



**OFFICE OF THE DEPUTY VICE-CHANCELLOR
ADMINISTRATION, FINANCE AND PLANNING**

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Ref No: RU/AFP/HR/009/PA/001/E/24

Date: 22nd October, 2024

POSITIONS FOR ADVERTISEMENT

Applications are invited from qualified candidates for the following positions:

ACADEMIC POSITIONS

Position	Specialization	Grade	No. of positions	Reference Number
Lecturer	Health Systems /Records	Grade RU 12	1	RU/ACAD/01/24
Lecturer	Special Needs - Visual Impairment	Grade RU 12	1	RU/ACAD/02/24
Lecturer	Special Needs - Hearing Impairment	Grade RU 12	1	RU/ACAD/03/24
Lecturer	Curriculum and Instruction	Grade RU 12	1	RU/ACAD/04/24
Lecturer	Political Science	Grade RU 12	1	RU/ACAD/05/24
Lecturer	Kiswahili	Grade RU 12	1	RU/ACAD/06/24
Lecturer	French	Grade RU 12	1	RU/ACAD/07/24
Lecturer	Hotel and Hospitality	Grade RU 12	1	RU/ACAD/08/24
Lecturer	Fashion Design & Textile Technology	Grade RU 12	1	RU/ACAD/09/24
Lecturer	Applied Statistics	Grade RU 12	1	RU/ACAD/10/24
Lecturer	Physics	Grade RU 12	1	RU/ACAD/11/24
Lecturer	Agricultural Extension	Grade RU 12	1	RU/ACAD/12/24
Tutorial Fellow	Agricultural Economics	Grade RU 11	1	RU/ACAD/13/24
Tutorial Fellow	Environmental Planning	Grade RU 11	1	RU/ACAD/14/24

ADMINISTRATIVE POSITIONS

S/No.	Specialization	Grade	No. of positions	Reference Number
1.	Corporate Communications Officer	Grade 12	1	RU/AFP/01/24
2.	Farm Manager	Grade 12	1	RU/AFP/02/24
3.	Assistant ICT Officer (System Administrator)	Grade 11	1	RU/AFP/03/24
4.	Computer Technologist (Assistant Web Master)	Grade 9	1	RU/AFP/04/24
5.	Clerk of Works I	Grade 9	1	RU/AFP/05/24
6.	Graphics Designer II	Grade 6	1	RU/AFP/06/24
7.	Assistant Technician II (Biology, Chemistry and Physics)	Grade 6	3	RU/AFP/07/24
8.	Water Supply Operator	Grade 6	1	RU/AFP/08/24

REQUIREMENTS FOR APPOINTMENT

LECTURER – RU SCALE 12

For appointment to this grade, one **MUST** have:

- Doctor of Philosophy or equivalent Degree from a recognized institution in the relevant specialization, OR a Masters degree in the relevant field from a recognized University with at least three (3) years teaching experience at university level or 6 years in research or industry; and
- Registered with a relevant professional body (*where applicable*);
- Demonstrated ability for university teaching and research;
- Participated in conferences and similar learned fora;
- A minimum of six (6) publication points, of which at least four (4) should be from refereed scholarly journals.

The duties and responsibilities shall include but are not limited to:

- Teach and evaluate/assess courses in one's discipline at undergraduate and graduate levels;
- Conduct research to inform knowledge, policy and practice;
- Develop proposals to attract research funding;
- Disseminate research findings through publications in peer reviewed journals, monographs, policy briefs, conferences and other creative works;

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- v. Develop innovation and inventions and register patents;
- vi. Supervise and examine undergraduate and graduate projects, thesis, dissertations, and other experiential learning programs;
- vii. Supervise and examine undergraduate and graduate projects, tutorials, practicals/practicums, and field attachment sessions;
- viii. Provide mentorship and career counselling to students and junior staff;
- ix. Initiate and execute research projects;
- x. Collaborate with academic faculty on curriculum development and review;
- xi. Collaborate with the industry and other stakeholders for consultancy services in their areas of expertise;
- xii. Establish partnerships, linkages and networks through projects and source donors for community projects;
- xiii. Provide professional and community service; and
- xiv. Perform any other duty as may be assigned from time to time.

