



## **(A Constituent College of Moi University)**

Alupe University College is one of the newest University Colleges in Kenya established vide the Alupe University College Order, 2015, published under Legal Notice No. 153 of 24<sup>th</sup> July 2015.

The University College aims to be a bastion of knowledge in Science, Education, Business Studies, Economics Social Sciences, Human Resource Development, Tourism and Hospitality.

Pursuant to Part III of the Alupe University College Order, 2015 and Part XV of the Alupe University College Statutes, the University College invites applications from suitably qualified candidates to fill the below listed positions on terms and conditions of service of Alupe.

### **TEACHING POSITIONS**

#### **1. TUTORIAL FELLOW (FOOD PRODUCTION) SCALE 11 -1 POST - AUC/AC/01/8/20**

#### **Requirements for Appointment**

**For appointment to this grade one must have: -**

- i) A Bachelor's degree and a Master's degree in Hotel and Hospitality Management from a recognized/accredited University.
- ii) Must be registered for a Doctor of Philosophy (PhD), or equivalent Doctoral degree qualification
- iii) Be registered with the relevant professional body.
- iv) Candidate with technical background in food production, housekeeping and Laundry will have an added advantage
- v) Must be ICT competent

**2. TUTORIAL FELLOW (HOUSE KEEPING AND LAUNDRY) SCALE 11-1 POST  
AUC/AC/02/8/20**

**Requirements for Appointment**

**For appointment to this grade one must have: -**

- i) A Bachelor's degree and a Master's degree in Hotel and Hospitality Management from a recognized/accredited University.
- ii) Must be registered for a Doctor of Philosophy (PhD), or equivalent Doctoral degree qualification
- iii) Be registered with the relevant professional body.
- iv) Candidate with technical background in food production, housekeeping and Laundry will have an added advantage
- v) Must be ICT competent

**3. TUTORIAL FELLOW (EDUCATIONAL COMMUNICATION  
TECHNOLOGY) SCALE 11- 1 POST AUC/AC/03/8/20**

**Requirements for Appointment**

**For appointment to this grade one must have: -**

- i) An earned Master's Degree in Educational Communication and Technology or its equivalent from an accredited and recognized University with a teaching Subject in any of the following science areas – Mathematics, Physics, Biology or Chemistry.
- ii) Must be registered for a Doctor of Philosophy (PhD), or equivalent Doctoral degree qualification
- iii) Be registered with the relevant Professional Body
- iv) Must be ICT competent

**4. TUTORIAL FELLOW (EDUCATION MANAGEMENT AND ADMINISTRATION) SCALE 11 – 1POST AUC/AC/04/8/20**

**Requirements for Appointment**

**For appointment to this grade one must have: -**

- i) An earned Master's Degree in Educational Planning **OR** Economics of Education from an accredited and recognized University.
- ii) Must be registered for a Doctor of Philosophy (PhD), or equivalent Doctoral degree qualification
- iii) Be registered with the relevant Professional Body
- iv) Must be ICT competent

**5. ASSISTANT LECTURER (PHYSICAL THERAPY) SCALE 11 – 2 POSTS  
AUC/AC/05/8/20**

**Requirement for Appointment**

**For appointment to this grade one must have: -**

- i) Must have a Bachelor degree and a Master's degree in Physiotherapy from a recognized/ accredited University in the relevant field
- ii) At least three years post qualification work experience.
- iii) Must demonstrate potential for university teaching and research by registering for a  
a  
Doctorate degree and/or producing publications.
- iv) Must be recognized and registered by relevant regulatory bodies where applicable.
- v) Must show evidence of membership/affiliation of a relevant professional body where applicable.

## **6. TUTORIAL FELLOW (PHYSICS, MATHEMATICS AND COMPUTER SCIENCE) SCALE 11-1 POST - AUC/AC/06/8/20**

### **Requirements for appointment**

For appointment to this grade one must have: -

- i) A Bachelor's degree in Applied Statistics with Computing and a Master's degree in Computational Biostatistics from a recognized/accredited University.
- ii) Must be registered for a Doctor of Philosophy (PhD), or equivalent Doctoral degree qualification
- iii) Be registered with the relevant professional body.
- iv) Must be ICT competent

## **7. TUTORIAL FELLOW (AGRICULTURE) SCALE 11-1 POST AUC/AC/07/8/20**

### **Requirements for appointment**

For appointment to this grade one must have: -

- i) A Bachelor of Science degree in General Agriculture **OR** Agricultural Education and Extension and a Master's degree in Agronomy **OR** Agricultural Education and Extension from a recognized/accredited University.
- ii) Must be registered for a Doctor of Philosophy (PhD), or equivalent Doctoral degree qualification
- iii) Be registered with the relevant
- iv) Must be ICT competent
- v) Those with training in agricultural extension will have an added advantage.

