors' Degree in the relevant field from a recognized University.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<p>a) Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training.</p> <p>b) Computer literacy.</p> <p>c) Knowledge of professional standards.</p>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<p>a) Time management skills</p> <p>b) Ability to meet deadlines</p> <p>c) Communication skills</p> <p>d) Interpersonal skills</p> <p>e) Organisational skills</p> <p>f) Confidentiality</p> <p>g) Team player</p>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance with Chapter Six of the Constitution of Kenya.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>



Entry level
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the department</li> <li>c) Convey information at senior management</li> <li>d) Persuade inside the department</li> <li>e) Negotiate inside the department</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Dean of School

1. Background Information			
<b>Job Title:</b> Dean of School	<b>Job Level:</b> MSU/ASA/DoSoo3	<b>Current Grade:</b> N/A	<b>No. of Posts:</b> 12
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> ALL	
<b>Division:</b> Academics and Student affairs		<b>Department/Unit/Institute:</b> N/A	
<b>Reports to:</b> Deputy Vice Chancellor – Academic and Students’ Affairs			
<b>Direct Reports:</b> Chair of Department		<b>Indirect Reports:</b> a) Professors b) Associate Professors c) Senior Lectures d) Lectures e) Assistant Lectures f) Tutorial Fellows g) Instructor	
2. Purpose of the Job:			
This position is responsible for the provision of academic and administrative leadership in order to ensure smooth running of learning, teaching, research, publication and community outreach and services operations within the school and the university at large.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial/Supervisory Responsibilities:</b> a) Prepare work plans for all the activities and programmes in the school in order to guide its operations. b) Prepare and manage the budget of the school so that it can be operating within the planned levels. c) Coordinate development and implementation of a strategic plan for the school so as to reflect the university’s overall strategic plan. d) Interpret and implement the university policies to members of school. e) Monitor and evaluate the progress and realisation of the strategic plan in the school in order to establish if it is operating within the plans. f) Allocate and coordinate the work of the teaching and non-teaching staff in the school. g) Evaluate the performance of both teaching and non-teaching staff in the school. h) Chair the management board of the school. i) Participate in the Deans’ committee meetings in the university. j) Participate in decision making in the senate of the university. k) Participate in senate sub-committees of the university. l) Prepare documents for tabling in the senate meetings of the university in order to aid decision making. m) Present and defend reports in the Deans’ committee and senate of the university.			

- n) Prepare reports (quarterly, annual, publications, complaints, etc.) for the school and disseminate them to the respective stakeholders
- o) Maintain effective communication between students, faculty and chairmen within the school.
- p) Prepare and manage staff and student records within the school.
- q) Coordinate hiring of full and part time teaching and non-teaching staff in the school.
- r) Facilitate acquisition of teaching and learning materials or resources for use in the school.
- s) Handle student enquiries and concerns within the school.
- t) Process student examination results for printing in transcripts and certificates in the examination section of the university.
- u) Process student admissions into different programs within the school.

#### **Operational Responsibilities:**

- a) Issue transcripts to students within the school.
- b) Write recommendations for both staff and students for employment or further studies in other institutions.
- c) Address enquiries and concerns of students, staff and other stakeholders within the school.
- d) Participate in post-graduate student thesis and project defenses within or without the school.
- e) Prepare for teaching lessons and deliver lectures to students in the school.
- f) Monitor activity on the e-platform and address student concerns raised on e-platform.
- g) Provide leadership in the development and implementation of research directions in the school.
- h) Lead and coordinate student research activities within or without the school.
- i) Lead and coordinate academic staff research activities within or without the school.
- j) Source for funding to support research in the school's operations.
- k) Source for funding for student scholarships within or without the university.
- l) Coordinate publication of research findings in the school.
- m) Provide leadership in review of research and academic publication in the school.
- n) Initiate collaboration with other institution and organisations in order to promote research and industrial attachment for students.
- o) Evaluate the research process for both staff and students within the school.
- p) Monitor quality of research and publication within the school for it to be within the expected standards
- q) Act as a referee and contribute to peer review or assessment in research projects in the school.
- r) Spearhead grant proposal writing and identify potential donors to fundraise from.
- s) Oversee dissemination of findings of research undertaken in the school through seminars, conferences, etc
- t) Oversee the design and development of academic curricula for the school.
- u) Oversee development and implementation of academic programmes in the school.
- v) Monitor teaching and learning quality within the school so as to remain within the expected standards.
- w) Coordinate and supervise industrial attachment, field trips and teaching practice for students within the school.
- x) Undertake a teaching load of three units per semester which include teaching, supervision and evaluation of students in the school.
- y) Undertake marking of examination and submitting results to the respective chairs of departments within the school.
- z) Coordinate teaching, setting of examinations, processing of examinations by other academic staff
- aa) Participate in the moderation of set examinations in the school.
- bb) Guide and supervise research projects for students undertaking undergraduate and post-graduate students in the school.
- cc) Facilitate orientation of new staff and continued training of staff in the school in university processes and procedures in the school.
- dd) Initiate community outreach and service activities in the school for both staff and students in order to address issues affecting their members.
- ee) Coordinate development of proposals on community outreach programmes for staff in the school.
- ff) Appraise the community on career opportunities and guide their members on how to exploit them for their own development.
- gg) Educate the community on different policies and emerging issues so as to adopt them for their development.
- hh) Provide free consultancy to the community on various issues facing them on day to day life and in future.
- ii) Give motivational and empowerment talks in schools and other institutions within the local communities.
- jj) Provide professional and strategic direction to the communities for socio-economic development.
- kk) Provide expertise services to local, national and international organisations on areas of own specialization
- ll) Enhance the image of the university within and without the university and communities surrounding it.

#### **4. Job Dimensions:**

<b><i>Responsibility for physical assets</i></b>
a) Office furniture b) Office electronics c) All learning and research equipment belong to the school.
<b><i>Nature of decision making</i></b>
a) Operational Decisions. b) Analytical Decisions. c) Financial Decisions. d) Strategic Decisions.
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Earned Doctor of Philosophy Degree from a recognised institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
High level expertise in, and detailed understanding of a number of different functional areas across the institution.
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer literacy. b) Budgeting skills. c) Ability to operate the appropriate research machinery.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills. b) Leadership skills. c) Interpersonal skills. d) Organisational skills. e) Negotiation skills. f) Team building. g) Problem solving. h) Supervisory skills. i) Conflict management. j) Ability to work under pressure. k) Must meet the requirements of Chapter six (6) of the Constitution of Kenya.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Nine (9) years teaching experience and attained a grade of a Senior Lecturer.
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>

<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>g) Basic verbal instructions or requests.</li> <li>h) Simple written instructions or requests.</li> <li>i) Detailed written procedures.</li> <li>j) Detailed technical and/or functional instructions or queries.</li> <li>k) Basic e-mail, fax or mail correspondence.</li> <li>l) Detailed e-mail, fax or mail correspondence.</li> <li>m) Written Government policy documents affecting the job holder's area of responsibility.</li> <li>n) Current legislation affecting the job holder's area of responsibility.</li> <li>o) Articles and research products affecting the job holder's area of responsibility.</li> <li>p) Programme, system or design specifications.</li> <li>q) Factual reports on aspects of the institution such as policy guidelines.</li> <li>r) In depth technical reports, proposals or project briefs affecting one or more departments.</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Communication requiring a high level of diplomacy and sensitivity.</li> <li>e) Basic explanation of services to employees of the institution or clients.</li> <li>f) Simple verbal instructions to other employees within the institution.</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors.</li> <li>h) Basic e-mail, fax or mail correspondence.</li> <li>i) Detailed e-mail, fax or mail correspondence.</li> <li>j) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> <li>k) Drawing up project briefs.</li> <li>l) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites.</li> <li>m) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise.</li> <li>n) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>o) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to two support staff members</li> <li>b) Directly Supervises two support staff members</li> <li>c) Leads two staff member through others.</li> </ul>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Has a strong influence on the strategic direction of more than one departments.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the School.</li> <li>b) Convey Information outside the school.</li> <li>c) Convey Information at Senior Management level.</li> <li>d) Persuasion outside the school.</li> <li>e) Persuasion at Senior Management level.</li> <li>f) Negotiation outside the school.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A

<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Chair of Department

1. Background Information			
<b>Job Title:</b> Chair of Department	<b>Job Level:</b> MSU/ASA/CoD004	<b>Current Grade:</b> N/A	<b>No. of Posts:</b> 51
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> All	
<b>Directorate/Division:</b> Academic and Student Affairs		<b>Department/ Section/Unit:</b> All	
<b>Reports to:</b> Deans of School			
<b>Direct Reports:</b> a) Professors b) Associate Professors c) Senior Lectures d) Lectures e) Assistant Lectures f) Tutorial Fellows g) Instructor		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to leadership in the overall administration and academics in the department by overseeing learning and research activities of the teaching and technical staff in order to effect knowledge generation, dissemination and development of new technology and innovations.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> a) Chair departmental board meetings of the department. b) Act as the chief exams officer of the department. c) Plan and allocate work to, and supervise teaching and learning in the department to ensure quality standards of teaching and research. d) Identify and initiate linkages, collaborations and exchange programs with other organisations and individuals in order to attract resources for the department. e) Implement departmental policy, determined by departmental board' f) Represent department in committee and other bodies as required within and without the university g) Plan of semester activities in collaboration with the Dean in which the department falls so as to ensure that activities run smoothly. h) Receive and review reports from the lower levels and present them to the next level as required. i) Develop departmental quality and guideline instruments such as policy document in order to guide activities and achievements in the department j) Monitor and evaluate the department's. activities in order to establish its progress and achievements k) Provide human resource management responsibilities in the department in collaboration with human resource management department for improved human resource motivation, performance and productivity			

<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Solicits funds for the department in order to support its operations.</li> <li>b) Prepare department load set capturing the different aspects of the department.</li> <li>c) Allocates resources required by different units and individuals for running the department effectively.</li> <li>d) Make recommendations for scholarships, funds and grants for researchers and scholars in the department.</li> <li>e) Make recommendations to the human resources management department and management board on Human resources matters affecting the department</li> <li>f) Clear students for graduation after they have successfully finish studies within the department</li> <li>g) Make follow-ups for financial approaches with the potential donors from whom project proposals have been presented by staff within the department</li> <li>h) Administer examinations to students in order to evaluate their progress and success in their education</li> <li>i) Assess and sign admission and other forms for aspiring students within the department</li> <li>j) Receive, process, address or refer students complaints within the department for harmonious coexistence and effectiveness</li> <li>k) Attend to staff and student welfare in the department for improved relations and work environment in the department</li> <li>l) Develop and execute research proposals to generate knowledge and attract grants.</li> <li>m) Provide academic and mentoring leadership to staff and students within the department</li> <li>n) Disseminate knowledge through local and international publication, conferences and workshops.</li> <li>o) Review research in ones discipline in order to position the state of the art in various disciplines.</li> <li>p) Develop and influence policy on university teaching and learning approaches through research and networking to ensure effective delivery of academic knowledge.</li> <li>q) Impart into the graduate profile a culture of innovative, critical thinking and lifelong learning through active discourse to develop in them self-reliance and credible research skills.</li> <li>r) Through moderation, oversee examinations preparation and execution, ensuring bench marking/peer review against international standards.</li> <li>s) Enhance knowledge transfer through community engagement by public lectures, barazas, shows and exhibitions, print and electronic media to empower the community.</li> <li>t) Enhance networking through workshops, demonstrations, shows and exhibitions to create synergy for research, innovation and knowledge transfer.</li> <li>u) Initiate, execute and evaluate staff, student exchange programs, through local and international collaborations and partnerships.</li> <li>v) Initiate, execute, supervise and evaluate field/industrial attachments to provide hands on value added experience for students, and facilitate technology transfer to the community.</li> <li>w) Promote, through mentorship, consultancies to various organizations to enhance faculty experience and expert knowledge transfer.</li> <li>x) Participate in local, regional, national and international shows and exhibitions to showcase innovations and research products.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Provide input into the process of budgeting.</li> <li>b) Control or manage expenditure.</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Teaching and research equipment</li> <li>b) Office furniture</li> <li>c) Office electronic</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions.</li> <li>b) Financial decisions.</li> <li>c) Analytical decisions.</li> <li>d) Operational decisions.</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>



Earned PhD – Doctor of Philosophy Degree.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
Must be registered with relevant professional body.
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field.
<b>Typical technical competencies that would be regularly applied to the job</b>
<ul style="list-style-type: none"> <li>a) Computer skills</li> <li>b) Knowledge of financial management</li> <li>c) Knowledge of relevant legislation</li> <li>d) Knowledge of professional standards.</li> <li>e) Budgeting skills.</li> <li>f) Ability to operate the appropriate research machinery.</li> </ul>
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Leadership skills</li> <li>b) Communication skills</li> <li>c) Interpersonal skills</li> <li>d) Organisational skills</li> <li>e) Ability to work under pressure.</li> <li>f) Negotiation skills.</li> <li>g) Team building.</li> <li>h) Problem solving.</li> <li>i) Conflict management.</li> <li>j) Supervisory skills.</li> </ul>
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
<ul style="list-style-type: none"> <li>a) Must meet the requirements of Chapter six (6) of the Constitution of Kenya</li> <li>b) Certificate of good conduct</li> <li>c) Tax compliance certificate</li> <li>d) Credit Reference Bureau clearance</li> <li>e) HELB clearance certificate.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Nine (9) years teaching experience and attained a grade of a Senior Lecturer
<b>7. Problem Solving:</b>
Problems are complex and open ended - the best solution can only be known with hindsight.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> <li>i) Current legislation affecting the job holder's area of responsibility</li> <li>j) Articles and research products affecting the job holder's area of responsibility</li> <li>k) Complex research findings published in scientific journals</li> <li>l) Program, system or design specifications</li> <li>m) Factual reports on aspects of the institution such as policy guidelines</li> <li>n) In depth technical reports, proposals or project briefs affecting one or more departments</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>f) Explanation of complex services or concepts to employees of the institution or clients</li> <li>g) Simple verbal instructions to other employees within the institution</li> <li>h) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>i) Basic e-mail, fax or mail correspondence</li> <li>j) Detailed e-mail, fax or mail correspondence</li> <li>k) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>l) Drawing up project briefs</li> <li>m) Drawing up program, system, technical or design specifications</li> <li>n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise</li> <li>o) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>p) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution</li> <li>q) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution.</li> </ul>
<b>9. Sapiential Authority</b>
<b>Job holder's influence on practices, policies or strategy due to Sapiential authority (the right to be listened to as a result of specialist expertise).</b>
<ul style="list-style-type: none"> <li>a) Has a significant influence on or sets practices or policies for a department.</li> <li>b) Has a significant influence on the strategic direction of a department/faculty.</li> <li>c) Sets or participates in setting the strategic direction of the whole institution or Organisation.</li> </ul>
<b>10. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Influences or changes broad practices or policies affecting a whole department.
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the 25 subordinates and 15 students</li> <li>b) Coordinate nine (9) chair of department</li> <li>c) Directly Supervises the 25 subordinates and 15 students</li> </ul>
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution</li> <li>b) Convey information outside the unit/section/department/ division/institution</li> <li>c) Convey information at Senior Management level</li> </ul>

d) Persuade outside the unit/section/department/ division/institution e) Persuasion at Senior Management level f) Negotiation outside the unit/section/department/ division/institution
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Director- Institute of Gender

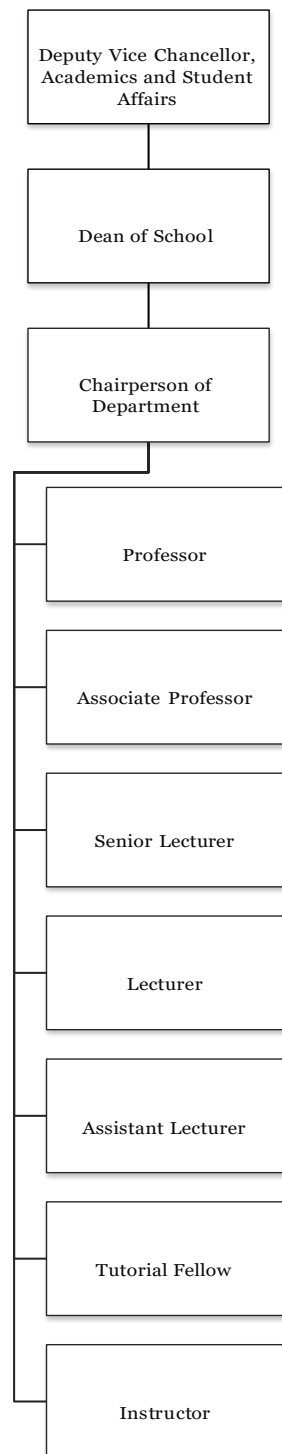
1. Background Information			
<b>Job Title:</b> Director-Institute of Gender Studies	<b>Job Level:</b> MSU/IGS/DGS003	<b>Current Grade:</b> 15	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> Institute of Gender Studies	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/ Section/Unit:</b> All-Interdisciplinary Service	
<b>Reports to:</b> Deputy Vice Chancellor- Academic and Students' Affairs			
<b>Direct Reports:</b> Teaching Staff		<b>Indirect Reports:</b> Support Staff	
2. Purpose of the Job:			
The job exists to develop and implement gender mainstreaming strategies in Maseno University in accordance with Constitutional requirement, and coordinate academic activities related to teaching and research and community service.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> a) Develop gender-based research proposals to guide in actual research and attract funding for the research. b) Research and publish in academic journals, present at scholarly conferences and workshops to disseminate knowledge. c) Review research and academic publications and provide expert opinion on postgraduate research in order to position the state of the art in gender related disciplines. d) Externally examine thesis and dissertation and contribute as a referee and participate in peer review to facilitate academic mobility and networking. e) Develop gender manufacturing tools and access the results of gender manufacturing surveys and report to University management.			
<b>Learning and Teaching Responsibilities:</b> a) Review academic programs offered at the Institute of Gender to ensure programs offered are relevant and market driven. b) Develop undergraduate and post graduate curriculum to facilitate learning and research at the Institute of Gender. c) Facilitate admission of students into the Institute of Gender for purpose of acquiring knowledge from the programs offered. d) Impart into the student a culture of innovative, critical thinking and lifelong learning through by teaching three to four courses each semester and engaging them in active discourse to develop in them self-reliance and credible research skills. e) Coordinate and supervise internship, field trips industrial attachments to enable student acquire skills through hands on experience. f) Coordinate examination processing through setting and moderation to ensure quality of examinations. g) Mark examination and submit results to gauge the students' understanding of concepts taught.			
<b>Community Service and Outreach Responsibilities:</b> a) Establishing linkages with gender institutes and units in other institutions of Higher learning in Kenya and beyond to create synergy for research, innovation and knowledge transfer. b) Provide expert input during meetings at local, regional and international levels such as UUCEA, DAAD c) Provide consultancy services at community level hence enhance gender related knowledge transfer through community engagement in public lectures, barazas, shows and exhibitions to empower the community. d) Engage community in commemorating International Days such 16 Days of Activism. International Women's			

<p>Day to sensitize the community on gender related issues.</p> <p>e) Coordinate student empowerment groups for both internal and external outreach activities.</p> <p>f) Empowerment and capacity building of communication for gender equality.</p> <p>g) Coordinate and oversee mentorship program for student to promote moral wellbeing and career choices.</p>
<p><b>Managerial Responsibilities:</b></p> <p>a) Prepare budget for the Institute of Gender to source for funding for gender studies and mainstreaming activities.</p> <p>b) Allocate administrative duties and supervise Institute of Gender staff to ensure tasks allocated are competently performed.</p> <p>c) Identify part time teaching staff and process part time teaching appointments in order to train students and guide research in gender studies in the university.</p> <p>d) Write policies, programs and strategies for Institute of Gender to guide in gender manufacturing activities of the University.</p> <p>e) Prepare yearly Gender Report and present to the Senate to provide uniform decision making regarding gender mainstreaming</p> <p>f) Evaluate University policies and strategies so that they may reflect gender-related needs of students and staff and thus promote gender sensitivity.</p> <p>g) Receive, review and consolidate reports of students activities on gender mainstreaming activities and programs</p> <p>h) Prepare quarterly and yearly progress reports for the National Gender Equality Commission.</p> <p>i) Conduct staff appraisals to identify areas of training and for rewarding good performance.</p> <p>j) Prepare communiqué to students to enhance open communication between students and staff.</p> <p>k) Coordinate the recruitment of external examiners to enhance standards in examination marking process.</p>
<p><b>Operational Responsibilities:</b></p> <p>a) Liaise with students' class and school representatives to solve academic issues and deal with student inquiries and concerns.</p> <p>b) Monitor daily teaching and class attendance to ensure effective delivery of academic content and acquisition of knowledge during lectures.</p> <p>c) Receive and investigate Gender Based Violence Cases to take appropriate measures and offer psychological support to the victims.</p> <p>d) Coordinate gender mainstreaming activities in collaborating with student counseling, Health Services and Security Services.</p> <p>e) Receiving and responding to internal communiqué with the senior management and other stakeholders in the university</p>
<p><b>4. Job Dimensions:</b></p>
<p><b><i>Financial Responsibilities</i></b></p>
<p>a) Provide input into the process of budgeting.</p> <p>b) Determining expenditure.</p>
<p><b><i>Responsibility for physical assets</i></b></p>
<p>a) Computer</p> <p>b) Office furniture</p>
<p><b><i>Nature of decision making</i></b></p>
<p>a) Strategic decisions.</p> <p>b) Financial decisions.</p> <p>c) Analytical decisions.</p> <p>d) Operational decisions.</p>
<p><b>5. Qualifications Knowledge and Skills:</b></p>
<p><b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b></p>
<p>Earned Doctor of Philosophy Degree from a recognised university</p>
<p><b><i>Minimum level of professional qualification required to perform effectively in the role</i></b></p>
<p>Must be registered with respective professional body where applicable</p>

<b>Minimum level of knowledge that would be regularly applied to the job</b>
<ul style="list-style-type: none"> <li>a) High level expertise in, detailed understanding of, a number of different specialist areas within a function.</li> <li>b) Knowledge of professional standards.</li> <li>c) Computer literacy.</li> <li>d) Research on areas of expertise.</li> <li>e) Number of publications 60 publication points since last promotion.</li> </ul>
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Leadership skills.</li> <li>b) Communication skills.</li> <li>c) Interpersonal skills.</li> <li>d) Organisational skills.</li> <li>e) Negotiation skills.</li> <li>f) Team building.</li> <li>g) Problem solving.</li> <li>h) Conflict management.</li> <li>i) Supervisory skills.</li> </ul>
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
<ul style="list-style-type: none"> <li>a) Compliance with chapter 6 of constitution of Kenya 2010.</li> <li>b) Ethics and Anticorruption Commission clearance.</li> <li>c) Tax compliance with KRA.</li> <li>d) Higher Education Loans Board clearance.</li> <li>e) Credit Reference Bureau clearance.</li> <li>f) Certificate of good conduct from NPS.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
A minimum of three (3) years of work experience as a Lecturer in a University.
<b>7. Problem Solving:</b>
Problems are complex and open-ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests.</li> <li>b) Detailed verbal instructions or requests.</li> <li>c) Simple written instructions or requests.</li> <li>d) Detailed written procedures.</li> <li>e) Detailed technical and/or functional instructions or queries.</li> <li>f) Basic e-mail, fax or mail correspondence.</li> <li>g) Detailed e-mail, fax or mail correspondence.</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility.</li> <li>i) Current legislation affecting the job holder's area of responsibility.</li> <li>j) Articles and research products affecting the job holder's area of responsibility.</li> <li>k) Complex research findings published in scientific journals.</li> <li>l) Factual reports on aspects of the institution such as policy guidelines.</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>

<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Communication requiring a high level of diplomacy and sensitivity.</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>f) Explanation of complex services or concepts to employees of the institution or clients.</li> <li>g) Simple verbal instructions to other employees within the institution.</li> <li>h) Basic e-mail, fax or mail correspondence.</li> <li>i) Detailed e-mail, fax or mail correspondence.</li> <li>j) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> <li>k) Drawing up program, system, technical or design specifications.</li> <li>l) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
Has a significant influence on or sets practices or policies affecting other areas of the institution.
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes broad practices or policies affecting other areas of the institution.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to and supervise two (2) subordinates</li> <li>b) Allocate work to and supervise four (4) students supervised.</li> <li>c) Coordinate team of professors when carrying research.</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the unit/section/department/ division/institution through posters.</li> <li>b) Convey Information outside the unit/section/department/ division/institution through posters.</li> <li>c) Convey information at the senior management level during forums on Gender Manufacturing.</li> <li>d) Persuasion outside the unit/section/department/ division/institution through advocacy for gender equality practices.</li> <li>e) Persuasion at senior management level.</li> <li>f) Negotiate outside the unit/section/department/ division/institution for funds, cooperation of departments and students during functions.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
<ul style="list-style-type: none"> <li>a) Participate in Senate, Dean Committee and Committee meetings</li> <li>b) Chair the gender mainstreaming and academic Boards.</li> </ul>
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

### 3. *Teaching Jobs*



*Figure 1: Teaching Jobs Organogram*



## Professor

1. Background Information			
<b>Job Title:</b> Professor	<b>Job Level:</b> MSU/ASA/Prof005	<b>Current Grade:</b> 15	<b>No. of Posts:</b> 8
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> All	
<b>Directorate/Division:</b> Academic and Student Affairs		<b>Department/ Section/Unit:</b> All	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> All		<b>Indirect Reports:</b> All	
2. Purpose of the Job:			
This job exists to provide leadership in teaching, research, community outreach, curriculum development, mentorship by designing and implementing the appropriate academic programmes to generate and impart knowledge for the purpose of regional, national and international development.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> <ol style="list-style-type: none"> <li>Develop and execute research proposals to generate knowledge, attract grants for the university.</li> <li>Provide academic and mentoring leadership to other academic staff and students in the university.</li> <li>Disseminate knowledge through local and international publication, conferences and workshops.</li> <li>Review research in one's own discipline in order to position the state of the art in various disciplines of the university.</li> <li>Facilitate academic mobility and networking within and without the university both locally and internationally.</li> </ol>			
<b>Learning and Teaching Responsibilities:</b> <ol style="list-style-type: none"> <li>Provide leadership in designing, developing, and implementing relevant and market driven curricula through teamwork and stakeholder involvement within and without the university.</li> <li>Develop and influence policy on university teaching and learning approaches through research and networking to ensure effective delivery of academic knowledge.</li> <li>Develop and review quality assurance blueprint for teaching and learning in line with international benchmarks. Through academic mobility, monitoring and evaluation within the university.</li> <li>Impart into the graduate profile a culture of innovative, critical thinking and lifelong learning through active discourse to develop in them self-reliance and credible research skills.</li> <li>Oversee examinations preparation and execution, through moderation, ensuring benchmarking/peer review against international standards within the university.</li> <li>Supervise and examine internal and external graduate students to ensure integrity in examination within and without the university.</li> <li>Develop high quality human resource for national development, through the provision of quality academic and professional programmes in the university.</li> <li>Influence policy for national development through evidence based research and stakeholder participation.</li> </ol>			
<b>Community Service and Outreach Responsibilities:</b> <ol style="list-style-type: none"> <li>Enhance knowledge transfer through community engagement by public lectures, barazas, shows and exhibitions, print and electronic media to empower the local communities.</li> <li>Enhance networking through workshops, demonstrations, shows and exhibitions to create synergy for research, innovation and knowledge transfer.</li> <li>Initiate, execute and evaluate staff, student exchange programmes, through local and international collaborations and partnerships with other universities.</li> </ol>			

<ul style="list-style-type: none"> <li>d) Initiate, execute, supervise and evaluate field/industrial attachments to provide hands on value added experience for students, and facilitate technology transfer to the local communities.</li> <li>e) Promote, through mentorship, consultancies to various organisations to enhance faculty experience and expert knowledge transfer within and without the university.</li> <li>f) Participate in shows and exhibitions to showcase innovations and research products of the university.</li> <li>g) Mentor schools' students to promote moral wellbeing and career choices through guidance and counselling in the university.</li> </ul>
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Provide leadership in policy and strategic development to guide in the research and delivery of academic content in the departments and schools of the university.</li> <li>b) Prepare budget for various activities such as research, field trips, manage and account for sourcing fund allocation for these activities.</li> <li>c) Prepare work plans to guide to outline the activities in research and their timelines within the university.</li> <li>d) Engage in university management through advisory service in the areas of specialization and membership of ad hoc, departmental, school and Senate advisory and technical committee.</li> <li>e) Manage roles in organisations and institutions having Memoranda of Understanding with the university, e.g. teaching hospitals.</li> <li>f) Provide advisory and oversight role in administration of academic and non-academic staff within university.</li> <li>g) Mobilise resource for academic and other activities in the university.</li> </ul>
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Participate in teaching activities, which include the preparation of lectures on a 4hours preparation for one hour of lecture delivery. Teach in order to impart knowledge to students, staff and community.</li> <li>b) Participate in teaching activities, which include the delivery of lectures. Teaching involves didactic as well as clinical/laboratory, industrial attachments and field teaching.</li> <li>c) Evaluate lecture post-delivery to ensure lectures reflect current status and that are within the expected standards of quality and sufficiency.</li> <li>d) Promote and support research activities/management through grant searches, applications, writing, execution and publication. In addition research mentorship and networking.</li> <li>e) Prepare examination through setting and moderation to ensure quality of examinations and evaluation of students in the university</li> <li>f) Source external examiners and peer reviewers to review examinations and make recommendations for quality assurance, collaboration and transparency.</li> <li>g) Offer clinical and other related services in other institutions as result of MOU's between Maseno and these institutions based on one's area of specialization.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Provide input into budgeting process for the department.</li> <li>b) Determining expenditure for field trips and attachments.</li> </ul>
<b><i>Responsibility for physical assets</i></b>
Responsible for specialised equipment while using them for research and teaching.
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions.</li> <li>b) Financial decisions.</li> <li>c) Analytical decisions.</li> <li>d) Operational decisions.</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Earned Doctor of Philosophy Degree.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Must be registered with relevant professional body where applicable.

<b>Minimum level of knowledge that would be regularly applied to the job</b>
International authority on a specialist field, acknowledged for his/her contributions to the development of principles, practices and research in the field across international boundaries.
<b>Typical technical competencies that would be regularly applied to the job</b>
<ul style="list-style-type: none"> <li>a) Knowledge of professional standards.</li> <li>b) Computer literacy.</li> <li>c) Research on areas of expertise.</li> <li>d) Knowledge of statistical computer packages for data analysis depending on area of specialisation.</li> <li>e) Research capacity and ability to attract funding.</li> </ul>
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Leadership skills.</li> <li>b) Communication skills.</li> <li>c) Interpersonal skills.</li> <li>d) Organisational skills.</li> <li>e) Ability to work under pressure.</li> <li>f) Negotiation skills.</li> <li>g) Team building.</li> <li>h) Problem solving.</li> <li>i) Conflict management.</li> <li>j) Supervisory skills.</li> </ul>
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
<ul style="list-style-type: none"> <li>a) Research experience with a minimum of sixty publication points since attaining associate professorship forty of which should be in refereed scholarly journals.</li> <li>b) Number of publications 60 publication points since last promotion.</li> <li>c) Supervised a minimum of 5 post graduate of which two are PhD since last promotion.</li> <li>d) Teaching ability at undergraduate and postgraduate levels.</li> <li>e) Must have attracted research or development funds since last promotion.</li> <li>f) Ethics and Anticorruption Commission clearance.</li> <li>g) Tax compliance with KRA.</li> <li>h) Higher Education Loans Board clearance.</li> <li>i) Credit Reference Bureau clearance.</li> <li>j) Certificate of good conduct from CID.</li> <li>k) Compliance with chapter 6 of constitution of Kenya 2010.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
At least 15 years teaching work experience at university level with at least three years as an associate professor.
<b>7. Problem Solving:</b>
Problems enter uncharted territories, and solutions require significant academic research and detailed testing of hypotheses. Solutions would be acknowledged as making a contribution to the international body of knowledge in this area.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests.</li> <li>b) Detailed verbal instructions or requests.</li> <li>c) Simple written instructions or requests.</li> <li>d) Detailed written procedures.</li> <li>e) Detailed technical and/or functional instructions or queries.</li> <li>f) Basic e-mail, fax or mail correspondence.</li> <li>g) Detailed e-mail, fax or mail correspondence.</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility.</li> <li>i) Current legislation affecting the job holder's area of responsibility.</li> <li>j) Articles and research products affecting the job holder's area of responsibility.</li> <li>k) Complex research findings published in scientific journals.</li> <li>l) Program, system or design specifications.</li> <li>m) Factual reports on aspects of the institution such as policy guidelines.</li> <li>n) In depth technical reports, proposals or project briefs affecting one or more departments.</li> <li>o) Complex commissioned reports, proposals or project briefs affecting more than one departments.</li> <li>p) High level proposals on the institution's strategic direction.</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Communication requiring a high level of diplomacy and sensitivity.</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>f) Explanation of complex services or concepts to employees of the institution or clients.</li> <li>g) Simple verbal instructions to other employees within the institution.</li> <li>h) Detailed verbal or written instructions or requests to employees of the institution or contractors.</li> <li>i) Basic e-mail, fax or mail correspondence.</li> <li>j) Detailed e-mail, fax or mail correspondence.</li> <li>k) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> <li>l) Drawing up project briefs.</li> <li>m) Drawing up programme, system, technical or design specifications.</li> <li>n) Drawing up and amending contracts/drafting of legal documents.</li> <li>o) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise.</li> <li>p) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution.</li> <li>q) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>r) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution.</li> <li>s) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution.</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to Sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
<ul style="list-style-type: none"> <li>a) Has a significant influence on or sets practices or policies for a department.</li> <li>b) Has a significant influence on or sets practices or policies affecting other areas of the institution.</li> <li>c) Has a significant influence on the strategic direction of a department/faculty.</li> <li>d) Has a significant influence on the strategic direction of more than one departments/school.</li> <li>e) Sets or participates in setting the strategic direction of the whole institution.</li> </ul>
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Has a strong influence on the strategic direction of more than one departments.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>

<ul style="list-style-type: none"> <li>a) Allocate work to students supervised.</li> <li>b) Allocation of work to Lab Technicians and Research Assistants.</li> <li>c) Coordinate team of professors when carrying research.</li> <li>d) Supervise postgraduate and undergraduate students.</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the unit/section/department/ division/institution.</li> <li>b) Convey Information outside the unit/section/department/ division/institution.</li> <li>c) Convey information at the senior management level.</li> <li>d) Persuade within the unit/section/department/ division/institution</li> <li>e) Persuade at senior management level.</li> <li>f) Negotiate inside the unit/section/department/ division/institution.</li> <li>g) Negotiate outside the unit/section/department/ division/institution.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
<ul style="list-style-type: none"> <li>a) Attending and contributing at university meetings.</li> <li>b) Attending and contributing at school meetings.</li> <li>c) Attending and contributing at departmental meetings.</li> <li>d) Attending and contributing at other meeting.</li> <li>e) Attend external university duties e.g. vision 2030 review platform.</li> <li>f) Membership of editorial boards for academic and other journals.</li> <li>g) External examiners for other universities.</li> <li>h) Peer review for academics staff promotions in this and other universities.</li> <li>i) Delivery of invited key note lectures locally and internationally.</li> <li>j) Membership of regional consortiums.</li> <li>k) Web champions in units.</li> <li>l) Administrative and functional roles in graduation.</li> <li>m) Establishing linkages and partnerships.</li> <li>n) Membership of national research, professional bodies.</li> <li>o) Student and staff mentorship/counselling to promote human resource development.</li> <li>p) Offer clinical and other related services in other institutions as result of MOU's between Maseno and these institutions.</li> <li>q) Problem solving within university for unique situations.</li> </ul>
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## 3.2 Associate Professor

