



BOMET UNIVERSITY COLLEGE
 (A Constituent College of Moi University)
OFFICE OF THE PRINCIPAL

JOB VACANCIES

**JOB SPECIFICATIONS AND JOB DESCRIPTIONS FOR POSITIONS
 ADVERTISED IN MYGOV – DAILY NATION ON 23RD NOVEMBER, 2021**

S/N	POSITION	NUMBER REQUIRED	JOB SPECIFICATION	JOB DESCRIPTION
1	Associate Professor, SCALE BUC 14	1	<ol style="list-style-type: none"> 1. Must have a Doctorate Degree from a recognized/ accredited Institution. 2. Must have cumulative or evidence of 3 years of Teaching/Training and Research experience since becoming a Senior Lecturer. 3. Must have forty-eight (48) Publication points since attaining a position of a Senior Lecturer or Senior Researcher/Industry experience or equivalent of which at least thirty two (32) should be from refereed scholarly journals. 4. Must show evidence of continued 	<ol style="list-style-type: none"> 1. Teach and Assess courses in one's discipline at both Undergraduate and Graduate level. 2. Supervise Undergraduate Projects and other experimental learning Programme. 3. Supervise Dissertations/Thesis at the Graduate level. 4. Develop Undergraduate and Graduate courses. 5. Initiate, promote and participate in Research Projects and publish Research findings. 6. Provide Academic Leadership through Programme development, mentoring and research.

			<p>evaluated effective teaching.</p> <ol style="list-style-type: none"> 5. Must have supervised a minimum of four (4) Post- Graduate Students to completion, including at least one Doctoral Student. 6. Must have attended and contributed at learned conferences, seminars or workshops. 7. a) Must be recognized and registered by relevant regulatory bodies where applicable. 8. b) Must show evidence of Membership / Affiliation of a relevant Professional body where applicable. 9. Must show evidence or contribution to Community, National and International life. 10. Must show evidence of contribution to University life through participation in Departmental matters, students' Academic advising, school and University Meetings, Membership and others. 	<ol style="list-style-type: none"> 7. Provide Professional and Community services and initiate linkages and fundraising. 8. Carry out Administrative and other Duties and responsibilities as may be assigned.
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			11. Must show evidence of having developed proposals that have attracted funding.	
2	Senior Lecturer SCALE BUC 13	1	<ol style="list-style-type: none"> 1. Must have a Doctorate Degree or its Academic equivalent from a recognized accredited Institution. 2. Must have cumulative or evidence of 3 years of teaching /training and Research experience at the University Level since becoming Lecturer. 3. Must have a minimum of thirty two (32) Publication points as Lecturer or equivalent of which at least twenty four (24) should be from refereed scholarly Journals. 4. Must have supervised three (3) Post-Graduate Degree Students to completion as a Lecturer or equivalent. 5. Must have attended and contributed at learned conferences, Seminars or workshops. 6. Must show evidence of continued Research and evaluated effective Teaching and success in Student supervision. 	<ol style="list-style-type: none"> 1. Teach and Assess Courses in one's discipline at both Undergraduate and Graduate level. 2. Supervise Undergraduate projects and other experimental learning programme. 3. 3.Supervise Dissertations/Theses at the graduate level 4. Develop Undergraduate and Graduate Courses. 5. Initiate, promote and participate in Research Projects. 6. Participate in Academic Leadership programme. 7. Provide Professional and Community services and initiate linkages and fundraising. 8. Carry out Administrative and other Duties and Responsibilities as may be assigned.

			<p>7. Must show evidence of contribution to University life through active participation in Departmental matters, Students' Academic advising, school and University Meetings committee Membership and others.</p> <p>8. a) Must be recognized and registered by relevant regulatory bodies where applicable. b) Must show evidence of Membership affiliation of a relevant professional body where applicable.</p> <p>9. Must show evidence of having developed proposals that have attracted funding.</p>	
3	Lecturer SCALE BUC 12	1	<p>1. a) Must have a Doctorate Degree or its Academic equivalent from a recognized accredited Institution. OR b). Must have MMed./MDS/MPharm Specialist training with at least 3 years teaching experience at University level or in Research or in Industry.</p>	<p>1. Teaching and Assessing Courses in one's discipline at both Undergraduate and Graduate level; 2. Supervising Undergraduate Projects and other experiential learning programmes; 3. Supervising Dissertations/Theses</p>