### **Duties and Responsibilities for Tutorial Fellow Scale 11**

- Teach and assess courses in one's discipline at undergraduate level
- Supervise undergraduate projects and other experiential learning programme
- Initiate, promote and participate in research projects and publish
- Provide professional and community services and initiate linkages and fundraising

- Carry out other duties & responsibilities as may be assigned

## **ADMINISTRATIVE POSITIONS**

### **8. SENIOR LIBRARIAN II SCALE 12 -1 POST (AUC/AD/01/8/20)**

#### **Duties and Responsibilities**

The officer will be charged with the following duties and responsibilities:

- i) Be responsible for Management of Information Communication and Technologies (ICTs) within the University College Community;
- ii) Developing Information Technology Policies;
- iii) Training other staff on the use and application of ICTs; planning and management of systems development;
- iv) Providing advancement support in use of electronic information sources and managing the library's web pages;
- v) Online searching using the Internet;
- vi) Operating systems; website creation; desktop publishing; designing and realization of bibliographic databases;
- vii) Software and hardware engineering services;
- viii) Database management and operations;
- ix) directing the functions of micro computing, networking and systems, support services;
- x) Training and promotion of information technology;
- xi) Executing and controlling information and services budget and all aspects of automation in University College Library
- xii) Maintenance of ICTs.

#### **Requirements for Appointment**

For appointment to this grade one must have:

- (i) A Master's degree in Library and Information Sciences or its equivalent qualification from a recognized University;
- (ii) At least four (4) years working experience in a well-established automated library/information centre;
- (iii) Served in the grade of Librarian I scale 11 or in a comparable and relevant position for at least (3) years;
- (iv) Published at least two (2) articles in refereed journals or a book;
- (v) Be registered with a relevant professional body
- (vi) Be ICT competent
- (vii) Shown merit and ability in work performance and results.

## 9. ACCOUNTANT 1 SCALE 12 -1 POST –(AUC/AD/02/8/20)

### Duties and Responsibilities

Reporting to the Senior Accountant, the officer will be expected to:

- i) Preparing journal entries
- ii) General ledger operations
- iii) Monthly closings and preparation of monthly financial statements
- iv) Reconciling and maintain balance sheet accounts
- v) Drawing up monthly financial reports
- vi) Preparing analysis of accounts as requested
- vii) Assisting with yearend closings
- viii) Administering accounts receivable and accounts payable
- ix) Preparing tax computations and returns
- x) Assisting in preparing budgets and forecasts
- xi) Assisting with payroll administration
- xii) Monitoring and resolving bank issues including fee anomalies and check differences
- xiii) Account/bank reconciliations
- xiv) Reviewing and processing expense reports
- xv) Assisting with preparation and coordination of the audit process
- xvi) Assisting with implementing and maintaining internal financial controls and procedures

### Requirements for Appointment

For appointment to this grade one must have:

- i. Masters Degree in Finance, Accounting, Commerce, Business Management/ Administration or its equivalent with 3 years' experience as Accountant II Scale 11 or its equivalent **OR**
- ii. Bachelors Degree in Finance, Accounting, Business Administration or its equivalent with 12 years working experience 3 of which as Accountant Scale 11 or its equivalent.
- iii. Have CPAK.
- iv. Be a member of ICPAK
- v. Must be ICT Competent

## **10. SENIOR ASSISTANT SYSTEMS ADMINISTRATOR SCALE 11- 1 POST-(AUC/AD/03/8/20)**

### **Duties and Responsibilities**

- i) Installing and Configuring Servers
- ii) Installing and Configuring Application Software
- iii) Creating and Maintaining user accounts
- iv) Backing Up and Restoring Files
- v) Monitoring and Tuning Performance
- vi) Configuring a Secure System
- vii) Using Tools to Monitor Security
- viii) User administration (setup and maintaining account)
- ix) Maintaining system
- x) Verifying that peripherals are working properly

### **Requirements for Appointment**

For appointment to this grade, one must have: -

- i. Master's Degree in Information & Communication Technology (ICT) or related areas with 3 years' experience as Network Administrator Scale 10 or its equivalent  
**OR**
- ii. Bachelor's Degree in Information & Communication Technology (ICT) or related areas from a recognized University with 9 years working experience 3 as Network Administrator Scale 10 or its equivalent.
- iii. Be a member of a recognized professional body.

## **11. LIBRARIAN I SCALE 11 – 1 POST – (AUC/AD/04/8/20)**

### **Duties and Responsibilities**

work at this level entails: abstracting and indexing; stock editing; in-house staff training; library promotion and use; teaching and conducting research in library and information skills; supervision of staff and their development; and offering ICTs services in various categories of users.