1. Background Information			
<b>Job Title:</b> Associate Professor	<b>Job Level:</b> MSU/ASA/AProfo05	<b>Current Grade:</b> 14	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> All	
<b>Directorate/Division:</b> Academic and Student Affairs		<b>Department/Unit:</b> All	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> All		<b>Indirect Reports:</b> All	
2. Purpose of the Job:			
This job exists to provide academic leadership through curriculum development, teaching, research and community services through regular review of curriculum, improving instructional and practical materials appropriate for learning, address industry and community challenges within and without the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Develop relevant research proposals to source for funds and guide in the actualisation of the research in the university.</li> <li>b) Contribute to publications to disseminate findings and new knowledge within and without the university.</li> <li>c) Review research hence maintain standards through authentication of methods and results within and without the university.</li> <li>d) Participate in research partnership for synergy in order to improve perspectives and widen its scope.</li> <li>e) Act as a referee and peer assessment thus maintaining and uplifting standards of research within the university.</li> <li>f) Present papers in national and international conferences thus updating knowledge in once area of expertise.</li> </ul>			
<b>Learning and Teaching Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Develop curriculum by sourcing for information/materials through discussions with stakeholders within and without the university.</li> <li>b) Set, mark, assess work, moderate examinations and provide feedback to students hence evaluate interpretation and understanding of the material delivered in the university.</li> <li>c) Develop course outlines based on course description to structure content delivery to students in the university.</li> <li>d) Ensure that the methods of delivery are appropriate to the content being taught by analysing the course content.</li> <li>e) Supervise graduate and postgraduates students' projects, field trips, and industrial attachment to make sure they meet the objectives laid out and to mentor these students to become self-reliant researchers.</li> <li>f) Review programmes regularly after every four years so as to update the content being studied and make it relevant to the needs of the market (increase relevance).</li> <li>g) Engage students in critical intellectual discourse to stimulate rational thinking within and without the university.</li> <li>h) Conduct internal and external examination moderation in order to uphold standards and enhance fairness for learners in universities.</li> <li>i) Examine postgraduate thesis for both internal/external to ensure quality of postgraduate students consistent with Commission for University Education (CUE) standards.</li> <li>j) Prepare graduate degree holders to disseminate knowledge in order to influence policy after completion of their programmes in the university.</li> <li>k) Mentor postgraduate students to prepare them to become the next university teaching staff.</li> </ul>			



<p><b>Community Service and Outreach Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Participate in national/international shows and exhibitions, to show case programmes and products of the university.</li> <li>b) Establish linkages with experts and communities locally and internationally to empower local communities.</li> <li>c) Act as resource persons locally, nationally and internationally, in order to provide specialised knowledge and experience.</li> <li>d) Participate in expert working groups within local communities for their own development.</li> <li>e) Establish linkages with experts locally and internationally for exchange programmes, joint research and joint supervision of postgraduates.</li> <li>f) Create linkages and partnerships for student placement during industrial attachment to enhance job opportunities for the students.</li> <li>g) Collaborate in national and international academic exchange linkages for the purpose of research enhancement and knowledge generation.</li> </ul>
<p><b>Managerial Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Prepare work plan of research project in order to guide the implementation of research activities in the university.</li> <li>b) Prepare research budgets in order to solicit for and manage the funds allocated or generated from donors.</li> <li>c) Prepare and disseminate financial reports for research activities for accountability and information decision making.</li> <li>d) Prepare research and scholarly progress reports to inform stakeholders on the status of research implementation within or without the university.</li> <li>e) Participate in departmental and school strategic planning process to guide implementation of academic programmes therein.</li> </ul>
<p><b>Operational Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Provide guidance and counselling of students in the university in order to deal with different life issues.</li> <li>b) Prepare, type and photocopy course outlines for various classes in the university.</li> <li>c) Set up classroom experiments for students' practical lessons in the university.</li> <li>d) Organise research meetings with different stakeholder within and without the university.</li> <li>e) Organise seminars for students in different level in the university in order to aid their learning in order to enhance their knowledge of the subject.</li> <li>f) Respond to students' queries and concerns inside and outside classroom in order to clarify issues arising while they are learning and researching.</li> <li>g) Organise and manage academic field trips to ensure the translation of theoretical class knowledge to realities in the field (exposure to different field experience) outside of the university.</li> <li>h) Conduct online correspondents with students and peers to update information related to learning and research.</li> <li>i) Prepare and review lecture materials to facilitate effective delivery of academic content during lectures in the university.</li> <li>j) Conduct roll call in each lesson in order to establish attendance and analyse it before the end of semester to discriminate those who can and cannot take end of semester examinations.</li> <li>k) Moderate internal and external examinations to ensure adequacy of content coverage, integrity of the questions consistent with the level and fairness.</li> <li>l) Set, execute, mark and grade end semester examinations so as to guarantee quality and integrity of the institutions certificates.</li> </ul>
<p><b>4. Job Dimensions:</b></p>
<p><b><i>Financial Responsibilities</i></b></p>
<ul style="list-style-type: none"> <li>a) Provide input into departmental budget.</li> <li>b) Manage research and field trips expenditure.</li> </ul>
<p><b><i>Responsibility for physical assets</i></b></p>
<ul style="list-style-type: none"> <li>a) Computers</li> <li>b) Printers</li> <li>c) Data projectors</li> <li>d) Office furniture</li> <li>e) Research equipment</li> </ul>
<p><b><i>Nature of decision making</i></b></p>

<ul style="list-style-type: none"> <li>a) Strategic decisions.</li> <li>b) Financial decisions.</li> <li>c) Analytical decisions.</li> <li>d) Operational decisions.</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Earned Doctor of Philosophy Degree in the respective field.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registration with the respective regulatory or professional body where applicable.
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
International authority on a specialist field, acknowledged for his/her contributions to the development of principles, practices and research in the field across international boundaries.
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Computer literacy,</li> <li>b) Budgeting skills,</li> <li>c) Knowledge of relevant legislation,</li> <li>d) Knowledge of professional standards,</li> <li>e) A minimum of 48 publication points.</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills.</li> <li>b) Communication skills.</li> <li>c) Interpersonal skills.</li> <li>d) Organisational skills.</li> <li>e) Negotiation skills.</li> <li>f) Team building skills.</li> <li>g) Problem solving.</li> <li>h) Conflict management.</li> <li>i) Supervisory skills.</li> <li>j) Ability to work under pressure.</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
<ul style="list-style-type: none"> <li>a) Supervised at least 4 postgraduate students with one at PhD level.</li> <li>b) Must have attracted research grants since appointment to a Senior Lecturer.</li> <li>c) Compliance with chapter 6 of constitution of Kenya 2010.</li> <li>d) Ethics and Anticorruption Commission clearance.</li> <li>e) Tax compliance with KRA.</li> <li>f) Higher Education Loans Board clearance.</li> <li>g) Credit Reference Bureau clearance.</li> <li>h) Certificate of good conduct from CID.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least 12 years teaching work experience with at least three (3) years serving as a senior lecturer.
<b>7. Problem Solving:</b>



Problems enter uncharted territories, and solutions require significant academic research and detailed testing of hypotheses. Solutions would be acknowledged as making a contribution to the international body of knowledge in this area.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests.</li> <li>b) Detailed verbal instructions or requests.</li> <li>c) Simple written instructions or requests.</li> <li>d) Detailed written procedures.</li> <li>e) Detailed technical and/or functional instructions or queries.</li> <li>f) Basic e-mail, fax or mail correspondence.</li> <li>g) Detailed e-mail, fax or mail correspondence.</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility.</li> <li>i) Current legislation affecting the job holder's area of responsibility.</li> <li>j) Articles and research products affecting the job holder's area of responsibility.</li> <li>k) Complex research findings published in scientific journals.</li> <li>l) Programme, system or design specifications.</li> <li>m) Factual reports on aspects of the institution such as policy guidelines.</li> <li>n) In depth technical reports, proposals or project briefs affecting one or more departments.</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Basic explanation of services to employees of the institution or clients.</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>f) Explanation of complex services or concepts to employees of the institution or clients.</li> <li>g) Simple verbal instructions to other employees within the institution.</li> <li>h) Basic e-mail, fax or mail correspondence.</li> <li>i) Detailed e-mail, fax or mail correspondence.</li> <li>j) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> <li>k) Drawing up project briefs.</li> <li>l) Drawing up programme, system, technical or design specifications.</li> <li>m) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise</li> <li>n) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
<ul style="list-style-type: none"> <li>a) Has a significant influence on or sets practices or policies for a department.</li> <li>b) Has a significant influence on or sets practices or policies affecting other areas of the institution.</li> <li>c) Has a significant influence on the strategic direction of a department/faculty.</li> <li>d) Has a significant influence on the strategic direction of more than one departments/school.</li> </ul>
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Has a strong influence on the strategic direction of a department.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>

<ul style="list-style-type: none"> <li>a) Allocation of work to 3 technicians, 2 demonstrators and 1 lab attendant.</li> <li>b) Allocate work to 60 undergraduate and 10 postgraduate students.</li> <li>c) Coordinate 4 associate professor during a research project</li> <li>d) Supervise 3 technicians, 2 demonstrators, and 1 lab attendant.</li> <li>e) Supervise 60 undergraduate and 10 postgraduate students.</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution.</li> <li>b) Convey information outside the unit/section/department/ division/institution.</li> <li>c) Convey information at the senior management level.</li> <li>d) Persuade inside the unit/section/department/ division/institution.</li> <li>e) Persuade outside the unit/section/department/ division/institution.</li> <li>f) Persuade at senior management level.</li> <li>g) Negotiate inside the unit/section/department/ division/institution.</li> <li>h) Negotiate outside the unit/section/department/ division/institution.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Senior Lecturer

1. Background Information			
<b>Job Title:</b> Senior Lecturer	<b>Job Level:</b> MSU/ASA/SL005	<b>Current Grade:</b> Scale 13	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> All	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/Unit/Institute:</b> All	
<b>Reports to:</b> Chairman of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for providing leadership and participate in teaching and supervision of both undergraduate and postgraduate students, research, innovation, community service and outreach to prepare and impact knowledge, skills and attitudes to the student and also meet the objective of the teaching curriculum			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Determine relevant research objectives and prepare research proposals in the respective areas of specialization</li> <li>b) Identify potential donors from whom to fundraise and mobilise funds to support research activities and projects</li> <li>c) Carry out independent research and act as principal investigator and project leader in one's own area of specialization</li> <li>d) Write or contribute to publications or disseminate research findings through the appropriate media within or without the university</li> <li>e) Seek practical application of research findings and apply it so as to test theory and hypothesis and thus approve or disapprove it</li> <li>f) Act as referee and contribute to peer reviews for other researcher and scholars within and without the university</li> <li>g) Present or exhibit at local, national and international conferences and other similar events in order to showcase the university and its innovations</li> <li>h) Update knowledge and understanding in field or specialism through continuous research</li> <li>i) Organize and facilitate local and international conferences in order to attract donors and partners to the university</li> <li>j) Collaborate with local and international research partners in order to enhance research activity and innovations</li> </ul>			
<b>Teaching and Learning Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Design, develop and deliver a range of teaching programs, practical, projects, field trips and placement or curricula at various levels (including undergraduate and postgraduate)</li> <li>b) Review course content and materials on a regular basis and update as required</li> <li>c) Develop and apply innovative and appropriate teaching techniques and materials that create interest understanding and enthusiasm amongst students</li> <li>d) Transfer to learners knowledge and practical skills, methods and techniques</li> <li>e) Ensure that course design and delivery comply with quality standards and regulations of the department and the university</li> <li>f) Challenge thinking, foster debates and develop the ability of students to engage in critical discourse and rational thinking</li> </ul>			

<ul style="list-style-type: none"> <li>g) Assess students i.e. setting, moderating, delivery and marking of examinations and tests as well as supervising and assessing the theses of postgraduate students</li> <li>h) Supervise students during laboratory practical sessions, projects, field trips and placement as appropriate</li> <li>i) Give feedback to students on ongoing performance</li> </ul>
<b>Community Service and Outreach Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Carry out campaigns (such as health camps, environmental activities, farming techniques) among local communities so as to empower them and solve their problematic issues</li> <li>b) Sensitize community on different issues using varied media: environmental conservation, food security, drug abuse, HIV/AIDS, and awareness on dangers of FGM</li> <li>c) Conduct workshops on areas of specialization (e.g. youth empowerment, entrepreneurship)</li> <li>d) Shape opinions through talks, directing entertainment activities</li> <li>e) Conduct community needs assessment and involve the community in addressing the duly identified needs</li> </ul>
<b>Supervisory Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Participate in the development, implementation and supervision of school and departmental strategic plans</li> <li>b) Participate in the development of work plans and budget and participate in supervising their implementations at the school and department levels</li> <li>c) Participate in screening and shortlisting of candidates applying for staff development in departments</li> <li>d) Participate in identifying internal and external examiners in order to review examinations and results and assure quality and minimize dissatisfaction among students in the department</li> </ul>
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Participate in University committees and prepare and present reports (e.g. environmental/security)</li> <li>b) Attend departmental meetings in order to participate in and support decision-making therein</li> <li>c) Carry out student mentorship and counselling in order to help them cope with their pressing issues and academic matters and progress</li> <li>d) Carry out briefing of PhD and Masters students, students, instructors, graduate assistants, administration staff</li> <li>e) Provide references for students for recruitment, attachments, scholarships and employment in other organisations</li> <li>f) Coordinate and facilitate national and international conferences organised by the university in order to attract funds and research and scholarship partnerships.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Computers, printers and copiers</li> <li>b) Laboratory equipment</li> <li>c) Office furniture</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
<p>Earned PhD in a relevant field from a reputable institution.</p>
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
<ul style="list-style-type: none"> <li>a) Registered with respective professional body.</li> <li>b) Three publications in peer reviewed journals</li> <li>c) Supervision of postgraduate students (3 masters and 1 PhD)</li> </ul>
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<p>International authority on a specialist field, acknowledged for his/her contributions to the development of principles, practices and research in the field across international boundaries.</p>
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>

<ul style="list-style-type: none"> <li>a) Computer skills</li> <li>b) Analytical skills</li> <li>c) Proposal and publication writing</li> <li>d) Resource mobilization and financial and budgeting skills</li> </ul>
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organisational skills,</li> <li>e) Ability to work under pressure,</li> <li>f) Negotiation skills,</li> <li>g) Team building,</li> <li>h) Problem solving,</li> <li>i) Conflict management,</li> <li>j) Supervisory</li> <li>k) Must meet the requirements of Chapter six (6) of the Constitution of Kenya</li> </ul>
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Eight (8) years in a teaching work experience three of which was a Lecturer
<b>7. Problem Solving:</b>
Problems are highly complex, requiring significant research and creative thinking. Solutions could contribute to the body of research / knowledge in this area.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> <li>i) Current legislation affecting the job holder's area of responsibility</li> <li>j) Articles and research products affecting the job holder's area of responsibility</li> <li>k) Complex research findings published in scientific journals</li> <li>l) Program, system or design specifications</li> <li>m) Factual reports on aspects of the institution such as policy guidelines</li> <li>n) In depth technical reports, proposals or project briefs affecting one or more departments</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> <li>e) Basic explanation of services to employees of the institution or clients</li> <li>f) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>g) Explanation of complex services or concepts to employees of the institution or clients</li> <li>h) Simple verbal instructions to other employees within the institution</li> <li>i) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> </ul>

<ul style="list-style-type: none"> <li>j) Basic e-mail, fax or mail correspondence</li> <li>k) Detailed e-mail, fax or mail correspondence</li> <li>l) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>m) Drawing up project briefs</li> <li>n) Drawing up program, system, technical or design specifications</li> <li>o) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> <li>p) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise</li> <li>q) Negotiation with customers/clients or suppliers over price, contracts or services</li> <li>r) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution</li> <li>s) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>t) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to 5 subordinates.</li> <li>b) Directly supervise 20 students</li> </ul>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the department</li> <li>b) Persuasion inside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Lecturer

1. Background Information					
<b>Job Title:</b> Lecturer	<b>Job Level:</b> MSU/ASA/L005	<b>Current Grade:</b> 12	<b>No. of Posts:</b>		
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> All			
<b>Directorate/Division:</b> Academic and Student Affairs		<b>Department/ Section/Unit:</b> All			
<b>Reports to:</b> Chair of Department					
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A			
2. Purpose of the Job:					
This job exists to teach and assess learning, mentor and supervise undergraduate and post-graduate students in research, conduct research and publication to create and extend knowledge, innovation and invention, and represent the university in local and international research work and presentations.					
3. Main Responsibilities of the Job:					
<b>Research and Scholarship Responsibilities:</b> <ol style="list-style-type: none"> <li>Write proposals: identification of research problem, identifying sponsors for research projects; developing research proposals for academic research, informing policy formulation, funding of community projects.</li> <li>Conduct research: develop research plan, develop tools such as interview schedules, questionnaires, focus group discussions, surveys, etc., validation of research tools including piloting, timing and costing; collecting data in the field or laboratory or through library research, experimentation, observation, group discussions, surveys, visiting archives, interviews, etc.; Data processing e.g. labelling, sorting, coding, tabulation, data entry, etc.; Data analysis using pictorial, theoretical models, using statistical data analysis programs (SPSS, Excel, SAS, etc.</li> <li>Interpret data: analysing data and make meaning out of it, critique it, synthesise it and draw conclusions, create knowledge, write reports and policy briefs</li> <li>Publish: Prepare publications and publish them in academic journals, refereed journals, online blogs, print media; Source for publishers for books and journals with high impact factors in academia, write book chapters, publish with government agencies, write sessional papers; Participate in peer review of academic articles for publication</li> <li>Disseminate knowledge: Make presentations in seminars, local and international conferences, public galleries, international forums, cabinet meetings, media, etc.</li> <li>Guide and supervise post graduate students in developing their research proposals and conducting their research</li> <li>Create knowledge and dissemination from research results in the university</li> <li>Source funds to support research: use viable proposals to search for grants and attract funding from government, NGOs, research organisations, charitable organizations and other donors, networking and collaborating in research projects</li> <li>Guide scholarship: guiding and mentoring undergraduate and postgraduate students in developing their research proposals, linking students to industries and sponsors and external examiners, organising post graduate seminars, proposal and thesis presentation for students, reviewing, examining and grading of research project reports for undergraduate, masters and PhD students</li> </ol>					
<b>Learning and Teaching Responsibilities:</b> <ol style="list-style-type: none"> <li>Develop curriculum and review: carry out market survey to inform curriculum development, meet with stakeholders, develop curriculum, develop content and approving it through relevant processes, review curriculum content from time to time based on market needs, mobilise resources for conducting curriculum</li> </ol>					



<p>development.</p> <p>b) Design course: Developing relevant course descriptions, developing relevant course content through extensive literature review from different sources such as books, research journals, print media, online journals and from our own research publications.</p> <p>c) Decide on the amount and levels at which the various courses and content shall be offered or applied. The levels vary based on semester, year of study, undergraduate, masters or PhD studies.</p> <p>d) Develop delivery models: Deciding on appropriate delivery models and teaching methods, preparing notes and other teaching aids as may be required such as PowerPoint slides, mobilising other resources for teaching.</p> <p>e) Deliver content through lectures, tutorials, demonstrations, group discussions, laboratory experiments and practicals, exhibitions, role play, modelling creative workshops, industrial attachments, teaching practice, continuous assessments, etc. as may be appropriate according to the course.</p> <p>f) Initiate continuous learning and impart lifelong skills: inculcate practical skills that link students from classroom to the practical professional and social world, impart appropriate value systems that will help them in problem solving, creative thinking, conceptual skills, emotional quotient, social skills, etc.</p> <p>g) Supervise and review of course work: Prepare, administer mark and score 2 continuous assessments tests per course per semester, set, moderate, administer, mark, score and grade end of semester exams, peer assessment, providing guidance and counselling to students.</p> <p>h) Monitor and enhance course quality: conducting periodic programme and course review to ensure quality and relevance, evaluating course relevance to industry</p>
<p><b>Community Service and Outreach Responsibilities:</b></p> <p>a) Promote cultural and social life of society by engaging local communities: creating awareness on matters such as environmental conservation, climate change, agricultural extension services; participating in advocacy activities to sensitize communities on access to quality education; sitting in School Management Boards, taking part in philanthropic activities to support the needy or the vulnerable groups of people; organising for free medical camps, providing business incubation facilities, develop short term courses for capacity building programs, etc.</p> <p>b) Engage international community: initiating and participating in academic exchange programs with foreign universities, linking with international donors or funders to fund local community projects, participating in activities of professional associations, engaging in research collaborations and partnerships, co-supervision of postgraduate students at masters and PhD level.</p> <p>c) Serve as experts: Serving at various capacities in government institutions e.g. in cabinets, committees etc., providing consultancy services both locally and internationally, attending and presenting research work in local and international conferences, organising conferences, facilitating in conferences.</p>
<p><b>Managerial Responsibilities:</b></p> <p>a) Participate in policy development: provide input that informs formulation of university policies and strategies department and school levels.</p> <p>b) Prepare budget: budgeting for various activities such as field trips, managing and accounting for funds allocated for these activities, giving comprehensive financial statements.</p> <p>c) Prepare report: writing field trips reports, progress reports for post graduate students, publication reports, etc., editing publications, supervising research projects work teams, sourcing for publishers, preparing workshop reports.</p>
<p><b>Operational Responsibilities:</b></p> <p>a) Provide guidance and counselling of students in the university in order to deal with different life issues.</p> <p>b) Type examinations and continuous assessment tests for students in the university in order to evaluate their academic progress.</p> <p>c) Prepare, type and photocopy course outlines for various classes in the university.</p> <p>d) Set up classroom experiments for students' practical lessons in the university.</p> <p>e) Organise research meetings with different stakeholder within and without the university.</p> <p>f) Organise seminars for students in different level in the university in order to aid their learning in order to enhance their knowledge of the subject.</p> <p>g) Attend departmental and school board meetings to approve examination results, new and revised programmes, etc.</p> <p>h) Respond to students' queries and concerns inside and outside classroom in order to clarify issues arising while they are learning and researching.</p>
<p><b>4. Job Dimensions:</b></p>
<p><b><i>Financial Responsibilities</i></b></p>



<ul style="list-style-type: none"> <li>a) Participate in and thus influence and provide input in departmental budgeting processes</li> <li>b) Manage and account for money assigned to us while traveling for field trips and field attachment.</li> </ul>
<b><i>Responsibility for physical assets</i></b>
Responsible for specialised equipment while using them for research and teaching.
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions.</li> <li>b) Financial decisions.</li> <li>c) Analytical decisions.</li> <li>d) Operational decisions.</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
PhD – Doctor of Philosophy Degree, or Masters’ Degree and three years’ lecturing experience in special cases, or Masters’ Degree and three years’ experience in the respective field.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registration with the respective regulatory or professional body where applicable.
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
International authority on a specialist field, acknowledged for his/her contributions to the development of principles, practices and research in the field across international boundaries.
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Knowledge of professional standards.</li> <li>b) Computer literacy.</li> <li>c) Research on areas of expertise.</li> <li>d) Knowledge of statistical computer packages for data analysis depending on area of specialisation..</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Ability to work in a team and a multicultural environment.</li> <li>b) Good communication skills.</li> <li>c) Ability to lead and supervise others.</li> <li>d) Ability to work under minimum supervision.</li> <li>e) Conflict management skills.</li> <li>f) Good negotiation skills.</li> <li>g) Organising and coordinating skills.</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
<ul style="list-style-type: none"> <li>a) Must have earned 4 equivalent publication points.</li> <li>b) Published in refereed journals.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least six (6) years work experience at university level with at least three years as a Tutorial Fellow/Assistant Lecturer.

<b>7. Problem Solving:</b>
Problems are highly complex, requiring significant research and creative thinking. Solutions could contribute to the body of research / knowledge in this area.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests.</li> <li>b) Simple written instructions or requests.</li> <li>c) Detailed written procedures.</li> <li>d) Basic e-mail, fax or mail correspondence.</li> <li>e) Detailed e-mail, fax or mail correspondence.</li> <li>f) Written Government policy documents affecting the job holder's area of responsibility.</li> <li>g) Current legislation affecting the job holder's area of responsibility.</li> <li>h) Articles and research products affecting the job holder's area of responsibility.</li> <li>i) Complex research findings published in scientific journals.</li> <li>j) Factual reports on aspects of the institution such as policy guidelines.</li> <li>k) In depth technical reports, proposals or project briefs affecting one or more departments.</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Basic explanation of services to employees of the institution or clients.</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>f) Explanation of complex services or concepts to employees of the institution or clients.</li> <li>g) Simple verbal instructions to other employees within the institution.</li> <li>h) Basic e-mail, fax or mail correspondence.</li> <li>i) Detailed e-mail, fax or mail correspondence.</li> <li>j) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> <li>k) Drawing up project briefs.</li> <li>l) Drawing up program, system, technical or design specifications.</li> <li>m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites.</li> <li>n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise.</li> <li>o) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution.</li> <li>p) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>q) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution.</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
<ul style="list-style-type: none"> <li>a) Has a significant influence on or sets practices or policies for a department.</li> <li>b) Has a significant influence on or sets practices or policies affecting other areas of the institution.</li> <li>c) Has a significant influence on the strategic direction of a department/faculty.</li> <li>d) Has a significant influence on the strategic direction of more than one departments/school.</li> </ul>
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Has a strong influence on the strategic direction of a department.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocation of work to Lab Technicians and Research Assistants.

<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution.</li> <li>b) Convey information outside the unit/section/department/ division/institution.</li> <li>c) Convey information at the senior management level.</li> <li>d) Persuade inside the unit/section/department/ division/institution.</li> <li>e) Persuade outside the unit/section/department/ division/institution.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Assistant Lecturer

1. Background Information			
<b>Job Title:</b> Assistant Lecturer	<b>Job Level:</b> MSU/ASA/AL005	<b>Current Grade:</b> 11	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> All	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/Institute:</b> All	
<b>Reports to:</b> Chair of Departments			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for teaching and training, evaluating and supervising students' progress to prepare and impart knowledge, skills and attitudes to them and meeting the objective of the teaching curriculum at Maseno University.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> <ol style="list-style-type: none"> <li>Develop research objectives, projects and proposals to ensure clarity for the funding bodies or for approval by the relevant bodies.</li> <li>Write or contribute to publications or disseminate research findings using other appropriate media to ensure improved professional practice as necessary.</li> <li>Identify sources of funding and contribute to the process of securing funds for conducting research from the start to completion for the university.</li> <li>Review regularly research and academic journals of peer researchers to ensure publication of quality work in the area of expertise within and without the university.</li> <li>Participate in seminars and conferences in order to share information on area of expertise hence contributing to the body of knowledge and improve services in the university and communities at large.</li> </ol>			
<b>Teaching and Learning Responsibilities:</b> <ol style="list-style-type: none"> <li>Develop and regularly review the curriculum to ensure it meets the current needs of the profession and practice in order to promote teaching and learning in the university.</li> <li>Develop course outlines for assigned courses as per the curriculum objectives to ensure they achieve the threshold for delivery to students in the university.</li> <li>Use various delivery models to plan, implement and evaluate students in order to ensure that students gain maximum skills out of all the trainings they receive on a day to day basis in the university.</li> <li>Conduct overview lectures and tutorials to introduce students to what to be expected in the practical classes in the university.</li> <li>Conduct periodical theoretical examination and practical assessment to evaluate the understanding and academic progress of students in the university.</li> <li>Monitor the progress of students and give remedial when and where necessary to improve the performance of poorly performing students.</li> </ol>			
<b>Community Service and Outreach Responsibilities:</b> <ol style="list-style-type: none"> <li>Engage regularly with the community by disseminating new knowledge and findings, capacity building, talk shows, seminars, and training workshop to improve their lives as a requirement of being academician.</li> <li>Establish linkages and networks e.g. forming partnerships with various stakeholders like NGOs, CBOs, County governments etc. to provide specialized services to the community as may be necessary.</li> <li>Serve as an expert on local committees e.g. Schools' board of management and ensure that these organisations are adequately and professionally lead to provide quality services to the public at all times.</li> </ol>			

<b>Managerial/Supervisory Responsibilities:</b> a) Supervise students on a three month teaching practice or industrial attachment as a course requirement enabling them to gain practical industrial skills in preparation for the job market after graduating from the university.
<b>Operational Responsibilities:</b> a) Act as academic supervisor to assigned students to handle all matters related to their studies and walk with them in their academic journey until they graduate from the university. Mentor students and when necessary help them through challenges of life that may affect their academic life and wellbeing in the university. b) Oversee proposal writing by undergraduate students to ensure they are done properly and all objectives are clearly defined in the university. c) Write recommendation letters for students when required to introduce and support them in getting different opportunities such as scholarships, industrial attachment opportunities or jobs after university. d) Monitor class attendance sheets to ensure that students sitting for the examinations meet the required lecture attendance of more than two-thirds of all lectures before they can sit for their examinations in the university. e) Participate in weekly departmental meetings and give suggestions on how to improve teaching and other academic learning practices in the university. f) Regularly participate in ISO certification activities within department and school in order to ensure that quality of teaching delivery meets international standards in the university.
<b>4. Job Dimensions:</b>
<b><i>Responsibility for physical assets</i></b>
a) Computers. b) Printers.
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decision
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in a relevant field from a recognized institution. Must be registered for a PhD.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer literacy. b) Analytical skills. c) Research skills i.e. data analysis, interpretation, etc. d) A minimum of one publication in international referenced journals.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>

<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organisational skills,</li> <li>e) Negotiation skills,</li> <li>f) Team building,</li> <li>g) Problem solving,</li> <li>h) Conflict management,</li> <li>i) Supervisory skills.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least three (3) years teaching experience or Research in a reputable research institution.
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Detailed verbal instructions or requests.</li> <li>b) Detailed written procedures.</li> <li>c) Detailed technical and/or functional instructions or queries.</li> <li>d) Detailed e-mail, fax or mail correspondence.</li> <li>e) Written Government policy documents affecting the job holder's area of responsibility.</li> <li>f) Current legislation affecting the job holder's area of responsibility.</li> <li>g) Articles and research products affecting the job holder's area of responsibility.</li> <li>h) Complex research findings published in scientific journals.</li> <li>i) Programme, system or design specifications.</li> <li>j) Factual reports on aspects of the institution such as policy guidelines.</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Basic explanation of services to employees of the institution or clients.</li> <li>e) Basic e-mail, fax or mail correspondence.</li> <li>f) Detailed e-mail, fax or mail correspondence.</li> <li>g) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> <li>h) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites.</li> <li>i) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocation of work to the students (200).
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>

<ul style="list-style-type: none"> <li>f) Convey Information inside the department.</li> <li>g) Convey information outside the department.</li> <li>h) Persuasion inside the department.</li> <li>i) Negotiate inside the department.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Tutorial Fellow

1. Background Information			
<b>Job Title:</b> Tutorial Fellow	<b>Job Level:</b> MSU/ASA/TF005	<b>Current Grade:</b> 11	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> All	
<b>Directorate/Division:</b> Academics and Students Affairs		<b>Department/Institute:</b> All	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for teaching, training and mentoring, monitoring and evaluating their academic progress students at undergraduate level, in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> <ol style="list-style-type: none"> <li>Develop research objectives, projects and proposals to ensure clarity for the funding body or for approval by the relevant bodies.</li> <li>Write or contribute to publications or disseminate research findings using other appropriate media to ensure improved teaching and learning practice as necessary in the university.</li> <li>Identify sources of funding and contribute to the process of securing funds for conducting research from the start to completion.</li> <li>Regularly review research and academic journals of peer researchers to ensure that quality work is published in the area of expertise.</li> <li>Participate in seminars, conferences in order to share information on area of expertise hence contributing to the body of knowledge and improve services in the university and community at large.</li> </ol>			
<b>Teaching and Learning Responsibilities:</b> <ol style="list-style-type: none"> <li>Develop and regularly review the curriculum to ensure it meets the current needs of the profession and practice.</li> <li>Develop course outlines for assigned courses as per the curriculum objectives to ensure they achieve the threshold for quality education service delivery to students in the university.</li> <li>Use various delivery models to plan, implement and evaluate students in order to ensure that students gain maximum skills out of all the trainings they receive on a day to day basis in the university.</li> <li>Conduct overview lectures and tutorials to introduce students to what to be expected in the practical classes.</li> <li>Conduct periodical theoretical examination and practical assessment to evaluate the understanding and academic progress of students in the university.</li> <li>Monitor the progress of students and give remedial when and where necessary to improve their performance in the university.</li> </ol>			
<b>Community Service and Outreach Responsibilities:</b> <ol style="list-style-type: none"> <li>Engage regularly with the community by disseminating new knowledge and findings, capacity building, talk shows, seminars, and training workshop to improve their lives as a requirement of being academicians.</li> <li>Establish linkages and networks e.g. forming partnerships with various stakeholders like NGOs, CBOs, County governments etc. in order to provide specialised services to the community as may be necessary.</li> <li>Serve as an expert on local committees e.g. Schools' board of management and ensure that these organisations are adequately and professionally led to provide quality services to the public at all times.</li> </ol>			
<b>Managerial/Supervisory Responsibilities:</b>			



a) Supervise students on a three month teaching practice or industrial attachment as a course requirement enabling them to gain practical industrial skills in preparation for the job market.
<b>Operational Responsibilities:</b>
a) Act as academic supervisor to assigned students to handle all matters related to their studies and walk with them in their academic journey until they graduate from the university.
b) Oversee project proposal writing by undergraduate students to ensure they are done properly and all objectives are clearly defined.
c) Mentor students as and when necessary to help them through challenges of life that may affect their academic life and wellbeing within and after the university.
d) Write recommendation letters for students when required to introduce and support them in getting different opportunities such as scholarships, industrial attachment or jobs opportunities.
e) Monitor class attendance sheets to ensure that students sitting for the examinations meet the required lecture attendance of more than two-thirds of all lectures before they can sit for their examinations.
f) Participate in weekly departmental meetings and give suggestions on how to improve teaching and other academic practices in the university.
g) Regularly participate in ISO activities to ensure that quality of teaching delivery in the university meets international standards.
<b>4. Job Dimensions:</b>
<b><i>Responsibility for physical assets</i></b>
a) Computers
b) Printers
<b><i>Nature of decision making</i></b>
a) Operational Decisions
b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in a relevant field from a recognised institution, and Must be registered for a PhD.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered with the respective professional bodies where applicable such as ICPAK, ISACA, KPMDU, PHAK.
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields.
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer literacy
b) Analytical skills
c) Research skills i.e. data analysis, interpretation, etc.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills,
b) Communication skills,
c) Interpersonal skills,
d) Organisational skills,
e) Problem solving skills,
f) Conflict management,
g) Supervisory skills.
<b>6. Relevant Experience Required:</b>

<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
At least three (3) years of teaching or research experience.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> <li>i) Current legislation affecting the job holder's area of responsibility</li> <li>j) Articles and research products affecting the job holder's area of responsibility</li> <li>k) Program, system or design specifications</li> <li>l) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Basic explanation of services to employees of the institution or clients.</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors.</li> <li>h) Basic e-mail, fax or mail correspondence.</li> <li>i) Detailed e-mail, fax or mail correspondence.</li> <li>j) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> <li>k) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites.</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
<p>Allocation of work to the 200 students.</p> <p>Allocation of work to technical staff and other teaching support staff.</p>
<b>Job holder's influence over practices, policies or strategy:</b>
Influences or changes specific administrative or operational practices in a team, section or unit.
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the department.</li> <li>b) Convey information outside the department.</li> <li>c) Persuasion inside the department.</li> <li>d) Negotiation inside the department.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A

