



ST. PAUL'S UNIVERSITY

OPEN VACANCIES

St. Paul's University is a Christian ecumenical University in Kenya with campuses in Limuru, Nairobi, Machakos and Nakuru. As a fully chartered University, St. Paul's has continued to experience tremendous growth. The University therefore wishes to recruit self oriented and motivated individuals into the positions below:

ACADEMIC STAFF

ASSOCIATE PROFESSORS (4 posts)

1. Development Studies (1 Post)
2. Business Studies (2 Posts)
3. Communication (1 Post)

Qualifications

- Degree of doctor of Philosophy (or equivalent academic doctorate) with at least eight years of University teaching experience. At least three of those years must be at a Senior Lecturer level
- Demonstration of initiative and involvement in development of academic programmes
- Continuous engagement in research
- Must also show outstanding performance in the following areas since being appointed as a Senior Lecturer
 - i) Outstanding skill and effectiveness in teaching, advising and in research, and supervision of students research and projects
 - ii) Professional growth as evidenced through presentations at professional meetings, consultancies in education, government, business or community based organizations in one's own area of Specialization
 - iii) Contribute to scholarship with a minimum of 9 publications Or through at least three articles in refereed journals and/or book chapters or books recognized in ones area of specialization
- Outstanding Modeling of Christian Community standards

SENIOR LECTURERS (6 Posts)

1. Sociology (2 posts)
2. Development Studies (2 Posts)
3. Computer Science (2 Posts)
4. Education- Early childhood (1 Post)
5. Education – Special Needs Education (1 Post)

Qualifications

- Degree of doctor of Philosophy (or equivalent academic doctorate) in areas of specialization
- Minimum of 5 years teaching experience as a Lecturer at a recognized University
- Must have published at least 4 articles in refereed Journals and one book in a relevant field
- Must show evidence of continued research , effective teaching and contribution to University life
- Should have supervised postgraduate degree students , attended and contributed at conferences, seminars and workshops
- Strong modeling of Christian community standards

LECTURER (1 post)

1. Sociology (Criminology)

Qualifications

- Degree of doctor of Philosophy (or equivalent doctorate) or Master's degree in area of specialization with 2 years teaching experience as an Assistant Lecturer at a recognized University or at least at tertiary level or in a cognate field outside higher education
- Good skills and effectiveness in teaching and advising students
- Good modeling of Christian Community standards
- Commitment to goals of professional growth
- Continuous engagement in research

ADMIN STAFF

SENIOR ADMINISTRATIVE ASSISTANT (1Post)

Reporting to the Deputy Registrar, Academics

Duties and responsibilities

- Provide administrative clerical support in the Registry
- Maintaining database of students records and progress in their respective study programs
- Process application for student admissions
- Custodian of the student information management systems for the respective programs
- Managing the University ERP which houses the students and Faculty records
- Any other assigned tasks

Qualifications

- Bachelor's degree in a business related field or higher National Diploma with 3 years experience
- Experience in an Institution of higher learning will be an added advantage
- Excellent computer and communication skills
- Demonstrate problem solving and analytical skills

SECURITY SUPERVISOR (1 Post)

Reporting to the Campus Administrator

Duties and responsibilities

- Ensure security and safety of the University resources
- Supervise activities of security guards from the hired private company
- An investigator with ability to gather security information in a confidential manner
- Make daily /weekly reports
- Maintain catalog of personnel and their assignments
- Report areas of security improvement
- Attend to any other tasks as assigned by the supervisor

Qualifications

- O Level education
- At least 3 years in a similar position
- Must have worked as a security officer in the disciplined forces or a security supervisor in a large organization. Having worked in an education Institution is an added advantage
- Must have undergone training to qualify as disciplined officer and other security training e.g customer care, investigations, evidence collecting, report writing, contemporary security challenges etc
- Excellent analytical and deductive skills
- Demonstrate high level of honesty and integrity

LIBRARY SECURITY ATTENDANT (1 Post)

Reporting to the University Librarian

Duties and responsibilities

- To oversee all security concerns of the library
- Be vigilant of any security breaches or hitches in and around the Library
- Ensure that Library books and other library resources are not illegally removed from the Library building
- Ensure that only University Community members enter the Library building

Qualifications

- KCSE D+ or above
- At Least one year's experience of which 6 months must be in a University
- Experience in Library Security work is an added advantage
- Evidence of Public Relations training or skills also is an added advantage

SENIOR HOSTEL WARDEN (1 Post)

Reporting to the Dean of Students

Duties and responsibilities

- Mainly to oversee students in the University
- Qualifications , Experience and key competencies
- Basic Degree preferably in Theology or Social Sciences
- Certificate in basic Counseling skills is an added advantage
- Work Experience in a Hostel or University setting
- Mature and committed Christian who is active in his/her church
- Demonstrate leadership traits and organization skills
- Demonstrate ability in handling student related issues
- A team Player

ASSISTANT ACCOUNTANTS (2 Post)

Reporting to the Deputy Finance Manager

Duties and Responsibilities

- Attending to student issues
- Carrying out registration of students
- Clearing of students during graduation and exams
- Preparing invoices
- Review daily receipts/payments reports
- Maintain good filing system
- Any other assigned duties

Qualifications

- Basic degree , finance or Accounting or social sciences
- CPA Part Two/ACCA Part Two
- At least 2 years at Senior Accounts Assistant level preferably in an Institution of Higher learning
- Ability to work in an ERP environment of SAGE systems an added advantage
- Demonstrate high level of honesty and integrity
- Excellent communication and interpersonal skills
- Must be a team player

SENIOR ACCOUNTS CLERK (1 Post)

Reporting to the Deputy Finance Manager

Duties and Responsibilities

- Management of petty cash
- Preparation of payment vouchers
- Reconciliation of petty cash
- Receiving, receipting and banking of all payments received
- Handling queries from students
- Ensure data is entered into the system on daily basis

Qualifications, Experience & Key competencies

- KCSE D+ and above
- KATC 1 & 11
- At least 3 years experience or Diploma Training
- Demonstrate high level of honesty and integrity
- Excellent communication and interpersonal skills

Applications should include a filled employment application form, CV and a cover letter. The application form is available on our website, www.spu.ac.ke/jobs. All Applications should be sent to recruit@spu.ac.ke or The Vice Chancellor's Office, St. Paul's University, Private Bag- 00217 Limuru by 13th June 2014