### **Requirements for Appointment**

For appointment to this grade, one must have: -

- (i) A Bachelors degree in Library and Information Sciences or its equivalent qualification from a recognized University College
- (ii) At least four (4) years working experience in well-established automated library/information centre
- (iii) Evidence of scholarship and/or research in the area of one's specialization
- (iv) Those with a Master's Degree in Information Studies will have an added advantage
- (v) Be registered with relevant professional body.
- (vi) Must be ICT Competent.

## **12. SENIOR ADMINISTRATIVE ASSISTANT (ADMINISTRATION) SCALE 10-1 POST (AUC/AD/05/8/20)**

### **Duties and Responsibilities**

Advising departments on expiring of contract in time to facilitate timely action, handling of staff appraisals, ensuring that staff dependants records are updated, examining of all medical claims before approval, issuing of staff Identity cards, following up on staff due for confirmation and initiating action to facilitate confirmation in appointment, handling of staff Insurance matters, compensation claims and group insurance, processing of Bank loans and advance to staff, ensuring that the Personnel Registry, Central/General registry and mail registry operate effectively, ensuring that all mail are delivered and official mails to the University College are properly handled, processing of all procurements in the department for onward transmission to procurement department, offering Secretarial services to Committees in the Administration Division.

### **Requirements for Appointment**

For appointment to this grade, one must have: -

- i. Bachelor's Degree in: Human Resource Management, Education, Business Management or Social Sciences with 9 years working experience, three (3) of which as Senior Administrative Assistant Scale 9 or its equivalent.
- ii. Served in the grade of Administrative Assistant for at least three (3) years.
- iii. Must be registered with relevant professional body.



- iv. Must be ICT Competent.
- v. A post graduate qualification in the relevant field will be an added advantage

### **13. ADMINISTRATIVE ASSISTANT SCALE 7 -1POST – (AUC/AD/06/8/20)**

#### **Requirements for Appointment**

For appointment to this grade one must have: -

- (i) A Bachelor's Degree in Human Resource Management, Education, Business Management or Social Sciences
- (ii) Shown merit and ability as reflected in work performance and results.
- (iii) A Postgraduate qualification will be an added advantage
- (iv) Be registered with a relevant professional body
- (v) Must be ICT competent
- (vi)

### **14. ACCOUNTS ASSISTANT I SCALE 6 - 1 POST (AUC/AD/07/8/20)**

#### **Duties and Responsibilities**

Allocating and post financial transaction details to subsidiary books, transferring data to general ledger, collating and analyze account data and generate financial reports, tracking and maintain inventory records, managing accounts payable and accounts receivable, complying with relevant reporting requirements and assisting with audits

#### **Requirements for Appointment**

For appointment to this grade, one must have;

- i. CPA Part II
- ii. Served in the grade of Accounts Assistant II scale 5 or its equivalent for at least 3 years.
- iii. Must have shown merit and ability as reflected in work performance and results.
- iv. Be ICT competent

### **15. SECRETARY SCALE 5 - 1 POST – (AUC/AD/08/8/20)**

#### **Duties and Responsibilities**

An officer at this level will be responsible for: typing letters, memos, minutes, performing general office tasks of clerical nature; making appointments and dealing with inquiries, be responsible for filing all documents, opening new files and closing old ones, together with collating documents being dispatched from the offices.

## Requirements for Appointment

**For Appointment to this grade one must have: -**

- i. Diploma in Secretarial Studies **OR**
- ii. Stage II Single and Group Certificates with 6 years working experience 3 of which as Secretary Scale 4 or its equivalent.
- iii. Must be ICT Competent.

### **Application Mode**

Applicants are required to submit ten (10) copies of their application documents. Each application should be accompanied by a detailed Curriculum Vitae, copies of relevant academic and professional certificates, copy of National Identity Card, and other relevant supporting documents.

Applications should be addressed and sent to:

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

**OR**

Dropped at Alupe University College Administration Registry at the New site on or before **Thursday 3<sup>rd</sup> September, 2020 at 12 Noon**

Applicants for the positions of Scale 10 and above must submit the following documents:

1. Current clearance from Kenya Revenue Authority
2. Clearance from Higher Education Loans Board
3. Clearance from Credit Reference Bureau
4. Current Certificate of Good Conduct

An electronic copy in PDF format be send to the following address:  
[recruitment@auc.ac.ke](mailto:recruitment@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.*

**NOTE: Those submitting application documents MUST put on masks and adhere to the Ministry of Health (MOH) Guidelines on containment of COVID 19**