<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Instructor

1. Background Information			
<b>Job Title:</b> Instructor	<b>Job Level:</b> MSU/ASA/I005	<b>Current Grade:</b> 11	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> All	
<b>Division:</b> Academics and Students Affairs		<b>Department/Unit/Institute:</b> All	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position reports to the chair of department and is responsible for teaching and training students at an undergraduate level and monitor their progress in the university.			
3. Main Responsibilities of the Job:			
<b>Teaching and Learning Responsibilities:</b> <ol style="list-style-type: none"> <li>Prepare course work materials and lessons according to the curriculum to ensure dissemination of quality information to students throughout the semester under the guidance of Senior Lecturers and Lecturers in the university.</li> <li>Develop and regularly review the curriculum to ensure it meets the current needs of the profession and practice under the guidance of Senior Lecturers and Lecturers in the university.</li> <li>Develop course outlines for assigned courses as per the curriculum objectives to ensure they achieve the threshold for delivery to students under the guidance of Senior Lecturers and Lecturers in the university.</li> <li>Use various delivery models to plan, implement and evaluate students in order to ensure that students gain maximum skills out of all the trainings they receive on a day to day basis under the guidance of Senior Lecturers and Lecturers in the university.</li> <li>Conduct overview lectures and tutorials to introduce students to what to be expected in the practical classes under the guidance of Senior Lecturers and Lecturers in the university.</li> <li>Conduct periodical theoretical examination and practical assessment to evaluate the understanding and academic progress of students under the guidance of Senior Lecturers and Lecturers in the university.</li> <li>Monitor the progress of students and give remedial when and where necessary to improve the performance of the students under the guidance of Senior Lecturers and Lecturers in the university.</li> </ol>			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Conduct practical teachings to the students in the practical areas to ensure students have hands-on experience on their area of specialisation on a daily basis in the university.</li> <li>Carry out practical assessment for technical students in the respective year of study in order to establish their progress as may be necessary in the university.</li> <li>Set and mark examinations for technical courses in order to evaluate the performance of the students at the end of the semester or as may be necessary.</li> <li>Carry out regular practical demonstrations in the field studies in order to prepare students for practical assessment and real life situations within and without the university.</li> <li>Carry out routine maintenance of equipment inventory in the skills lab to ensure that all equipment are properly working.</li> </ol>			
4. Job Dimensions:			
<b>Responsibility for physical assets</b>			

a) Computers b) Printers
<b><i>Nature of decision making</i></b>
a) Operational Decisions. b) Analytical Decisions.
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in a respective field from a recognised institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields.
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer literacy. b) Analytical skills. c) Research skills i.e. data analysis, interpretation, etc. d) A minimum of one publication in international referenced journals.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills. b) Communication skills. c) Interpersonal skills. d) Organisational skills. e) Problem solving skills. f) Conflict management skills. g) Supervisory skills.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least three (3) years of teaching experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests. b) Detailed verbal instructions or requests. c) Simple written instructions or requests. d) Detailed written procedures. e) Detailed technical and/or functional instructions or queries. f) Basic e-mail, fax or mail correspondence. g) Detailed e-mail, fax or mail correspondence. h) Written Government policy documents affecting the job holder's area of responsibility. i) Current legislation affecting the job holder's area of responsibility.

j) Articles and research products affecting the job holder's area of responsibility.
k) Program, system or design specifications.
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks. b) Routine communication with employees of the institution or clients. c) Basic explanation of services to employees of the institution or clients. d) Detailed technical explanation of services or concepts to employees of the institution or clients. e) Detailed verbal or written instructions or requests to employees of the institution or contractors. f) Detailed e-mail, fax or mail correspondence g) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites.
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
Allocation of work to the 150 students.
<b>Job holder's influence over practices, policies or strategy:</b>
Influences or changes specific administrative or operational practices in a team, section or unit.
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
a) Convey Information inside the department. b) Convey information outside the department. c) Persuasion inside the department. d) Negotiation inside the department.
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4. Directorate of E-Campus

### Director, E-Campus

1. Personal Information			
<b>Job Title:</b> Director, E-Campus	<b>Job Level:</b> MSU/EC/DR003	<b>Current Grade:</b> 15	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School:</b> N/A	
<b>Division:</b> Academics and Student Affairs		<b>Directorate:</b> E-Campus	
<b>Reports to:</b> Deputy Vice Chancellor, Academics and Student Affairs			
<b>Direct Reports:</b> Associate Director, E-Campus		<b>Indirect Reports:</b> a) Coordinator, E-Campus b) E-Campus Program Coordinator	
2. Purpose of the Job:			
This position is responsible for overseeing the development and implementation of policies, structures and systems necessary for efficient operation of the E-Campus on Maseno University.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Develop policies on online learning and E-Campus to govern the activities of the directorate in line with the mission and vision of the University regarding eLearning.</li> <li>b) Prepare financial estimates for the directorate annual budget to facilitate allocation of fund to support activities of the E-Campus.</li> <li>c) Prepare periodic reports on the activities and progress of the E-Campus for the University Management Board to facilitate decision making.</li> <li>d) Approve work plan for the E-Campus staff as needed to ensure smooth running of activities of the directorate.</li> <li>e) Prepare E-Campus term dates for ease of planning by teaching staff and students.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Source for various applications and systems on a regular basis to promote efficiency of administrative process in the virtual campus.</li> <li>b) Oversee the administration of examinations in E-Campus and ensure that the process meets standards set by the University regulations regarding examinations.</li> <li>c) Continually monitor and evaluate online management systems to ensure that it is effective and efficient in delivering lessons to eLearning students at all time.</li> <li>d) Monitor and evaluate online progress and outcomes for students on a regular basis to identify areas for improvement to enhance service delivery.</li> <li>e) Participate in the dissemination of online learning research through workshops, conferences and journals as necessary to enhance practices in different areas of specialization.</li> <li>f) Facilitate course design of the E-Campus to ensure they follow the curriculum and content are as approved by the relevant subcommittees before they are delivered to the students.</li> <li>g) Train online tutors or facilitators and course developers to enhance eLearning experience and course</li> </ul>			

<p>delivery through the LMS as necessary</p> <p>h) Participate in Senate, Deans Committee and University Management Board periodic meetings to contribute to decision making involved in steering the University.</p> <p>i) Regularly monitor the usage of E-Campus assets and resources to ensure efficient utilization and accountability.</p>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<p>a) Prepare the E-Campus budget</p> <p>b) Recommend expenditure</p> <p>c) Control office operating float</p>
<b><i>Responsibility for physical assets</i></b>
<p>a) Computers</p> <p>b) Office furniture</p> <p>c) Photocopiers</p> <p>d) Printers</p>
<b><i>Nature of decision making</i></b>
<p>a) Operational Decisions</p> <p>b) Analytical Decisions</p> <p>c) Financial Decisions</p> <p>d) Strategic Decisions</p>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Earned PhD in Educational Communication Technology from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Must be at least Senior lecturer in Maseno University.
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<p>a) Leadership skills,</p> <p>b) Communication skills,</p> <p>c) Interpersonal skills,</p> <p>d) Organisational skills,</p> <p>e) Ability to work under pressure,</p> <p>f) Negotiation skills,</p> <p>g) Team building,</p> <p>h) Problem solving,</p> <p>i) Conflict management,</p> <p>j) Supervisory</p> <p>k) Must meet the requirements of Chapter six (6) of the Constitution of Kenya</p>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Fifteen (15) years of work experience in a reputable institution.



<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed technical and/or functional instructions or queries</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Written Government policy documents affecting the job holder's area of responsibility</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> <li>i) Articles and research products affecting the job holder's area of responsibility</li> <li>j) Complex research findings published in scientific journals</li> <li>k) Program, system or design specifications</li> <li>l) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>f) Explanation of complex services or concepts to employees of the institution or clients</li> <li>g) Simple verbal instructions to other employees within the institution</li> <li>h) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>i) Basic e-mail, fax or mail correspondence</li> <li>j) Detailed e-mail, fax or mail correspondence</li> <li>k) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>l) Drawing up program, system, technical or design specifications</li> <li>m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> <li>n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise</li> <li>o) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>d) Allocation of work to Associate Director, E-Campus and 1183 students.</li> <li>e) Lead 100 through others</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Has a strong influence on the strategic direction of one or more directorate
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the directorate</li> <li>b) Convey information outside the institution</li> <li>c) Convey information at Senior Management level</li> <li>d) Persuade outside the directorate</li> <li>e) Persuade at Senior Management level</li> <li>f) Negotiation outside the institution</li> </ul>

<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Associate Director, E-Campus

1. Personal Information			
<b>Job Title:</b> Associate Director, E-Campus	<b>Job Level:</b> MSU/EC/ADR004	<b>Current Grade:</b> 14	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Directorate:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Director, E-Campus			
<b>Direct Reports:</b> a) Head of E-Learning b) Head of Technical Team		<b>Indirect Reports:</b> a) Moodle Server Assistant b) E- learning Systems Supports Specialist	
2. Purpose of the Job:			
This position is responsible for assisting the Director in managing academic programs and ensuring that quality of programs and their delivery is assured.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b> a) Assist the Director in developing policies on online learning and E-Campus to govern the activities of the directorate in line with the mission and vision of the University regarding eLearning. b) Take part in preparing financial estimates for the directorate annual budget to facilitate allocation of fund to support activities of the E-Campus in the next fiscal year. c) Prepare periodic reports on the operations and progress of the E-Campus for the Director to present to University Management Board for decision making.			
<b>Operational Responsibilities:</b> a) Manage the process of administering examinations in E-Campus and ensure that the process meets standards set by the University regulations regarding examinations. b) Participate in the dissemination of online learning research through workshops, conferences and journals as necessary to enhance practices in different areas of specialization. c) Assist the Director in facilitating course design of the E-Campus to ensure they follow the curriculum and content are as approved by the relevant subcommittees before they are delivered to the students. d) Participate in Senate, Deans Committee and University Management Board periodic meetings when assigned by the Director to contribute to decision making involved in steering the University. e) Regularly monitor the usage of E-Campus assets and resources to ensure efficient utilization and accountability. f) Conduct training for online tutors or facilitators and course developers to enhance eLearning experience and course delivery through the LMS as necessary g) Monitor and evaluate online progress and outcomes for students on a regular basis to identify areas for improvement to enhance service delivery.			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
a) Recommend expenditure b) Provide input in the budgeting process for the directorate			

<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Computers</li> <li>b) Office furniture</li> <li>c) Photocopiers</li> <li>d) Printers</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> <li>c) Financial Decisions</li> <li>d) Strategic Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Earned PhD in Educational Communication Technology from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Must be at least Senior lecturer in Maseno University.
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organisational skills,</li> <li>e) Ability to work under pressure,</li> <li>f) Team building,</li> <li>g) Problem solving,</li> <li>h) Conflict management,</li> <li>i) Supervisory</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Ten (10) years of work experience in Maseno University
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Basic e-mail, fax or mail correspondence</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Written Government policy documents affecting the job holder's area of responsibility</li> <li>f) Current legislation affecting the job holder's area of responsibility</li> <li>g) Articles and research products affecting the job holder's area of responsibility</li> <li>h) Complex research findings published in scientific journals</li> <li>i) Program, system or design specifications</li> </ul>

j) Factual reports on aspects of the institution such as policy guidelines
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Basic explanation of services to employees of the institution or clients e) Detailed technical explanation of services or concepts to employees of the institution or clients f) Explanation of complex services or concepts to employees of the institution or clients g) Simple verbal instructions to other employees within the institution h) Detailed verbal or written instructions or requests to employees of the institution or contractors i) Basic e-mail, fax or mail correspondence j) Detailed e-mail, fax or mail correspondence k) Drafting of factual reports, presentations, procedure or policy documents or training material l) Drawing up program, system, technical or design specifications m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise o) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
Allocation of work to the 65 subordinates and 500 students
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Has a strong influence on the strategic direction of one or more directorate
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
a) Convey information inside the directorate b) Convey information outside the institution c) Convey information at Senior Management level d) Persuasion outside the directorate e) Persuasion at Senior Management level f) Negotiation inside the directorate g) Negotiation outside the institution.
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Coordinator, E-Campus

1. Personal Information			
<b>Job Title:</b> Coordinator, E-Campus	<b>Job Level:</b> MSU/EC/CO005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Directorate:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Director, E-Campus			
<b>Direct Reports:</b> a) Head of Learning b) Head of Technical Team		<b>Indirect Reports:</b> E-campus Programmer Coordinator	
2. Purpose of the Job:			
This position is responsible for devising and implementing strategies to maintain high quality eLearning outcomes in the physical and virtual space of E-Campus of Maseno University.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Develop and implement strategies to provide support to online learners thereby ensuring delivery of quality education.</li> <li>b) Develop tutor or lecturer capacity for online courses on a regular basis to ensure that they are equipped with required skills.</li> <li>c) Implement compliance with internal and external quality assurance to ensure provision of international standard training and teaching at all times.</li> <li>d) Spearhead annual curriculum evaluation in order to ensure that quality of content offered at E-Campus are of high standards.</li> <li>e) Identify grant funding opportunities to improve quality of work at E-Campus at all times.</li> <li>f) Prepare reports of E-Campus activities on a quarterly basis and present to the Director and sub-committees for decision making and evaluate progress.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Coordinate the development of course facilitation/teaching schedules to ensure proper planning of sessions and hence ensure smooth running of activities as necessary.</li> <li>b) Schedule periodic orientation and face to face sessions for students to ensure that they follow the programs as it is.</li> <li>c) Ensure wider use of e-tools to ensure quality assurance as required.</li> <li>d) Organize and facilitate work in progress seminars to staff and students to identify and handle challenges that arose during the semester.</li> <li>e) Ensure that research ethics are followed in research involving eLearning at all times.</li> <li>f) Participate in outreach activities as need be to enhance the image of the University with respect to E-Campus.</li> </ul>			
4. Job Dimensions:			
Financial Responsibilities			
Provide input to the budgeting process for research, monitoring and evaluation at E-Campus			

<b><i>Responsibility for physical assets</i></b>
a) Office furniture b) Virtual learning and support space
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions c) Strategic Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Earned PhD in a relevant field from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Organisational skills, e) Team building, f) Problem solving, g) Supervisory
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Six (6) years of work experience three of which should be in teaching or managerial position in a reputable institution
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Current legislation affecting the job holder's area of responsibility i) Factual reports on aspects of the institution such as policy guidelines j) In depth technical reports, proposals or project briefs affecting one or more departments

<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>f) Explanation of complex services or concepts to employees of the institution or clients</li> <li>g) Simple verbal instructions to other employees within the institution</li> <li>h) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>i) Basic e-mail, fax or mail correspondence</li> <li>j) Detailed e-mail, fax or mail correspondence</li> <li>k) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>l) Drawing up program, system, technical or design specifications</li> <li>m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the 20 subordinates.</li> <li>b) Directly Supervises the Research Assistant.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Has a strong influence on the strategic direction of a department
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the section</li> <li>c) Persuasion inside the department</li> <li>d) Persuasion outside the department</li> <li>e) Negotiation inside the department</li> <li>f) Negotiation outside the institution</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



## 4.4. E-Campus Programme Coordinator

1. Personal Information			
<b>Job Title:</b> E-Campus Programme Coordinator	<b>Job Level:</b> MSU/EC/PC005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Associate Director, E-Campus Dean of School Programme			
<b>Direct Reports:</b> Learner Support Assistants		<b>Indirect Reports:</b> Technical Team Leader	
2. Purpose of the Job:			
This position is responsible for ensuring quality of course design, delivery and administrative processes of curriculum implementation at the E-Campus in the University.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Regularly identify and support online course developers, course lecturers and facilitators to building E-Campus faculty capacity for various online courses.</li> <li>b) Monitor regularly if courses offered at the E-Campus by schools to ensure they conform to the senate approved guidelines.</li> <li>c) Identify departmental eLearning training needs and organize targeted training in response to those needs and ensure that those gaps are bridged.</li> <li>d) Propose course delivery and assessment mechanisms appropriate for each blended or online course when necessary.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Respond to applications and other enquiries on programs offered by the schools on E-Campus to encourage recruitment.</li> <li>b) Take charge of the school online helpdesk to ensure student and lecturer queries are answered within the stipulated time.</li> <li>c) Coordinate in liaison with schools to ensure that examinations are set, moderated and administered in line with University rules and regulations on examination.</li> <li>d) Organize and facilitate work in progress seminars to staff and students to identify and handle challenges that arose during the semester.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
<ul style="list-style-type: none"> <li>a) Virtual learning and support space</li> <li>b) Office infrastructure</li> </ul>			

<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> <li>c) Strategic Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's degree in any field from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organisational skills,</li> <li>e) Team building,</li> <li>f) Problem solving,</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Five (5) years of teaching or managerial experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> <li>e) Basic explanation of services to employees of the institution or clients</li> </ul>

<ul style="list-style-type: none"> <li>f) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>g) Explanation of complex services or concepts to employees of the institution or clients</li> <li>h) Simple verbal instructions to other employees within the institution</li> <li>i) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>j) Basic e-mail, fax or mail correspondence</li> <li>k) Detailed e-mail, fax or mail correspondence</li> <li>l) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocation of work to 18 subordinates.
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes broad practices or policies affecting a whole department
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the section</li> <li>c) Persuasion inside the department</li> <li>d) Persuasion outside the department</li> <li>e) Negotiation inside the department</li> <li>f) Negotiation outside the institution</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4.5. Head of E-learning

1. Personal Information			
<b>Job Title:</b> Head of E-Learning	<b>Job Level:</b> MSU/EC/HEL005	<b>Current Grade:</b> Scale 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Associate Director, E-campus			
<b>Direct Reports:</b> a) Learner Support Assistant b) Multimedia Resource Specialist c) Instructional Designer d) Instructional Materials Editor		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for supervising the instructional design team at the E-campus and ensure that the content experts observe good instructional design practice all online courses.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b> a) Allocate responsibilities to the instructional design team and ensure they are completed properly and within the stipulated times to maintain service level. b) Prepare periodic work plans for the instructional design team to ensure smooth operation of the section. c) Supervise and evaluate the performance of the instructional team to determine their productivity as per the performance contracting.			
<b>Operational Responsibilities:</b> a) Regularly build instructional design capacity among technical and teaching staff at the Maseno University to ensure delivery of quality service to learners. b) Work with the content experts to identify learning needs on a monthly basis for on campus and off campus students. c) Develop course content structures and templates for online courses to enhance course development on semester basis. d) Offer instructional design advice for all programmes including short courses, MOOCS and other non-credit related courses offered online. e) Ensure that all course template adhere to internal as well as external quality assurance standards. f) Develop and adopt various media to support learning and assessment of courses as necessary. g) Participate in capacity building sessions to enhance efficient and effective learning for students.			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			

N/A
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Computer Science or Information Technology from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Team building, e) Problem solving, f) Supervisory
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Six (6) years of relevant work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Program, system or design specifications i) Factual reports on aspects of the institution such as policy guidelines j) In depth technical reports, proposals or project briefs affecting one or more departments
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients

<ul style="list-style-type: none"> <li>e) Explanation of complex services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>h) Basic e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training materials</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Secretary and Messenger / Cleaner.(2)</li> <li>b) Directly Supervises the Secretary. (1)</li> <li>c) Leads one (1) through others.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the directorate</li> <li>b) Convey information outside the section</li> <li>c) Persuasion inside the section</li> <li>d) Persuasion outside the department</li> <li>e) Negotiation inside the section</li> <li>f) Negotiation outside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4.6. Moodle Server Assistant

1. Personal Information			
<b>Job Title:</b> Moodle Server Assistant	<b>Job Level:</b> MSU/EC/006	<b>Current Grade:</b> C/D	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Students Affair		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Associate Director, E – Campus			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position works with eLearning Systems support specialists to maintain the Moodle LMS serving several users and supporting all on-site and off-site Moodle systems.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Carry out the general Moodle Server administration to ensure smooth provision of learning resources to students on a day to day basis</li> <li>Maintain other PHP based web applications to ensure continuity of online services to students at all times.</li> <li>Modify and customize the Moodle software systems and interlink with other preexisting or external information systems and applications to enhance service delivery as need be.</li> <li>Upload various online learning resources into the Moodle LMS for use by E-Campus students as required.</li> <li>Test and install various plugins on demand to facilitate efficient functionality of e-learning.</li> <li>Advise the e-learning team on the various technical capabilities of Moodle to ensure optimal utilization of all functions needed.</li> <li>Receive and record all user escalated issues on a daily basis and ensure they are resolved within the stipulated time.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
<ol style="list-style-type: none"> <li>Work station computer</li> <li>The Moodle LMS Server</li> </ol>			
<b>Nature of decision making</b>			
<ol style="list-style-type: none"> <li>Operational Decisions</li> <li>Analytical Decisions</li> </ol>			

<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Information Technology/Computer Science/Computer Technology/ICT or any related field from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Communication skills,</li> <li>b) Interpersonal skills,</li> <li>c) Team player</li> <li>d) Problem solving.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
None.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Program, system or design specifications</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Explanation of complex services or concepts to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Drawing up program, system, technical or design specifications.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A



<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department b) Convey information outside the section c) Persuasion inside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



## 4.7. *Instructional Materials Editor*

1. Personal Information			
<b>Job Title:</b> Instructional Material Editor	<b>Job Level:</b> MSU/EC/IME006	<b>Current Grade:</b> 9/10/11	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Associate Director, E-Campus			
<b>Direct Reports:</b> Instructional Designer		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The position is responsible to edit text for grammatical correctness and accuracy in resources uploaded on eLearning portal and the quality of uploaded material.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Edit text to ensure that they are grammatical correct and accurate before they are uploaded to the Moodle.</li> <li>b) Edit layout and presentation of text and graphics on eLearning portal and ensure they are presentable and usable.</li> <li>c) Ensure compliance of downloads with approved editing and layout guidelines and standards as need be.</li> <li>d) Edit online documents, information booklet for uploading.</li> <li>e) Ensure all documents uploaded to the systems undergo editorial and approval process.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
Learning Management System.			
<b>Nature of decision making</b>			
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> </ul>			
5. Qualifications Knowledge and Skills:			
<b>Minimum level of academic qualifications required to perform effectively in the role</b>			
Bachelor's Degree in Education (Linguistic) or equivalent from a recognized institution.			

<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Communication skills,</li> <li>b) Interpersonal skills,</li> <li>c) Team player</li> <li>d) Problem solving.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Three (3) years of relevant work experience in a reputable.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Program, system or design specifications</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Basic explanation of services to employees of the institution or clients</li> <li>c) Simple verbal instructions to other employees within the institution</li> <li>d) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>h) Drawing up project briefs</li> <li>i) Drawing up program, system, technical or design specifications</li> <li>j) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites.</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>

Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey Information inside the department b) Convey Information outside the section. c) Persuasion inside the department.
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4.8. Multimedia Resource Specialist

1. Personal Information			
<b>Job Title:</b> Multimedia Resource Specialist	<b>Job Level:</b> MSU/EC/MRS005	<b>Current Grade:</b> 9/10/11	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E - Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Associate Director, E - Campus			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position reports to the Associate Director, E – Campus and is responsible for managing pre-production, production, production, post production of educational multimedia content, educational training material, documents and presentation.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Carry out pre-production of educational multimedia resources to ensure they meet the requirement and standard necessary for learning before production.</li> <li>Create animations and simulations relevant to various subject areas to facilitate delivery of contents to students as necessary.</li> <li>Schedule, record and/or live streaming podcast and videos as required to facilitate learning.</li> <li>Set appropriate multimedia equipment on demand to facilitate learning.</li> <li>Package learner support material, including content for download, on DVD and other media to facilitate offline learning as needed.</li> <li>Ensure compliance of multimedia resources with internal and external standards to maintain service level at all time.</li> <li>Perform quality assurance and compatibility testing on products to ensure they are of acceptable quality as required.</li> <li>Troubleshoot bugs and resolving technical issues on products to ensure efficiency in service delivery.</li> <li>Conduct online and face to face training for course lecturer and technical staff on multimedia resource production and sharing as need be.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
<ol style="list-style-type: none"> <li>Video Cameras</li> <li>Audio recorders</li> <li>Podcast studio</li> <li>Multimedia studio</li> </ol>			

<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree in Media, Information Technology or Mass Media or equivalent from a reputable institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Interpersonal skills, c) Organisational skills, d) Problem solving, e) Conflict management, f) Supervisory g) Must meet the requirements of Chapter six (6) of the Constitution of Kenya
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years of relevant work experience from a recognized institution
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Current legislation affecting the job holder's area of responsibility i) Program, system or design specifications
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Communication requiring a high level of diplomacy and sensitivity e) Explanation of complex services or concepts to employees of the institution or clients

<ul style="list-style-type: none"> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Basic e-mail, fax or mail correspondence</li> <li>h) Detailed e-mail, fax or mail correspondence</li> <li>i) Drawing up project briefs</li> <li>j) Drawing up program, system, technical or design specifications</li> <li>k) Drawing up and amending contracts/drafting of legal documents</li> <li>l) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Secretary and Messenger / Cleaner.(2)</li> <li>b) Directly Supervises the Secretary. (1)</li> <li>c) Leads one (1) through others.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the section</li> <li>b) Convey information outside the department</li> <li>c) Persuasion inside the department</li> <li>d) Persuasion outside the section</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



## 4.9. Head of Technical Team

1. Personal Information			
<b>Job Title:</b> Head of Technical Team	<b>Job Level:</b> MSU/EC/HTT005	<b>Current Grade:</b> 13	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Associate Director, E-Campus			
<b>Direct Reports:</b> a) E-Learning System Support Specialist b) Database Programmer c) Web Information Officer d) Web Programmer e) Moodle Server Assistant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for coordinating and supervising the E-Campus technical team to ensure smooth and efficient operations of the directorate.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b> a) Participate in preparing annual budget estimates for the E-campus to facilitate allocation of fund for the next fiscal year. b) Participate in preparation of work plans for technical teams for proper planning and work scheduling. c) Prepare user reports from the LMS (Learning management system) to inform on the progress and attendance as necessary. d) Supervise and evaluate performance of the technical team to enhance delivery of services to students of the E-Campus. e) Oversee the development of various applications and systems to provide efficiency in the processes at the E-Campus.			
<b>Operational Responsibilities:</b> a) Propose upgrade to the Learning Management System and E-Campus website to improve efficiency of the system as well as security as necessary. b) Oversee the development and deployment of various applications and systems to promote the LMS for more improved service delivery as need be. c) Participate in weekly E-Campus meetings to ensure smooth running of the directorate through decision making. d) Prepare capacity building budgets to regularly facilitate training of staff on various areas to improve service delivery. e) Carry out quarterly audit of E-Campus infrastructure to facilitate planning, repairing and procurement as necessary. f) Recommend to the Director, the emerging trends and ICT needs of the E-Campus to inform consideration of new and improved technology for purposes of improving service delivery at all times. g) Ensure adequate online presence for the E-Campus through various social media platforms to create awareness of the programmes offered as well as market the University locally and international to promote recruitment of students on a regular basis.			

<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Computers b) Photocopier c) Printer d) Office furniture e) Learning management system servers
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions c) Financial Decisions d) Strategic Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Computer Science or its equivalent from a reputable institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Organisational skills, e) Ability to work under pressure, f) Team building, g) Problem solving, h) Conflict management, i) Supervisory
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Six (6) years of relevant work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are complex and open ended - the best solution can only be known with hindsight.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> <li>i) Program, system or design specifications</li> <li>j) Factual reports on aspects of the institution such as policy guidelines</li> <li>k) In depth technical reports, proposals or project briefs affecting one or more departments</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> <li>f) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>g) Basic e-mail, fax or mail correspondence</li> <li>h) Detailed e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>j) Drawing up program, system, technical or design specifications</li> <li>k) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the 10 subordinates</li> <li>b) Directly supervises three. (3)</li> <li>c) Leads three (3) through others.</li> </ul>
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the institution</li> <li>b) Convey information outside the department</li> <li>c) Persuasion inside the department</li> <li>d) Persuasion outside the section</li> <li>e) Negotiation inside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4.10. *ELearning Systems Support Specialist*

1. Personal Information			
<b>Job Title:</b> ELearning Systems Support Specialist	<b>Job Level:</b> MSU/EC/ELSSS005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Head of Technical Team			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for implementing and maintaining eLearning systems, support lecturers in designing eLearning courses on the system and support learners in using the eLearning systems to ensure optimal and effective use of all systems.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Evaluate user needs regularly and prepare for capacity building of lecturers and learners in using the eLearning systems to ensure optimal and efficient use of the same.</li> <li>Prepare capacity building resources for the system users for training and reference to ensure improved service delivery as need be.</li> <li>Monitor user activity on the eLearning systems on daily basis and prepare reports on system usage for action by the Associate Director</li> <li>Monitor systems and prepare reports on the state of the eLearning systems on a regular basis to guide in planning and decision making.</li> <li>Manage content development teams comprising of teaching and technical staff to ensure proper usage of the system as need be.</li> <li>Maintain the eLearning system by providing support to all on-site and off-site eLearning systems users using the available forums on the eLearning systems.</li> <li>Translate and document concepts and applications into web based training programmes to ensure effective use of the systems and applications as a tool for training delivery.</li> <li>Modify the LMS to interact with preexisting institutional systems e.g. the MIS for grades and data from LMS as need be.</li> <li>Modify the LMS to include learning plugins to meet the needs of specific online courses as required.</li> <li>Advise lecturers using the eLearning systems to teach on the appropriate eLearning tools to adopt for their online courses.</li> <li>Create and maintain user accounts on the eLearning systems and manage users' data on the LMS to facilitate their access into the systems.</li> <li>Ensure online learners are adequately supported in using the eLearning systems within their courses for effective usage.</li> <li>Provide accessibility to the systems for the learners with special ability and ensure they are able to get adequate access to learning materials at all times.</li> </ol>			

<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Computers b) LMS
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree in Computer Science, Information Technology, Educational Technology, Information Systems, Computer Technology or equivalent from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Organisational skills, e) Team building, f) Problem solving, g) Must meet the requirements of Chapter six (6) of the Constitution of Kenya
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years in an eLearning environment and working with systems and training users in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence

h) Program, system or design specifications
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Detailed verbal or written instructions or requests to employees of the institution or contractors f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Drafting of factual reports, presentations, procedure or policy documents or training material i) Drawing up program, system, technical or design specifications
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
Coordination of work to four team members.
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
a) Convey information inside the section b) Convey information outside the department c) Persuasion inside the section d) Persuasion outside the department e) Negotiation inside the section
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4.11. E-Librarian

1. Personal Information			
<b>Job Title:</b> E-Librarian	<b>Job Level:</b> MSU/EC/EL005	<b>Current Grade:</b> Scale 9/10/11	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Associate Director, E-Campus			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for developing and managing digitized and digital information resources at the E-Campus of Maseno University to ensure provision and use of the e-resources for all the users of the Learning Management System of the University.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Take lead in implementing digital information solutions on a regular basis to meet the information requirement of all users on the Learning Management System (LMS).</li> <li>b) Identify and recommend digital solutions to support teaching and research at the E-Campus of Maseno University as need be.</li> <li>c) Assist in the acquisition of electronic information resources when required to facilitate e-learning at the E-Campus.</li> <li>d) Regularly support the course lecturers and learners in identifying relevant electronic information resources to fulfil their information needs for teaching and learning.</li> <li>e) Provide 24 hour a week support through the e-Library discussion forum, chat and LMS messaging tools for the learners on the use of the electronic information resources.</li> <li>f) Impart information literacy skills among the users of the LMS on the use of electronic information resources to ensure improved service delivery at all times.</li> <li>g) Respond to the daily user enquiries pertaining to electronic information resources on the LMS platform to ensure they are all resolved before close of business or as necessary.</li> <li>h) Perform literature searches to support teaching and research at the E-Campus in the University.</li> <li>i) Update the information resource databases and ensure all resources are up to date for use by students and staff in the ecampus.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
Office electronic devices			

<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree in Information Science or equivalent from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organisational skills,</li> <li>e) Negotiation skills,</li> <li>f) Team building,</li> <li>g) Problem solving,</li> <li>h) Must meet the requirements of Chapter six (6) of the Constitution of Kenya</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years of relevant work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed technical and/or functional instructions or queries</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Current legislation affecting the job holder's area of responsibility</li> <li>h) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>



<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Coordination of work of three team members.
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the section</li> <li>c) Persuasion inside the section</li> <li>d) Negotiation inside the section</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4.12. Learner Support Assistant

1. Personal Information			
<b>Job Title:</b> Learner Support Assistant	<b>Job Level:</b> MSU/EC/LSA006	<b>Current Grade:</b> 6/7/8	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academic and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Head of E-learning			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for providing on-site and online support to students and staff in preparation of semester course roll-out as well as in the course offered in the semester to ensue efficiency and effective use of the systems.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Maintain and offer technical support to online courses as needed to ensure accessibility and usability.</li> <li>Receive, file and acknowledge online application for processing as required.</li> <li>Generate and file application summaries for decision making purposes and processing.</li> <li>Support regular user training activities in the workshops and face to face to enhance use of the systems</li> <li>Dispatch course allocation information to all lecturers as required to enable them to plan.</li> <li>Track student participation in various courses to record their progress throughout the semester.</li> <li>Organize face to face sessions during the mid-semester E-Campus student meeting to handle any issues that may arise regarding use of the systems.</li> <li>Login and document daily phone and email enquiries from prospective students and registered students for future reference and to identify frequently asked questions.</li> <li>Set up and update mailing list for various categories of students and staff in online courses for fast and efficient transfer of information e.g. notices.</li> <li>Provide online support to learners through the LMS 24 hour a week to handle any inquiry that may arise.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
<ol style="list-style-type: none"> <li>office furniture</li> <li>Office electronic devices</li> <li>Learning management system</li> </ol>			
<b>Nature of decision making</b>			

a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Information Technology, Computer Science or equivalent from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Interpersonal skills, c) Organisational skills, d) Team building, e) Problem solving,
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three years of relevant work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Basic e-mail, fax or mail correspondence e) Detailed e-mail, fax or mail correspondence f) Current legislation affecting the job holder's area of responsibility g) Factual reports on aspects of the institution such as policy guidelines
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Communication requiring a high level of diplomacy and sensitivity e) Basic explanation of services to employees of the institution or clients f) Simple verbal instructions to other employees within the institution g) Detailed verbal or written instructions or requests to employees of the institution or contractors h) Basic e-mail, fax or mail correspondence i) Detailed e-mail, fax or mail correspondence
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A

<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department b) Convey information outside the section c) Persuasion inside the section d) Negotiation inside the section
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

### 4.13. Instructional Designer

1. Personal Information			
<b>Job Title:</b> Instructional Designer	<b>Job Level:</b> MSU/EC/ID006	<b>Current Grade:</b> 10	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Directorate:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Instructional Material Editor			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for creating visual concepts, design, develop and produce eLearning course contents for student consumption at E-Campus of Maseno University			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Plan and organize content production, project library to ensure course versioning and reviews on a regular basis.</li> <li>b) Monitor course development projects to identify potential risk and visit them frequently.</li> <li>c) Document and report on the progress of schedules on course development, reviews, etc.</li> <li>d) Submit quarterly reports on online course quality and evaluation and recommend appropriate actions as necessary.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Build instructional design capacity among technical and teaching staff at the University for efficiency in delivery at all times.</li> <li>b) Work with content experts to identify learning needs for on-Campus and off-campus students and provide the same</li> <li>c) Develop course content structures and templates for online courses for easy development and uploading of course resources as need arises.</li> <li>d) Offer instructional design advice for all programmes including short courses, MOOCs, and other non-credit courses.</li> <li>e) Ensure that all course templates adhere to internal as well as external quality assurance to enhance and maintain acceptable quality of service delivery at all times.</li> <li>f) Develop and adopt various media to support learning and assessments of online courses as need be.</li> <li>g) Liaise with multimedia specialist and graphic designer in developing eLearning teaching materials for staff to facilitate delivery to student as necessary.</li> <li>h) Perform regular technical course review in accordance with the approved course technical support to ensure quality.</li> </ul>			
4. Job Dimensions:			
Financial Responsibilities			
N/A			

<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Rapid eLearning Software</li> <li>b) Office electronics</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree in Education, Information Technology or equivalent from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organisational skills,</li> <li>e) Negotiation skills,</li> <li>f) Team player</li> <li>g) Problem solving,</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years of work experience in a recognized institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> <li>i) Program, system or design specifications</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> <li>f) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>g) Basic e-mail, fax or mail correspondence</li> <li>h) Detailed e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>j) Drawing up program, system, technical or design specifications</li> <li>k) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the section</li> <li>c) Persuasion inside the section</li> <li>d) Negotiation inside the section</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4.14. Database Programmer