TUTORIAL FELLOW - SCALE RU 11

Requirements for Appointment

For appointment to this grade, one **MUST** have:

- i. Masters Degree in a relevant field from a recognized institution;
- ii. Demonstrated ability for university teaching and research;
- iii. Participated in conferences and similar learned fora.

Job Description

An officer at this level will be appointed on contract of two (2) years and renewable not more than two (2) times and shall:

- i. Conduct tutorials, research, publish under the supervision of a senior academic staff;
- ii. Participate in writing proposals for grants;
- iii. Assist in academic demonstrations and assessment of undergraduate students reports;
- iv. Assist in the supervision of undergraduate projects, tutorials and practical, field and attachment sessions;
- v. Participate in research projects;
- vi. Participate in professional and community service; and
- vii. Perform any other duty as may be assigned from time to time.

FARM MANAGER – RU SCALE 12

Rongo University is looking for a skilled and experienced manager with good business sense to improve profitability of its income generating activities. The University requires a person focused on efficiency and takes a hands-on approach to management. The Manager will help the University to plan its farm enterprises for maximum profit. The responsibilities include monitoring staff, crops, and livestock, purchasing supplies, preparing budgets and reports, and declaring significant profit to the university.

Requirements:

For Appointment to this grade, one **MUST** have:

- i. Bachelors Degree in Agriculture or Agribusiness and Management or related field from a recognized institution
- ii. Masters degree in Agriculture or Agribusiness and Management or related field from a recognized institution
- iii. At least six (6) years relevant work experience
- iv. Training in Public Relations
- v. Computer literacy

Job Description

- i. Plans farm operation, selects profitable enterprise(s) to be undertaken and sets income targets for each enterprise,
- ii. Keeps records of livestock and/or crops and ensure the farm is profitable.
- iii. Carries out the day-to-day and long-term management of the university farm.
- iv. Supervises staff, monitors crops and animals, and handles various administrative tasks and prepares budgets, purchases supplies, maintains relationships with vendors and clients, and ensures maximum profitability.

Responsibilities

- i. Analyzes existing operations, crops, livestock, staff, and financial documents and recommends improvements for profitability.
- ii. Prepares plans and schedules for livestock and crops and ensuring farm inputs are efficiently utilized and regularly restocked.
- iii. Schedules repairs, maintenance, and replacement of equipment and machinery.
- iv. Handles the marketing and sale of products produced on the farm like fruit, vegetables, dairy, meat, and grain.
- v. Ensuring all staff adheres to health and safety regulations.
- vi. Collaborating with Management to prepare budgets and financial reports.
- vii. Building professional networks and keeping abreast of developments in agricultural science.

Interview

Shortlisted candidates will be required to make a 10-minute presentation on a business plan of an enterprise of their choice.

Appointment

Successful applicant will be appointed on a three-year contract renewable on satisfactory performance.

CORPORATE COMMUNICATIONS OFFICER - SCALE RU 12

For appointment to this grade, one **MUST** have:

- i. Bachelors Degree in Mass Communication/Media/Public Relations or equivalent
- ii. Masters Degree in Mass Communication/Media/Public Relations or equivalent
- iii. At least six (6) years experience in relevant field
- iv. Computer literacy
- v. Been registered by PRSK/MSK

Job Description

An officer at this level shall:

- i. Coordinate employee recognition programs, events, and activities to foster a positive organizational culture and sense of belonging;
- ii. Maintain and promote the University's brand identity, messaging, and visual standards across all communication channels;
- iii. Monitor industry trends, best practices, and emerging technologies to continuously evolve and improve communication strategies;
- iv. Cultivate and maintain relationships with media outlets, journalists, and key stakeholders to secure positive media coverage and manage reputational risks;
- v. Prepare press releases, media kits, and other materials to communicate University news, research findings, and expert perspectives to the media and the public;
- vi. Develop and enforce brand guidelines and standards, providing guidance and support to internal stakeholders on brand implementation;
- vii. Lead branding initiatives, including campaigns, visual identity updates, and brand-building activities to enhance the University's reputation and recognition;
- viii. Implement internal communication strategies and channels to engage and inform faculty, staff, and students about institutional initiatives, policies, and news;
- ix. Participate in employee engagement efforts, including town hall meetings, newsletters, intranet content, and recognition programs to foster a positive organizational culture;
- x. Collaborate with senior leadership to ensure transparent and effective communication with employees and stakeholders during times of change or crisis;
- xi. Maintain the University's digital communication channels, including websites, social media platforms, email newsletters, and multimedia content;
- xii. Implement social media strategies and campaigns to enhance the University's online presence, engagement, and reputation;
- xiii. Monitor social media trends, analytics, and user feedback to optimize content, engagement strategies, and audience targeting; and

- xiv. Perform any other duty as may be assigned from time to time.

