



## Vacancies

Alupe University College (A Constituent College of Moi University) was established vide the Alupe University College Order, 2015, under Legal Notice No. 153 of 24<sup>th</sup> July, 2015. The University College aims to be the bastion of knowledge in the Sciences, Health Sciences, Education, Business Studies, Economics, Social Sciences, Human Resource Development, Tourism and Hospitality. Applicants are invited from suitably qualified candidates to fill the below listed positions on permanent and pensionable terms and conditions of service of the University College.

**1. Lecturer (Accounting and Finance) Scale 12; Ref: AUC/01/02/2020) - 1 Position (Re- advertisement)**

Applicants should have the following requirements:

1. Holder of an earned PhD in Accounting and Finance from an accredited and recognized university;
2. Have at least three (3) years teaching experience at university level or in research/industry;
3. Have a minimum of twenty-four (24) publication points of which at least sixteen (16) should be from refereed scholarly journals;
4. They should have supervised at least three (3) postgraduate students to completion as a Lecturer or equivalent;
5. Should be registered with a relevant professional body where applicable

**2. Lecturer (Hematology and Blood Transfusion Sciences) Scale 12; Ref: AUC/02/02/2020) - 1 Position**

Applicants should have the following qualifications:

1. Holder of an earned PhD in Hematology and Blood Transfusion from a recognized and accredited University;
- OR**
2. A Master's Degree in Hematology and Blood Transfusion from a recognized University;
3. Have at least three (3) years of teaching experience at University level or in research or in industry;
4. A minimum of 24 publication points, of which at least sixteen (16) should be from refereed scholarly Journals;
5. Show evidence of continued research, attendance and contribution in academic conferences, seminars and workshops;
6. Those with a Master's degree must show evidence of being registered for a Doctorate Degree;
7. Show evidence of effective teaching and active participation in departmental activities;
8. Should be registered with the Kenya Medical Laboratory Technologists and Technicians Board with a valid practicing licence.

**3 Mortician Scale 5; Ref: AUC/03/02/2020 - (1 Position)**

**Duties and Responsibilities**

- i. Ensure that the farewell home preservation equipment and other machinery are in the right condition and thus functioning properly for the provision of quality funeral service delivery in the farewell home;
- ii. Report any malfunction of any farewell home equipment and other machinery to the Head of Anatomy Department of Alupe University College;
- iii. Work in collaboration with Alupe Sub- County hospital public health office in the implementation of all health and sanitation policies, procedures and practices in the farewell home;

- iv. Obtain information needed to complete legal documents, such as death certificates or burial permits at the farewell home;
- v. Provide proper record keeping and provide custody of all documentation at the farewell home;
- vi. Receive, prepare, preserve and dispatch bodies to the family members of the deceased at the farewell home;
- vii. Consult with families or friends of the deceased to arrange farewell details, such as obituary notice wording, casket selection, or plans for services in the farewell home.
- viii. Plan, schedule, or coordinate farewells, burials, or cremations, arranging details such as floral delivery or the time and place of services at the farewell home.
- ix. Prepare bodies for burial by cleaning and embalming them with the appropriate clothing materials at the farewell home;
- x. Provide information on funeral service options, products, or merchandise and maintain a casket display area at the farewell home;
- xi. Discuss and negotiate prearranged funeral services with clients at the farewell home;
- xii. Maintain the proper cleanliness, hygiene and sanitation of the farewell home facilities and grounds.
- xiii. Maintain accurate records
- xiv. During Postmortem;
  - a. Weigh organs as they're removed from a body
  - b. Take samples for laboratory analysis
  - c. Recording the findings of a post-mortem examination
  - d. Help to reconstruct and clean the body ready for storage or release.

### **Person Specification**

- i. Be thorough and pay attention to detail
- ii. Ability to work well with others
- iii. Ability to work well under pressure
- iv. Ability to work well with your hands
- v. Be flexible and open to change
- vi. Ability to work with minimum supervision

### **For appointment to this grade, a candidate must have: -**

- i. A Diploma in Medical Laboratory Sciences from a recognized institution;
- ii. Be registered with Kenya Medical Laboratories Technologists and Technicians Board;
- iii. Be in possession of a Certificate in Mortuary Practice from a recognized institution;
- iv. At least two years working experience as a Mortician in a reputable farewell home;
- v. Have Knowledge of relevant legislations;
- vi. Knowledge of professional standards;
- vii. Be Computer Literate
- viii. Knowledge of mortuary law, business management, ethics, accounting, psychology and bereavement counselling will be an added advantage

### **Application Mode**

Applications should be submitted together with a detailed curriculum vitae indicating academic, professional experience and copies of academic certificates and other testimonials.

Applicants should submit **5 copies** of the application documents either by hand delivery to the Administration Registry or post clearly indicating the position and reference number so as to reach us not later than **Monday, 24<sup>th</sup> February, 2020 at 5.00 pm** to the following address:

**The Principal  
Alupe University College  
P.O Box 845 – 50400  
Busia, Kenya**

An electronic copy in PDF format be send to the following address by those applying for the positions of: Lecturer (Accounting and Finance) and Lecturer (Hematology and Blood Transfusion Sciences): [principal@auc.ac.ke](mailto:principal@auc.ac.ke)

**Alupe University College is an equal opportunity employer committed to diversity, gender, equality and therefore encourages qualified persons living with disabilities, women and those from marginalized areas to apply.**

*Only shortlisted candidates will be contacted and canvassing will result in automatic disqualification.*