1. Personal Information			
<b>Job Title:</b> Database Programmer	<b>Job Level:</b> MSU/EC/DBP05	<b>Current Grade:</b> 9/10	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Head of Technical Team			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for identifying user needs of the E-Campus students, facilitators and technical team and set up appropriate databases, test and coordinate modifications to the database when needed, and troubleshoot problems when they occur.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Undertake general database maintenance and security to ensure that user data are secure at all times.</li> <li>Take sole custody of student records in the E-Campus student database for future reference.</li> <li>Develop and maintain databases on course development and delivery and ensure they are properly functional at all times.</li> <li>Write scripts to generate reports on student applications, admissions, registration, module enrolment, module and examination registration when needed for processing and decision making.</li> <li>Take responsibility for the performance of the system and continually familiarize with the –Campus database platform to maintain or improve service level.</li> <li>Execute database scheduled backups for data recovery in case of system crash.</li> <li>Regularly undertake relevant database software updates to improve security and add new features to improve service delivery.</li> <li>Provide technical support for the database environment and interface it with other preexisting databases for ease of access from one interface.</li> <li>Develop applications to ensure optimal use of the database and automate processes as necessary.</li> <li>Run cron jobs to enhance performance of the E-Campus database</li> <li>Create, read, update or delete records whenever necessary.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
<ol style="list-style-type: none"> <li>Computers</li> <li>E-Campus databases</li> </ol>			



<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree in ICT, Computer Science, Computer Technology, Information Technology or any related course from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Interpersonal skills, c) Organisational skills, d) Team player e) Problem solving,
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Two (2) years or relevant work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed technical and/or functional instructions or queries e) Basic e-mail, fax or mail correspondence f) Detailed e-mail, fax or mail correspondence g) Program, system or design specifications
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Basic explanation of services to employees of the institution or clients e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the institution or contractors g) Basic e-mail, fax or mail correspondence h) Detailed e-mail, fax or mail correspondence

i) Drawing up program, system, technical or design specifications.
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Coordination work three team members.
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department b) Convey information outside the section c) Persuasion inside the section
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4.15. Web Information Officer

1. Personal Information			
<b>Job Title:</b> Web Information Officer	<b>Job Level:</b> MSU/EC/WIO005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Head of Technical Team			
<b>Direct Reports:</b> Web Programmer		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for creating and maintaining various platforms and tools on the internet, including social media to facilitate the building of an electronic community and administrative centres for students and faculty at the E-Campus of Maseno University.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Act as a liaison person to manage web feedback and social media sites for the entire E-Campus Community.</li> <li>b) Ensure that generic correspondence generated by the websites are received, responded to or forwarded for action as need be.</li> <li>c) Publicize E-Campus activities by regularly posting news, events, publications, links and similar information on the E-Campus website and other sites.</li> <li>d) Set and direct E-Campus web content, online brand and social media strategy to improve the image of the department as necessary.</li> <li>e) Establish and direct user interface standards, design guidelines and compliance to ICT policies and related standards to promote professionalism and global standards.</li> <li>f) Survey the market regularly and make proposals for appropriate changes to the E-Campus website as a gateway to the virtual campus to enhance student recruitment as well as improve usability of the systems.</li> <li>g) Monitor and analyze user feedback on social networking sites daily to guide decision making and identify strengths and areas for improvement.</li> <li>h) Use various tracking tools to gather, analyze and report on the data regarding user participation in the eLearning portal, E-Campus website and other domains for strategic purposes.</li> <li>i) Provide evaluation and recommendations based on online user behavior and analysis to customize the user interface accordingly.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
<ul style="list-style-type: none"> <li>a) Computer</li> <li>b) Photocopier</li> </ul>			

c) Printer
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree in Information Technology, Computer Science, Information Science or any related course from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Interpersonal skills, c) Ability to work under pressure, d) Negotiation skills, e) Team player f) Problem solving,
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years in a relevant position in a reputable institution.
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed technical and/or functional instructions or queries e) Basic e-mail, fax or mail correspondence f) Current legislation affecting the job holder's area of responsibility g) Factual reports on aspects of the institution such as policy guidelines
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution e) Detailed verbal or written instructions or requests to employees of the institution or contractors f) Basic e-mail, fax or mail correspondence

<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Coordination of work of four team members
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department b) Convey information outside the section c) Persuasion inside the section
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 4.16. Web Programmer

1. Personal Information			
<b>Job Title:</b> Web Programmer	<b>Job Level:</b> MSU/EC/WP006	<b>Current Grade:</b> 9/10	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Campus:</b> E-Campus	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Web Information Officer			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for designing, coding, building and securing an attractive web applications on the website in order to ensure that the most current content is availed to both prospective and existing students on the eLearning website of Maseno University.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Develop a customized web applications and websites to support and automate learning process as required.</li> <li>Implement institutional websites and web applications to ensure they functioning properly and servicing users as expected</li> <li>Develop new products and extend existing ones to suit institutional requirements to automate their processes to improve service delivery.</li> <li>Prepare project specifications documents, feature documents and project plans for planning and future reference when necessary.</li> <li>Assist with server administration and server security to prevent intrusion and data mining at all times.</li> <li>Rapidly develop new feature based on user feedback to improve usability</li> <li>Participate in all phases of web applications and website development projects from gathering to deployment to ensure timely completion and high quality of work.</li> <li>Provide technical support to lecturers and students on the Maseno University eLearning portal to ensure smooth running of their activities.</li> <li>Support periodical user training activities both in the eWorkshop and face to face training to equip them with skills on how to optimally use the systems.</li> <li>Provide user support in online registration and enrolment for orientation to eLearning and the eWorkshop for content development as required.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
Computer			

<b>Nature of decision making</b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Bachelor's Degree in Information technology, Computer Science, Computer technology or any related course from a recognized institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Communication skills,</li> <li>b) Interpersonal skills,</li> <li>c) Organisational skills,</li> <li>d) Team player</li> <li>e) Problem solving.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Two (2) years of relevant work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> </ul>

<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Coordination of work three team members.(2)
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department b) Convey information outside the section
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



# 5. Library Department

## University Librarian

1. Background Information			
<b>Job Title:</b> University Librarian	<b>Job Level:</b> MSU/UL/UL003	<b>Current Grade:</b> 15	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Deputy Vice Chancellor-Academic and Students Affairs			
<b>Direct Reports:</b> Deputy Librarian		<b>Indirect Reports:</b> a) Senior Assistant Librarian-Circulation b) Senior Assistant Librarian-Systems c) Senior Assistant Technical-Services	
2. Purpose of the Job:			
This job exists to provide leadership and management of the entire university library services in order to ensure that information resources are duly provided and exploited in support of teaching, learning and research in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Develop a departmental budget plan for the purpose of purchasing information resources for the library.</li> <li>b) Develop and review library policies to meet the ever changing tasks in the library services.</li> <li>c) Represent the library in the many committee meetings in the university e.g. senate Deans, library and ICT Committee, university management Board.</li> <li>d) Advice the university management on any matter related library services for its effective and efficient operations and service delivery.</li> <li>e) Maintain national and international standards in managing Maseno University library.</li> <li>f) Receive, review and submit reports on use and acquisition of library information resources.</li> <li>g) Act as secretary of library and ICT Committee which is a Sub Committee of university senate.</li> <li>h) Is member of University management board, which is the highest decision making body in the university.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>f) Act as a link between Maseno university professional staff and external related professional through conference attendance and library advocacy.</li> <li>g) Responsible for information both print and electronic services in the entire university set up with library as the main hub.</li> </ul>			

<ul style="list-style-type: none"> <li>h) Develop annual work plan to guide the activities of all staff members in university library.</li> <li>i) Manage the library in accordance with the set university's, national and international quality standards.</li> <li>j) Provide conducive reading environment necessary in the library in order to facilitate reading and research by students and research.</li> <li>k) Establish and promote use of electronic resources through subscription to relevant databases and availing it to the university for students and staff to utilize.</li> <li>l) Network with relevant partners through workshop/conference participation/ attendance</li> <li>m) Carry out periodic user needs assessment for the purpose acquiring relevant and current reading material for the library</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Provide input into the process of budgeting for the University Library.</li> <li>b) Manage library budget.</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Computer and its accessories.</li> <li>b) Furniture</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic Decisions</li> <li>b) Financial Decisions</li> <li>c) Analytical Decisions</li> <li>d) Operational Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Library and information sciences from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered member of Kenya Library Association.
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) High level expertise in, and detailed understanding of, a number of different specialist areas within a function.</li> <li>b) Knowledge of professional standards.</li> <li>c) Computer literacy.</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills</li> <li>b) Communication skills</li> <li>c) Interpersonal skills</li> <li>d) Organisational skills</li> <li>e) Ability to work under pressure</li> <li>f) Negotiation skills</li> <li>g) Team building</li> <li>h) Problem solving</li> <li>i) Conflict management</li> <li>j) Supervisory</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
<ul style="list-style-type: none"> <li>a) Compliance with Chapter Six of Constitution of Kenya 2010</li> <li>b) HELB clearance</li> <li>c) KRA tax compliance</li> </ul>

d) CRB clearance
e) Certificate of good conduct from the NPS
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of fifteen (15) year of work experience three of which having served as a Deputy University Librarian.
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Written Government policy documents affecting the job holder's area of responsibility i) Current legislation affecting the job holder's area of responsibility j) Articles and research products affecting the job holder's area of responsibility k) Factual reports on aspects of the institution such as policy guideline
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Explanation of complex services or concepts to employees of the institution or clients e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the institution or contractors g) Basic e-mail, fax or mail correspondence h) Detailed e-mail, fax or mail correspondence i) Drafting of factual reports, presentations, procedure or policy documents or training material j) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution k) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Has a strong influence on the strategic direction of a department.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
a) Allocate work to and supervise two (2) Deputy Librarians. b) Lead 94 subordinate through the two (2) Deputy Librarians.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>

<ul style="list-style-type: none"> <li>a) Convey information inside the institution but outside the department.</li> <li>b) Convey information outside the institution.</li> <li>c) Convey information senior management level.</li> <li>d) Persuade outside the institution.</li> <li>e) Persuade senior management level.</li> <li>f) Negotiate outside the institution.</li> <li>g) Negotiate at senior management level</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Deputy University Librarian

1. Background Information			
<b>Job Title:</b> Deputy University Librarian	<b>Job Level:</b> MSU/UL/DUL004	<b>Current Grade:</b> 14	<b>No. of Posts:</b> 2
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> University Librarian			
<b>Direct Reports:</b> a) Senior Assistant Librarian-Circulation b) Senior Assistant Librarian-Systems c) Senior Assistant Technical-Services		<b>Indirect Reports:</b> Assistant Librarian	
2. Purpose of the Job:			
This job exists to support the University Librarian in formulation of relevant policies that guide the functions and day to day operations of the Library Department to ensure that information resources are duly exploited in support of teaching, learning and research.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> a) Participate in setting strategic direction and plans for the Library Department to monitor long term development plans. b) Participate in identifying areas of service and formulation of functionally relevant policies to enhance services delivery in the library. c) Compile and prepares different kinds of reports for the Library Department to inform decision making. d) Undertake periodic review of library operational tools such as guides, rules and regulations, training /induction manuals among others to aid in identification of emerging issues. e) Prepare work plans that guide the operation of the department and ensures efficiency is achieved f) Coordinate activities of campus libraries and large section of the department. g) Undertake performance management evaluation of library staff in order to establish their performance and productivity. h) Coordinate internal peer training and development of all library staff to increase efficiency in professional knowledge and personal staff growth.			
<b>Operational Responsibilities:</b> a) Coordinate the execution of library work plans as planned by monitoring work flows and deadlines. b) Monitor leaves/off management and ensure compliance with the schedules and laid down institutional guidelines on the same. c) Follow up on pending library issues with various service departments with a view to unlocking barriers and providing needed information on the same. d) Give briefs to the University Librarian on issues needing his attention for appropriate action.			

<ul style="list-style-type: none"> <li>e) Handle cases arising from library in satellite campuses that need immediate solution such staffing, resources requirements among others.</li> <li>f) Monitor to ensure staff adequacy in each shift and handle any cases of emergencies that may arise.</li> <li>g) Provide advisory roles to library staff in the course of their work.</li> <li>h) Attend relevant meetings within and out of the library</li> <li>i) Offer counseling services to members of staff on various issues affecting them.</li> <li>j) Carry out promotion of lifelong learning both to the members of library staff and library patrons through induction, and training meant to empower the members to be independent.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Computer.</li> <li>b) Printer.</li> <li>c) Furniture</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic Decisions</li> <li>b) Analytical Decisions</li> <li>c) Operational Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Library and information sciences from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered member of Kenya Library Association (KLA).
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field.</li> <li>b) Knowledge of Library Management System.</li> <li>c) Knowledge of Reference Management Soft wares such as endnote, Zotero, and Mendley, among others</li> <li>d) Knowledge of International Library professional standards such as Anglo American Cataloging Rules.</li> <li>e) Computer literacy.</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills</li> <li>b) Communication skills</li> <li>c) Interpersonal skills</li> <li>d) Organisational skills</li> <li>e) Ability to work under pressure</li> <li>f) Negotiation skills</li> <li>g) Team building</li> <li>h) Problem solving</li> <li>i) Counseling skills</li> <li>j) Mentoring skills</li> <li>k) Conflict management</li> <li>l) Supervisory</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>

<ul style="list-style-type: none"> <li>a) Compliance with Chapter Six of Constitution of Kenya 2010.</li> <li>b) Presented in a conference/workshop.</li> <li>c) Published a book chapter.</li> <li>d) Published in a peer review Journal.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of ten (10) year of work experience five (5) of which having served as a Senior Librarian.
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> <li>i) Current legislation affecting the job holder's area of responsibility</li> <li>j) Factual reports on aspects of the institution such as policy guideline</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>i) Drafting of internal or external newsletters, general articles or content for newspaper, journals, magazines or internet sites</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes broad practices or policies affecting a whole department.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<p>Allocate work to and supervise three (3) Senior Librarians.</p> <p>Lead 91 subordinate through the three (3) Senior Librarians.</p>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>

<ul style="list-style-type: none"> <li>a) Convey information inside the institution but outside the department.</li> <li>b) Convey information outside the institution.</li> <li>c) Persuade outside the department.</li> <li>d) Persuade outside the institution.</li> <li>e) Persuade senior management level.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



## **Senior Assistant Librarian- Circulation and Outreach Services**

<b>1. Background Information</b>			
<b>Job Title:</b> Senior Assistant Librarian- Circulation and Outreach Services	<b>Job Level:</b> MSU/UL/SAL005	<b>Current Grade:</b> 13	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Deputy Librarian			
<b>Direct Reports:</b> a) Senior Library Assistant b) Library Assistant		<b>Indirect Reports:</b> N/A	
<b>2. Purpose of the Job:</b>			
This job exists to coordinate circulation and outreach activities of the Library by satisfying the needs of users of library information in order to support of learning and research in the library.			
<b>3. Main Responsibilities of the Job:</b>			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Prepare work schedules for circulation staff in order to balance the available staff vis-a-vis the services offered in order to provide sustained services to the clientele. b) Supervise circulation staff to ensure that tasks assigned are performed to the standards. c) Evaluate the performance of circulation staff and prepare a report to the deputy librarian.			
<b>Operational Responsibilities:</b> a) Analyze weekly statistical data for library users and users of library infrastructure to inform decision making. b) Oversee circulation and outreach services to ensure they are performed competently. c) Compile user profiles especially for academic staff to create a database of library information users. d) Attend and participate in professional meetings within and without the university in order to exchange and increase knowledge and skills. e) Regular conduct needs assessment and baseline surveys to determine the information needs of various players. f) Organize special information services such as Selective Dissemination of Information (SDI) and Current Awareness Services (CAS). g) Seek opportunities for marketing information materials and services such advising on book displays and word of mouth by staff and satisfied user. h) Authorize and authenticate library membership. i) Liaise with academic departments for information preferences so as to acquire the preferred information materials.			

<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Computers. b) Information reading resources. c) Furniture
<b><i>Nature of decision making</i></b>
a) Analytical Decisions b) Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Library and information sciences from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered member of Kenya Library Association (KLA).
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience. b) Knowledge of Library Management System. c) Knowledge of International Library professional standards. d) Computer literacy.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills b) Communication skills c) Interpersonal skills d) Organizational skills e) Team building f) Problem solving g) Supervisory
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
a) Compliance with Chapter Six of Constitution of Kenya 2010. b) KRA clearance c) CRB clearance d) HELB clearance
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of Eight (8) years working experience in a well-established and automated academic library three of which must have been an Assistant Librarian.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.

<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> <li>i) Current legislation affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocate work to and supervise five (5) Assistant Librarians.</li> <li>b) Lead thirty (30) subordinate through the five (5) Assistant Librarians.</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the institution but outside the department.</li> <li>b) Convey information outside the institution.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Senior Assistant Librarian- Systems

1. Background Information			
<b>Job Title:</b> Senior Assistant Librarian- Systems	<b>Job Level:</b> MSU/UL/SAL005	<b>Current Grade:</b> 13	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Deputy Librarian			
<b>Direct Reports:</b> Assistant Librarian-Systems		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to oversee and manage the implementation of all library automated systems, databases, electronic information resources and Information and Communication Technology equipment in the library.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Design and implement library networks to ensure availability internet services thereby enabling users to access e-books and conduct research.</li> <li>b) Develop Information Technology Policies for the library to guide in the operations of IT in the library.</li> <li>c) Manage Information and Communication Technology resources in the University library to ensure efficiency.</li> <li>d) Prepare reports of the progress of the Digital University Library and disseminate them appropriately.</li> <li>e) Supervise systems staff in order to ensure that tasks assigned are performed to the standards.</li> <li>f) Evaluate the performance of library information systems staff, prepare and report to the deputy librarian.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Install, configure and maintain all information and communication technology systems in the library.</li> <li>b) Avail computing services for library users at all times so as to enhance resource utilization.</li> <li>c) Train staff and users on the proper usage of the installed library systems.</li> <li>d) Constantly consult with the supervisors on the library Information Technology needs in order to adjust to it.</li> <li>e) Regularly update records of Information Technology resources and write reports on the same.</li> <li>f) Oversee backups of records and information to ensure safe keeping and easy retrieval upon loss of information.</li> <li>g) Oversee the functioning of computing, network and systems, support services to ensure that they are up to date.</li> <li>h) Trouble shoot systems when there is a failure to detect defects within the systems for repairs.</li> <li>i) Manage library system database and operations in order to ensure data security and safety.</li> <li>j) Manage the library's Web Pages to enable user access information online.</li> </ul>			
4. Job Dimensions:			

<b>Financial Responsibilities</b>
N/A
<b>Responsibility for physical assets</b>
<ul style="list-style-type: none"> <li>a) Computers.</li> <li>b) Library Management Software and back-up.</li> <li>c) Furniture</li> </ul>
<b>Nature of decision making</b>
<ul style="list-style-type: none"> <li>a) Analytical Decisions</li> <li>b) Operational Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Master's Degree in Library and information sciences from a recognized institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
<ul style="list-style-type: none"> <li>a) Registered member of Kenya Library Association (KLA).</li> <li>b) Training in Information Technology (IT).</li> <li>c) CISCO certification.</li> <li>d) Network Certificate qualification.</li> </ul>
<b>Minimum level of knowledge that would be regularly applied to the job</b>
<ul style="list-style-type: none"> <li>a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience.</li> <li>b) Proficiency in scripting language of coding HTML/CSS.</li> <li>c) Knowledge of MARC formats.</li> <li>d) Knowledge of database technologies such as MYSQL, Microsoft Access and Digital repositories.</li> <li>e) Familiarization with EZ-proxy.</li> <li>f) Knowledge of Library Management System.</li> <li>g) Knowledge of International Library professional standards.</li> </ul>
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Leadership skills</li> <li>b) Communication skills</li> <li>c) Interpersonal skills</li> <li>d) Organisational skills</li> <li>e) Team building</li> <li>f) Problem solving</li> <li>g) Supervisory</li> </ul>
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
<ul style="list-style-type: none"> <li>a) Compliance with Chapter Six of Constitution of Kenya 2010.</li> <li>b) HELB clearance</li> <li>c) KRA tax compliance</li> <li>d) CRB clearance</li> </ul>
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
A minimum of Eight (8) years working experience in a well-established and automated academic library three of which must have been an Assistant Librarian.
<b>7. Problem Solving:</b>

Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed technical and/or functional instructions or queries</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Program, system or design specifications</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> <li>i) Current legislation affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocate work to and supervise one (1) Assistant Librarian- System
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the institution but outside the department.</li> <li>b) Convey information outside the institution.</li> <li>c) Persuade inside the department.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Senior Assistant Librarian- Technical Services

1. Background Information			
<b>Job Title:</b> Senior Assistant Librarian- Technical Services	<b>Job Level:</b> MSU/UL/SAL005	<b>Current Grade:</b> 13	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Deputy Librarian			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job is responsible for coordinating all library acquisition including resources, equipment and stationery and ensuring proper organization of information services.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Prepare and submit technical services reports to the Deputy University Librarian for decision making.</li> <li>b) Oversee all technical services in the library including classification, cataloguing, and accessioning to facilitate borrowing and return of borrowed books.</li> <li>c) Prepares annual work plans for the technical section of the library to outline activities and the respective timelines and guide in the execution of the activities.</li> <li>d) Supervising and monitoring co- workers and guiding them in executing routine duties.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Collect information on the required library resources users' needs which facilitate the formulation and implementation of relevant library policies.</li> <li>b) Organize for acquisition of information resources to update the library with current information.</li> <li>c) Ensure conformity to cataloguing and classification standards to facilitate easy location to library resources and information.</li> <li>d) Oversee material selection process for effective acquisition of library resources.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
<ul style="list-style-type: none"> <li>a) Computers.</li> <li>b) Furniture</li> </ul>			

<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Analytical Decisions</li> <li>b) Operational Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Library and information sciences from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered member of Kenya Library Association (KLA).
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience.</li> <li>b) Knowledge of current legislation such as Copyright Law.</li> <li>c) Knowledge of Library Management System.</li> <li>d) Knowledge of International Library professional standards.</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Communication skills</li> <li>b) Interpersonal skills</li> <li>c) Organisational skills</li> <li>d) Team building</li> <li>e) Problem solving</li> <li>f) Supervisory</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance with Chapter Six of Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of Eight (8) years working experience in a well-established and automated academic library three of which must have been an Assistant Librarian.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> <li>i) Current legislation affecting the job holder's area of responsibility</li> </ul>



<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocate work to and supervise five (5) Assistant Librarians.</li> <li>b) Lead thirty (30) subordinate through the five (5) Assistant Librarians.</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the institution but outside the department.</li> <li>b) Convey information outside the institution.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Assistant Librarian- System

1. Background Information			
<b>Job Title:</b> Assistant Librarian- System	<b>Job Level:</b> MSU/UL/ALS/006	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Senior Assistant Librarian- System			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to undertake the implementation and execution of all technology related functions within the libraries of the University to ensure efficiency and easy access to digital library resources.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Carry out in-house training of library staff on the appropriate use of Information and Communication Technology in the library.</li> <li>Update the library web page with electronic information resources in collaboration with Senior Assistant Librarian-Systems</li> <li>Manage database and operation for data security and safety.</li> <li>Manage, in collaboration with the Senior Assistant Librarian- System, the functions of computing, network and systems, support services to ensure automation of services in university.</li> <li>Design and realization of bibliography and database to facilitate location of e-resources.</li> <li>Provide support to students and staff in use of electronic information sources in the library.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b> N/A			
<b>Responsibility for physical assets</b> <ol style="list-style-type: none"> <li>Computers.</li> <li>Furniture.</li> <li>Projector</li> </ol>			

d) Photocopier
<b><i>Nature of decision making</i></b>
a) Analytical Decisions b) Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Library and information sciences from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
a) Registered member of Kenya Library Association (KLA). b) Microsoft Certifications
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience. b) Knowledge of current legislation such as Copyright Law. c) Knowledge of Library Management System. d) Knowledge of International Library professional standards.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills b) Interpersonal skills c) Ability to work under pressure d) Team building e) Problem solving
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance with Chapter Six of Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of five (5) years working experience in a well-established and automated academic library.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with improved practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocate work to and supervise one (1) systems clerk.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
Convey information inside the institution but outside the department.
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Assistant Librarian

1. Background Information			
<b>Job Title:</b> Assistant Librarian	<b>Job Level:</b> MSU//UL/AL006	<b>Current Grade:</b> 12	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Senior Assistant Librarian			
<b>Direct Reports:</b> a) Senior Library Assistant a) Library Assistant b) Library attendant b) Library checker c) Senior Bindery Assistant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to oversee the day to day running of the library units and coordinate staff in the unit functions to support the functions of the library in learning and research.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Prepare and submit reports to the Senior Assistant Librarian on library services to inform decision-making. b) Allocate responsibilities to library staff under him in line with set standards and procedures.			
<b>Operational Responsibilities:</b> a) Ensure that library services meet the needs of particular group of users; staff, postgraduate students and users with special needs b) Receive and analyze reports from other sections for compilation to aid in decision making. c) Participate in effective planning, designing, coordinating and implementation of knowledge management initiatives and strategies. d) Handle user enquiries and complaints as received. e) Enhance effective service delivery in order to achieve the objectives set by the department. f) Oversee the use and maintenance of library resources through inventory, records management and stock taking. g) Maintain and interpret information on library use to patrons in the university library.			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			

N/A
<b>Responsibility for physical assets</b>
a) Computers. b) Furniture.
<b>Nature of decision making</b>
a) Analytical Decisions b) Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Master's Degree in Library and information sciences from a recognized institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
Registered member of Kenya Library Association (KLA).
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience. b) Knowledge of Library Management System. c) Knowledge of International Library professional standards.
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills b) Interpersonal skills c) Ability to work under pressure d) Team building e) Problem solving
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Compliance with Chapter Six of Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
A minimum of five (5) years working experience in a well-established and automated academic library.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence

<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with improved practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocate work to and supervise four (4) senior library assistants. Lead six (6) library assistants and four (4) library attendants through the four senior library assistants.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the institution but outside the department</li> <li>b) Convey information outside the department</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Senior Library Assistant

1. Background Information			
<b>Job Title:</b> Senior Library Assistant	<b>Job Level:</b> MSU/UL/SLA007	<b>Current Grade:</b> 8/9/10	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Assistant Librarian			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for the organization and dissemination of information resources to users in order to satisfy their information needs in the university library.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Coordinate daily activities in the sections to ensure efficiency and effectiveness.</li> <li>b) Select relevant information resources in collaboration with various faculties for library clients.</li> <li>c) Process information resources through classification, cataloging, indexing and abstracting.</li> <li>d) Receive user inquiries and complaints to solve user problems and offer quality library service</li> <li>e) Prepare book orders to be sent to suppliers for purchase, receive and verify the books purchased for accountability purposes.</li> <li>f) Regularly charge and discharge information materials to library users to ensure maximum utilization of information resources.</li> <li>g) Conduct information literacy programs to create awareness on access and usage of information resources and services available in the library to ensure maximum utilization of information resources</li> <li>h) Prepare quarterly reports on usage of information resources in order to inform decision-making.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			



a) Computers. b) Furniture
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's degree in Library and Information Sciences or its equivalent from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered member of Kenya Library Association (KLA).
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience. b) Knowledge of Library Management System. c) Knowledge of professional standards.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills b) Interpersonal skills c) Team building d) Problem solving
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance with Chapter Six of Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Minimum five (5) years working experience in a well-established automated library.
<b>7. Problem Solving:</b>
Problems are variable, and resolution may require some flexibility within established procedures. Always make first attempt to solve problems.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution

e) Basic e-mail, fax or mail correspondence f) Detailed e-mail, fax or mail correspondence
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Coordinate a team of Library Assistants and library attendants.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department. b) Convey information outside the department
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Library Assistant

1. Background Information			
<b>Job Title:</b> Library Assistant	<b>Job Level:</b> MSU/UL/LA008	<b>Current Grade:</b> 5/6/7	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Assistant Librarian			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position exists to support in the acquisition of information materials, process them by classifying and cataloguing and ensure dissemination of these materials to library users in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Assist in the acquisition of information materials for use in the library</li> <li>b) Process information materials i.e. cataloguing, classification, stamping of new acquired materials, accessioning, sticking of date due slips and pockets</li> <li>c) Perform circulation duties i.e. collecting usage statistics for the purpose of compiling reports, charging and discharging of information materials, shelving of library books.</li> <li>d) Receive daily users' queries and advise accordingly.</li> <li>e) Respond effectively to daily users queries so as to ensure that user's daily research resource needs are satisfied.</li> <li>f) Receive books from technical section for circulation to respective users.</li> <li>g) Prepare list of torn books for binding.</li> <li>h) Register and orientate of new library users both students and staff for proper utilization of library materials.</li> <li>i) Weed information materials that are no longer in use.</li> <li>j) Indexing of daily newspapers for reference and retrieval in the library shelves and stocks.</li> </ul>			
4. Job Dimensions:			
Financial Responsibilities			
N/A			

<b><i>Responsibility for physical assets</i></b>
a) Computers. b) Furniture
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Library and Information Studies from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Knowledge of advanced clerical, operational or customer service skills acquired through education, experience or on the job training. b) Knowledge of Library Management System. c) Knowledge of professional standards.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills b) Interpersonal skills c) Team building d) Problem solving
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance with Chapter Six of Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum two (2) years working experience in a well-established library.
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Basic e-mail, fax or mail correspondence</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department.</li> <li>b) Convey information outside the department</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Library Attendant

1. Background Information			
<b>Job Title:</b> Library Attendant	<b>Job Level:</b> MSU/UL/LAtt009	<b>Current Grade:</b> 2/3/4	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Assistant Librarian			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position exists to provide cleanliness and orderliness in the library and well maintain library resources to ensure that the library is conducive for learning and research.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Carry out the general cleanliness on a daily basis to make the library conducive for studying and research</li> <li>b) Perform a variety of clerical duties including processing and maintaining library media entering records and files, books and related reference materials</li> <li>c) Shelve hard information materials in their respective places in the library for easy location, view and retrieval in the university library.</li> <li>d) Provide basic circulation functions to the library patrons including checking out materials, renewals and checking in returned materials</li> <li>e) Perform bibliographic searches in catalogue and Open Access Catalogue to locate library resources.</li> <li>f) Identify and retrieve worn out books and take them to the binders for repairs for prolonged use in the library.</li> <li>g) Take statistics at the issues desk such as information on readers, books issues, and overdue and follow up on them to recover library books.</li> <li>h) Assist at the security desks, checking of books if are well stamped or not and report the same for correction.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
N/A			

<b>Nature of decision making</b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Certificate in Library and Information Studies from a recognized institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training. b) Computer skills
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills b) Interpersonal skills c) Team player
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Certificate of good conduct
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Minimum one (1) year working experience in a well-established academic library.
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution
<b>9. Sapiential Authority</b>
<b>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</b>
N/A

<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Not expected to influence practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department. b) Convey information outside the department
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



## Library Checker

1. Background Information			
<b>Job Title:</b> Library Checker	<b>Job Level:</b> MSU/UL/LC010	<b>Current Grade:</b> 1	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Assistant Librarian			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position exists to man the library to ensure that all library materials leaving the library are duly borrowed and are in good condition as well as kept safe property of library users.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
a) Daily man the library to prevent stealing of library materials by students and staff or guests. b) Shelf on a daily basis library materials for proper organization and easy location and retrieval. c) File library catalogue cards for regular updating of manual catalogue for easy issuance and recovery of books in the library. d) Issue and receive library materials to the students and staff in the library. e) Identify and retrieve torn books and forward to binders to ensure proper conservation and preservations of library materials for prolonged use. f) Take statistics of entries into the library on a daily basis and use it as part of the library reports. g) Inspect library materials as they leave the library to ensure that proper recording and tamping is done.			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
N/A			
<b>Nature of decision making</b>			

Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Kenya Certificate of Secondary Education
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of skills required to perform a variety of primarily manual tasks.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills b) Interpersonal skills c) Team building
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Certificate of good conduct
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
No work experience.
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Not expected to influence practices.

<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
N/A
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Senior Bindery Assistant

1. Background Information			
<b>Job Title:</b> Senior Bindery Assistant	<b>Job Level:</b> MSU/UL/SBA007	<b>Current Grade:</b> 8/9/10	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Assistant Librarian			
<b>Direct Reports:</b> a) Bindery Assistant b) Bindery Attendant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The purpose of this job is to preserve and conserve printing information materials of University through offering bindery services in the library.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Develop and review binding and printing policies within the library occasionally so as to set the guiding work standards for the section's subordinates for achievement of objectives. b) Prepare annual work plan for the Bindery Section to guide in the operations during the year. c) Supervise the binder assistant as well as the entire section staff on a regular basis to ascertain conformance to the set work policies for continued quality service delivery.			
<b>Operational Responsibilities:</b> a) Participate in the regular inspection of printing and binding works within the binding room to evaluate the quality of work done and offer any necessary recommendations on improvement. b) Consolidate regular material requests passed on by Bindery Assistants so as to make a final requisition for provision of the same for the section. c) Maintain the section's equipment register at all times and update the same regularly so as to better report on the usage of the equipment and any required upgrade d) Carry out binding and repair of printed reading materials to increase the useful life in the university library e) Maintain records of all materials going in and out of bindery section of the library for record and reporting purposes			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			

<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Guillotine</li> <li>b) Book stitcher</li> <li>c) Computer</li> <li>d) Furniture</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Strategic decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Printing technology or its equivalent
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of advanced clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Communication skills</li> <li>b) Interpersonal skills</li> <li>c) Team building</li> <li>d) Supervisory skills</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Meet the requirements of Chapter six of the Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of six (6) years of work experience as Binder Assistant.
<b>7. Problem Solving:</b>
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed technical and/ or functional instructions or queries</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> </ul>

<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocate work to and supervise one (1) Bindery Assistant and one (1) Bindery Attendant.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the department.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Bindery Assistant

1. Background Information			
<b>Job Title:</b> Bindery Assistant	<b>Job Level:</b> MSU/UL/BAsoo08	<b>Current Grade:</b> 5/6/7	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Senior Bindery Assistant			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The purpose of this job is to preserve and conserve printed information materials of University through offering bindery services.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Operate the book stitching machine to fasten loose leaves of documents.</li> <li>Operate the guillotine machine to trim the edges of leaves of the book in order to cut them to the required size.</li> <li>Carry out case making to seal book after binding in order to make them more durable and thus prolonged life and usability.</li> <li>Carry out casing-making of books or hard covers of the books to protect their loose leaves from getting torn and thus prolong their life and usability.</li> <li>Maintains records of bindery work in order document production in the section of the library and for performance management purposes.</li> <li>Take charge of binding equipment and material for their safety and security.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b> N/A			
<b>Responsibility for physical assets</b>			
<ol style="list-style-type: none"> <li>Guillotine</li> <li>Book stitcher</li> </ol>			

c) Furniture
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Book Binding and Print Finishing or its equivalent.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills b) Interpersonal skills c) Team building
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Meet the requirements of Chapter six of the Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of three (3) years of relevant experience.
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A



<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Not expected to influence practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the department.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## ***Bindery Attendant***

1. Background Information			
<b>Job Title:</b> Bindery Attendant	<b>Job Level:</b> MSU/UL/BAtt009	<b>Current Grade:</b> 2/3	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/ Section/Unit:</b> Library Department	
<b>Reports to:</b> Senior Bindery Assistant			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The purpose of this job is to preserve and conserve printed information materials of University through offering bindery services in the university library.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Carry out general cleaning of the bindery section of the university library so as to provide conducive working environment for bindery services.</li> <li>Dust, oil and grease of the bindery machines and equipment so that they can always be in good conditions and provide services for longer.</li> <li>Press books and other printed documents to remove trapped air and remove excess glue.</li> <li>Carry out tipping on endpaper to remove trapped air and remove excess glue.</li> <li>Dismantle torn books and stitch them together for binding.</li> <li>Carry out clamping of loose book pages in order to insert cords for reinforcing the spine.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
N/A			
<b>Nature of decision making</b>			

Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Kenya Certificate of Secondary Education D + (plus)
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of skills required to perform a variety of primarily manual tasks.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills b) Interpersonal skills c) Team building
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Meet the requirements of Chapter six of the Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Entry level, no work experience.
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Simple written instructions or requests.
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Not expected to influence practices.

