



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

VACANCIES

REGISTRAR (PLANNING AND ADMINISTRATION) – JOOUST/RPA/DVCPAF/2023- Grade 15

1. Job Responsibilities and Roles

The Registrar (Planning and Administration) shall report to the Deputy Vice-Chancellor (Planning, Administration and Finance) and shall be responsible for the following:-

- a) Act as custodian of staff records through facilitation of smooth and efficient operations of the personnel, central and confidential registries to ensure safe custody and maintenance of all staff records
- b) Evaluate reports, decisions and results of the division in relation to established goals and recommend new approaches, policies and procedures to effect continual improvement in the efficiency of the division
- c) Responsible for the establishment and management of effective and efficient structures and systems for human resource management. Further facilitate the development, formulation and implementation of appropriate human resource policies, plans and procedures that attract and retain qualified and experienced human resources to facilitate the achievement of all the university's objectives
- d) Coordinate matters on performance contracting, annual staff performance, appraisals, appointments, promotions, staff retirement and disciplinary action, sanction of leave to ensure smooth running of the Human Resource Function of the university

- e) Determine equitable monetary and non-monetary remuneration of employees in the university within the legal and statutory frameworks to thus retain qualified staff
- f) Coordinate the training and development programmes of staff in the university and ensure implementation to ensure that staff have requisite relevant skills to deliver on the university's objectives
- g) Undertake appropriate risk assessment with regard to the division's activities at the departmental, functional and corporate level to inform management decisions and to develop mitigation measures if need be
- h) Provide advisory services on matters human resource to the university's management and other members of staff as need be
- i) Provide dynamic and effective leadership and day to day management of the departmental and operational activities to ensure effective, efficient and economic deployment of physical, financial and human resources
- j) Ensure industrial peace in the university through provision of advisory services during collective bargaining, joint consultations and settlement of disputes
- k) Prepare briefs to management on operations and issues under the Planning and Administration arm to inform management decisions
- l) Participate in the development and implementation of the University policies, procedures and, guidelines as outlined in relevant policies and procedures manuals; accounting standards; and statutory requirement. Further ensure adherence to the same
- m) As part of the University Management Board, assist Council in the daily running of the university through, enforcement and monitoring of policies that guide the running of the institution
- n) Regularly monitor activities of all departments under the division to ensure that they deliver on their purpose and operate in line with the division's strategy
- o) Facilitate development of divisional work plan and monitor implementation and execution of activities as outlined.
- p) Conduct annual staff appraisal for staff to provide feedback on their performance, advice on any skills gaps noted and recommend for promotion as necessary.

- q) Locally participate in the University liaison committee that brings the university community and local community together
- r) Act as secretary or provide secretariat to committees as provided for by the university statutes.
- s) Member of various committees as prescribed by the university statutes
- t) Control and manage expenditure under the registrar's budget to ensure compliance to allocated funds
- u) Facilitate the preparation of the budget for the department
- v) Facilitate the budgeting process of the entire university as a member of the budget committee
- w) Prepare the department's procurement plan

2. Minimum Qualifications and Experience

- (i) PhD degree or its equivalent in either Public Administration or Human Resource Management or relevant field with ten (10) years administrative experience

OR

- (i) Master's degree or its equivalent in either Public Administration or Human Resource Management or its equivalent with at least fifteen (15) years Administrative experience
- (ii) At least three (3) years at Deputy Registrar level or equivalent
- (iii) Have outstanding professional competence in Administration and Management
- (iv) CPS (K) or relevant professional qualifications
- (v) Membership to relevant professional body
- (vi) Knowledge of Human Resource Management Information Systems

MEDICAL OFFICER - JOOUST/MO/DVCPAF/2023- GRADE 12

1. Job Responsibilities and Roles

The Medical Officer shall be responsible for the following:-

- a) Provide professional advice, guidance and training to the Clinical Officers and other medical staff in the area of specialization within the university;
- b) Refer patients for specialized investigation e.g. scans, x-rays for better diagnosis and treatment;
- c) Participate in strategic planning and development of medical department policies to ensure that there is planned development of the department;
- d) Participate in preparation of financial year department's budget to ensure the department is running under the financial year budgetary allocation;
- e) Participate in preparation of the departmental annual work plan to ensure better and organized and timely service delivery;
- f) Offer treatment in a specialized field to the staff/dependents and students to ensure a healthy university community;
- g) Perform surgeries on the patients to ensure a healthy university community;
- h) Refer patients for admissions and follow up of the same to ensure paramount health care is given;
- i) Advise the patients and clients on nutrition, family planning and other health measures to ensure a healthy university community; sensitize and educate the student and staff on lifestyle diseases to have a healthy community while reducing mortality and
- j) Participate in community sensitization on diseases and possible disease out breaks and educate them on how to curb the diseases.
- k) Participate in preparation of Medical Departmental annual budget

2. Minimum Qualifications and Experience

- i. MB.ChB/BDS; or equivalent with at least three (3) years in Clinical/Medical post Grade 11
- ii. Should be registered with the Kenya Medical Practitioners and Dentist Board

Deputy Chief Internal Auditor – JOOUST/DCIA/VC/2023- Grade 14

1. Job Responsibilities and Roles

The Deputy Chief Internal Auditor shall report to the Vice Chancellor and shall be responsible for the following:-

- a) Conduct systems audits in order to provide reasonable assurance that key operating systems are functioning effectively and that strategic/operational objectives are consistently met in an efficient and cost effective manner.
- b) Conduct risk based audits to provide reasonable assurance that Risk Management processes and structures put in place by management function effectively.