ASSISTANT ICT OFFICER (SYSTEM ADMINISTRATOR) - RU SCALE 11

For appointment to this grade, one **MUST** have:

- i. Bachelors Degree in Computer Science/Information Technology/ Electrical & Electronics Engineering or equivalent from a recognized institution.
- ii. At least nine (9) years working experience in a relevant field.
- iii. Professional certification in ICT

Job Description

An officer at this level shall:

- i. Assist in planning for all ICT security and information governance services, in collaboration with other Units and units' heads and thus contribute to its overall strategic planning;
- ii. Maintain appropriate security measures and mechanisms to guard against unauthorized access to electronically stored and /or transmitted patient data and protect against reasonably anticipated threats and hazards;
- iii. Set up, maintain and manage accounts and workstations;
- iv. Oversee and/or assist in performing on-going security monitoring of organization information systems;
- v. Undertake application problem analysis and resolution for application problems in conjunction with the users and application suppliers;
- vi. Coordinate the implementation of ICT security & information governance services component of University strategic plan within its vision, mission and culture and other national and international frameworks;
- vii. Develop ICT application and service strategies and service level agreements, test and deployment plans regularly, in collaboration with business unit's departmental heads, and other key stakeholders;
- viii. Ensure the exposure of all the management information systems and data information is protected for continuity of operations;
- ix. Ensure security through access controls, backups and firewalls Perform tuning, balancing, improvement, automation and usability of the existing software and ICT applications;
- x. Administer and optimize database to support efficient data storage, retrieval, and manipulation.

- xi. Perform database backups, restoration, and disaster recovery procedures to ensure data integrity and availability in the event of system failures or disasters.
- xii. Simulate and model software and applications to fit end users in the different business units in order to facilitate timely and quality service delivery;
- xiii. Work with ICT system vendors as required to configure, customize or upgrades to existing systems in order to fit different end user needs in the different Units and units;
- xiv. Work with various departments and strategic management department business analysts to identify system requirement specifications based on business processes;
- xv. Stay current with cutting-edge enterprise systems technologies, advising management, and facilitating the implementation of new software tools for improved service delivery and conduct thorough reviews of existing systems across University units to identify areas for enhancement and propose effective strategies for improvement.
- xvi. Set goals for Mean Time to Resolution for all support issues, including escalated incidents among different Units and units;
- xvii. Ensure that the ICT systems Unit has all human and non-human resources required to provide ICT systems support services to other Units;
- xviii. Coordinate and provide ICT systems support services and service delivery in the University and ensure that they meet the expected standards and compliance;
- xix. Supervise ICT system administration and system security Unit staff together with their services, to ensure that they offer timely services within the expected standards;
- xx. Coordinate and provide continuous staff training and development in the ICT systems Unit for their effective and efficient performance and productivity;
- xxi. Ensure and provide continuous ICT systems services' advisory service to Management and other Units and units and other stakeholders through the appropriate media;
- xxii. Coordinate monitoring and evaluation of progress and achievement of the ICT systems Unit's programmes, procedures, processes and services, and prepare and disseminate periodic reports appropriately;
- xxiii. Assist with implementation of ICT application projects. Provide technical input where required;
- xxiv. Provide consistent and quality technical and/or hardware services advice for business improvement and compliance with agency rules/standards;
- xxv. Ensure compliance through adequate training programs and periodic IT security audits.
These audits should be both internal and external in nature; and
- xxvi. Perform any other duty as may be assigned from time to time.