<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
Convey information inside the institution but outside the department.
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

# 6. Directorate of Students Affairs

## Director-Student Affairs

1. Background Information			
<b>Job Title:</b> Director-Student Affairs	<b>Job Level:</b> MSU/SA/Dir003	<b>Current Grade:</b> 15	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Students Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Deputy Vice-Chancellor, Academics and Students Affairs			
<b>Direct Reports:</b> Deputy Director-Student Affairs		<b>Indirect Reports:</b> Assistant Dean of Students	
2. Purpose of the Job:			
This position reports to the Deputy Vice-Chancellor and is responsible for ensuring that students welfare is catered for and discipline is enforced among students to ensure that peace is maintained in the University at all times. The position is also responsible for providing leadership and administrative direction for student welfare services and programs that complement and enhance the mission of the University.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
a) Develop rules and regulations to govern conduct of students within the University to ensure that discipline is maintained at all times.			
b) Prepare annual budgets for the directorate that are in line with the activities that meet students' needs to facilitate these activities as required.			
c) Regularly supervise students' union budget to guide and ensure that they do not exhaust or misuse funds under their care.			
d) Approve all work plans for all the sections within the Directorate of Student Affairs to guide the operations of these sections when necessary.			
e) Participate in the development of student's union constitution to ensure that the contents are relevant to the student needs at all times.			
f) Participate in the development of other policies of the University that touch on the Students welfare e.g. work study policy, HIV policy etc. to ensure that the interest of students is prioritized			

at all times.
<b>Operational Responsibilities:</b>
<ul style="list-style-type: none"> <li>a) Participate in the students' disciplinary board that listen to and determine cases of students to ensure that students get fair hearing at all times.</li> <li>b) Grant permission for leave of absence to students who seek to be away from the University when necessary and ensure their whereabouts are known at all times.</li> <li>c) Consult always with the University administration 24 hours a day, 7 days a week to inform them about the welfare of the students thereby recommending any improvements as may be necessary.</li> <li>d) Advise the faculties on a daily basis on how to handle intricate issues that involve disciplinary matters to ensure that objectivity is maintained all the time.</li> <li>e) Enforce discipline and rules that govern students on a daily basis to ensure that students maintain the University Students' code of conduct.</li> <li>f) Handle any issues that need attention on a daily basis from all campuses to ensure that peace is maintained in the University.</li> <li>g) Regularly liaise with other supporting departments to inquire on the performance of students in terms of discipline and welfare and ensure improved services where necessary.</li> <li>h) Guide student leaders in their union affairs thereby preventing any fallout with the administration hence preventing situations like strikes as may be required.</li> <li>i) Listen and offer counselling to students with different needs thereby improving their living situations hence improved performance at all times.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
Authorize expenditure of Student Affairs' activities Provide input into the preparation of budget for the department
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Vehicles</li> <li>b) Computers</li> <li>c) Photocopiers</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> <li>c) Financial Decisions</li> <li>d) Strategic Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's degree in Education, Social Sciences, Psychology, etc. from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Computer literacy</li> <li>b) Knowledge of relevant legislation</li> <li>c) Knowledge of professional standards</li> <li>d) High level expertise in, and detailed understanding of, a number of different functional areas across the institution</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>

<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organizational skills,</li> <li>e) Ability to work under pressure,</li> <li>f) Negotiation skills,</li> <li>g) Team building,</li> <li>h) Problem solving,</li> <li>i) Conflict management,</li> <li>j) Supervisory,</li> <li>k) Stress management skills,</li> <li>l) Counselling skills,</li> <li>m) Must meet the requirements of Chapter six (6) of the Constitution of Kenya</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Ten (10) years minimum work experience in reputable institution.
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Written Government policy documents affecting the job holder's area of responsibility</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> <li>i) Factual reports on aspects of the institution such as policy guidelines</li> <li>j) In depth technical reports, proposals or project briefs affecting one or more departments</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> <li>e) Basic explanation of services to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>h) Basic e-mail, fax or mail correspondence</li> <li>i) Detailed e-mail, fax or mail correspondence</li> <li>j) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>k) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>

<ul style="list-style-type: none"> <li>a) Allocation of work to the Deputy Director Student Affairs, Senior Games Tutor, Student Counsellor, Hostel Manager and Catering Manager.</li> <li>b) Directly Supervises the Deputy Director, Student Affairs. (1)</li> <li>c) Leads 150 through others.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Has a strong influence on the strategic direction of one or more directorate
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the division</li> <li>b) Convey information outside the division</li> <li>c) Convey information at Senior Management level</li> <li>d) Negotiation outside the division</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to noticeable disagreeable conditions. The jobholder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.



## Deputy Director-Student Affairs

1. Background Information			
<b>Job Title:</b> Deputy Director, Student Affairs	<b>Job Level:</b> MSU/SA/DDir004	<b>Current Grade:</b> 14	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academic and Student Affairs	
<b>Directorate:</b> Students Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Director, Student Affairs			
<b>Direct Reports:</b> Assistant Dean of Students		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible all matters pertaining to students' welfare and enforcement of discipline among students to ensure that peace, justice and security is maintained in the University at all times.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Oversee the management of the students' center and ensure all the activities within are controlled as per the relevant University procedures at all times.</li> <li>b) Prepare periodic reports for the Director, Student Affairs for approval which are then presented to the relevant committee for decision making.</li> <li>c) Supervise and regularly evaluate the performance of staff in the directorate to ensure productivity and provision of quality services to students.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Handle students' matters including leave of absence, correspondence and provide secretarial assistance as may be necessary to ensure that the mandate of the division is always executed.</li> <li>b) Regularly arrange for the entertainment for students and coordinate functions like cultural activities to improve cohesiveness among students and promote peace within the students' body.</li> <li>c) Maintain regular communication link between the University administration and students to ensure that all grievances reach the management in real time to prevent any surprises.</li> <li>d) Liaise with other service departments that affect sports, guidance and welfare of students including academic advisory to ensure that students' interests are prioritized at all times.</li> <li>e) Assist the Director, Student Affairs in enforcing discipline among students' body ensuring a conducive learning environment for all students on a daily basis.</li> <li>f) Regularly advise the students' governing council in matters concerning its function and help set its priorities right and regulate its expenditure to prevent any misuse or embezzlement of funds.</li> </ul>			

g) Administrate the students' annual election and oversee smooth transition of leadership to promote peace and continuity of services to students.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
a) Participate in budget making process for the department b) Participate in budget making process for the university c) Authorize spending on acting capacity.
<b><i>Responsibility for physical assets</i></b>
N/A
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Education, Psychology, Social Science from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Computer literacy b) Knowledge of relevant legislation c) Knowledge of professional standards d) High level expertise in, and detailed understanding of, a number of different functional areas across the institution
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Organisational skills, e) Ability to work under pressure, f) Negotiation skills, g) Team building, h) Problem solving, i) Conflict management, j) Supervisory,
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Eight (8) years' of relevant experience in a reputable the institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>

<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Written Government policy documents affecting the job holder's area of responsibility</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> <li>i) Factual reports on aspects of the institution such as policy guidelines</li> <li>j) In depth technical reports, proposals or project briefs affecting one or more departments</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> <li>e) Basic explanation of services to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Basic e-mail, fax or mail correspondence</li> <li>h) Detailed e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Senior Games Tutor, Assistant Dean of Students and Student Counsellor.</li> <li>b) Directly Supervises the Assistant Dean of Students. (1)</li> <li>c) Leads 140 through others.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Has a strong influence on the strategic direction of a directorate
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the directorate</li> <li>b) Convey Information outside the directorate</li> <li>c) Negotiation inside the directorate</li> <li>d) Negotiation outside the directorate</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to noticeable disagreeable conditions. The jobholder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.



# 7. Games and Sports Unit

## Senior Games Tutor

1. Background Information			
<b>Job Title:</b> Senior Games Tutor	<b>Job Level:</b> MSU/SA/SGT005	<b>Current Grade:</b> 13	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Games and Sports	
<b>Reports to:</b> Deputy Director-Student Affairs			
<b>Direct Reports:</b> a) Assistant Games Tutor b) Games Assistant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for the day to day management of all sports programs for students and staff in the University and ensuring that students are encouraged to participate actively in sports and sports. The role also plans and manages University’s sports, games and recreational programs for students, staff and community.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Participate in the formulation and review of sports’ rules and regulations on biannual basis to ensure they are enforced to guide sporting activities at all times. b) Participate in the formulation and implementation of sports related policies to guide the activities of the office is achieving its objectives at all times. c) Allocate tasks and supervise the department staff to ensure all assignments are properly done on a daily basis. d) Prepare games calendar on semester basis for different sports and ensure that participants have enough time to prepare for the same. e) Prepare annual budget estimates for the Games and Sports Office for inclusion into the University main budget.			
<b>Operational Responsibilities:</b> a) Carry out coaching and training programs on a daily basis to ensure players of different sports are			

<p>well prepared.</p> <p>b) Provide guidance and counselling services to players who have personal problems to ensure they cope with their situations not to affect their sporting lifestyle at any time.</p> <p>c) Organize sports trips on a weekly basis or as scheduled to ensure all participants are safely transported to the venues of extramural games.</p> <p>Liaise with other universities or institutions in organizing inter-university tournaments to encourage interaction and cohesion within the student bodies of different institution.</p> <p>d) Advise staff on matters related to physical fitness as requested to encourage healthy living among the staff.</p> <p>e) Coordinate routine maintenance of all sports physical facilities to ensure they are in good working conditions at all times.</p>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<p>a) Provide input to the budgeting process by submitting the office estimates to the Dean of Students</p> <p>b) Authorize expenditure</p>
<b><i>Responsibility for physical assets</i></b>
Sports Physical Facilities
<b><i>Nature of decision making</i></b>
<p>a) Operational Decisions</p> <p>b) Analytical Decisions</p> <p>c) Financial Decisions</p> <p>d) Strategic Decisions</p>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Physical Education or Sports and Recreation from recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Coaching certificate/referee certificate in at least three disciplines
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<p>a) Computer literacy</p> <p>b) Knowledge of professional standards</p> <p>c) Knowledge of relevant legislation</p> <p>d) Budgeting skills</p> <p>e) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience</p>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<p>a) Leadership skills,</p> <p>b) Communication skills,</p> <p>c) Interpersonal skills,</p> <p>d) Organizational skills,</p> <p>e) Negotiation skills,</p> <p>f) Team building,</p> <p>g) Problem solving,</p> <p>h) Conflict management,</p> <p>i) Supervisory</p>
<b>6. Relevant Experience Required:</b>

<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Ten (10) years of work experience of which 5 years must be in the position of Games Tutor in a reputable institution.
<b>7. Problem Solving:</b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Basic explanation of services to employees of the institution or clients</li> <li>c) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Drawing up project briefs</li> <li>f) Drawing up program, system, technical or design specifications</li> <li>g) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Games Tutor.(1)</li> <li>b) Directly Supervises the Games Tutor. (1)</li> <li>c) Leads two (2) through others.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices affecting more than one department
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the department</li> <li>c) Persuasion inside the department</li> <li>d) Persuasion outside the department</li> <li>e) Negotiation inside the department</li> <li>f) Negotiation outside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>

Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.

***Job Hazards***

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.



## Games Tutor

1. Background Information			
<b>Job Title:</b> Games Tutor	<b>Job Level:</b> MSU/SA/GT005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Students Affairs		<b>Department/Unit:</b> Games and Sports	
<b>Reports to:</b> Deputy Director-Students' Affairs			
<b>Direct Reports:</b> a) Assistant Games Tutor b) Games Assistant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position reports to the Senior Games Tutor and is responsible for supervising and coordinating the university's extra-curricular activity programs in sports and games to ensure that students and staff are actively involved as required.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Supervise and coordinate the University's extra-curricular activity programs in sports and games to promote participation in these events and to ensure wholesome development of students as necessary. a) Supervise and coordinate intramural sports and carry out the University intramural athletics program to ensure students participate and develop healthy competition among themselves. b) Plan for future sports needs thereby ensuring that all eventuality is taken care of and the University is ready at all times.			
<b>Operational Responsibilities:</b> a) Process students and staff subsistence allowances during events and ensure payment within the stipulated time. b) Coordinate all purchase of sports' equipment and ensure that participants have all the facilities necessary for them to train, exercise and play as necessary. c) Coach and train a wide range of games and disciplines to ensure players gain more skills and team work in order to make them more competitive at all times. d) Supervise the routine maintenance of the sports' facilities to ensure they work efficiently at all time for students to utilize them optimally. e) Liaise with other universities or institution in encouraging inter-university interaction to improve			

cohesion among students from different institution and peaceful coexistence as a nation.
f) Handle the office administrative roles and other management duties to ensure smooth operation of the office activities on a day to day basis.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
N/A
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Physical Education or any sport related field from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Certificate of Coaching from Professional bodies on sports
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Computer literacy b) Knowledge of professional standards c) Knowledge of relevant legislation d) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Organisational skills, e) Negotiation skills, f) Team building, g) Problem solving, h) Conflict management, i) Supervisory
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Six (6) years' of relevant experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Simple verbal instructions to other employees within the institution</li> <li>d) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Assistant Games Tutor and Games Assistant.(2)</li> <li>b) Directly supervises Assistant Games Tutor.(1)</li> </ul>
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Influences or changes specific administrative or operational practices in a team, section or unit.
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the section</li> <li>b) Convey information outside the section</li> <li>c) Persuasion inside the section</li> <li>d) Persuasion outside the section</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b>Job Hazards</b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## ***Games Assistant***

1. Background Information			
<b>Job Title:</b> Games Assistant	<b>Job Level:</b> MSU/SA/GAss007	<b>Current Grade:</b> 4	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Students Affairs		<b>Department/Unit:</b> Games and Sports	
<b>Reports to:</b> Senior Games Tutor			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for providing maintenance services to the University sports and games pitches and ensure that students use them effectively as necessary.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Prepare pitches in readiness for sports activities by marking the fields in order to demarcate the boundaries of the pitch before the activities.</li> <li>Clean cemented pitches e.g. tennis Court on a daily basis to remove any foreign objects that could hurt players.</li> <li>Inform the Assistant Games Tutor when the pitches are ready for mowing and receive the permission to mow it in time for any scheduled sport activities.</li> <li>Inspect the fields, goal posts, etc. to ensure proper routine maintenance are carried out so that they can always be in the appropriate conditions for sports and games activities.</li> <li>Clean all used equipment and all trash after the games and training to ensure the field is clear of any residues and garbage.</li> <li>Fill in holes, mow and rake around all the bases before leaving the field to ensure the field is leveled at all time.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			

N/A
<b>Responsibility for physical assets</b>
N/A
<b>Nature of decision making</b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Certificate in Sports Administration and Management from a recognized institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Knowledge of professional standards b) Knowledge of skills required to perform a variety of primarily manual tasks
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills, b) Interpersonal skills, c) Team player
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
N/A
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>

Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the section b) Convey information outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to noticeable disagreeable conditions. The jobholder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

# 8. Counselling Unit

## Students' Counsellor

1. Background Information			
<b>Job Title:</b> Student Counsellor	<b>Job Level:</b> MSU/SA/SC005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Students Affairs		<b>Department/Unit:</b> Counselling Unit	
<b>Reports to:</b> Deputy Director-Students' Affairs			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This is responsible for the provision of specialist counselling services to students of Maseno University ensuring improved emotional balance leading to improved personal life, academic performance and peace among students body at all times.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
a) Supervise Counselling Unit staff (Office Assistant) ensuring that all assigned work are properly completed thereby maintaining service level at all times. b) Represent the Counselling Unit in University events such as induction days, open days, workshops, etc. to promote institutional awareness of the counselling services. c) Prepare annual financial estimates for the Unit to ensure that fund is allocated for the operation of the unit. d) Participate in policy documentation and periodic review for the Counselling Unit ensuring full compliance and that they are up to date. e) Prepare self-help materials covering different topics (e.g. Drug abuse, Mental Health, etc.) monitoring and updating them in terms of new theories and evidence based practice to ensure students are properly informed.			
<b>Operational Responsibilities:</b>			
a) Respond to emergencies and consultation requests from staff regarding students who are experiencing mental health crises and escalate to qualified specialist for immediate intervention.			

<ul style="list-style-type: none"> <li>b) Train peer counsellors to assist the Counselling Unit in providing counselling services to student body as and when required.</li> <li>c) Work closely with Director's Office and academic departments to offer support and guidance to enable them to appropriately support students through their roles thereby achieving high academic excellence.</li> <li>d) Provide a responsive, confidential and specialist counselling services to students and make clinical decisions by assessing all relevant factors including depression, examination panic, addictions, bereavement, etc. and refer to external specialist services as and when necessary to support the individual needs.</li> <li>e) Attend and participate in disciplinary sessions for the students especially where clients are involved to ensure that a specialist advice is given to the Disciplinary Committee for appropriate verdict to be reached.</li> <li>f) Keep accurate, systematic records of counselling sessions and ensure compliance with the Service's code of confidentiality, professional standards and the Data Protection Act 2012 to help in current and future decision making.</li> <li>g) Organize workshops in the University to train the student community about addiction and behavior disorders and help them develop strategies to cope with those problems when they experience them.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Prepare budgeting estimates for the Counselling Unit</li> <li>b) Authorize expenditure the unit</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Office furniture</li> <li>b) Computers</li> <li>c) Printers</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> <li>c) Financial Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Counselling Psychology or Education from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Diploma in a Psychological Counselling Member of Kenya Counsellors Association
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience</li> <li>b) Computer skills</li> <li>c) Knowledge of professional standards</li> <li>d) Knowledge of professional standards</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>



<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organizational skills,</li> <li>e) Ability to work under pressure,</li> <li>f) Team building,</li> <li>g) Problem solving,</li> <li>h) Conflict management,</li> <li>i) Supervisory</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Five (5) years of work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are complex and open ended - the best solution can only be known with hindsight.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Basic e-mail, fax or mail correspondence</li> <li>e) Detailed e-mail, fax or mail correspondence</li> <li>f) Written Government policy documents affecting the job holder's area of responsibility</li> <li>g) Current legislation affecting the job holder's area of responsibility</li> <li>h) Articles and research products affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication requiring a high level of diplomacy and sensitivity</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Office Assistant.(1)</li> <li>b) Directly Supervises the Office.(1)</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the unit</li> <li>b) Convey information outside the department</li> <li>c) Persuade inside the department</li> <li>d) Persuade outside the department</li> </ul>

e) Negotiate inside the department
f) Negotiation outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is not exposed to disagreeable conditions in the work environment
<b><i>Job Hazards</i></b>
No Hazards usual office situation.

## Assistant Games Tutor

1. Background Information			
<b>Job Title:</b> Assistant Games Tutor	<b>Job Level:</b> MSU/SA/GT006	<b>Current Grade:</b> 11	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Students Affairs		<b>Department/Unit:</b> Games and Sports	
<b>Reports to:</b> Senior Games Tutor			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position reports to the Games Tutor and is responsible for coaching students the fundamental skills and team sports to improve the participants' form, technique, skills and stamina, ensuring enhanced performance on different skills at all times.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Plan, organize and conduct practice sessions in order to improve the students and staff sporting skills on a daily basis.</li> <li>Analyze the strengths and weakness of individual players and opposing teams to ensure a proper strategy is developed to help defeat the opponents.</li> <li>Plan strategies and choose team members to ensure a perfect team is selected to face the opponent team as necessary.</li> <li>Regularly provide direction, encouragement, and motivation to prepare players for the games.</li> <li>Take charge of all trips to ensure everything is ready and players are psychologically prepared for the trips.</li> <li>Instruct players on proper techniques, game strategies, sportsmanship, and the rules of the sport to ensure they are properly prepared for games at all times.</li> <li>Keep records of the players' and potential opponents' performance for future reference to inform strategy development.</li> <li>Regularly provide refereeing services for internal games as maybe required to promote intramural sports.</li> </ol>			
4. Job Dimensions:			

<b>Financial Responsibilities</b>
N/A
<b>Responsibility for physical assets</b>
N/A
<b>Nature of decision making</b>
a) Operational Decisions b) Analytical skills
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Bachelor's Degree in Physical Education or any sports related field from a recognized institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
Coaching certificate in at least three disciplines
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Computer literacy b) Knowledge of professional standards c) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Organisational skills, e) Negotiation skills, f) Team player, g) Problem solving, h) Conflict management,
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Three (3) years of relevant work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed technical and/or functional instructions or queries e) Basic e-mail, fax or mail correspondence f) Detailed e-mail, fax or mail correspondence
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>

<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Simple verbal instructions to other employees within the institution</li> <li>d) Basic e-mail, fax or mail correspondence</li> <li>e) Detailed e-mail, fax or mail correspondence.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Games Assistant.(1)</li> <li>b) Directly Supervises the Games Assistant.(1)</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
Convey Information inside the section Convey information outside the directorate Persuade inside the department Persuade outside the department Negotiate inside the department Negotiate outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

# 9. Hostel and Catering

## Catering and Hostels Manager

1. Background Information			
<b>Job Title:</b> Catering and Hostels Manager	<b>Job Level:</b> MSU/CH/CHM004	<b>Current Grade:</b> 13	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Catering and Hostels Department	
<b>Reports to:</b> Deputy Director-Students' Affairs			
<b>Direct Reports:</b> a) Hostels' Officer b) Senior Caterer		<b>Indirect Reports:</b> a) Assistant Hostels Officer b) Assistant Housekeeper c) Head Cook d) Dining Hall Supervisor.	
2. Purpose of the Job:			
This position is responsible for the overall administration, organization and direction of the catering and hostels department to ensure proper management of students' feeding and accommodation affairs and wellbeing.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
a) Participate in the development of new policies and strategies as well as review existing ones that affect the entire department on a regular basis so as to propel the department into the future and ensure achievement of set goals effectively			
b) Prepare the annual budget for the department so as to inform on funds allocation for the department by the university's treasury and also ensure conformance to the annual approved estimates for the department.			
c) Present regular advisory reports to the Deputy Director, Student Affairs on operational matters affecting the department so as to inform on the course of action needed to resolve the same.			
d) Represent the department in high level meetings such as the university's senate when requested so as to air the concerns of the department as well as respond to queries raised regarding the department.			
e) Approves the department's annual leave schedule to ensure there is proper staffing within the			

department at all times for effective operations
f) Engage in the annual performance appraisal of subordinate staff so as to identify any training needs for staff and offer recommendations for the same.
<b>Operational Responsibilities:</b>
a) Perform regular follow ups on maintenance requests raised by the department so as to ensure execution of the required maintenance activities for smooth operations within the department.
b) Perform regular review of suggestions on improvement raised by the hostels and sections heads so as to identify better ways of enhancing the quality of services rendered by the department.
c) Recommend students for disciplinary action to the student affairs division so as to enforce ethical behavior among the students
d) Inspect off-Campus private hostels that accommodate some University students on an impromptu basis to ensure that state of the hostels are at par with the university standards at all times.
e) Gather intelligence in form of reports on a regular basis from the hostels and catering heads on the state of operations so as to monitor progress and offer recommendations where need be.
f) Conduct routine inspection of catering and hostels to ensure proper housing and hygiene standards are adhered to
g) Receive reports on the daily sale of foods from the catering section so as to ensure proper tracking of the income generated for accountability as well as monitor trends in sales
h) Perform regular follow ups on procurement requests raised by the department to the university's administration so as to ensure honoring of the same for continuity of the department's operations
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
a) Preparation of the department's annual budget
b) Supervision of approved annual estimates for the department
<b><i>Responsibility for physical assets</i></b>
a) Computer
b) Office furniture
c) Physical departmental records
<b><i>Nature of decision making</i></b>
a) Financial decisions
b) Analytical decisions
c) Operational decision
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Hospitality Management or related field from a recognized institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Computer literacy
b) Knowledge of professional standards
c) Knowledge of relevant legislation
d) Budgeting skills
e) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>

<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organizational skills,</li> <li>e) Negotiation skills,</li> <li>f) Team building,</li> <li>g) Problem solving,</li> <li>h) Conflict management,</li> <li>i) Supervisory</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Minimum eight (8) years' work experience in a relevant field in which four (4) must be in a management position in a reputable organization.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> <li>f) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>g) Basic e-mail, fax or mail correspondence</li> <li>h) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Supervise the subordinates</li> <li>c) Coordinate the work of subordinates</li> <li>d) Directly manage the subordinates</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Has a strong influence on the strategic direction of a department
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>



<ul style="list-style-type: none"> <li>a) Convey information inside the section</li> <li>b) Convey information outside the department</li> <li>c) Persuade inside the department</li> <li>d) Persuade outside the department</li> <li>e) Negotiate inside the department</li> <li>f) Negotiate outside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure

## Hostels Officer

1. Background Information			
<b>Job Title:</b> Hostels Officer	<b>Job Level:</b> MSU/CH/HO006	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Accommodation	
<b>Reports to:</b> Catering and Hostels Manager			
<b>Direct Reports:</b> a) Assistant Hostels Officer b) Head Janitor c) Janitor d) Hostels Attendant e) Assistant Housekeeper		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for ensuring proper management of students' halls of residence within the university to ensure convenient and safe accommodation services for students.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Prepare regular work plans for all subordinate staff within the hostels section so as to offer guidance in execution of roles as well as supervision of various subordinates b) Attend regular divisional level meetings so as to channel the concerns of the hostels section or respond to raised queries on the same. c) Participate in regular approval of leave for subordinate staff so as to ensure proper staffing of the section throughout the year for proper coordination of activities d) Prepare the section's annual procurement plan so as to guide in the purchase of required items for use in effective service delivery.			
<b>Operational Responsibilities:</b> a) Maintain and update students' data records on population within the hostels regularly for analysis so as to inform on accommodation plans as well as catering plans. b) Perform regular attendance inspection among the section's staff so as to foster work discipline and productivity of staff c) Prepare regular materials requirement statement for the section upon reaching the reorder level so as to ensure availability of the same on time for effective operations.			

<ul style="list-style-type: none"> <li>d) Attend regular sectional meetings so as to facilitate the tracking of progress within the section or handling of risen issues for continued smooth running of hostels' operations</li> <li>e) Perform daily inspection of hostels to ensure hygiene standards are upheld for the creation of a habitable environment</li> <li>f) Exercise regular control over the requisition of work materials for hostels' staff from the university's store so as to ensure accountability in their usage</li> <li>g) Ensure high levels of discipline are adhered to among the sections' staff so as to foster ethical behavior and a conducive work environment on ongoing basis</li> <li>h) Participate in regular coordination of maintenance activities within hostels in liaison with estates department so as to ensure the hostels are in good condition for occupation</li> <li>i) Ensure care for university property within the hostels is upheld on a daily basis and institutes compensation plans from students who damage property.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Computer</li> <li>b) Office furniture</li> <li>c) Records files</li> <li>d) Spare keys for hostels</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in home economics/hospitality management or any other relevant field from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Computer literacy</li> <li>b) Knowledge of professional standards</li> <li>c) Knowledge of relevant legislation</li> <li>d) Budgeting skills</li> <li>e) Professional/discipline specific knowledge of theory and techniques in a specialized field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Organizational skills,</li> <li>e) Team building,</li> <li>f) Problem solving,</li> </ul>

g) Supervisory
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Seven (7) years of work experience in a related field in a reputable institution
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Basic e-mail, fax or mail correspondence</li> <li>e) Written Government policy documents affecting the job holder's area of responsibility</li> <li>f) Current legislation affecting the job holder's area of responsibility</li> <li>g) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>f) Basic e-mail, fax or mail correspondence</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to Assistant Hostels Officer</li> <li>b) Directly supervise Assistant Hostels Officer</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the department</li> <li>b) Convey Information outside the department</li> <li>c) Persuasion inside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

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***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Assistant Hostels Officer

1. Background Information			
<b>Job Title:</b> Assistant Hostels Officer	<b>Job Level:</b> MSU/CH/AHO007	<b>Current Grade:</b> 9/10/11	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Accommodation	
<b>Reports to:</b> Hostels Officer			
<b>Direct Reports:</b> a) Head Janitor b) Janitor c) Assistant Housekeeper		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for supporting in the management of students' halls of residence to ensure convenience and safety of the halls for students to occupy.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Allocate duties to housekeepers on a regular basis to ensure team work and proper execution of the various responsibilities within the hostels b) Perform regular supervision of cleaning operations within the hostels to ensure adherence to the set hygienic standards of the department and maintenance of a clean environment for human existence c) Participate in the regular drawing of leave schedule for hostels' staff so as to ensure proper staffing at all times for smooth hostel operations d) Review subordinate staff requirements occasionally and present proposals for the same where need be to ensure proper coverage of roles within the hostels e) Participate in the annual performance appraisal of subordinate staff to identify any skills gaps or areas that require improvement and offer recommendations for the same.			
<b>Operational Responsibilities:</b> a) Participate in preparation of quarterly reports of maintenance and cleaning materials requirements for hostels so as to inform on the purchase of the requirements b) Participate in the regular management of the university's equipment within the hostels to ensure proper utilization and exercise of care for the same. c) Participate occasionally in offering response/solution to students' complaints raised in			

<p>connection to hostels so as to ensure proper service delivery to the students on a regular basis</p> <p>d) Participate in the regular management of admission and clearing of students within the hostels so as to gather crucial information for planning for hostels operations</p> <p>e) Support in availing materials needed by subordinates such as detergents from the university's store so as to enable execution of duties by staff members</p> <p>f) Participate in making regular follow ups on maintenance activities within the hostels so as to track progress as well as ascertain the quality of maintenance works</p> <p>g) Participate in regular handling of students' welfare within the hostels so as to aid in finding solutions or offer recommendations such as referring for counselling for drug addiction cases</p> <p>h) Engage in solving students versus staff conflicts within the hostels so as to create a harmonious and friendly environment for accommodation when need be.</p>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
<p>a) Office furniture</p> <p>b) Records files</p>
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's degree in Hospitality Management from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<p>a) Computer literacy</p> <p>b) Knowledge of professional standards</p> <p>c) Knowledge of relevant legislation</p> <p>d) Budgeting skills</p> <p>e) Professional/discipline specific knowledge of theory and techniques in a specialized field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience</p>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<p>a) Leadership skills,</p> <p>b) Communication skills,</p> <p>c) Interpersonal skills,</p> <p>d) Organizational skills,</p> <p>e) Team building,</p> <p>f) Problem solving,</p> <p>g) Conflict management,</p> <p>h) Supervisory</p>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>

Five (5) years or relevant work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocate of work to Assistant Housekeeper
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the department</li> <li>c) Persuade inside the department</li> <li>d) Negotiate inside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



## Assistant Housekeeper

1. Background Information			
<b>Job Title:</b> House Keeper	<b>Job Level:</b> MSU/CH/AH007	<b>Current Grade:</b> 6	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Accommodation	
<b>Reports to:</b> Hostels Officer			
<b>Direct Reports:</b> Hostel Attendant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for offering assistance in proper coordination of daily upkeep tasks of the hostels so as to ensure the creation of a conducive habitable environment within hostels			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Prepare weekly reports on the progress of daily upkeep tasks to the Assistant Hostel Officer to guide in the formulation of action plans where need be to enhance quality service delivery</li> <li>b) Supervise cleaners, sweepers and grounds men on a daily basis to ensure hygienic standards within the hostels are observed for a clean and safe environment for accommodation of students</li> <li>c) Participate in amending/balancing work schedules for cleaners, sweepers and assigned grounds men when necessary so as to ensure proper coverage of works within the hostels.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Engage in the regular assignment of students to their respective rooms so as to ensure proper utilization of the available accommodation capacity within the hostels</li> <li>b) Ensure proper maintenance of students' records pertaining placement in hostels for making reference in future decision making for quality service delivery</li> <li>c) Control the regular issuance of cleaning materials to cleaners so as to foster accountability for the same through proper utilization.</li> <li>d) Ensure the safety of hostels' keys board on a daily basis so as to avoid unauthorized access to students' rooms.</li> <li>e) Assist in the regular follow up of damaged or lost hostel facilities by students so as to ensure recovery of the same and save on losses</li> <li>f) Ensure the daily signing of the attendance register by subordinates to ensure conformance to</li> </ul>			

work place time and presence discipline
g) Participate in ensuring the welfare of subordinate staff members is upheld on a daily basis so as to offer motivation to the same for enhanced productivity.
h) Participate in solving students-hostels' staff disagreements as they occur so as to foster good interpersonal relations between them for peaceful coexistence and service delivery
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Hostel record files for students
b) Hostel Rooms' keys
c) Office furniture
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Certificate in Housekeeping or any other relevant field from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Knowledge of professional standards
b) Knowledge of basic Advanced operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills,
b) Communication skills,
c) Interpersonal skills,
d) Organizational skills,
e) Team building
f) Problem solving
g) Conflict management,
h) Supervisory
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Six (6) months of work experience in a similar or relevant role in a reputable institution.
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocation of work to hostel attendants, Cleaners and sweepers</li> <li>b) Directly supervise hostel attendant</li> </ul>
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Influences or changes specific administrative or operational practices in a team, section or unit.
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section</li> <li>b) Convey information outside the department</li> <li>c) Persuade inside the department</li> <li>d) Negotiate outside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Head Janitor

1. Background Information			
<b>Job Title:</b> Head Janitor	<b>Job Level:</b> MSU/CH/HJoo8	<b>Current Grade:</b> 5/6	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Accommodation	
<b>Reports to:</b> Hostels Officer			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for providing the safety of students and hostels' facilities during night hours so as to ensure a peaceful and habitable environment for accommodation of students within the hostels in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
a) Prepare quarterly duty rosters for Janitors so as to offer ensure proper placement of janitors within the hostels at all times b) Supervise Janitors on a daily basis to ensure they uphold work rules for effective service delivery to students. c) Prepare daily reports on night occurrences such as misconduct cases so as to inform on the necessary course of action to be taken to handle the occurrences such as review or hostels' rules d) Perform annual performance evaluation of janitors to identify any points that require improvement or training needs and offer recommendations for the same to ensure continued productivity			
<b>Operational Responsibilities:</b>			
a) Perform daily patrols at intervals in the hostels to locate any challenges to students associated to hostels' facilities such as short circuits so as to provide solutions where possible or escalate the same for intervention b) Engage in resolution of any disagreements or conflicts among students when they arise so as to ensure peaceful settlement of the same for coexistence among students. c) Attend to reported emergencies within the hostels such as sickness or injuries when they occur so as to institute assistance to the affected such as contact the university's ambulance. d) Ensure housing rules are adhered to by students such as restricted cohabitation so as to foster			

discipline and proper co-existence among students on a daily basis
e) Perform daily checks of the facilities within hostels such as water taps to ensure proper utilization of the same and protection from being destroyed
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
N/A
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Institutional Management from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Problem solving, e) Conflict management, f) Supervisory
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Five (5) years' work experience as a janitor or a related field in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients

<ul style="list-style-type: none"> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to 16 janitors</li> <li>b) Directly supervise the 16 janitors.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the unit</li> <li>b) Convey information outside the section</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Janitor

1. Background Information			
<b>Job Title:</b> Janitor	<b>Job Level:</b> MSU/CH/J008	<b>Current Grade:</b> 3	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Division:</b> Student Affairs		<b>Department/Unit:</b> Accommodation	
<b>Reports to:</b> Head Janitor			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for providing the safety of students and hostels' facilities during night hours so as create a habitable environment for accommodation of students in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Perform regular checks on the state of security measures in place around the hostels such as outdoor lighting within the hostels so as to ensure continued guarantee of safety to students.</li> <li>Support head janitors in the daily checks of students' behavior within the hostels so as to enforce discipline through direct intervention or escalation of misconduct cases.</li> <li>Respond to any emergency cases reported by students such as sicknesses so as to help in obtaining the necessary assistance</li> <li>Participate in daily patrols within the university hostels to identify any accommodation challenges experienced by students so as to aid in offering solutions where possible or escalate to seek intervention</li> <li>Monitor daily the use of hostel facilities such as water taps so as to ensure responsible handling of the same by students and reporting of any damage for charging those responsible.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			

<b>Responsibility for physical assets</b>
a) Daily occurrence book b) Torch
<b>Nature of decision making</b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Certificate in institutional Management or Housekeeping
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills, b) Interpersonal skills, c) Problem solving, d) Conflict management
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
One (1) year work experience in a similar or related field in a reputable institution.
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Basic explanation of services to employees of the institution or clients
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>



Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the unit b) Convey information outside the unit c) Persuade inside the unit
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to noticeable disagreeable conditions. The jobholder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## ***Hostel Attendant***

1. Background Information			
<b>Job Title:</b> Hostel Attendant	<b>Job Level:</b> MSU/CH/HAo8	<b>Current Grade:</b> II/IV	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Accommodation	
<b>Reports to:</b> Assistant Housekeeper			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for the maintenance of general cleanliness and orderliness of students' hostels and surrounding areas to ensure good hygiene conditions on a daily basis for proper habitation and comfort.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Daily cleanliness of the hostels and surrounding areas to ensure hygiene standards are adhered to and create a clean work environment</li> <li>b) Ensure daily cleanliness of the bathrooms at all time for easy relief and use by staff, the public and students for maintenance of high cleanliness standards</li> <li>c) Sweep corridors and remove cobwebs every morning to ensure cleanliness and improve hygiene of the hostels and its surroundings.</li> <li>d) Perform and report daily routine and maintenance activities, stock and supply designated facility areas for proper daily administration of services</li> <li>e) Notify the supervisor on necessary/daily/weekly need for repairs for the right action to be implemented to smoothen work activities</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			

Cleaning Equipment
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Kenya Certificate Secondary Education
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of basic skills required to perform one type of manual work
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Observation skills c) Team player
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
None
<b>7. Problem Solving:</b>
Is not required to solve problems. All problems outside of routine instructions are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
Basic verbal instructions or requests
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
Routine communication in connection with instructions, requests or normal work tasks
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Not expected to influence practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the unit b) Convey information outside the unit
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>

Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.

