



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

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

VACANCIES

In pursuit of its mission to provide transformative education through integrated quality training, research and community engagement for sustainable development, Jaramogi Oginga Odinga University of Science and Technology invites applications from suitably qualified candidates for the following vacant positions:-

OFFICE OF THE VICE CHANCELLOR

1. Assistant Legal Officer Grade 11 - ADM/ALO/08/2024

Minimum Qualifications and Experience

- i. Bachelor of Law (LLB)
- ii. Advocate of the High court of Kenya
- iii. Computer Knowledge
- iv. 3 years' experience as Senior Legal Assistant Grade 10

2. Senior Assistant Procurement Officer Grade 10 - ADM/SAPO/08/2024

Minimum Qualifications and Experience

- i. Bachelor's degree in Procurement and Supplies Management or equivalent
- ii. Minimum four (4) years' experience, three (3) years of which must have served as Senior Assistant Procurement / Stores Controller III Grade 9 in a university or equivalent
- iii. Professional qualification in Purchasing and Supply
- iv. Membership of a professional procurement body recognized by law
- v. Must possess in-depth knowledge of prevailing Public Procurement and Disposal Act and PPD Regulations and subsequent promulgations of the PPOA from time to time
- vi. Proficiency in Computerized procurement and inventory information systems

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

1. Student Counsellor Grade 9 - ADM/SC/08/2024

Minimum Qualifications and Experience

- i. Bachelor's Degree in Guidance & Counseling or its equivalent from a recognized university
 - ii. At least three (3) years relevant working experience as a Counsellor
2. Nurses Grade 8 - ADM/NUR/08/2024

a) Job Responsibilities and Roles

Minimum Qualifications and Experience

- i. Diploma in Nursing or equivalent with at least 1 (1) year experience
 - ii. Registered with the Nursing Council
3. Driver Grade 7 - ADM/DRI/1/08/2024

Minimum Qualifications and Experience

- i. KCSE Grade C or its equivalent
 - ii. Clean valid driving license classes ABCE and PSV
 - iii. Passed in Occupational Test Grade I
 - iv. Certificate in First Aid
 - v. At least three (3) years satisfactory previous driving experience at Grade 6
 - vi. Suitability test from Public Works or relevant body.
4. Driver Grade 6 - ADM/DRI/1/08/2024

a) Job Responsibilities and Roles

Minimum Qualifications and Experience

- i. KCSE Grade C or its equivalent
- ii. Clean valid driving license classes ABCE and PSV
- iii. Passed in Occupational Test Grade I
- iv. Certificate in First Aid
- v. At least three (3) years satisfactory previous driving experience as Driver II Grade 5
- vi. Suitability test from Public Works or relevant body.

OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMICS, STUDENT AFFAIRS AND RESEARCH)

1. SENIOR LECTURER – GRADE 13

Minimum Qualifications and Experience

- i. PhD in the relevant field or Equivalent
- ii. Minimum five (5) years' University teaching/research experience, at least three (3) years must be at lecturer level/research fellow, at both undergraduate and post graduate level.
- iii. Supervision of at least 1 (1) PhD or three (3) Masters since the last promotion.

- iv. Experience in research evidenced by at least four (4) publications in refereed Journals since the last promotion or three (3) publications in refereed Journals and two (2) Chapters in scholarly books since the last promotion

2. LECTURER GRADE – GRADE 12

Minimum Qualifications and Experience

- i. PhD in the relevant field or Equivalent
OR (in special areas)
- i. Master's Degree with minimum three (3) years teaching/research experience at University level.
- ii. Two (2) publications in refereed Journals or 1 (1) publication in refereed journal and two (2) Chapters in scholarly books since the last promotion
- iii. Demonstrate advancement in PhD studies through submission of thesis
- iv. Evidence of continuing research activity

3. RESEARCH FELLOW – GRADE 12

Minimum Qualifications and Experience

- i. PhD in the relevant field or Equivalent
OR (in special areas)
- v. Master's Degree with minimum three (3) years teaching/research experience at University level.
- vi. Two (2) publications in refereed Journals or 1 (1) publication in refereed journal and two (2) Chapters in scholarly books since the last promotion
- vii. Demonstrate advancement in PhD studies through submission of thesis
- viii. Evidence of continuing research activity

4. TUTORIAL FELLOW – GRADE 11

Minimum Qualifications and Experience

- i. Master's degree in the relevant field
- ii. Registered for PhD

5. RESEARCH ASSISTANT – GRADE 11

Minimum Qualifications and Experience

- i. Master's degree in the relevant field
- ii. Registered for PhD

6. RESEARCH ASSISTANT – GRADE 10

Minimum Qualifications and Experience

- i. Must have at least a Second Class Honours (Upper Division) Bachelor's Degree in relevant field.
- ii. Evidence of registration for a Master's degree programme.