COMPUTER TECHNOLOGIST (ASSISTANT WEB MASTER) – SCALE RU 9 (IPOST)

For Appointment to this grade, one **MUST** have:

- i. Bachelor's Degree in Computer Science/Information Technology/Electrical & Electronics Engineering or its equivalent from a recognized institution.
- ii. At least six (6) years relevant experience;
- iii. Professional Certification in ICT; and
- iv. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

Job Description

The duties and responsibilities shall include but are not limited to:

- i. Plan for all Web Development services and content required in collaboration with other Units and unit heads and thus contribute to its overall strategic planning;
- ii. Coordinate the implementation of ICT Systems/ Web Applications services component of University Strategic Plan within its vision, mission and culture and other national and international frameworks;
- iii. Develop application and service strategies and service level agreements, test and deploy plans regularly, in collaboration with business units' heads, and other key stakeholders in the University;
- iv. Perform end to end web-applications development lifecycle projects and activities including development, testing, implementation and maintenance of ICT systems;
- v. Perform tuning, balancing, improvement, automation and usability of the existing web systems, software and applications;
- vi. Works with various departments and strategic management department business analysts to identify content requirement for publishing;
- vii. Undertake web-application problem analysis and resolution for application problems in conjunction with the users;
- viii. Keep abreast with the latest web standards and development technologies and methodologies and advise University appropriately;
- ix. Contribute regularly to discussion regarding internal process and system improvements in order to ensure maximum efficiency across the University;
- x. Ensure that the Website has information and resources required to offer effective communication;
- xi. Provide guidance and support for web users to ensure that the website is maintained to the highest possible standard with maximum levels of attainable security and efficiency;
- xii. Maintain and update interfaces and integrations, exports and imports, data extracts, reporting functionalities and ensure their smooth running where required;
- xiii. Ensure and provide continuous Web systems services' advisory service to the University executive and other Units and units and other stakeholders through the appropriate media and;
- xiv. Perform any other duty as may be assigned from time to time.

CLERKS OF WORKS I –SCALE RU 9

For Appointment to this grade, one **MUST** have:

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- i. A Higher National Diploma in Building and Civil Engineering awarded by Kenya National Examination Council (KNEC), or equivalent with at least three (3) years post-qualification work experience
- OR**
- ii. Bachelors Degree in Building and Civil Engineering or equivalent from a recognized institution
 - iii. A thorough knowledge of computer packages used in Architectural and Civil/Structural Engineering.

Job Description

The duties and responsibilities shall include but are not limited to:

- i. Conduct regular inspections of construction sites to monitor progress, quality of work, and compliance with contractual requirements, drawings, and specifications;
- ii. Review construction documents, plans, and specifications to ensure clarity, accuracy, and adherence to design intent;
- iii. Identify potential issues, discrepancies, or deviations from project requirements and work with project teams to resolve them promptly;
- iv. Evaluate the workmanship, materials, and construction methods employed by contractors to ensure compliance with industry standards, building codes, and University policies;
- v. Perform quality control checks on critical elements of construction, such as structural components, mechanical systems, and finishes, to verify conformance to specifications;
- vi. Document observations, deficiencies, and corrective actions taken during site inspections, maintaining detailed records for project documentation and reporting purposes;
- vii. Enforce safety protocols, regulations, and best practices to maintain a safe working environment for construction personnel, subcontractors, and University staff;
- viii. Conduct safety inspections and audits to identify hazards, implement corrective measures, and mitigate risks associated with construction activities;
- ix. Serve as the University's liaison with contractors, architects, engineers, and other project stakeholders, facilitating communication, resolving conflicts, and promoting collaboration;
- x. Provide regular updates, progress reports, and status briefings to project managers, University Management, and stakeholders on the status of construction projects;
- xi. Coordinate with internal departments, such as Estates unit, Procurement, and Legal, to address administrative and logistical issues affecting construction operations;
- xii. Maintain accurate and comprehensive records of site activities, inspections, tests, and construction-related correspondence;
- xiii. Prepare written reports, memos, and documentation summarizing site observations, findings, and recommendations for project stakeholders;
- xiv. Assist in the preparation of punch lists, commissioning reports, and closeout documentation to facilitate the completion and handover of construction projects and;
- xv. Perform any other duty as may be assigned from time to time.