***Job Hazards***

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Senior Caterer/Cateress

1. Background Information			
<b>Job Title:</b> Senior Cateress/Caterer	<b>Job Level:</b> MSU/CH/SCoo6	<b>Current Grade:</b> 7/8/9	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Catering	
<b>Reports to:</b> Assistant Catering Officer			
<b>Direct Reports:</b> a) Cateress b) Head Cook c) Dining Hall Supervisor		<b>Indirect Reports:</b> a) Cook b) Kitchen Attendant c) Dining Hall Checker d) Waiter	
2. Purpose of the Job:			
This position is responsible for provision of quality catering services to students and staff by being in charge of all kitchen units in the Catering and Hostels department in the University to ensure delivery of timely and wholesome foods and beverages on a daily basis.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Arrange work schedules and leave to enable proper planning and give a sense of direction for the Catering Units on a daily basis. b) Responsible for direct supervision of cateresses in charge of various Kitchen Units and the Dining Hall supervisor to ensure the smooth running of operations in the kitchen and dining halls. c) Prepare the production report and advise the Catering and Hostels Manager on the same for the sale and cost of materials removed from the store to the kitchen units and dining hall on a weekly basis.			
<b>Operational Responsibilities:</b> a) Coordinate planning and organization of activities for food and beverages in the Kitchen Units to enable timely production of food for students and staff. b) Coordinate all store requisitions are done according to financial regulations and signed off by the Catering and Hostels Manager for smooth operation of activities in the Catering Units. c) Coordinate efficient allocation of material resources in the Kitchen Units to identify any possible saving on food cost and produce new measures to be taken on a daily basis. d) Control all deliveries, quantities and quality of supplies to meet the required standards in the			

Catering Units on a daily basis.
e) Monitor staff attendance in all Catering Units on a daily basis to ensure they adhere to the set work schedule.
f) Coordinate all preparation and production processes in the Kitchen and Dining Hall to ensure that they are within the stipulated timeline.
g) Ensure that staff in the Catering Section are in clean uniforms and maintain safety working guidelines on a daily basis to promote hygiene and enhance discipline.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Kitchen Inventory both consumable and permanent
b) Television Set and Computers
<b><i>Nature of decision making</i></b>
a) Operational Decisions
b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree in Hospitality Management or its equivalent from a recognized Institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of advanced clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills,
b) Communication skills,
c) Interpersonal skills,
d) Organisational skills,
e) Team building,
f) Problem solving,
g) Conflict management,
h) Supervisory skills
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Minimum five (5) years' experience from a reputable Institution
<b>7. Problem Solving:</b>
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
<b>8. Communication:</b>

<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> <li>f) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the subordinates.(25)</li> <li>b) Directly Supervises the Cateress. (2)</li> <li>c) Leads 23 through others.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Is expected to come up with suggestions on improved practices.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the section</li> <li>b) Convey information outside the section</li> <li>c) Persuade inside the section</li> <li>d) Negotiation inside the section</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Caterer/Cateress

1. Background Information			
<b>Job Title:</b> Cateress/Caterer	<b>Job Level:</b> MSU/CH/Ct007	<b>Current Grade:</b> 6	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Catering	
<b>Reports to:</b> Senior Cateress/Caterer			
<b>Direct Reports:</b> a) Head Cook b) Dining Hall supervisor		<b>Indirect Reports:</b> a) Cook b) Dining Hall Checker c) Dining Hall Attendant	
2. Purpose of the Job:			
This position is responsible for efficient Kitchen production and operation of activities to ensure delivery of timely and wholesome foods and beverages on a daily basis to students and staff.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> j) N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> a) Make work plan, allocate work to and supervise staff as work-load demands to give a sense of direction ensure the smooth operation of activities in the Kitchen Units on a daily basis. b) Supervise directly, the functions in the various Kitchen Units to ensure the smooth running of activities on a daily basis.			
<b>Operational Responsibilities:</b> a) Ensure that staff in the Kitchen Units are in clean uniforms and smartly dressed on a daily basis to promote high standards of personal hygiene and enhance discipline. b) Ensure that there is efficient planning and organization of activities for food and beverages in the Kitchen Units on a daily basis to enable timely production of food for students and staff. c) Responsible for strict control and safety of foodstuff both raw and cooked, equipment, and or work area on a daily basis to ensure conformance to established standards and proper maintenance of tools and equipment d) Responsible for all kitchen production and operation processes on a daily to ensure that they are within the stipulated timeline. e) Responsible for requisition of raw food and cleaning materials from the stores on a daily basis to ease in work flow.			



f) Check all deliveries, quantities and quality of all kitchen stores supplies at the point of receiving and advice the Senior Cateress on the findings to meet the required standards in the Catering Units on a daily basis.
g) Responsible for smooth service of food to students paying particular attention to fast moving Counter Service to ensure that they are within the stipulated timeline.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
Kitchen Inventory both consumable and permanent
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Hospitality Management or its equivalent from a recognized Institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Organizational skills, e) Team building, f) Problem solving, g) Conflict management, h) Supervisory
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Five (5) years' experience from a reputable institution
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests

<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Sub-ordinates.(23)</li> <li>b) Directly Supervises the Head Cook</li> <li>c) Leads 22 through others.</li> </ul>
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the section</li> <li>b) Convey Information outside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 9.10. Head Cook

1. Background Information			
<b>Job Title:</b> Head Cook	<b>Job Level:</b> MU/CH/HCOO8	<b>Current Grade:</b> 6	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> N/A	
<b>Division:</b> Student Affairs		<b>Department/Unit:</b> Catering Section	
<b>Reports to:</b> Cateress			
<b>Direct Reports:</b> Cook		<b>Indirect Reports:</b> Assistant Cook	
2. Purpose of the Job:			
This position is responsible for efficient coordination and operation of activities in the kitchen area to ensure production and delivery of timely wholesome foods and beverages on a daily basis for students and staff in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> Supervise junior staff in the kitchen area to ensure smooth running of activities on a daily basis according to the needs of the production of food and beverages in the kitchen.			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Prepare menus in liaison with the Senior Cateress and Catering Manager for breakfast, lunch, dinner, University functions and special functions</li> <li>Check all quantities and quality of all kitchen stores supplies at the point of receiving in liaison with the cateress to meet the required standards in the kitchen area on a daily basis.</li> <li>Read and interpret the menu to cooks and assistant cooks to explain to them the contents thereof so as to ensure efficient and improved service delivery.</li> <li>Ensure that all food produced in the kitchen area is of highest standard and service daily to satisfy clients' needs and expectations.</li> <li>Ensure that the means used for serving of food is in accordance to the volume of customers available on a daily basis.</li> <li>Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice on a daily basis.</li> <li>Ensure all equipment used in the kitchen area are well maintained and in good working order to enable efficiency in the flow of work on a daily basis.</li> <li>To submit list of items for purchasing and check on quality and quantity at receiving points in</li> </ol>			

conjunction with the cateress and store clerk to ease in work flow.
i) Ensure that there is efficient planning and organization of activities for food and beverages in the Kitchen area to enable timely production of food for students and staff on a daily basis.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
Kitchen Equipment
<b><i>Nature of decision making</i></b>
Analytical Decisions Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Advanced Certificate in Food Production or its equivalent from a recognized institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Organisational skills, e) Ability to work under pressure, f) Team building, g) Conflict management, h) Supervisory
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years' experience from a reputable institution
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Sub-ordinates.(8)</li> <li>b) Directly Supervises the Cook. (6)</li> </ul>
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the section</li> <li>b) Convey information outside the section</li> <li>c) Persuade inside the department</li> <li>d) Negotiate inside the department.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Cook

1. Background Information			
<b>Job Title:</b> Cook	<b>Job Level:</b> MSU/CH/Ck009	<b>Current Grade:</b> Scale 4	<b>No. of Posts:</b> 5
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Catering	
<b>Reports to:</b> Head Cook			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for production of quality food and services to ensure delivery of timely and wholesome foods and beverages on a daily basis to students and staff in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Prepare food in good time to present well-balanced meals and beverages of the better quality incorporating dietary of clients on a daily basis.</li> <li>Prepare ingredients for cooking as well as the working area to ensure smooth flow of work and have meals ready in good time for customers/clients.</li> <li>Provide good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice on a daily basis.</li> <li>Maintain all equipment used in the kitchen in good working order to enable efficiency in the flow of work on a daily basis.</li> <li>Produce food and beverages in highest standard and service daily to satisfy clients' needs and expectations.</li> <li>Constantly check the service counter, co-coordinating with the cooks on replenish of cooked food to ensure smooth running of operations in the kitchen area.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			

<b>Responsibility for physical assets</b>
Kitchen equipment
<b>Nature of decision making</b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Certificate in Beverage and Food Production or equivalent from a recognized Institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills, b) Ability to work under pressure, c) Team player
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Minimum of one (1) year cooking experience in a reputable Institution
<b>7. Problem Solving:</b>
Is not required to solve problems. All problems outside of routine instructions are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) impact on the institution
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Not expected to influence practices
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>

Convey Information inside the unit/section/department/ division/institution
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.



## Assistant Cook

1. Background Information			
<b>Job Title:</b> Assistant Cook	<b>Job Level:</b> MSU/CH/ACk010	<b>Current Grade:</b> 3	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Catering	
<b>Reports to:</b> Head Cook			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for production of quality food and services in liaison with the cook to ensure delivery of timely and wholesome foods and beverages on a daily basis to students and staff in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> Responsible for supervision of functions in the Dining Hall areas to ensure the smooth running of activities on a daily basis.			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Clean the working areas on a daily basis to ensure that a good standard of hygiene is maintained throughout the areas, to meet the required standards of practice.</li> <li>Prepare, cook and present well-balanced meals and beverages to the best quality incorporating dietary of clients on a daily basis.</li> <li>Ensure all equipment used is well maintained, in good working order and report any defects to the supervisor to promote efficient service delivery on a daily basis.</li> <li>Wear clean uniforms and be smartly dressed on a daily basis to promote high standards of personal hygiene and enhance discipline.</li> <li>Ensure good public relations on a daily basis between staff and students to avoid confrontation.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
Kitchen equipment			

<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Certificate in Food and Beverage Production or equivalent from a recognized Institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Team player c) Conflict management
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
None/Entry Level
<b>7. Problem Solving:</b>
Is not required to solve problems. All problems outside of routine instructions are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
Routine communication in connection with instructions, requests or normal work tasks
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Not expected to influence practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
Convey Information inside the unit/section
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>

<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## ***Kitchen Attendant***

1. Background Information			
<b>Job Title:</b> Kitchen Attendant	<b>Job Level:</b> MSU/CH/KAtt010	<b>Current Grade:</b> 2	<b>No. of Posts:</b> 13
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Academics and Student Affairs	
<b>Division:</b> Student Affairs		<b>Department/Unit:</b> Catering	
<b>Reports to:</b> Assistant Cook			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for the maintenance of the general cleanliness of the kitchen and assist in preparation of foodstuff to ensure good hygiene conditions and delivery of timely and wholesome foods and beverages on a daily basis to students and staff.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Responsible for general cleanliness of the kitchen and all areas assigned before, during and after food service to ensure high standards of hygiene are maintained throughout the areas, to meet the required standards of practice on a daily basis.</li> <li>Ensure that cleaning materials are available and are kept safely in their designated places for use as necessary.</li> <li>Assist in controlling food supplies on a daily basis to ensure that only required food is used to avoid wastage and reduce cost.</li> <li>Prepare vegetables, starch fruits and any other cooking materials as directed by the Head Cook to enable efficiency in service delivery to clients on a daily basis.</li> <li>Responsible for students counter service to ensure that students are given quality services on a daily basis.</li> <li>Show courtesy and restraint at all times to fulfill customers' needs effectively and efficiently on a daily basis.</li> <li>Assist in the off-loading of food and issues from the stores for them to be transferred and used in the kitchen area.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			

Kitchen equipment
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Certificate in Food and Beverage.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of skills required to perform a variety of primarily manual tasks
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Ability to work under pressure, c) Team player d) Must meet the requirements of Chapter six (6) of the Constitution of Kenya
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Entry Level
<b>7. Problem Solving:</b>
Is not required to solve problems. All problems outside of routine instructions are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
Routine communication in connection with instructions, requests or normal work tasks
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Not expected to influence practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
Convey information inside the unit
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A

<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 9.14. Dining Hall Supervisor

1. Background Information			
<b>Job Title:</b> Dining Hall Supervisor	<b>Job Level:</b> MSU/CH/DHS008	<b>Current Grade:</b> 5/6	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> N/A	
<b>Division:</b> Student Affairs		<b>Department/Unit:</b> Catering	
<b>Reports to:</b> Senior Cateress			
<b>Direct Reports:</b> a) Dining Hall Checker b) Waiter		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for efficient coordination and operation of activities in the Dining Hall in order to ensure delivery of timely and wholesome foods and beverages on a daily basis to students and staff in the university catering department.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> Coordinate and supervise all the operations in the Dining Hall areas to ensure the smooth running of activities on a daily basis.			
<b>Operational Responsibilities:</b> a) Check and maintain regularly, stock levels for cutlery, crockery and glassware and make required orders from stores for use in the Dining Hall areas to provide the Dining Hall with enough resources. b) Allocate waiters daily, to their stations and read the menu to explain to them the contents thereof so as to ensure efficient and improved service delivery. c) Direct the overall service operations in the Dining Hall to the various junior staff to help in over pressed areas as he/she may think necessary on a daily basis. d) Check on necessary repairs and maintenance of Dining Halls, furniture and equipment and report to the Catering Officer for necessary action to ensure conformance to established standards and proper preservation of tools and equipment. e) Inspect all Dining Hall areas so as to ensure high standard of quality control and hygiene for a conducive working environment on a daily basis. f) Consult the cateress on duty, prior to each meal, as to the menu to enable efficiency and effectiveness in service delivery to clients on a daily basis.			

g) Obtain menu cards from the kitchen and place them on staff notice boards regularly to inform and avoid any confusion that may arise.
h) Forward customer queries and complaints regularly to the Head Cook to avoid any problems escalating due to negligence.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
Kitchen Inventory both consumable and permanent
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Advanced Certificate in Food and Beverage or its equivalent from a recognized Institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Public Relation skills c) Communication skills, d) Interpersonal skills, e) Organisational skills, f) Team building, g) Conflict management, h) Supervisory i) Must meet the requirements of Chapter six (6) of the Constitution of Kenya
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least five (5) years' experience from a reputable Institution
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests



<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Sub-ordinates.(2)</li> <li>b) Directly Supervises the Dining Hall Checker. (1)</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the section</li> <li>b) Convey Information outside the section</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## ***Dining Hall Checker***

1. Background Information			
<b>Job Title:</b> Dining Hall Checker	<b>Job Level:</b> MSU/CH/DHCo09	<b>Current Grade:</b> 3	<b>No. of Posts:</b> 17
<b>Institution:</b> Maseno University		<b>Division:</b> Academics and Student Affairs	
<b>Directorate:</b> Student Affairs		<b>Department/Unit:</b> Catering	
<b>Reports to:</b> Dining Hall Supervisor			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for provision of security and safety to the Dining Hall resources to ensure their availability and long term usage and service in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Direct usage of the right access into and exits out from the Dining Hall by users for orderliness and ensuring safety of its assets and people.</li> <li>b) Keep all the facilities of the Dining Hall well maintained in order to provide its appropriate conditions of safety and thus uninterrupted usability by the students in the university.</li> <li>c) Coordinate the cleaners to ensure that the Dining Hall environment is clean, hygienic, and its furniture orderly and conducive for daily use by students and staff.</li> <li>d) Open and close Dining Hall windows and doors on a daily basis to facilitate proper air circulation within the Dining Hall and gaining of access to various Dining Hall points by students respectively.</li> <li>e) Ensure the daily safe custody of Dining Hall resources so as to protect the resources from any theft cases</li> <li>f) Register and report all irregular incidents within the Dining Hall in the occurrence of missing items so as to guide in making any required follow up on cases for proper resolution</li> <li>g) Welcome and direct any new visitors to the Dining Hall on a regular basis so as to guide them to their desired points within the Dining Hall.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			

<b>Responsibility for physical assets</b>
N/A
<b>Nature of decision making</b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Kenya Certificate of Secondary Education Grade D+
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Knowledge of skills required to perform a variety of primarily manual tasks
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills, b) Interpersonal skills, c) Ability to work under pressure, d) Problem solving, e) Must meet the requirements of Chapter six (6) of the Constitution of Kenya
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
N/A
<b>7. Problem Solving:</b>
Is not required to solve problems. All problems outside of routine instructions are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Simple written instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Not expected to influence practices
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
a) Convey information inside the department b) Convey information outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A

<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to noticeable disagreeable conditions. The jobholder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Waiter

1. Background Information			
<b>Job Title:</b> Waiter	<b>Job Level:</b> MU/CH/Wo10	<b>Current Grade:</b> 2	<b>No. of Posts:</b> 7
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> N/A	
<b>Division:</b> Student Affairs		<b>Department/Unit/Section:</b> Catering	
<b>Reports to:</b> Dining Hall Supervisor			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for aiding in service delivery in the students' dining hall through direct attendance to students and maintenance of a clean eating environment.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Participate in retrieval and organization of utensils for use in serving food at the dining hall counter to ensure they are adequate to fit all the customers present on a daily basis.</li> <li>b) Serve food to customers at the dining hall counter on a daily basis for consumption and smooth running of dining hall operations.</li> <li>c) Collect used utensils from the dining hall tables on a daily basis so as to forward them for cleaning and reuse</li> <li>d) Wipe the dining hall tables on a daily basis after use so as to maintain a conducive clean eating environment.</li> <li>e) Ensure the dining hall windows are cleaned on a regular basis and curtains are properly fixed to enhance the aesthetic of the dining hall and cleanliness</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
Kitchen utensils and cutlery			

<b>Nature of decision making</b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Kenya Certificate of Secondary Education.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Knowledge of skills required to perform a variety of primarily manual tasks
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills b) Interpersonal skills c) Ability to work under pressure
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
N/A
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
Basic verbal instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Not expected to influence practices
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
a) Convey information inside the unit b) Convey information outside the unit
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>

Is exposed to noticeable disagreeable conditions. The jobholder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.

**Job Hazards**

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

# 10. Non-Teaching Jobs in Teaching Departments

## 1. School of Medicine

### Chief Medical Laboratory Technologist

#### 1. Background Information

<b>Job Title:</b> Chief Medical Laboratory Technologist	<b>Job Level:</b> MSU/SM/CMLT005	<b>Current Grade:</b> 12	<b>No of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> School of Medicine	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/Section/Unit:</b> N/A	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> Senior Medical Laboratory Technologist		<b>Indirect Reports:</b> a) Medical Laboratory Technologist b) Medical laboratory Attendant	

#### 2. Purpose of the Job:

This position is responsible for providing leadership and imparting medical practical skills to undergraduate and postgraduate medical students so as to produce world class medical doctors and nurses who meet the society's needs

#### 3. Main Responsibilities of the Job:

##### Research and Scholarship Responsibilities:

N/A

##### Teaching and Learning Responsibilities:

N/A

##### Community Service and Outreach Responsibilities:

N/A

##### Managerial Responsibilities:

- Allocate work to senior technologists, technologists and laboratory attendants in the medical lab of the school of medicine
- Prepare annual and semester work plans for the medical laboratory of the school of medicine
- Prepare the annual procurement plan for the medical laboratory of the school of medicine

<ul style="list-style-type: none"> <li>d) Supervise the medical laboratory staff to ensure they perform their responsibilities efficiently</li> <li>e) Conduct performance appraisal to the staff of the medical laboratory of the school of medicine</li> <li>f) Prepare annual reports on practicals done and the attendance list of participants in the medical laboratory of the school of medicine</li> </ul>
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Monitor and evaluate progress of practicals performed and clinical rotations by students</li> <li>b) Supervise laboratory work and examination of timeliness, quality and quantity standards</li> <li>c) Ensure cohesive staff and nurture team work among staff in the medical laboratory of the school of medicine</li> <li>d) Identify, procure and maintain inventory of relevant laboratory equipment and supplies</li> <li>e) Invigilate medical students while sitting for their examinations to ensure credibility of results</li> <li>f) Acquire and prepare museum specimen, there potting and maintain a pathology museum</li> <li>g) Conduct medical practicals for students to learn in the medical laboratory of the school of medicine</li> <li>h) Ensure the laboratory runs within the stipulated laws and the set standard operating procedures</li> <li>i) Facilitate students clinical rotations in various health facilities as part of their learning process</li> <li>j) Develop and review practical manuals in the medical laboratory of the school of medicine</li> <li>k) Ensure quality control and assurance on all laboratory procedures and equipment in the medical laboratory of the school of medicine</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Provide input in the budget making process</li> <li>b) Prepare the procurement plan for the department</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Laboratory equipment</li> <li>b) Office electronics</li> <li>c) Office furniture</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Financial decisions</li> <li>c) Analytical decisions</li> <li>d) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Masters' Degree in a relevant field from a recognized institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registration with Kenya Medical laboratory Technician and Technologists Board Higher National Diploma
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Computer literacy</li> <li>b) Knowledge of relevant legislation</li> <li>c) Knowledge of professional standards</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>



<ul style="list-style-type: none"> <li>a) Leadership skills</li> <li>b) Communication skills</li> <li>c) Interpersonal skills</li> <li>d) Organizational skills</li> <li>e) Team building</li> <li>f) Problem solving</li> <li>g) Conflict management</li> <li>h) Supervisory skills</li> </ul>
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
<ul style="list-style-type: none"> <li>a) Chapter 6 of the constitution</li> <li>b) Updated annual practice license.</li> </ul>
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Nine (9) years working experience in laboratory service in a teaching institution or referral hospital
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> <li>i) Current legislation affecting the job holder's area of responsibility</li> <li>j) Articles and research products affecting the job holder's area of responsibility</li> <li>k) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Explanation of complex services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>h) Detailed e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Supervise subordinates</li> <li>c) Leadership through others</li> </ul>

<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside and outside the department b) Persuade inside the department c) Negotiate inside the department.
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Senior Medical Laboratory Technologist

1. Background Information			
<b>Job Title:</b> Senior Medical Laboratory Technologist	<b>Job Level:</b> MSU/SM/SMLT006	<b>Current Grade:</b> 8/9/10	<b>No. of Posts:</b> 2
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> School of Medicine	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/Section/Unit:</b> N/A	
<b>Reports to:</b> Chief Medical Laboratory Technologist			
<b>Direct Reports:</b> a) Medical Laboratory Technologist b) Medical Laboratory Attendant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for providing support to the lecturers and academic staff through planning and conducting practical sessions for the students to use as a learning tool			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Provide input in the budget making process for the department b) Allocate work to and supervise the medical laboratory technologist the technical staff in the department			
<b>Operational Responsibilities:</b> a) Prepare practical sessions for the department b) Develop the practical manuals to be used as guide during practicals in the medical laboratory of the school of medicine c) Ensure that all laboratory equipment are calibrated accordingly for exactness in the testing and results. d) Embalm and harvest bones to be used in learning and teaching of students in the school of medicine e) Accompany students to clinical areas and academic trips for knowledge enhancement f) Dispose of cadavers in consultation with public health authorities for safe disposal g) Prepare the museum specimen for the university medical laboratory of the school of medicine h) Invigilate examinations to ensure credibility of results performed by junior staff in the medical laboratory of the school of medicine.			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
Provide input in the budget making process and procurement plan.			
<b>Responsibility for physical assets</b>			
a) Laboratory equipment b) Office electronics			

c) Office furniture
<b><i>Nature of decision making</i></b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelors' Degree in a relevant field
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered member of Kenya Medical laboratory Technician Technologists Board
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer literacy b) Knowledge of relevant legislation c) Knowledge of professional standards
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills b) Communication skills c) Interpersonal skills d) Team building e) Problem solving f) Supervisory skills
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
a) Compliance with chapter 6 of the constitution b) Ethics and code of conduct
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Nine (9) years working experience in a relevant field
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Simple written instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Written Government policy documents affecting the job holder's area of responsibility e) Current legislation affecting the job holder's area of responsibility
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> </ul>
<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Supervise subordinates</li> <li>c) Leadership through others</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside and outside the department</li> <li>b) Persuade inside the department</li> <li>c) Negotiate inside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Medical Laboratory Technologist

1. Background Information			
<b>Job Title:</b> Medical Laboratory Technologist	<b>Job Level:</b> MSU/SM/MLT007	<b>Current Grade:</b> 6/7	<b>No. of Posts:</b> 2
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> School of Medicine	
<b>Directorate/Division:</b> Academic and Students Affairs		<b>Department/Section/Unit:</b> N/A	
<b>Reports to:</b> Senior Medical Laboratory Officer			
<b>Direct Reports:</b> Medical Laboratory Attendant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
Prepare and present medical laboratory practicals to medical students for the purposes of learning and teaching to impart knowledge in the school of medicine of the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Prepare and conduct laboratory practical sessions to medical students in the institution</li> <li>Ensure safe handling and storage of the medical laboratory equipment and supplies in the school of medicine</li> <li>Ensure attendance sheets are signed up by medical students present during practicals and analyze the sheet</li> <li>Harvest bones and present cadavers for teaching to medical students in the university</li> <li>Accompany students to clinical areas and academic trips for knowledge enhancement</li> <li>Dispose of cadavers in consultation with public health authorities for safe disposal</li> <li>Prepare the museum specimen for medical laboratory of the school of medicine</li> <li>Invalidate examinations to ensure credibility of results in the medical laboratory of the school of medicine.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
Provide input in the budget making process and procurement plan			
<b>Responsibility for physical assets</b>			
Medical Laboratory equipment			
<b>Nature of decision making</b>			

a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Medical Laboratory Technology
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered member of Kenya Medical laboratory Technician Technologists Board
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer literacy b) Knowledge of relevant legislation c) Knowledge of professional standards
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills b) Communication skills c) Interpersonal skills d) Team building e) Problem solving f) Supervisory skills
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
a) Compliance with chapter 6 of the constitution b) Valid medical practicing license
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years working experience in a medical laboratory
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Detailed written procedures d) Detailed technical and/or functional instructions or queries e) Written Government policy documents affecting the job holder's area of responsibility f) Current legislation affecting the job holder's area of responsibility
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients

<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
a) Allocate work to subordinates b) Supervise subordinates
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside and outside the department b) Persuade inside the department c) Negotiate inside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.



## Medical Laboratory Attendant

1. Background Information			
<b>Job Title:</b> Medical Laboratory Attendant	<b>Job Level:</b> MSU/SM/MLA008	<b>Current Grade:</b> 4/5	<b>No. of Posts:</b> 2
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> School of Medicine	
<b>Directorate/Division:</b> N/A		<b>Department/Section/Unit:</b> N/A	
<b>Reports to:</b> Medical Laboratory Technologist			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for maintaining cleanliness of the medical laboratory and custodian of the keys of the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Clean the medical laboratory floors and the equipment for the appropriate cleanliness and hygiene</li> <li>Handle the laboratory keys and ensure timely opening and closing of the medical laboratory of the university</li> <li>Assist in preparing laboratory equipment to be used in practicals by students in the medical laboratory of the school of medicine</li> <li>Assist in harvesting bones to be used in practicals by students in the medical laboratory of the school of medicine and embalming of cadavers</li> <li>Assist in conducting practicals and invigilation of examinations to impart knowledge to students</li> <li>Prepare museum specimen, potting and ensure proper maintenance of the same</li> <li>Ensure proper storage of requisitions of the laboratory in the medical laboratory of the school of medicine.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
N/A			

<b>Nature of decision making</b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Certificate in Medical Laboratory Science/Science Laboratory
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Knowledge of skills required to perform a variety of primarily manual tasks
<b>Typical technical competencies that would be regularly applied to the job</b>
N/A
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills b) Interpersonal skills c) Team player d) Organization skills
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
N/A
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Two (2) years working experience in a medical laboratory
<b>7. Problem Solving:</b>
Is not required to solve problems. All problems outside of routine instructions are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication with employees of the institution or clients b) Basic explanation of services to employees of the institution or clients
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Not expected to influence practices
<b>Job holders' influence over subordinates and colleagues:</b>

N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
Convey information inside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## 2. School Physical and Biological Sciences

### Chief Laboratory Technologist

12. Background Information			
<b>Job Title:</b> Chief Laboratory Technologist	<b>Job Level:</b> MSU/SPBS/CLT005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Physiological and Biological Sciences	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit/Institute:</b> N/A	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> Senior Laboratory Technologist		<b>Indirect Reports:</b> a) Laboratory Technologist b) Laboratory Attendant	
13. Purpose of the Job:			
This position is responsible for supervising, managing, planning and providing direction to students with regards to the operations of the Laboratories in coordination with lectures and Chairs of Departments to facilitate practical learning of students in their areas of specialization			
14. Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial and Supervisory Responsibilities:</b> a) Oversee the overall planning, organizing, and coordinating laboratory and practical activities in the department and ensure smooth running of operations as necessary. k) Prepare periodic work plan for the department in order to guide the activities of the department medical laboratory of the school of medicine b) Supervise and participate in the performance of laboratory practicals, tests and procedure to ensure smooth running of the activities. c) Conduct performance evaluation for the staff to ensure that all staff meet their targets and maintain service level as necessary.			

<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Develop and maintain technical practices and procedure for laboratory operations to guide students during projects, practical and research sessions</li> <li>b) Maintain highly quality standards of laboratory practices by ensuring proper waste disposal and use of equipment and apparatus to avoid accidents and ensure safety of students.</li> <li>c) Ensure that the students are allocated manageable groups in the laboratory and ensure proper technical introduction of the technical aspects, appropriate demonstration and supervision of students during practical activities</li> <li>d) Collect and mark students' practical reports computing results and disseminating to relevant lecturers for inclusion in the students semester reports.</li> <li>e) Assist the lecturers in planning, organizing and executing appropriate field trips in the department to enhance students' industrial skills.</li> <li>f) Prepare budget for the department to facilitate fund allocation for the activities of the department for the next fiscal year</li> <li>mm) Directly participate in preparing and running of practical classes and research for students as required and ensure all students attend as need.</li> <li>nn) Coordinate routine maintenance and repair of instruments and apparatus to ensure they are in good working conditions and are properly used as per the procedures.</li> <li>oo) Enforce proper disposal methods at the end of practical to reduce accidents and pollution in the laboratory and to the environment</li> <li>pp) Ensure that procured equipment and apparatus meet the required specifications at all times for effective and efficient utilization</li> <li>qq) Monitor cleanliness of the laboratory and ensure they are ready for successive practical classes as need be.</li> </ul>
<b>15. Job Dimensions:</b>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>d) Lab Apparatus and equipment</li> <li>e) Office furniture</li> <li>f) Computers and printers</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>e) Operational Decisions</li> <li>f) Analytical Decisions</li> <li>g) Financial Decisions</li> <li>h) Strategic Decisions</li> </ul>
<b>16. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Higher National Diploma in areas of specialization or Bachelors' Degree in Lab Sciences from a recognized institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience</li> <li>b) Computer skills</li> <li>c) Knowledge of professional standards</li> </ul>
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
N/A
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>

<ul style="list-style-type: none"> <li>l) Leadership skills,</li> <li>m) Communication skills,</li> <li>n) Interpersonal skills,</li> <li>o) Team building,</li> <li>p) Problem solving,</li> <li>q) Conflict management,</li> <li>r) Supervisory</li> </ul>
<b>17. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Nine (9) years in a relevant position in a reputable learning institution.
<b>18. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>19. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>l) Basic verbal instructions or requests</li> <li>m) Detailed verbal instructions or requests</li> <li>n) Simple written instructions or requests</li> <li>o) Detailed written procedures</li> <li>p) Detailed technical and/or functional instructions or queries</li> <li>q) Basic e-mail, fax or mail correspondence</li> <li>r) Detailed e-mail, fax or mail correspondence</li> <li>s) Articles and research products affecting the job holder's area of responsibility</li> <li>t) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>p) Routine communication in connection with instructions, requests or normal work tasks</li> <li>q) Routine communication with employees of the institution or clients</li> <li>r) Basic explanation of services to employees of the institution or clients</li> <li>s) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>t) Explanation of complex services or concepts to employees of the institution or clients</li> <li>u) Simple verbal instructions to other employees within the institution</li> <li>v) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>w) Basic e-mail, fax or mail correspondence</li> <li>x) Detailed e-mail, fax or mail correspondence</li> <li>y) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>z) Drawing up project briefs</li> <li>aa) Drawing up program, system, technical or design specifications</li> </ul>
<b>20. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>d) Allocation of work to the Senior Technologist, Laboratory Technologist and Laboratory Attendant</li> <li>e) Directly Supervises the Senior Technologist</li> <li>f) Leads two (2) through others.</li> </ul>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>g) Convey information inside the unit/section/department/ division/institution</li> <li>h) Convey information outside the unit/section/department/ division/institution</li> <li>i) Persuasion outside the unit/section/department/ division/institution</li> <li>j) Negotiation inside the unit/section/department/ division/institution</li> </ul>
<b>21. Other responsibilities assigned outside of the core responsibilities of the job:</b>

N/A

**22. Working Conditions:**

***Working Environment***

Is exposed to noticeable disagreeable conditions. The jobholder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.

***Job Hazards***

Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Senior Laboratory Technologist

1. Background Information			
<b>Job Title:</b> Senior Technologist	<b>Job Level:</b> MSU/SPBS/SLToo6	<b>Current Grade:</b> 9/10/11	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Physiological and Biological Sciences	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit/ Institute:</b> N/A	
<b>Reports to:</b> Chief Technologist			
<b>Direct Reports:</b> a) Laboratory Technologist b) Laboratory Attendant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for providing technical instructional assistance to students (both undergraduate and postgraduate), technologists and laboratory attendants in non-technical language for easy operation of the laboratory activities.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial and Supervisory Responsibilities:</b> a) Design new practical and improving on the existing ones to suit the current industry requirement and conditions of the laboratory at the time b) Maintain and repair laboratory equipment, supervise and manage laboratory stocks at the end of the semester for advance preparations c) Conduct laboratory inspection and making report and ensure safely standards are adhered to when using the laboratory l) Keep detailed laboratory inventories for all equipment for ease of retrieval and planning as need be.in the medical laboratory of the school of medicine a) Manage the stock control, chemical and apparatus and other equipment for the laboratories and ensure proper utilization at all times.			
<b>Operational Responsibilities:</b> a) Train and orient technologists, attendants and students to ensure they are aware of rules and code of conduct in the laboratories at all times. b) Keep records of all students' progress in the practical classes and ensure they are confidential and safe as may be necessary. c) Prepare procurement and requisition the required teaching laboratory materials for use in the laboratory by students and staff d) Liaise with academic staff to discuss timetables and laboratory requirements for effective running of the practical classes as necessary.			