| S/N | Position | Advert Reference | Vacancies |
|---|---|-------------------|-----------|
| OFFICE OF THE VICE CHANCELLOR | | | |
| 1. | Assistant Legal Officer Grade 11 | ADM/ALO/08/2024 | 1 |
| 2. | Senior Assistant Procurement Officer Grade 10 | ADM/SAPO/08/2024 | 1 |
| OFFICE OF THE DEPUTY VICE CHANCELLOR (PLANNING, ADMINISTRATION AND FINANCE) | | | |
| 1. | Student Counsellor Grade 9 | ADM/SC/08/2024 | 1 |
| 2. | Nurses Grade 8 | ADM/NUR/08/2024 | 2 |
| 3. | Driver Grade 7 | ADM/DRI/1/08/2024 | 1 |
| 4. | Driver Grade 6 | ADM/DRI/1/08/2024 | 1 |
| OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMICS, STUDENT AFFAIRS AND RESEARCH) | | | |
| A. | SCHOOL OF HEALTH SCIENCES | | |
| | Department of Nursing and Bio Medical Sciences | | |
| 1. | Senior Lecturer - Grade 13 (Area of specialisation: Nursing) | SHS/SL/8/2024 | 1 |
| 2. | Tutorial Fellow - Grade 11 (Area of specialisation: Nursing - Nursing) | SHS/TF/8/2024 | 1 |
| 3. | Junior Research Assistant Grade 11 (Area of specialisation: Nutrition and Dietetics) | SHS/JRA/1/8/2024 | 1 |
| 4. | Junior Research Assistant Grade 11 (Area of specialisation: Medical Laboratory Sciences) | SHS/JRA/2/8/2024 | 1 |
| | Department of Public and Community Health and Development | | |
| 5. | Research Assistant - Grade 10 (Area of specialisation: Public Health, Community Health) | SHS/RA/8/2024 | 1 |
| B. | SCHOOL OF EDUCATION, HUMANITIES AND SOCIAL SCIENCES | | |
| | Department of Psychology and Educational Foundations | | |
| 1. | Senior Lecturer - Grade 13 (Area of specialisation: Sociology of Education/ History of Education/ Comparative and International Education) | SEHSS/SL/8/2024 | 1 |
| 2. | Lecturer - Grade 12 (Area of specialisation: Psychology/Educational Psychology) | SEHSS/L/1/8/2024 | 1 |

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| | Department of Languages, Literary and Communication Studies | | |
| 3. | Tutorial Fellow - Grade 11 (Area of specialisation: French) | SEHSS/TF/1/8/2024 | 1 |
| 4. | Research Assistant - Grade 10 (Area of specialisation: Culture and Performing Arts) | SEHSS/RA/8/2024 | 1 |
| | Department of Social Studies | | |
| | Lecturer Grade 12 (Area of specialisation: Religion - Philosophy and Ethics) | SEHSS/L/2/8/2024 | 1 |
| 5. | Tutorial Fellow Grade 11 (Area of specialisation: International Relations) | SEHSS/TF/2/8/2024 | 1 |
| C. | SCHOOL OF BIOLOGICAL, PHYSICAL, MATHEMATICS AND ACTUARIAL SCIENCES | | |
| | Department of Physical Sciences | | |
| 1. | Tutorial Fellow - Grade 11 (Area of specialisation: Physics - Material Sciences/ Solid State Physics/Nuclear Physics) | SBPMAS/TF/1/8/2024 | 1 |
| | Department of Pure and Applied Mathematics | | |
| 2. | Tutorial Fellow Grade 11 (Area of specialisation: Applied Mathematics) | SBPMAS/TF/2/2024 | 1 |
| D. | SCHOOL OF SPATIAL PLANNING AND NATURAL RESOURCE MANAGEMENT | | |
| | Department of Spatial Planning | | |
| 1. | Lecturer - Grade 12 (Area of specialisation: Geoinformatics/Survey Technology) | SSPNRM/L/8/2024 | 1 |
| | Department of Natural Resource Management | | |
| 2. | Tutorial Fellow - Grade 11 (Area of specialisation: Climatology/Metrology) | SSPNRM/TF/8/2024 | 1 |
| E. | SCHOOL OF ENGINEERING AND TECHNOLOGY | | |
| | Department of Agricultural Engineering and Renewable Energy | | |
| 1. | Senior Lecturer Grade 13 (Area of specialisation: Electrical and Electronics) | SET/SL/8/2024 | 1 |
| | Department of Civil and Construction Management | | |
| 2. | Lecturer Grade 12 (Area of specialisation: Quantity Surveying/Building Economics) | SET/L/8/2024 | 1 |
| F. | SCHOOL OF BUSINESS AND ECONOMICS | | |

| | Department of Tourism and Management Sciences | | |
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| 1. | Senior Lecturer Grade 13 (Area of specialisation: Hospitality) | SBE/SL/8/2024 | 1 |
| 2. | Lecturer Grade 12 (Area of specialisation: Marketing) | SBE/L/8/2024 | 1 |

How to apply:-

- Applications should be accompanied by an application Letter, a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or valid Passport, testimonials, e-mail addresses, telephone contacts and any other relevant supporting documents.
- Only successful candidates shall be required to submit valid clearances from the following bodies;
 1. Kenya Revenue Authority
 2. Higher Education Loans Board
 3. Ethics and Anti-Corruption Commission
 4. Directorate of Criminal Investigation (Certificate of Good Conduct)
 5. Registered Credit Reference Bureau
- They should also provide names, telephone numbers and contact addresses of three (3) referees.
- Applicants should request their referees to send their confidential reports to recruitmenttext@jooust.ac.ke addressed to the undersigned to be received on or before **27th August, 2024**.
- **A soft copy in PDF format of the application documents with the reference numbers of the positions applied for clearly indicated**, should be sent to recruitmenttext@jooust.ac.ke. Applications should be addressed to the undersigned to be received on or before **27th August, 2024 by 5:00 p.m.**
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Deputy Vice Chancellor (Planning, Administration & Finance)
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**JOUST IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH
 DISABILITIES ARE ENCOURAGED TO APPLY**

JOUST does not levy any fee in the processing, recruitment & selection of applicants.
**The University reserves the right not to make any appointments at any stage of the
 recruitment exercise.**