			<ol style="list-style-type: none"> 2. A minimum of twenty four (24) publications points, of which at least 16 should be from refereed journal paper. 3. Evidence of evaluated effective teaching. 4. Been registered with the relevant professional body (where applicable). 	<p>at the Graduate level.</p> <ol style="list-style-type: none"> 4. Participating in the development of Undergraduate and Graduate Courses; 5. Initiating, Promoting and participating in Research Projects; 6. Publishing in Refereed Journals; 7. Providing Professional and Community services; 8. Initiate linkages and fundraising; and 9. Any other duties that may be assigned from time to time.
4	Legal Assistant I SCALE BUC 10	1	<p>Requirements for Direct Appointment For appointment to this grade a candidate must have:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in Law from a recognized university. 2. Post Graduate Diploma in Legal Practice. 3. Been an Advocate of the High Court of Kenya with a current practicing Certificate. <p>Requirements for Serving Officers For appointment to this Grade an Officer must have:</p> <ol style="list-style-type: none"> 1. Bachelor's degree in law from a recognized university. 	<p>An Officer at this level will be responsible for:</p> <ol style="list-style-type: none"> 1. Drafting of Legal documents and handling cases involving the University in liaison with University External Lawyers. 2. Representing the University College in Court in all Legal Matters. 3. Advising the University College on all Legal Matters. 4. Writing Reports and Memoranda. 5. Performing any other duties as may

			<ol style="list-style-type: none"> 2. Post Graduate Diploma in Legal Practice. 3. At least three (3) years' experience as a Senior Legal Clerk Scale BUC 8 Or Its equivalent. 4. At least three (3) years' experience as a Legal Assistant II Scale BUC 8 Or Its equivalent. 5. Shown merit and ability as reflected in work performance. 	be assigned from time to time.
5	Legal Assistant II SCALE BUC 8	1	<p>Requirements for Direct Appointment For Appointment to this Grade a candidate must have:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in Law from a recognized university. 2. Three (3) years relevant work experience. 3. Computer skills with Certificate obtained from a recognized institution. 4. Those who possess Post Graduate Diploma in Legal Practice will have a competitive advantage. <p>Requirements for Serving Officers For Appointment to this grade an Officer must have:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in Law from a recognized university. 2. At least three (3) years' experience as a Legal Clerk Scale BUC 5/6 Or Its equivalent. 	<p>An officer at this level will be responsible for:</p> <ol style="list-style-type: none"> 1. Drafting of Legal documents and handling cases involving the University College in liaison with University external lawyers. 2. Writing Reports and Memoranda. 3. Performing any other duties as may be assigned from time to time.

			<ol style="list-style-type: none"> 4. Computer skills with Certificate obtained from a recognized institution. 5. Shown merit and ability as reflected in work performance. 	
6	Assistant Farm Manager SCALE BUC 7	1	<p>For Appointment to this Grade, an Officer must have:</p> <ol style="list-style-type: none"> 1. A Diploma in Farm management or General Agriculture or Animal Health. 2. Six (6) years working experience from a large scale commercial farm. 3. Computer skills in relevant field from recognized institution. 4. Those who possess Bachelor of Science Degree or Higher National Diploma in Agriculture, Agricultural Extension Animal Science, Horticulture or any other related field, will have a competitive advantage. 	<p>An Officer at this level will be Responsible for:</p> <ol style="list-style-type: none"> 1. Undertake the farm management operations of the farm on day to day basis. 2. Implementing Monthly and yearly farm work Plans, Budgets and Reports. 3. Ensuring production Targets of each farm units are achieved. 4. Supervising Staff and keeping attendance Records. 5. Staff development and capacity building. 6. Developing and Managing Demonstration farms. 7. Provide Technical Support during Farm Demonstrations. 8. Keeping all the Records of the farm in hard and soft copies.

				<p>9. Development of the farm forest and related programmes.</p> <p>10. Performing any other duties that may be assigned from time to time.</p>
6.	<p>Interns in the following areas of Specialization:</p> <ol style="list-style-type: none"> 1. Information Communication Technology (ICT); 2. Library; 3. Procurement; 4. Finance; 5. Academic; and Research 	5	<p>For Appointment as Intern the Applicant must have:</p> <ol style="list-style-type: none"> 1. Completed and graduated in Degree/Diploma training relevant to the Internship position 2. Not previously gone through an Internship programme. 	<p>This is experiential training position and the Intern will duties to be assigned by the Supervisor from time to time.</p>

REMUNERATION: Appointed candidates will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and CBA 2017- 2021 Approved Salary Rates.

STIPEND: Interns will be paid monthly Stipend as determined by Bomet University College.

Bomet University College is an Equal Opportunity Employer.
Persons having difficulties in performing activities of daily life and marginalized groups are encouraged to apply.