<ul style="list-style-type: none"> <li>e) Running trials of practical sessions prior to classes and demonstrating techniques of experiment to enhance learning delivery to students</li> <li>f) Work with individual students and supporting them in their research projects as need be to ensure the projects are properly done within the stipulated time.</li> <li>g) Ensure all health and safety procedures are understood and adhered to during practical sessions to ensure safety to students</li> <li>h) Keep students' records including attendance lists, report submissions, breakage forms, missed practices and report to the concerned tutors for appropriate action to be taken as may be necessary.</li> <li>i) Enforce proper disposal methods at the end of practical to reduce accidents and pollution in the laboratory and to the environment</li> <li>j) Supervise the general cleaning of the laboratory including glassware and other apparatus to ensure conducive learning environment for students and staff and to reduce contamination of the unused chemicals and reagents.</li> <li>k) Carry out routine maintenance and repair of instruments and apparatus to ensure they are in good working conditions and are properly used as per the procedures.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Responsibility for physical assets</i></b>
Laboratory Equipment
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Higher National Diploma in a relevant field from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience</li> <li>b) Computer skills</li> <li>c) Knowledge of professional standards</li> </ul>
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>d) Computer Literacy</li> <li>e) Research Experience</li> <li>f) Analytical Skills</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills,</li> <li>c) Interpersonal skills,</li> <li>d) Team building,</li> <li>e) Problem solving,</li> <li>f) Conflict management,</li> <li>g) Supervisory</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Six (6) years of work experience as a Technologist in a reputable institution.

<b>7. Problem Solving:</b>
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Articles and research products affecting the job holder's area of responsibility</li> <li>h) In depth technical reports, proposals or project briefs affecting one or more departments</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>f) Drawing up project briefs</li> <li>g) Drawing up program, system, technical or design specifications</li> <li>h) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Technologist and Laboratory Attendant.(2)</li> <li>b) Directly Supervises the Technologist. (1)</li> </ul>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution</li> <li>b) Convey information outside the unit/section/department/ division/institution</li> <li>c) Persuasion inside the unit/section/department/ division/institution</li> <li>d) Persuasion outside the unit/section/department/ division/institution</li> <li>e) Negotiation inside the unit/section/department/ division/institution</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Laboratory Technologist

1. Background Information			
<b>Job Title:</b> Laboratory Technologist	<b>Job Level:</b> MSU/SPBS/LTo7	<b>Current Grade:</b> 5/6/7	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Physiological and Biological	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit/ Institute:</b> N/A	
<b>Reports to:</b> Senior Technologist			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for preparing reagents and learning materials, conduct practical trials and supervise students in different areas of specialization to ensure they have hands-on experience on what they are taught in class.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial and Supervisory Responsibilities:</b> N/A			

<b>Operational Responsibilities:</b>	
<ul style="list-style-type: none"> <li>a) Conduct, demonstrate and supervise undergraduate students during practical sessions to ensure that students gain hands-on experience on the theoretical knowledge from class.</li> <li>b) Provide technical introduction of practical lessons i.e. brief the students on the dangers of the chemical and equipment used in the experiment to be used to avoid any accidents during the practical sessions.</li> <li>c) Operate and maintain equipment, instruments and tools in the laboratory to ensure they are properly functioning and enhance their durability.</li> <li>d) Conduct research as instructed to identify find more information on the relevant topics to the practical in the laboratory to increase the knowledge of students</li> <li>f) Assist the Senior Technologist in developing training manuals for students taking practical classes in the laboratory for reference during practical sessions and during report writing.</li> <li>g) Supervise and invigilate practical examination, Continuous Assessment Tests and End-Semester Examinations to ensure they are carried out in a transparent manner as required.</li> <li>h) Mark practical examination compile and submit the results to the lecturer for inclusion to the records of the students as necessary.</li> <li>i) Record any bad incidences, accidents or breakages immediately for timely appropriate intervention.</li> <li>j) Develop standard operation procedures for all practical classes in the laboratory and create awareness to ensure students are prepared when they are in the laboratory</li> <li>k) Collect, process and analyze all practical samples or specimen for undergraduate and postgraduate students and other researchers to ensure use of quality materials for the practical.</li> <li>l) Prepare and arrange practical requirements and equipment, conduct trials in readiness for practical lessons</li> <li>m) Perform laboratory tests in order to produce reliable and precise data to support scientific investigation as required.</li> <li>n) Carry out proper routine maintenance and cleanliness of laboratory and learning equipment and facilities to ensure the health and safety of students and staff.</li> <li>o) Ensure proper storage, sterilization and disposal of chemical, biological specimen and solutions and ensure this follows the established procedures in the disposal of organic and other materials as necessary.</li> </ul>	
<b>4. Job Dimensions:</b>	
<b><i>Responsibility for physical assets</i></b>	
Laboratory equipment and chemicals	
<b><i>Nature of decision making</i></b>	
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> </ul>	
<b>5. Qualifications Knowledge and Skills:</b>	
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>	
Higher Diploma in related specialized field or Bachelors' Degree in Laboratory Technology from a recognized institution	
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>	
N/A	
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>	
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience	
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>	
Computer literacy	
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>	
<ul style="list-style-type: none"> <li>a) Communication skills,</li> <li>b) Interpersonal skills,</li> <li>c) Team building,</li> <li>d) Problem solving,</li> <li>e) Ability to work under pressure</li> </ul>	

<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years of work experience in a relevant from a reputable institution
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication requiring a high level of diplomacy and sensitivity</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Explanation of complex services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocation of work to the at least 500 students
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the department</li> <li>b) Convey Information outside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Laboratory Attendant

1. Background Information			
<b>Job Title:</b> Laboratory Attendant	<b>Job Level:</b> MSU/SPBS/LAttoo8	<b>Current Grade:</b> Scale 1/2/3/4	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Physiological and Biological	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit/ Institute:</b> N/A	
<b>Reports to:</b> Senior Laboratory Attendant			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for maintaining cleanliness of the laboratory, opening and closing windows, keeping inventory of cleaning materials and ensuring that fire equipment are in good working conditions in order to ensure smooth running of activities in the laboratory.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial / Supervisory Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Open and close of the laboratory doors and windows in the morning for ventilation purposes to ensure that the room is conducive for learning.</li> <li>Clean and arrange equipment and furniture in the laboratory on a daily basis to ensure a safe working condition</li> <li>Carry out disinfection procedures in the laboratory as per the routine drawn out to destroy bacteria and prevent growth of organism in the laboratory.</li> <li>Keep inventory of cleaning materials on a regular basis for lab use and report on the same for planning purposes</li> <li>Carry out routine maintenance on the fire equipment and ensure it is good working conditions ready for any fire outbreak.</li> <li>Ensure that chemicals, equipment and materials in the laboratory are kept in good and mannerly order for easy identification and retrieval.</li> <li>Report any bad incidences, accidents or breakages immediately to the immediate supervisor for timely appropriate intervention.</li> <li>Assemble laboratory apparatus and chemicals to be use for practical before the laboratory session start in the laboratory of the university</li> <li>Source teaching materials as may be instructed by the supervisor in preparation for a practical session.</li> <li>Dispose properly and sterilize off chemicals or biological specimens and solutions; following established</li> </ol>			

procedures of organic and other hazardous materials e.g. radioactive materials k) Clean the cages, feed, and water laboratory animals and spray them on a weekly basis to ensure that they healthy.
<b>4. Job Dimensions:</b>
<b><i>Responsibility for physical assets</i></b>
N/A
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
K.C.S.E with a pass in Mathematics and relevant subject
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of skills required to perform a variety of primarily manual tasks
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
N/A
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Interpersonal skills, c) Organisational skills, d) Team building,
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Entry Level
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>

a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Detailed verbal or written instructions or requests to employees of the institution or contractors f) Basic e-mail, fax or mail correspondence
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department b) Convey information outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to noticeable disagreeable conditions. The jobholder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.



# 3 School of Nursing

## Clinical Instructor-Nursing

1. Background Information			
<b>Job Title:</b> Clinical Instructor-Nursing	<b>Job Level:</b> MSU/SoN/CIN007	<b>Current Grade:</b> 9	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> Nursing	
<b>Directorate/Division:</b> N/A		<b>Department/Section/Unit:</b> N/A	
<b>Reports to:</b> Head of Nursing Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for providing teaching and guidance in clinical practice and nursing skills for undergraduate nursing students within the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> Prepare the procurement plan for the nursing section			
<b>Operational Responsibilities:</b> a) Prepare a clinical rotational schedule for the nursing students in the school of nursing in order for all to get a chance for clinical practice. b) Participate in the technical evaluation during the procurement process for the equipment needed for nursing clinical practice in the university c) Prepare clinical tools for follow up and evaluation and grading of students in nursing clinical practice in the school of nursing d) Facilitate students learning through clinical placement and nursing skills laboratory and in health facilities where they are placed e) Identify relevant required equipment and supplies for procurement in liaison with the head of nursing department f) Prepare and perform practical sessions in the nursing skills laboratory to students so as to understand and appropriate their knowledge g) Maintain the inventory of equipment and supplies for use in the school of nursing of the university h) Ensure adherence of laboratory safety regulation and professional conduct during clinical placement i) Ensure students sign attendance sheets during laboratory and clinical placement j) Prepare and mark clinical assignments assigned to nursing students in the school of nursing			

k) Ensure cleanliness of equipment used in the nursing laboratory in the school of nursing laboratory
l) Teach and guide students while in clinical areas to impart them with practical knowledge
m) Offer nursing care to patients while in the clinical areas to restore health and well-being
n) Co-assess students during practical examinations both in hospital and skills lab
o) Arrange for transportation of students to and from the clinical areas
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
Prepare the procurement plan for the nursing section
<b><i>Responsibility for physical assets</i></b>
Office furniture
<b><i>Nature of decision making</i></b>
a) Operational decisions
b) Financial decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor of Science in nursing from a recognized institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered member of the Nursing council of Kenya
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer literacy
b) Knowledge of professional standards
c) Knowledge of relevant legislation
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills
b) Interpersonal skills
c) Team player
d) Organization skills
e) Ability to work under pressure
f) Problem solving skills
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Valid practice license
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years working experience in clinical practice or in a teaching institution
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or

discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Written Government policy documents affecting the job holder's area of responsibility</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> </ul>
<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside and outside the department</li> <li>b) Persuade inside the department</li> <li>c) Negotiate inside and outside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## ***Nursing Skills Laboratory Assistant***

<b>1. Background Information</b>			
<b>Job Title:</b> Nursing Skills Laboratory Assistant	<b>Job Level:</b> MSU/SoN/NSLAoo8	<b>Current Grade:</b> 7	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> Nursing	
<b>Directorate/Division:</b> N/A		<b>Department/Section/Unit:</b> N/A	
<b>Reports to:</b> Head of Nursing Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
<b>2. Purpose of the Job:</b>			
This position is responsible for ensure teaching materials are available to provide practical skills and knowledge to students undertaking the undergraduate course in nursing			
<b>3. Main Responsibilities of the Job:</b>			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Prepare a clinical rotational schedule for the nursing students</li> <li>Participate in the technical evaluation during the procurement process</li> <li>Prepare clinical tools for follow up and evaluation and grading of students</li> <li>Facilitate students learning through clinical placement and nursing skills laboratory</li> <li>Identify relevant required equipment and supplies for procurement in liaison with nursing department</li> <li>Prepare and perform practical sessions in the nursing skills laboratory to students</li> <li>Maintain the inventory of equipment and supplies</li> <li>Ensure adherence of laboratory safety regulation and professional conduct during clinical placement</li> <li>Ensure students sign attendance sheets during laboratory and clinical placement</li> <li>Prepare and mark clinical assignments assigned to nursing students</li> <li>Ensure cleanliness of equipment used in the nursing laboratory</li> </ol>			
<b>4. Job Dimensions:</b>			
<b>Financial Responsibilities</b>			

N/A
<b>Responsibility for physical assets</b>
a) Office furniture b) Laboratory equipment, Mankins and supplies
<b>Nature of decision making</b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Diploma in Community Health nursing from a recognized institution
<b>Minimum level of professional qualification required to perform effectively in the role</b>
Registered member of the Nursing council of Kenya
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b>Typical technical competencies that would be regularly applied to the job</b>
a) Computer literacy b) Knowledge of professional standards c) Knowledge of relevant legislation
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills b) Interpersonal skills c) Team player d) Organization skills e) Ability to work under pressure f) Problem solving skills
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Valid practice licence
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Minimum of three (3) years' experience in clinical practice or teaching from a recognized University

<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Detailed written procedures</li> <li>d) Detailed technical and/or functional instructions or queries</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Written Government policy documents affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication requiring a high level of diplomacy and sensitivity</li> </ul>
<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Persuade inside the department</li> <li>c) Negotiate inside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

# 4 School of Arts and Social Sciences

## ***Demonstrator***

1. Background Information			
<b>Job Title</b> Demonstrator	<b>Job Level:</b> MSU/SASS/D007	<b>Current Grade:</b> 6/7/8	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University			<b>School/Faculty:</b> Arts and Social Sciences
<b>Directorate/Division:</b> Academic and Students' Affairs			<b>Department/Section/Unit:</b> N/A
<b>Reports to:</b> Head of Department			
<b>Direct Reports:</b> N/A			<b>Indirect Reports:</b> N/A
2. Purpose of the Job:			
This job exists to provide illustrative support in teaching practical lessons by preparing and administering practical training sessions for the relevant courses in the school of Arts and Social Sciences in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> a) Prepare requisitions for teaching materials for practical lessons in the school of arts and social b) Prepare and disseminate operational reports of the practical lessons to the head of department			
<b>Operational Responsibilities:</b> a) Prepare practical teaching aids and materials for the lesson in the school of arts and social sciences b) Evaluate and assess school of arts and social sciences students on industrial attachment in the institution c) Accompany students to field trips to ensure discipline is maintained d) Support lecturers in reviewing of courses for students in the arts and social sciences e) Guide students on career development through mentorship, guidance and counselling f) Coordinate and manage radio programs aired by the campus radio station			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
Prepare the requisition for teaching materials			

<b>Responsibility for physical assets</b>
a) Computer and accessories b) Camera and Video recording equipment
<b>Nature of decision making</b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Bachelor's degree in a relevant field from a recognized University
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b>Typical technical competencies that would be regularly applied to the job</b>
a) Computer literacy b) Digital Media software
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Interpersonal skills b) Supervisory skills c) Communication skills d) Co-ordination skills e) Organizational skills f) Problem solving
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Compliance to chapter six of the constitution
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Minimum of two (2) years relevant working experience
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Written Government policy documents affecting the job holder's area of responsibility e) Current legislation affecting the job holder's area of responsibility f) Articles and research products affecting the job holder's area of responsibility



g) Factual reports on aspects of the institution such as policy guidelines
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks
b) Routine communication with employees of the institution or clients
c) Basic explanation of services to employees of the institution or clients
d) Detailed technical explanation of services or concepts to employees of the institution or clients
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
Convey information inside and outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Senior Technician-Media

1. Background Information			
<b>Job Title:</b> Senior Technician Media	<b>Job Level:</b> MSU/SASS/STM005	<b>Current Grade:</b> 9/10/11	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> Arts and Social Sciences	
<b>Directorate/Division:</b> N/A		<b>Department/Section/Unit:</b> N/A	
<b>Reports to:</b> Head of Department			
<b>Direct Reports:</b> Technician		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to provide support in the radio station and ensure the operations run smoothly and properly functioning in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> Prepare the procurement plan for the required equipment in the studio of the university radio in liason with the head of department			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Monitor to ensure proper utility of technical equipment in the radio station of the university</li> <li>b) Prepare practical lessons in the studio for media and music students in the school of arts and social sciences</li> <li>c) Supervise students while undertaking practical sessions in the studio so that</li> <li>d) Provide practical guidance to students during practical lessons in the studio of the radio station of the university</li> <li>e) Schedule radio program s for students in the radio station of the university so that they can practice their career</li> <li>f) Provide instructions to students on radio broadcasting techniques in the studio of the radio station of the university</li> <li>g) Administer practicals to students and invigilate them during their practical lessons in the studio of the radio station of the university.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
Prepare the requisition for teaching materials			
<b>Responsibility for physical assets</b>			

a) Computer and accessories b) Camera and Video recording equipment
<b><i>Nature of decision making</i></b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's degree in a relevant field from a recognized University
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer literacy b) Digital Media software c) Script writing skills
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Interpersonal skills b) Supervisory skills c) Communication skills d) Co-ordination skills e) Organizational skills f) Problem solving
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance to chapter six of the constitution
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Six (6) years relevant working experience
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed written procedures d) Detailed technical and/or functional instructions or queries e) Basic e-mail, fax or mail correspondence f) Detailed e-mail, fax or mail correspondence g) Written Government policy documents affecting the job holder's area of responsibility h) Factual reports on aspects of the institution such as policy guidelines

<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>h) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> </ul>
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside and outside the department</li> <li>b) Negotiate inside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

# 5 Department of Computer Science

## ChiefTechnologist-Electronics

1. Background Information			
<b>Job Title:</b> ChiefTechnologist-Electronics	<b>Job Level:</b> MSU/DCS/CTE005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University			<b>School/Faculty:</b> Computer Science
<b>Directorate/Division:</b> Academic and Students' Affairs			<b>Department/Section/Unit:</b> N/A
<b>Reports to:</b> Chair of Department			
<b>Direct</b> a) Senior Technician b) Technician		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for the overall operations of the computer laboratory hence ensure that functions of the laboratory run efficiently for effective achievement of the departments' objectives.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Prepare work plans, allocate work to and supervise subordinates within the department in order to deliver the desired objectives in the department b) Monitor and evaluate departmental employee performance for the section in order to establish whether they are delivering their expected outputs c) Provide input into the budget making process of the department by preparing budget for the required supplies in the computer laboratory of the department d) Prepare periodic reports for the laboratory operations of the school of computer science and disseminate it to the respective offices in the university.			
<b>Operational Responsibilities:</b> a) Store all the marked students scripts until their graduation period b) Maintain good records and documentation of the institution data for future reference in the university c) Prepare the laboratory equipment for use during practical sessions in the computer laboratory of the department of computer science			

d) Prepare the annual leave schedule for staff in the computer laboratory of the department of computer science.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Computer and accessories b) Laboratory Equipment
<b><i>Nature of decision making</i></b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Electronic/ Computer Engineering from a recognized institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered member of Engineering Board of Kenya
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer literacy b) Knowledge of relevant legislation c) Knowledge of professional standards
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Interpersonal skills b) Supervisory skills c) Communication skills d) Team building skills e) Leadership skills f) Organizational skills g) Conflict management
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Chapter six of the constitution
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Nine (9) years of relevant working experience
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication requiring a high level of diplomacy and sensitivity</li> <li>d) Basic e-mail, fax or mail correspondence</li> <li>e) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Supervise subordinates allocated work</li> <li>c) Lead through others</li> </ul>
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside and outside the department</li> <li>b) Persuade inside the department</li> <li>c) Negotiate in the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 5.2 County Senior Technician

1. Background Information			
<b>Job Title:</b> County Senior Technician	<b>Job Level:</b> MSU/CDS/CST/006	<b>Current Grade:</b> 9/10/11	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University			<b>School/Faculty:</b> Computer Science
<b>Directorate/Division:</b> Academic and Students' Affairs			<b>Department/Section/Unit:</b> N/A
<b>Reports to:</b> ChiefTechnologist-Electronics			
<b>Direct Reports:</b> Computer Technician			<b>Indirect Reports:</b> N/A
2. Purpose of the Job:			
This job is responsible for facilitating the practical experience and theory learnt in class by the students and maintain and repair hardware equipment			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> a) Participate in the preparation of procurement plan for the department in conjunction with the Chief computer Laboratory Technician b) Participate in the preparation of work plans, allocate work to and supervise subordinates in the computer science laboratory department.			
<b>Operational Responsibilities:</b> a) Supervise the use of computer laboratory equipment to ensure they are in good working condition for service delivery in the computer science department b) Prepare practical experiments for computer science students in the computer science department of the university c) Maintain an updated inventory of the computer science laboratory equipment of the university d) Install, maintain and upgrade all computers within the institution for effective and efficient service delivery to users in the department e) Maintain a good computer network system for the department of computer science in the university f) Perform preventive maintenance of equipment by conducting occasional maintenance and repairs to computers and accessories in the computer science department			
4. Job Dimensions:			
Financial Responsibilities			
Prepare the procurement plan for the laboratory equipment			



<b>Responsibility for physical assets</b>
a) Computer and accessories b) Laboratory equipment
<b>Nature of decision making</b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Diploma in Computer Science or a relevant field from a recognized institution
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b>Typical technical competencies that would be regularly applied to the job</b>
a) Computer literacy b) Knowledge of networking systems c) Knowledge of hardware and software
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Interpersonal skills b) Supervisory skills c) Communication skills d) Leadership skills e) Co-ordination skills f) Organizational skills g) Problem solving
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Compliance to chapter six of the constitution
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Six (6) years of relevant working experience
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed technical and/or functional instructions or queries</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>9. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over subordinates and colleagues:</b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Coordinate subordinates</li> <li>c) Supervise subordinates</li> </ul>
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
Convey information inside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## Computer Technician

1. Background Information			
<b>Job Title:</b> Computer Technician	<b>Job Level:</b> MSU/CDS/CT007	<b>Current Grade:</b> 6/7/8	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/Section/Unit:</b> Computer science	
<b>Reports to:</b> Senior Computer Technician			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for installation, configuration and maintenance of inventory and security of technical resources in the computer laboratory of the department of computer science.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Troubleshoot and repair hardware and software faults among computers in the computer sciences department</li> <li>Maintain the Information and Communication Technology equipment inventory in the computer science department of the university</li> <li>Recommend specifications for hardware and software purchase as needed in the computer science department of the university</li> <li>Configure and update computer software for use by students and staff in department of computer science</li> <li>Set up and maintain local area network connection for use in the computer science department of the university</li> <li>Ensure compliance to Information Communication Technology policies in the university</li> <li>Plan and facilitate hands on skills sessions for Information and Communication Technology courses in the university</li> <li>Set, moderate and administer examinations to students in the department of computer science of the university.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			

<b>Responsibility for physical assets</b>
a) Computer and accessories b) Office furniture
<b>Nature of decision making</b>
a) Analytical decisions b) Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Diploma in Computer Science or its equivalent from a recognized institution
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b>Typical technical competencies that would be regularly applied to the job</b>
a) Computer literacy b) ICT technical experience
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Interpersonal skills b) Communication skills c) Organizational skills d) Team work e) Conflict management
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Chapter 6 of the constitution
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
Three (3) years working experience in an ICT services
<b>7. Problem Solving:</b>
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Detailed written procedures c) Basic e-mail, fax or mail correspondence d) Detailed e-mail, fax or mail correspondence e) Program, system or design specifications
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>

a) Routine communication with employees of the institution or clients b) Basic explanation of services to employees of the institution or clients c) Simple verbal instructions to other employees within the institution d) Basic e-mail, fax or mail correspondence e) Detailed e-mail, fax or mail correspondence f) Drawing up program, system, technical or design specifications
<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department b) Negotiate inside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Laboratory Instructor

1. Background Information			
<b>Job Title:</b> Laboratory Instructor	<b>Job Level:</b> MSU/DCS/LI007	<b>Current Grade:</b> 6/7/8	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/Section/Unit:</b> N/A Computer Science	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to provide leadership in academic, research, policy formulation and its implementation for student knowledge development within the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
a) Prepare course work materials and lessons to students in the computer science practicals in the university b) Evaluate students coursework and assignments in the computer science department of the university c) Set and moderate draft student examinations in the computer science laboratory of the university. d) Record and maintain accurate students records in attendance and grades in the computer science laboratory of the department e) Moderate development for digital platform for use by students in the computer science department in the university f) Prepare and manage students computer laboratory work for practicals in the computer sciences department g) Supervise undergraduate students working on academic projects in the computer science department in the university.			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
a) Computer and accessories b) Laboratory equipment and instruments			
<b>Nature of decision making</b>			
a) Analytical decisions b) Operational decisions			

<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree in a relevant field from a recognized University
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Computer literacy</li> <li>b) Budgeting</li> <li>c) Knowledge of relevant legislation</li> <li>d) Knowledge of professional standards</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Interpersonal skills</li> <li>b) Supervisory skills</li> <li>c) Communication skills</li> <li>d) Leadership skills</li> <li>e) Co-ordination skills</li> <li>f) Organizational skills</li> <li>g) Problem solving</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance to chapter six of the constitution
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years relevant working experience
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Detailed verbal instructions or requests</li> <li>b) Detailed technical and/or functional instructions or queries</li> <li>c) Basic e-mail, fax or mail correspondence</li> <li>d) Detailed e-mail, fax or mail correspondence</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Simple verbal instructions to other employees within the institution</li> <li>d) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> </ul>

<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
a) Allocate work to subordinates b) Coordinate subordinates c) Supervise subordinates
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside and outside the department b) Negotiate inside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



# 6 School of Public Health and Community Development

## Chief Medical Laboratory Technologist

1. Background Information			
<b>Job Title:</b> Chief Medical Lab Technologist	<b>Job Level:</b> MSU/SPHCD/CMLT005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Public Health and Community Development	
<b>Directorate/Division:</b> Academics and Student Affairs		<b>Department/Section/Unit:</b> Medical Laboratory	
<b>Reports to:</b> Head of Department			
<b>Direct Reports:</b> a) Senior Medical Lab Technologist b) Laboratory Technologist		<b>Indirect Reports:</b> Laboratory Attendant	
2. Purpose of the Job:			
This job exists to provide leadership in the laboratory within the technical staff and also to ensure availability of working materials in the laboratory			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Participate in preparing annual procurement plan for the department in conjunction with the Chief Medical Lab Technologist b) Participate in preparing the departmental budget so as to generate the required resources for running the laboratory department for the school of public health and community development. c) Participate in shortlisting and recruitment of technical staff in the school of public health and community development d) Prepare work plans and allocate work to the senior technologist /technologist in the department so as to achieve the set objectives of the laboratory department e) Monitor in the use of consumables through bin cards of the laboratory department of the school of public health and community development f) Prepare periodic progress report of equipment use in the school of public health department laboratory			

g) Supervise the senior technologist /technologist to ensure that practical are done in time and in accordance with set policies within and without the university
<b>Operational Responsibilities:</b>
a) Ensure that the laboratory practical are conducted using in the manuals for the different procedures and processes
b) Liaise with other students/institution time avoid missing teaching materials in the medical laboratory department of the schools of public health and community development
c) Ensure departmental infrastructure are maintained and repaired in time for continuous service delivery in the department and school
d) Participate in conducting laboratory practical for students in the laboratory department of the school of public health and community development
e) Ensure safety regulations are observed at all times in the medical laboratory department of the school of public health and community development
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
Provide input into the process of budgeting
<b><i>Responsibility for physical assets</i></b>
a) Computer
b) Printer
c) Office furniture
d) Laboratory equipment
<b><i>Nature of decision making</i></b>
a) Operational Decisions
b) Analytical Decisions
c) Financial Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's degree in medical laboratory sciences or Higher Diploma in Medical Laboratory Science. From a recognised institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Must be a member of Kenya Medical Laboratory Technologist/Technician Board (KMLTTB)
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
b) Computer skills.
c) Knowledge of professional standards.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills.
b) Communication skills.
c) Interpersonal skills.
d) Organizational skills.
e) Team building.
f) Problem solving.
g) Supervisory.
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>

<ul style="list-style-type: none"> <li>a) Must meet the requirements of Chapter six (6) of the Constitution of Kenya</li> <li>b) Certificate of good conduct</li> <li>c) Tax compliance certificate</li> <li>d) HELB clearance certificate</li> <li>e) Credit Reference Bureau clearance certificate</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Twelve (12) years' related working experience as three of which was a Deputy Chief Medical Laboratory Technologist in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Explanation of complex services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Basic e-mail, fax or mail correspondence</li> <li>h) Detailed e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to thirteen (13) subordinates.</li> <li>b) Supervise thirteen (13) subordinates.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes broad practices or policies affecting a whole department.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution</li> <li>b) Convey information outside the unit/section/department/ division/institution</li> <li>c) Persuasion outside the unit/section/department/ division/institution</li> <li>d) Negotiation outside the unit/section/department/ division/institution</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A

<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Senior Medical Laboratory Technologist

1. Background Information			
<b>Job Title:</b> Senior Medical Lab Technologist	<b>Job Level:</b> MSU/SPHCD/SMLT006	<b>Current Grade:</b> 9/10/11	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Public Health and Community Development	
<b>Directorate/Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> Medical Laboratory	
<b>Reports to:</b> Chief Laboratory Technologist			
<b>Direct Reports:</b> Laboratory Attendants		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to design, plan and mount laboratory practical for undergraduate and postgraduate students in addition to supervisory role in the school public health and community development.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Prepare work plans for semester practical lessons for the school in order to share the available resources accordingly.</li> <li>b) Develop and review standard operating procedure for equipment and laboratory procedures periodically in the medical laboratory department of the school</li> <li>c) Supervise technologist, laboratory attendants and students during practical session for quality work and compliance to procedures in the medical laboratory.</li> </ul>			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Source for the relevant clinical specimen and organize for their storage in the laboratory of the school of public health and community development Prepare reagent, stains and chemical and lead in the execution of laboratory practical</li> <li>b) Participate in research activities relevant to school's aspirations in order for it to achieve its intended objectives</li> <li>c) Coordinate the provision maintenance and calibration of laboratory equipment and in case of need for repair, notify the chief technologist</li> <li>d) Maintain laboratory supplies inventory and ensure adequate stock of reagents and other consumables are available and track their usage.</li> <li>e) Observe laboratory quality control and quality assurance during laboratory practical sessions</li> <li>f) Guide students in writing a scientific laboratory reports in the laboratory following laboratory activities</li> <li>g) Accompany and guide students to clinical areas within the medical laboratory department of the</li> </ul>			

school of public health and community development
h) Collect, manage and store clinical samples in the laboratory and clinical areas within the medical laboratory.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Office furniture b) Laboratory equipment
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Higher Diploma in Medical Laboratory Science, or Bachelors' Degree in Medical Laboratory Science, or Higher Diploma in Nutrition in Dietetics, or Bachelors' Degree in Nutrition in Dietetics from a recognized institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Must be a member of Kenya Medical Laboratory Technologist/Technician Board (KMLTTB) or Kenya Nutritionists and Dietetics Institute.
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience. b) Knowledge of professional standards.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills. b) Interpersonal skills. c) Organizational skills. d) Team player. e) Problem solving. f) Supervisory.
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
a) Practicing license from Kenya Medical Laboratory Technologist/Technician Board (KMLTTB) or Kenya Nutritionists and Dietetics Institute. b) Must meet the requirements of Chapter six (6) of the Constitution of Kenya c) Certificate of good conduct d) Tax compliance certificate e) HELB clearance certificate f) Credit Reference Bureau clearance certificate
<b>6. Relevant Experience Required:</b>

<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of nine (9) years of work experience with at least three (3) years serving as a Medical Laboratory Technologist I.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests.</li> <li>b) Detailed verbal instructions or requests.</li> <li>c) Simple written instructions or requests.</li> <li>d) Detailed written procedures.</li> <li>e) Detailed technical and/or functional instructions or queries.</li> <li>f) Basic e-mail, fax or mail correspondence.</li> <li>g) Current legislation affecting the job holder's area of responsibility.</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Basic explanation of services to employees of the institution or clients.</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>f) Simple verbal instructions to other employees within the institution.</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors.</li> <li>h) Basic e-mail, fax or mail correspondence.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to eight (8) subordinates.</li> <li>b) Coordinates five (5) subordinates and seven (7) team members.</li> <li>c) Directly supervises eight (8) subordinates.</li> <li>d) Leads three (3) subordinates through others.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution.</li> <li>b) Convey information outside the unit/section/department/ division/institution.</li> <li>c) Persuasion inside the unit/section/department/ division/institution.</li> <li>d) Negotiation inside the unit/section/department/ division/institution.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>

Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.

***Job Hazards***

Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.



## Medical Laboratory Technologist

1. Background Information			
<b>Job Title:</b> Medical Laboratory Technologist	<b>Job Level:</b> MSU/SPHCD/LT006	<b>Current Grade:</b> 5/6/7	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Public Health and Community Development.	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/Section/Unit:</b> Medical Laboratory	
<b>Reports to:</b> Senior Laboratory Technologist			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to administering practical to students in the school of public health and community development and ensuring their safety before during and after the practical.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Participate in student's practical sessions in the medical laboratory of the school of public health and community development</li> <li>Participate in departmental planning and forecasting of laboratory supplies and needs for effective service delivery in the department</li> <li>Participate in laboratory quality control and quantity assurance before during and after practical</li> <li>Mount practicals for students in the school's medical laboratory</li> <li>Implement and guide the implementation of safety procedures during practical by students in the medical laboratory of the school</li> <li>Collect, preserve, pack and transport laboratory samples from outsourced centers to the medical laboratory of the university</li> <li>Maintain laboratory equipment in good working order and condition for continued service delivery in the medical laboratory</li> <li>Update all relevant laboratory records (incident, attendance, and submission) for record and filing purposes and future references</li> <li>Accompany students on academic trips</li> <li>Prepare laboratory reagents and stains for students practical to use during the medical laboratory lessons and procedures</li> </ol>			

k) Calibrate, standardize and routinely conduct preventive maintenance of laboratory equipment.
l) Observe at all times good clinical laboratory practice is attained during clinical exposures.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Laboratory equipment b) Office furniture
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Medical Laboratory Technology from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Must be registered with Kenya Medical Laboratory Technologist/Technician Board (KMLTTB).
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience. b) Knowledge of professional standards. c) Computer literacy.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Interpersonal skills, c) Organizational skills, d) Team player. e) Problem solving.
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Must meet the requirements of Chapter six (6) of the Constitution of Kenya
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of six (6) years' experience as a Medical Laboratory Technician.
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests. b) Detailed verbal instructions or requests. c) Simple written instructions or requests.