ASSISTANT GRAPHIC DESIGNER I - SCALE RU 6

For Appointment to this grade, one **MUST** have:

- i. Diploma in Publishing or its equivalent from a recognized institution;

- ii. At least six (6) years relevant experience;
- iii. Proficiency in use of design software; and
- iv. Fulfilled requirements of Chapter Six of the Constitution of Kenya 2010.

Job Description

The duties and responsibilities shall include but are not limited to:

- i. Design layout of reports and communication materials (banners, posters, booklets, leaflets, book chapters, calendars, brochures, newsletter, bulletins, flyers, cards) for printing and electronic distribution;
- ii. Deliver creative and innovative ideas for print, electronic and web-based content;
- iii. Ensure that all publications, reports and products are produced in line with University requirements;
- iv. Edit artwork, photos, charts, tables and other graphic elements;
- v. Deliver creative graphic and technical solutions for use of new media;
- vi. Generate designs from concept stage to final delivery and contribute to the creative process;
- vii. Implement the graphic guidelines in all University communication products; and
- viii. Undertake all technical activities and operations in typesetting, design and layout of works for publication and;
- ix. Perform any other duty as may be assigned from time to time.

ASSISTANT TECHNICIAN II (BIOLOGY, CHEMISTRY AND PHYSICS) – SCALE RU

6

For Appointment to this grade, one **MUST** have:

- i. Diploma in Laboratory Technology or its equivalent from a recognized institution;
- ii. At least six (6) years relevant post qualification work experience;
- iii. Computer literacy; and
- iv. Fulfilled requirements of Chapter Six of the Constitution of Kenya 2010.

Job Description

The duties and responsibilities shall include but are not limited to:

- i. Clean and sterilize laboratory equipment and work surfaces;
- ii. Ensure that all laboratory areas are kept tidy and free from hazards;
- iii. Assist in setting up and dismantling laboratory apparatus;

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- iv. Monitor and maintain inventory levels of laboratory supplies and consumables;
- v. Assist Technicians and Researchers with routine tasks;

WATER SUPPLY OPERATOR I - SCALE RU 6

For Appointment to this grade, one **MUST** have:

- i. Diploma in Water engineering or its equivalent from a recognized institution;
- ii. At least six (6) years relevant experience;
- iii. Computer literacy; and
- iv. Fulfilled requirements of Chapter Six of Constitution of Kenya 2010.

Job Description

The duties and responsibilities shall include but are not limited to:

- i. Assist in the operation and oversight of water treatment facilities, including but not limited to coagulation, sedimentation, filtration, disinfection, and chemical dosing processes;
- ii. Perform routine inspections and maintenance of water supply infrastructure, such as pumps, valves, meters, tanks, and pipelines, to ensure proper functioning and identify potential issues;
- iii. Assist in the development and implementation of preventive maintenance programs for equipment and facilities, scheduling inspections, repairs, and upgrades as necessary;
- iv. Respond to alarms, operational disturbances, and emergencies promptly, troubleshooting issues and coordinating with relevant personnel to resolve problems effectively;
- v. Maintain accurate records of daily operations, maintenance activities, chemical inventories, and equipment performance, utilizing computerized maintenance management systems and other software tools;
- vi. Participate in training programs and professional development opportunities to stay current with industry best practices, technological advancements, and regulatory changes;
- vii. Adhere to health and safety protocols, environmental regulations, and organizational policies to ensure a safe working environment for oneself and others and;
- viii. Perform any other duty as may be assigned from time to time.

For each of these positions, ten (10) copies of the application should be submitted together with copies of applications, updated Curriculum Vitae giving details of applicant academic and professional qualifications, work experience, certificates and testimonials. The reference number of the position applied for **MUST** be indicated on the application letter and the envelope.

Applications should be addressed to:

Deputy Vice-Chancellor,
Administration, Finance & Planning,
P.O. Box 103-40404,
RONGO.

Applicants are advised to contact their referee and request them to send reference letters to the above address on sealed envelopes.

For further details and requirements please visit the Rongo University website www.rongovarsity.ac.ke/vacancies.

Rongo University is an equal opportunity employer and, therefore, applicants of either gender, persons with disabilities and those from marginalized areas are encouraged to apply. Interested applicants should submit their applications so as to be received on or before **Friday 8th November, 2024**. Any form of canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.

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