- c) Conduct staff appraisal to provide feedback to staff in the department on their work and also to identify staff for recommendation for promotion
- d) Facilitate formulation and implementation of internal audit policies and operations to ensure conformance to quality standards
- e) Identify and critically evaluate elements of governance and risk management and design appropriate risk management and mitigation strategies for implementation
- f) Initiate investigations and special audits on irregularities identified to ensure that proper controls are in place to prevent recurrence of the same
- g) Facilitate follow up audits on outstanding audit issues to confirm if corrective actions as recommended have been taken
- h) Carry out forensic audits as and when needed
- i) Responsible for the appraisal, preparation of summaries and discussion of audit findings with relevant departments or sections
- j) Revise and review existing internal audit control systems in order to ensure that they function effectively
- k) Facilitate the preparation of the departmental budget
- l) Monitor expenditure to ensure that it is in line with the approved budget
- m) Facilitate preparation of the departmental procurement plan to ensure that departmental needs are identified correctly

2. Minimum Qualifications and Experience

- a) Master's degree in Finance or Accounting or its equivalent
- b) Bachelor's degree in Accounting, Finance, Business Administration, Economics or its equivalent
- c) Professional Qualifications such as ACCA (Final) or CPA (K) and CIA or CISA
- d) At least twelve (12) years of relevant experience, three (3) years of which must have been as Senior Internal Auditor Grade 13 or its equivalent.
- e) Must be a member of a relevant Professional Body e.g ICPAK, IIA or ISACA, at least three (3) years in good standing since registration
- f) Knowledge and experience in the use of CAATs/Auditing software is desirable
- g) Knowledge of audit principles, procedures and practices including the concept of Risk and Risk Assessment

ASSISTANT INTERNAL AUDITOR – JOOUST/AIA/VC/2023- Grade 9

1. Job Responsibilities and Roles

The Assistant Internal Auditor shall be responsible for the following: -

- a) Prepare a detailed work plan to assist in allocation of audit assignments to the audit assistants and monitor their performance for quality results

- b) Coordinate internal audit teams in audit assignments to ensure timely and effective execution of duties
- c) Participate in formulation of strategies, policies, plans and procedures to guide in the operations of the audit section to ensure that the objectives of the department are met in time
- d) Develop, implement and review risk based audit plan to address controls necessary for achievement of the university goals and vision
- e) Plan execute and report on risk based audits for further actions to minimize risks based audits for further actions to minimize risks
- f) Review, test, appraise and document adequacy of installed internal control systems in the prioritized risk areas of operation to enhance the existing control systems
- g) Carry out monthly cash surveys in order to prevent teeming and lading or any other fraud by the accountants
- h) Carry out special audit investigations as may be required from time to time on irregularities identified to avoid further occurrences
- i) Conduct follow up audits on implementation of agreed recommendations based on the previous audit findings
- j) Review the applications and effectiveness of risk management procedures and risk assessment methodologies at various operations in the university
- k) Evaluate adherence to legal and regulatory requirements in the university procedures and policies to ensure compliance with the legal requirements and the university charter
- l) Audit various processes and procedures in the university
- m) Examine Monthly variations in salaries from the input data to ensure that all variations are authorized and therefore bonafide
- n) Prepare reports on audit assignment findings and submit them to the Chief Auditor for approval before being presented to the board of management

2. Minimum Qualifications and Experience

- a) Bachelor's degree in Accounting, Finance. Business Administration, Economics or its equivalent
 - b) Professional qualification such as ACCA (level II) or CPA (part II)
- OR**
- a) CPA (K) or ACCA
 - b) 5 years relevant experience with at least three (3) years' experience as Senior Audit Assistant I Grade 8 in a university or its equivalent
 - c) Knowledge of CAATs/Auditing software

Terms of Service:

Successful candidates will be employed on Permanent and Pensionable Terms **EXCEPT** for the position of Registrar (Planning and Administration) which shall

be on a five (5) year Contract Terms renewable based on satisfactory performance.

Candidates are advised to visit Jaramogi Oginga Odinga University and Technology website www.jooust.ac.ke for details of the positions advertised.

The application should be addressed by post or hand delivery to the following address:

**To
The Deputy Vice-Chancellor (Planning, Administration and Finance)
Jaramogi Oginga Odinga University of Science and Technology
P.O Box 210 – 40601
Bondo
Email: recruitment@jooust.ac.ke**

The deadline for application is 16th October 2023.

Jaramogi Oginga Odinga University of Science and Technology is an equal opportunity employer. Women and persons with disabilities are encouraged to apply