<ul style="list-style-type: none"> <li>d) Detailed written procedures.</li> <li>e) Detailed technical and/or functional instructions or queries.</li> <li>f) Basic e-mail, fax or mail correspondence.</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Is expected to come up with suggestions on improved practices.
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution.</li> <li>b) Convey information outside the unit/section/department/ division/institution.</li> <li>c) Persuasion inside the unit/section/department/ division/institution.</li> <li>d) Negotiation inside the unit/section/department/ division/institution.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b>Job Hazards</b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Laboratory Attendants

1. Background Information			
<b>Job Title:</b> Laboratory Attendant	<b>Job Level:</b> MSU/SPHCD/LAtt007	<b>Current Grade:</b> 2/3	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Public Health and Community Development	
<b>Directorate/Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> Medical Laboratory	
<b>Reports to:</b> Senior Laboratory Technologist			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to implement biosafety and good laboratory practices in the laboratory by cleaning, and arranging laboratory items and providing custody for the laboratory facilities in the school.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Custodian of the laboratory facility e.g. opening and closing of respective labs, general cleaning of the lab and glassware, sterilization of glassware, biological used material before disposal, disinfection /decontamination of lab surfaces, machines and glassware.</li> <li>Segregation of safe disposal of laboratory waste generated after practical sessions in the medical laboratory of the school</li> <li>Maintenance of equipment and instruments in good working conditions and reporting of any incidents in the laboratory</li> <li>Collects and preserves varied samples for analysis from specific locations according to predetermined schedule, collect special samples for transport, storage and lab testing under supervision of a given technologies</li> <li>Set up, calibrated, operates and performs minor maintenance of a variety of lab equipment and instruments</li> <li>Prepares chemical/reagents for biosafety use, bacteriological media stars and standard test solution</li> <li>Attend all laboratory practical to take care of safety issues, breakages, spillage and first aid</li> <li>Maintain inventory of laboratory attendance for practical, filling of student's attendance and submissions</li> <li>Accompany technologist to the field.</li> </ol>			

<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
Laboratory equipment.
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Certificate in Medical Laboratory Sciences or Craft in Science Laboratory Technology.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Must be a member of Kenya Medical Laboratory Technologist/Technician Board (KMLTTB)
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Knowledge of advanced clerical, operational or customer service skills acquired through education, experience or on the job training. b) Knowledge of First Aid
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills. b) Interpersonal skills. c) Team player.
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Must meet the requirements of Chapter six (6) of the Constitution of Kenya
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of two (2) years of work experience in relevant field.
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution

<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Not expected to influence practices.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the unit/section/department/ division/institution b) Convey information outside the unit/section/department/ division/institution c) Persuasion inside the unit/section/department/ division/institution
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Clinical Instructor

1. Background Information			
<b>Job Title:</b> Clinical Instructor	<b>Job Level:</b> MSU/SPHCD/CI004	<b>Current Grade:</b> 9/10	<b>No. of Posts:</b> 2
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Public Health and Community Development	
<b>Directorate/Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> Nutrition and Dietetics	
<b>Reports to:</b> Head of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to provide a platform through which undergraduate public health students can be mentored and trained on the core concepts aligned with clinical nutrition in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Participate in the preparation of procurement plan within the department</li> <li>b) Monitor and follow up on the implementation of procurement plan within the department</li> <li>c) Participate in the preparation and disseminate procurement reports to the head of department for appropriate action and filing</li> <li>d) Prepare clinical rotations for the student attending clinical practicums so as to provide a chance for all of them to get a chance to practice what they have learned in class</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Guiding students on clinical practicums in order to gain skills and experience in the lesson and be able to apply them.</li> <li>b) Mentor undergraduate public health and community development students within the department</li> <li>c) Participate in designing and conduct of nutrition related research so as to expand knowledge on the same within and without the university</li> <li>d) Identify relevant equipment and supplies for procurement in consultation with nutrition department</li> <li>e) Maintain inventory of supplies and equipment in clinical nutrition skills laboratory of the school</li> <li>f) Prepare clinical tools for follow up and evaluation and grading of students in the school of public health</li> <li>g) Organize and follow up on the transport of students, and accompany them to clinical practice areas without the university</li> </ul>			

h) Perform nutrition -related duties while with students at the clinical practicums sessions in laboratory of the university
i) Participate in community outreach especially community nutritional assessment carried out by the Maseno University Nutrition and Dietetics Students Association.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Weighing scale. b) Height board. c) MUAC tapes. d) Body fat monitor.
<b><i>Nature of decision making</i></b>
a) Operational Decisions. b) Analytical Decisions.
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor of Science Degree in Nutrition related field.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registered with and licensed by the Kenya Nutritionists and Dietetics Institute.
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills. b) Interpersonal skills. c) Team player. d) Problem solving.
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
a) Must meet the requirements of Chapter six (6) of the Constitution of Kenya b) Practicing license from Kenya Nutritionists and Dietetics Institute. c) Certificate of good conduct d) Tax compliance certificate e) HELB clearance certificate f) Credit Reference Bureau clearance certificate
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of two (2) years serving as a nutritionist in a clinical set up/ hospital setting.
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>



<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Written Government policy documents affecting the job holder's area of responsibility</li> <li>g) Current legislation affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Basic explanation of services to employees of the institution or clients.</li> <li>d) Simple verbal instructions to other employees within the institution.</li> <li>e) Detailed verbal or written instructions or requests to employees of the institution or contractors.</li> <li>f) Basic e-mail, fax or mail correspondence.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Is expected to come up with suggestions on improved practices.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution</li> <li>b) Convey information outside the unit/section/department/ division/institution</li> <li>c) Persuasion inside the unit/section/department/ division/institution</li> <li>d) Negotiation inside the unit/section/department/ division/institution</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

# 7 School of Agriculture and Food Security

## Chief Laboratory Technologist

1. Background Information			
<b>Job Title:</b> Chief Laboratory Technologist	<b>Job Level:</b> MSU/SAFS/CLT005	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Agriculture and Food Security	
<b>Directorate/Division:</b> Academic and Students' Affairs		<b>Department/Unit:</b> Food Security	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> a) Senior Technologist b) Technologist		<b>Indirect Reports:</b> a) Laboratory Attendants b) Field Attendants c) Pond Attendants	
2. Purpose of the Job:			
This job exists to provide leadership in the management of the laboratory and bridge the gap between academic and technical staff through development and implementation of practical manual in order to enhance acquisition of knowledge through practical lessons.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Teaching and Learning Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> a) Prepare annual work plans for the laboratory to guide in the execution of the laboratory operations and to enhance accountability among the technologists. b) Prepare procurement plans for the laboratory to ensure that requisite quality and quantity of chemicals and apparatus need for use during practical sessions are acquired. c) Prepare monthly laboratory reports and submit to the Deputy Vice Chancellor- Partnerships, Research and Innovations to facilitate decision making concerning the laboratory.			
<b>Operational Responsibilities:</b> a) Develop practical manuals in conjunction with the academic staff to guide during practical sections and to standardize procedures of carrying out tests in the laboratory. b) Take charge of laboratory equipment to ensure they are in good conditions and replace the broken ones. c) Demonstrate practical activities for students in the laboratory/ field to in line the standard operation procedures are adhered to in order to achieve the correct results.			

<ul style="list-style-type: none"> <li>d) Develops practical manuals/ activities.</li> <li>e) Provide technical assistant post- graduate and undergraduate students in the school in their research in order to obtain quality data for analysis.</li> <li>f) Supervisor technologists, laboratory attendants, pond attendants and students on attachment/ interns.</li> <li>g) Mark practical reports for students to assess the students' understanding of the practical lessons taught.</li> <li>h) Prepare and enforce laboratory safety rules and regulation to enhance safety of both staff and students in the school's laboratory.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Provide input into the process of budgeting for the laboratory.</li> <li>b) Control or manage expenditure of the laboratory</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Laboratory equipment.</li> <li>b) Chemicals.</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Operational Decisions</li> <li>b) Analytical Decisions</li> <li>c) Financial Decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Higher National Diploma in Laboratory Sciences, or Bachelors' Degree in Laboratory Sciences
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience.</li> <li>b) Computer literacy.</li> <li>c) Knowledge of professional standards.</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills.</li> <li>b) Communication skills.</li> <li>c) Interpersonal skills.</li> <li>d) Ability to work under pressure.</li> <li>e) Team building.</li> <li>f) Problem solving.</li> <li>g) Supervisory skills.</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Must meet the requirements of Chapter six (6) of the Constitution of Kenya.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of 12 years of experience as a three of which was a senior technologist.
<b>7. Problem Solving:</b>

Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests.</li> <li>b) Detailed verbal instructions or requests.</li> <li>c) Simple written instructions or requests.</li> <li>d) Detailed written procedures.</li> <li>e) Detailed technical and/or functional instructions or queries.</li> <li>f) Basic e-mail, fax or mail correspondence.</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Basic explanation of services to employees of the institution or clients.</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>f) Simple verbal instructions to other employees within the institution.</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors.</li> <li>h) Basic e-mail, fax or mail correspondence.</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocate work to and supervise 12 subordinates.
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes specific administrative or operational practices in a team, section or unit.
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution.</li> <li>b) Convey information outside the unit/section/department/ division/institution.</li> <li>c) Persuasion inside the unit/section/department/ division/institution.</li> <li>d) Negotiation inside the unit/section/department/ division/institution.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Senior Laboratory Technologist

1. Background Information			
<b>Job Title:</b> Senior Laboratory Technologist	<b>Job Level:</b> MSU/SAFS/SLT006	<b>Current Grade:</b> D/E/F	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> Agriculture and Food Security	
<b>Directorate/ Division:</b> Academic and Students Affairs		<b>Department/Unit:</b> Food Security	
<b>Reports to:</b> Chief Laboratory Technologist			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to implement the plans, practical manuals conceived by the chief Technology and the academic staff which involve hands on running/demonstration of practical or field activities.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Take charge of laboratory equipment to ensure they are in good conditions and replace the broken ones.</li> <li>Demonstrate practical activities for students in the laboratory/ field to in line the standard operation procedures are adhered to in order to achieve the correct results.</li> <li>Develops practical manuals to guide activities for practical lessons in the laboratory of the school</li> <li>Assist post- graduate and undergraduate students in the school with the technical aspects of their research in order to obtain quality data for analysis.</li> <li>Mark practical reports for students to assess the students' understanding of the practical lessons taught.</li> <li>Prepare reagents and chemicals to facilitate practical sessions for students in the laboratory of the school</li> <li>Calibrate laboratory equipment to aid in measurement of reagents and chemical in the laboratory of the school</li> <li>Prepare and enforce laboratory safety rules and regulation to enhance safety of both staff and students in the laboratory of the school.</li> </ol>			
4. Job Dimensions:			

<b>Financial Responsibilities</b>
N/A
<b>Responsibility for physical assets</b>
a) Laboratory equipment. b) Chemicals. c) Computer. d) Office furniture. e) Laboratory infrastructure.
<b>Nature of decision making</b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Higher National Diploma in Laboratory Sciences or Bachelors' Degree in Laboratory from a recognized institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience. b) Computer literacy. c) Knowledge of professional standards.
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills. b) Interpersonal skills. c) Team player. d) Problem solving. e) Supervisory skills.
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Must meet the requirements of Chapter six (6) of the Constitution of Kenya.
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
A minimum of nine years of working experience in laboratory practice three of which was a technologist.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests.</li> <li>b) Detailed verbal instructions or requests.</li> <li>c) Simple written instructions or requests.</li> <li>d) Detailed written procedures.</li> <li>e) Detailed technical and/or functional instructions or queries.</li> <li>f) Basic e-mail, fax or mail correspondence.</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Basic explanation of services to employees of the institution or clients.</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>f) Simple verbal instructions to other employees within the institution.</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors.</li> <li>h) Basic e-mail, fax or mail correspondence.</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Is expected to come up with suggestions on improved practices.
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution.</li> <li>b) Convey information outside the unit/section/department/ division/institution.</li> <li>c) Persuade inside the unit/section/department/ division/institution.</li> <li>d) Negotiate inside the unit/section/department/ division/institution.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b>Job Hazards</b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## Laboratory Technologist

<b>1. Background Information</b>			
Job Title: Laboratory Technologist	Job Level: MSU/SAFS/LT007	Current Grade: A/B/C	No. of Posts:
Institution: Maseno University		Faculty/School: Agriculture and Food Security	
Directorate/Division: Academic and Students' Affairs		Department/Unit: Food Security	
Reports to: Chief Laboratory Technologist			
Direct Reports: N/A		Indirect Reports: N/A	
<b>2. Purpose of the Job:</b>			
This job exists to implement safety measures in the laboratory and conduct practical sessions to enable student understand concept taught during lectures more practically in the school of agriculture and food security.			
<b>3. Main Responsibilities of the Job:</b>			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Carry out stock taking for chemicals and equipment in laboratory to monitor their conditions and facilitate replacement of the damaged ones.</li> <li>b) Demonstrate practical activities for students in the laboratory/ field to in line the standard operation procedures are adhered to in order to achieve the correct results.</li> <li>c) Assist students in the school with the technical aspects of their research in order to obtain quality data for analysis.</li> <li>d) Mark practical reports for students to assess the students' understanding of the practical lessons taught.</li> <li>e) Prepare reagents and chemicals to facilitate practical sessions.in the laboratory</li> <li>f) Calibrate laboratory equipment to aid in measurement of reagents and chemical.</li> <li>g) Enforce laboratory safety rules and regulation to enhance safety of both staff and students in the laboratory</li> <li>h) Participate in organization of field trips and industrial visits for students to enable students acquire real-time experience of what they learn in laboratory.</li> </ul>			
<b>4. Job Dimensions:</b>			
<i>Financial Responsibilities</i>			



N/A
<i>Responsibility for physical assets</i>
a) Laboratory equipment. b) Chemicals. c) Computer. d) Office furniture. e) Laboratory infrastructure.
<i>Nature of decision making</i>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Diploma in Laboratory Sciences or relevant field from a recognized institution.
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience. b) Computer literacy. c) Knowledge of professional standards.
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
a) Communication skills. b) Interpersonal skills. c) Team player. d) Problem solving. e) Supervisory skills.
<i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i>
a) Must meet the requirements of Chapter six (6) of the Constitution of Kenya. b) Certificate of good conduct. c) Tax compliance certificate. d) HELB clearance certificate.
<b>6. Relevant Experience Required:</b>
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
A minimum of six years of experience in a similar role.
<b>7. Problem Solving:</b>
Problems solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<i>Communication/information the job holder needs to understand in order to perform the job:</i>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests.</li> <li>b) Detailed verbal instructions or requests.</li> <li>c) Simple written instructions or requests.</li> <li>d) Detailed written procedures.</li> <li>e) Detailed technical and/or functional instructions or queries.</li> <li>f) Basic e-mail, fax or mail correspondence.</li> </ul>
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Basic explanation of services to employees of the institution or clients.</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>e) Simple verbal instructions to other employees within the institution.</li> <li>f) Detailed verbal or written instructions or requests to employees of the institution or contractors.</li> <li>g) Basic e-mail, fax or mail correspondence.</li> <li>h) Drafting of factual reports, presentations, procedure or policy documents or training material.</li> </ul>
<b>9. Influence:</b>
<i>Job holders' influence over subordinates and colleagues:</i>
N/A
<i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i>
Is expected to come up with suggestions on improved practices.
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
<ul style="list-style-type: none"> <li>a) Convey information inside the unit/section/department/ division/institution.</li> <li>b) Convey information outside the unit/section/department/ division/institution.</li> <li>c) Persuasion inside the unit/section/department/ division/institution.</li> <li>d) Negotiation inside the unit/section/department/ division/institution.</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<i>Working Environment</i>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<i>Job Hazards</i>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

# 8 School of Education

## Sign Language Interpreter

4 Background Information			
<b>Job Title:</b> Sign Language Interpreter	<b>Job Level:</b> MSU/SE/SLI005	<b>Current Grade:</b> 8/9/10	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> School of Education	
<b>Directorate/Division:</b> Academics and Student Affairs		<b>Department/ Section/Unit:</b> Department of Special Needs Education	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
5 Purpose of the Job:			
This job exists to offer intensive interpretation services to the deaf student's class from First Year to fourth year and to ensure that no person with the disability is discriminated against in the university.			
6 Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>n) Participate in preparing teaching aids and materials for teaching sign language in the department.</li> <li>o) Prepare sign language interpretation practical exercises for students taking sign language.</li> <li>p) Monitor and evaluate progress of sign language students.</li> <li>q) Disseminate departmental report to the head of department per semester on the progress of sign language students in understanding sign language.</li> <li>r) Supervise sign language students and the work they do in acquiring sign language and ensure it's done within the expected standards and time.</li> <li>s) Offer intensive interpretation services to the deaf students and visitors of the University.</li> <li>t) Teach sign language to the university staff in the university so as to improve their communication with the deaf students and staff</li> <li>u) Supervise sign language practical sessions for sign language students in the university</li> <li>v) Carry out disability mainstreaming within the university in order to reduce and eliminate discrimination and stigma in the university</li> <li>w) Prepare video clips for sign language practical and examinations for deaf students in the university</li> <li>x) Research on sign language in order to expand knowledge and effectiveness in sign language communication</li> </ul>			

<b>7 Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
c) Video Recorder d) Hearing Aid e) Amplifiers f) Office furniture
<b><i>Nature of decision making</i></b>
e) Operational decisions f) Analytical decisions
<b>8 Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Sign Language Interpretation from a recognised institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
d) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience. e) Knowledge of Kenyan Sign Language. f) Computer literacy. g) Knowledge of professional standards.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
k) Communication skills l) Interpersonal skills m) Team building n) Organisational skills o) Negotiation skills
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance with Chapter Six of the Constitution of Kenya 2010.
<b>9 Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of five (5) years of work experience in an institution of higher learning.
<b>10 Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>11 Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>l) Routine communication in connection with instructions, requests or normal work tasks</li> <li>m) Routine communication with employees of the institution or clients</li> <li>n) Basic explanation of services to employees of the institution or clients</li> <li>o) Simple verbal instructions to other employees within the institution</li> <li>p) Basic e-mail, fax or mail correspondence</li> </ul>
<b>12 Sapiential Authority</b>
<b>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</b>
N/A
<b>13 Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Is expected to come up with suggestions on improved practices.
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>h) Convey information within the institution but outside the department.</li> <li>i) Convey information outside the institution.</li> <li>j) Negotiate within the institution but outside the department.</li> </ul>
<b>14 Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>15 Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## Technologist

1. Background Information			
<b>Job Title:</b> Technologist	<b>Job Level:</b> MSU/SE/Too5	<b>Current Grade:</b> 8/9/10	<b>No. of Posts:</b>
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> School of Education	
<b>Directorate/Division:</b> Academics and Students' Affairs		<b>Department/ Section/Unit:</b> Department of Educational Communication Technology and Curriculum Studies	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to provide graphic, technical and learning resource for lecturers and students as well as assist students in developing technical aids (audiovisual) and demonstrate how to use the same in teaching to facilitate learning.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Schedule practical classes in liaison with course coordinator and the respective lecturers</li> <li>Provide teaching and learning resources required for use in the lecture halls during practical lessons</li> <li>Develop graphic teaching and learning resources to facilitate teaching and learning among students and staff in the university</li> <li>Facilitate students in developing teaching aids to use in their teaching activities in the field after university</li> <li>Demonstrate the use of audiovisual to students during practical lessons in the school of education</li> <li>Carry out video recording and editing of microteaching lessons to special students in the school</li> <li>Set up Information and Communication Technology equipment's for lectures to facilitate audio-visual learning.</li> <li>Information and Communication Technology software maintenance and support services</li> <li>Video documentation of students on teaching practice.</li> <li>Participate in the Technical Assessment Committee of procurement to assist identify the best equipment at affordable cost.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			

<b>Responsibility for physical assets</b>
<ul style="list-style-type: none"> <li>a) Video Recorder</li> <li>b) Audio visual equipment</li> <li>c) Computer</li> <li>d) Office furniture</li> </ul>
<b>Nature of decision making</b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Diploma in relevant field from a recognized institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
<ul style="list-style-type: none"> <li>a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience.</li> <li>b) Knowledge of Educational Curriculum.</li> <li>c) Computer literacy.</li> <li>d) Knowledge of Graphic based Computer software.</li> </ul>
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Communication skills</li> <li>b) Interpersonal skills</li> <li>c) Team building</li> <li>d) Organisational skills</li> </ul>
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Compliance with Chapter Six of the Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
A minimum of two (2) years of work experience in an institution of higher learning.
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>

<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Basic e-mail, fax or mail correspondence</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information within the institution but outside the department.</li> <li>b) Convey information outside the institution.</li> <li>c) Negotiate within the institution but outside the department.</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



## Braille Technician

1. Background Information			
<b>Job Title:</b> Braille Technician	<b>Job Level:</b> MSU/SE/BT005	<b>Current Grade:</b> 5/6/7	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> School of Education	
<b>Directorate/Division:</b> Academics and Student Affairs		<b>Department/ Section/Unit:</b> Department of Special Need Education	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to braille and transcribe literature to enhance teaching, learning and research by both the blind and sighted students and lecturers in the school of education.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Braille and transcribe the learning materials for use by students and staff in the university</li> <li>Repair and service regularly the braille machines for the school for uninterrupted services delivery in the school and university at large</li> <li>Prepare learning materials such as diagrams and maps for learners with visuals challenges.</li> <li>Prepare exams in braille for braille readers in the University.</li> <li>Mark and assign scores, in collaboration with lecturers, to students learning braille.</li> <li>Assist the visually challenged students on the use of JAWs computer software applications.</li> <li>Assist lecturers in teaching students using the Abacus.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b> N/A			
<b>Responsibility for physical assets</b>			
<ol style="list-style-type: none"> <li>Braille machine</li> <li>Braille Paper Issue</li> <li>Slates and Stylus</li> <li>White canes and blind folders</li> </ol>			

<b><i>Nature of decision making</i></b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in relevant field from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience. b) Braille literacy. c) Braille repair skills. d) Computer literacy.
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills. b) Interpersonal skills. c) Team building.
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance with Chapter Six of the Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
A minimum of five (5) years of work experience in an institution of higher learning.
<b>7. Problem Solving:</b>
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution e) Basic e-mail, fax or mail correspondence
<b>9. Sapiential Authority</b>

<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information within the institution but outside the department. b) Convey information outside the institution.
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

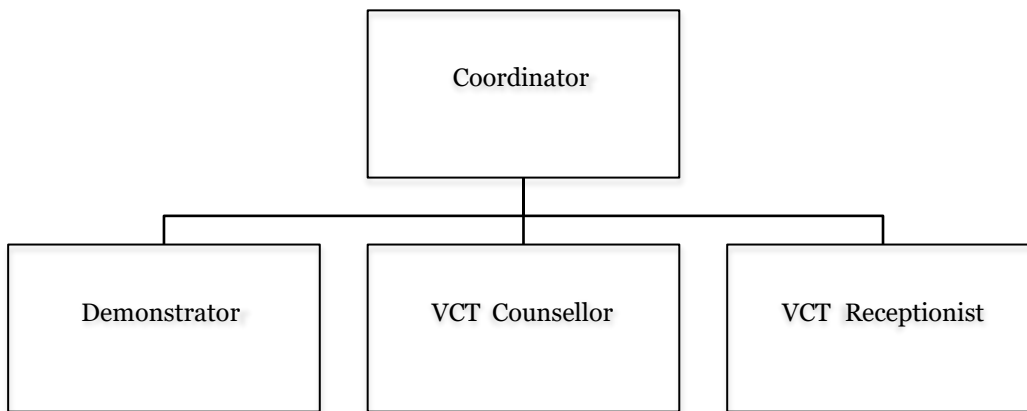
## Laboratory Attendant

1. Background Information			
<b>Job Title:</b> Laboratory Attendant	<b>Job Level:</b> MSU/SE/LAtto05	<b>Current Grade:</b> 4	<b>No. of Posts:</b> 2
<b>Institution:</b> Maseno University		<b>College/ School / Faculty:</b> School of Education	
<b>Directorate/Division:</b> Academics and Student Affairs		<b>Department/ Section/Unit:</b> Department of Educational Communication Technology and Curriculum Studies.	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This job exists to prepare the laboratory and set audio-visual machines for technicians to conduct practical lessons with students in order to reinforce theoretical learning and enhance research to students and staff in the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Open daily the laboratory and close it after use to allow for daily operations in the laboratory.</li> <li>Clean the laboratory and arrange things and furniture daily in order to make it conducive for practical sessions.</li> <li>Set up daily audio-visual equipment for Educational Communication Technology 360 practical in the university</li> <li>Store audio-visual equipment in the respective places for their safety and security for continued use in the laboratory</li> <li>Keep audio visual equipment clean and routinely carry out minor repairs to ensure they are in good working condition.</li> <li>Set and operate public address system for lecturers and students in seated meetings in the school</li> <li>Carry out practical demonstration of the audio-visual equipment to students in the laboratory of the school of education.</li> </ol>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			

<b>Responsibility for physical assets</b>
N/A
<b>Nature of decision making</b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Certificate Information Communication Technology from a recognized institution.
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Knowledge of skills required to perform a variety of primarily manual tasks. b) Knowledge of professional standards c) Computer literacy.
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills. b) Interpersonal skills. c) Team building.
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Compliance with Chapter Six of the Constitution of Kenya 2010.
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
A minimum of two (2) years of work experience in an institution of higher learning.
<b>7. Problem Solving:</b>
Is not required to solve problems. All problems outside of routine instructions are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution
<b>9. Sapiential Authority</b>

<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Not expected to influence practices.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
Convey information within the institution but outside the department.
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 9. *HIV/Aids Control Unit*



*Figure 9: HIV/AIDS Control Unit Organogram*

## 9.1 Coordinator-HIV/Aids Control Unit

1. Background Information			
<b>Job Title:</b> Coordinator-Hiv/AIDS Control Unit	<b>Job Level:</b> MSU/ASA/Coord005	<b>Current Grade:</b> Scale 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> N/A	
<b>Division:</b> Academic and Student Affairs		<b>Department/Unit:</b> Aids Control Unit	
<b>Reports to:</b> Dean, School of Public Health			
<b>Direct Reports:</b> a) Demonstrator b) VCT Counsellor c) VCT Receptionist		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for coordinating the promotion of HIV and AIDS prevention, care and support activities in order to create awareness, reduce infection rate and stigmatization in Maseno University and surrounding communities.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Develop and review the HIV and AIDS policy to guide the operations of the unit in accordance the national and institutional framework</li> <li>b) Plan, organize and manage activities for the prevention and control of HIV and AIDS at the university at all times.</li> <li>c) Monitor, evaluate and report on the HIV &amp; AIDS activities at the Aids Control Unit to inform on the progress of the unit periodically.</li> <li>d) Prepare and submit quarterly reports to the National Aids Control unit on HIV and Aids related activities within the University.</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Liaise with the National Aids Control Council for technical support and guidance to reinforce the man power during different HIV related activities within the University.</li> <li>b) Establish appropriate networks for the development and promotion of HIV prevention and control activities among students and staff in the University.</li> <li>c) Coordinate resource mobilization on a regular basis from different organization and donor to facilitate the activities of the unit in order to facilitate the success of the exercise.</li> <li>d) Develop proposals and source for funding to support HIV and AIDS research and activities when necessary.</li> <li>e) Conduct HIV and AIDS research and disseminate the outcomes through conferences, publications, seminars, etc. to improve the lives of infected people and encourage prevention.</li> <li>f) Participate actively on the various HIV and AIDS prevention programs at the national, regional, local level</li> </ul>			



<p>to provide expertise in the development of HIV strategic plan for the surrounding community.</p> <p>g) Coordinate education, awareness and advocacy to promote prevention and management of HIV and AIDS within the University community at all times as well as improve the health of the infected people.</p> <p>h) Regularly develop training and capacity building within the student body and surrounding community to enhance HIV and AIDS prevention measures and improve the lives of infected people.</p> <p>i) Act as secretary to the Maseno University Aids Control Unit Committee and provide services like minute writing and circulation during and after periodic meetings.</p> <p>j) Spearhead implementation of the performance contracting indicators for the HIV and AIDS activities on a day to day basis.</p> <p>k) Provide periodic briefing to Aids and Control Unit committee chairperson on the implementation status of the ACU programs and their progress.</p>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<p>a) Prepare budget for the unit</p> <p>b) Authorize the expenses for the unit</p>
<b><i>Responsibility for physical assets</i></b>
<p>a) Computers and accessories</p> <p>b) Office furniture</p> <p>c) Public Address Systems</p>
<b><i>Nature of decision making</i></b>
<p>a) Operational Decisions</p> <p>b) Analytical Decisions</p> <p>c) Financial Decisions</p> <p>d) Strategic Decisions</p>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's Degree in Biological, Social or Public Health Sciences from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<p>a) Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field</p> <p>b) Computer skills</p> <p>c) Budgeting skills</p> <p>d) Project management skills</p> <p>e) Knowledge of professional standards</p> <p>f) Knowledge of relevant legislations</p>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<p>a) Leadership skills,</p> <p>b) Communication skills,</p> <p>c) Interpersonal skills,</p> <p>d) Organisational skills,</p> <p>e) Negotiation skills,</p> <p>f) Team building skills,</p> <p>g) Problem solving skills,</p> <p>h) Observation skills</p> <p>i) Compassionate</p> <p>j) Supervisory skills</p>

k) Must meet the requirements of Chapter six (6) of the Constitution of Kenya
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Eight (8) years of relevant work experience in similar project
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Written Government policy documents affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> <li>e) Basic explanation of services to employees of the institution or clients</li> <li>f) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>g) Explanation of complex services or concepts to employees of the institution or clients</li> <li>h) Simple verbal instructions to other employees within the institution</li> <li>i) Basic e-mail, fax or mail correspondence</li> <li>j) Detailed e-mail, fax or mail correspondence</li> <li>k) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>l) Drawing up project briefs</li> <li>m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocation of work to the Demonstrator, VCT Counsellor and VCT Receptionist.(2)</li> <li>b) Directly Supervises the Demonstrator. (1)</li> <li>c) Leads two (2) through others.</li> </ul>
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Influences or changes broad practices or policies affecting other areas of the institution
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>

<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the institution</li> <li>c) Convey information at Senior Management level</li> <li>d) Persuasion inside the institution</li> <li>e) Persuasion outside the institution</li> <li>f) Negotiation inside the department</li> <li>g) Negotiation outside the institution</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
No Hazards usual office situation.

## 9.2 Demonstrator

1. Background Information			
<b>Job Title:</b> Demonstrator	<b>Job Level:</b> MSU/ASA/Demo007	<b>Current Grade:</b> Scale 8	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> School of Public Health and Community Development	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> Hiv/Aids Control Unit	
<b>Reports to:</b> Coordinator-Hiv/Aids Control Unit			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for implementing HIV and AIDS prevention, treatment and care projects activities and services to students, staff and members of the surrounding community of Maseno University to mitigate Hiv/AIDS effects and impact.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Prepare annual work plan for activities to be implemented by the Hiv/Aids Control Unit and ensure it is adhere to by the staff.</li> <li>b) Monitor and evaluate activities of the Hiv/Aids Control Unit for expected standards, quality, and quantity and delivered within the expected time.</li> <li>c) Prepare quarterly reports for the Hiv/AIDS Control Unit to inform the relevant subcommittee on the progress of the unit in line with the mission and vision of the University regarding HIV and AIDs strategic plan.</li> </ul>			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Implement annual work plan for the HIV and AIDS activities for the University to ensure that the objectivities of the university regarding AIDS prevention is achieved.</li> <li>b) Create demand among staff, students and members of the surrounding community on a regular basis for HIV prevention, treatment, care and support services</li> <li>c) Provide technical support in coordination of HIV and Aids programs in the University as may be required to ensure smooth running of operations.</li> <li>d) Disseminate comprehensive HIV and AIDS knowledge among staff, students and members of the community of Maseno University to improve their lifestyle as necessary.</li> <li>e) Create, maintain and preserve all records related to AIDS Control Unit activities for easy and timely retrieval and use.</li> <li>f) Prepare and submit HIV activities' quarterly reports to the University Performance Secretariat for decision making.</li> </ul>			

g) Regularly participate in HIV and AIDS awareness and advocacy locally and nationally to enhance the livelihood of people living with HIV Aids.
h) Establish linkages and networks for sharing of the HIV programming best practices and lessons learnt to improve knowledge sharing.
i) Carry out resource mobilization activities for the AIDS Control Unit to raise supporting fund.
j) Participate in HIV research activities of the University under the direction of the AIDS Control Unit coordinator as need be.
k) Distribute the HIV prevention commodities to students, staff and members of the surrounding community of Maseno University.
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
Computers and accessories
<b><i>Nature of decision making</i></b>
a) Operational Decisions
b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree in Social or Health related field from a reputable institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Training in HIV Testing Services
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills,
b) Communication skills,
c) Listening skills,
d) Interpersonal skills,
e) Organisational skills,
f) Negotiation skills,
g) Team player,
h) Compassionate
i) Problem solving,
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Three (3) years of work experience in HIV programming and Management in a reputable institution.
<b>7. Problem Solving:</b>
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
<b>8. Communication:</b>

<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Program, system or design specifications</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication requiring a high level of diplomacy and sensitivity</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Basic e-mail, fax or mail correspondence</li> <li>h) Detailed e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>j) Drawing up project briefs</li> <li>k) Negotiation with customers/clients or suppliers over price, contracts or services</li> <li>l) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
Allocation and coordination of work to five team members
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department</li> <li>b) Convey information outside the institution</li> <li>c) Persuasion inside the institution</li> <li>d) Persuasion outside the institution</li> <li>e) Negotiation inside the department</li> <li>f) Negotiation outside the institution</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b>Job Hazards</b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.



## VCT Counsellor

1. Background Information			
<b>Job Title:</b> VCT Counsellor	<b>Job Level:</b> MSU/ASA/VCTCoo8	<b>Current Grade:</b> Scale 7	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> School of Public Health and Community Development	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Coordinator-Hiv/Aids Control Unit			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for enhancing HIV and AIDS education, awareness and care for the infected and affected members of staff, student community and the surrounding community.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Coordinate community mobilization and sensitization about HIV/AIDS, stigma and discrimination periodically to improve the lives of people living with HIV AIDS as well as enhance prevention of HIV.</li> <li>Follow-up on the linkages regularly to improve care for the people living with HIV and Aids at the community level.</li> <li>Perform regular community outreach including mobile VCT, Moonlight VCT to encourage people to know their status.</li> <li>Provide community based care and support for people living with HIV by providing free counselling to improve their living standards.</li> <li>Conduct appropriate risk assessment and education counselling to the student body to create awareness within them when necessary.</li> <li>Manage HTS commodities in accordance with the national guidelines to enhance professionalism and prevent spread of HIV.</li> <li>Record the client and testing data, using the internally provided tools and report appropriately to the Coordinator and relevant sub committees.</li> <li>Facilitate evidence informed behavioral intervention as recommended by the relevant guidelines and procedures.</li> <li>Coordinate post-test groups clubs and support groups to advise the members to share and encourage one another to improve their daily lives.</li> </ol>			



<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
N/A
<b><i>Nature of decision making</i></b>
a) Operational Decisions b) Analytical Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Counselling Psychology, Social Sciences or Health related field from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Certificate in HIV Testing and Counselling from a recognized institution
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Leadership skills, b) Communication skills, c) Interpersonal skills, d) Organisational skills, e) Team player f) Compassionate g) Listening skills.
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
One (1) year of relevant work experience in a reputable institution.
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Written Government policy documents affecting the job holder's area of responsibility h) Current legislation affecting the job holder's area of responsibility

<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication requiring a high level of diplomacy and sensitivity</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Explanation of complex services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Basic e-mail, fax or mail correspondence</li> <li>h) Detailed e-mail, fax or mail correspondence</li> </ul>
<b>9. Influence:</b>
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holder influence practices, policies or strategy. This is influence derived from structural authority</b>
Influences or changes specific administrative or operational practices in a team, section or unit
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the unit</li> <li>b) Convey Information outside the department</li> <li>c) Persuade inside the department</li> <li>d) Persuade outside the department</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to noticeable disagreeable conditions. The jobholder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.
<b>Job Hazards</b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

## VCT Receptionist

1. Background Information			
<b>Job Title:</b> VCT Receptionist	<b>Job Level:</b> MU/ASA/VCTRec010	<b>Current Grade:</b> Scale 3	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> School of Public Health and Community Development	
<b>Division:</b> Academics and Student Affairs		<b>Department/Unit:</b> Aids Control Unit	
<b>Reports to:</b> Coordinator, Aids Control Unit			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for receiving guests and possible clients, give them information, direct them to their respective destinations within the Hiv/Aids Control Unit of the university and ensure they are attended to appropriately.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Teaching and Learning Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Receive and direct clients and guests to the right persons in the Unit and ensure they are appropriately attended to within the accepted time.</li> <li>Register and code clients for VCT uptake on a daily basis to enhance order in the office for effective service delivery in the unit.</li> <li>Provide key information to clients, coordinators and staff within the University as necessary for effective service delivery in the unit.</li> <li>Prepare letters and minutes for the department as need be to pass information to the respective stakeholders within and without the university.</li> <li>Dispatch letters and communication to other departments within the university to inform them on scheduled activities by the unit as directed by the coordinator.</li> <li>Refill condom dispensers within the University on a weekly basis to be used by students who are not abstaining to prevent spread of HIV and dispense condom to clients upon requests</li> <li>Set up and maintain filing system within the unit to ensure that all documents are properly are stored for future reference and easy retrieval</li> <li>Tidy the office reception and the counselling rooms to ensure conducive environment for day to day operation.</li> <li>Regularly participate in HIV and AIDS awareness and advocacy locally and nationally to enhance the livelihood of people living with HIV Aids</li> </ol>			

<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
Computer and accessories
<b><i>Nature of decision making</i></b>
Operational Decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Public Relations or Business or Human Resource Management from a recognized institution.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Training in HIV Testing Services
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills, b) Interpersonal skills, c) Organisational skills, d) Compassionate e) Team player, f) Problem solving,
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
Two (2) years of relevant work experience in reception work in a reputable institution
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>

<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication requiring a high level of diplomacy and sensitivity</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Basic e-mail, fax or mail correspondence</li> </ul>
<b>9. Influence:</b>
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holder influence practices, policies or strategy. This is influence derived from structural authority</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey Information inside the unit</li> <li>b) Convey Information outside the unit</li> <li>c) Convey information at senior management</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.



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# ***Final Signoff***

	Name	Designation	Sign	Date
<b>Head of Department</b>				
<b>Human Resource</b>				

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# ***Fair pay for fair play***