



GARISSA UNIVERSITY

Oasis of Innovation

Vision

To be a world class University of Technological processes and development.

OFFICE OF THE VICE CHANCELLOR

ADVERTISEMENT OF VACANT POSITIONS

Garissa University (GaU) was established by the legal notice No. 116 of 12th August 2011 under the Moi University Act (Cap. 210A) as a constituent college of Moi University. It received its Charter on 23rd October, 2017 to become a fully-fledged University.

The University seeks to recruit qualified and competent persons to fill the following vacant positions:-

S.No	Position	Advert number	Grade	Terms of service	Number of posts
1.		TEACHING POSITIONS			
i.	Tutorial fellow- <i>Chemistry</i>	GaU/HR/EA/9/23	11	1 (one) year contract	1
ii.	Tutorial fellow- <i>Physics</i>	GaU/HR/EA/10/23	11	1 (one) year contract	1
iii.	Tutorial fellow- <i>Islamic Religious Education</i>	GaU/HR/EA/11/23	11	1 (one) year contract	1
iv.	Tutorial Fellow- <i>Christian Religious Education</i>	GaU/HR/EA/12/23	11	1 (one) year contract	1
2.		ADMINISTRATIVE POSITIONS			
i.	Assistant Student Counsellor	GaU/HR/EA/13/23	11	Permanent and pensionable	1
ii.	Senior ICT Planning and Development officer (<i>Re-advertisement</i>)	GaU/HR/EA/14/23	13	Permanent and Pensionable	1
TOTAL					6

1. TEACHING POSITIONS

ADVERTS NO: GAU/HR/EA/9-12/23: TUTORIAL FELLOW- 4 POSITIONS **(Chemistry, Physics, Islamic Religious Education and Christian Religious Education)**

JOB DESCRIPTION

Duties and responsibilities at this level will entail: -

- i) Teach and assess courses in one's discipline at undergraduate level
- ii) Supervise undergraduate projects and other experiential learning programme
- iii) Initiate, promote and participate in research projects and publish articles in referred journals
- iv) Provide professional and community services and initiate linkages and fundraising
- v) Carry out other duties & responsibilities as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT: -

- i) Applicants must be holders of Bachelor's degree and a Master's degree from a recognized university in the area of specialty.
- ii) Applicants **MUST** be registered for a PhD degree and have made substantial progress in their PhD studies. Evidence of progress made in the PhD studies (e.g. PhD progress report) **MUST** be submitted with the application.
- iii) Should demonstrate potential for university teaching and research.
- iv) Should be recognized and registered or registerable by relevant body.

2. ADMINISTRATIVE POSITIONS

I) ADVERT NO: GAU/HR/EA/13/23: ASSISTANT STUDENT COUNSELLOR **GRADE 11-ONE (1) POSITION**

JOB DESCRIPTION

Duties and responsibilities at this level will entail:

- i) Coordinating individual and group counselling of students and staff.
- ii) Assisting with orientation of new students;
- iii) Reviewing and preparing general information booklet for students;
- iv) Liaising with the Dean of students on matters concerning students counselling and advising;

- v) Assisting in identifying students with social psychological or health related problems,
- vi) Attending to the disadvantaged groups like physically disabled, mature age students and foreign students in collaboration with relevant service departments;
- vii) Advising students on personal and social matters within the halls of residence
- viii) Development, planning, implementation and evaluation of awareness campaigns on HIV and AIDS, alcohol and drug abuse, sexual, reproductive and mental health.
- ix) Crisis intervention through provision of defusing, debriefing and trauma counselling geared towards restoration of healthy psychological, cognitive and social functioning.
- x) Maintain a wide range of mental health contacts to facilitate appropriate referrals for learners needing specialized treatment and consultation.
- xi) Prepare comprehensive semester counselling and events reports
- xii) Conduct needs and impact client satisfaction surveys.
- xiii) Performing any other duty as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT: -

For appointment to this grade, a candidate must possess the following qualifications and competencies: -

- i. Bachelor's degree in guidance and Counselling, Counselling Education or Psychology from recognized university.
- ii. At least six (6) years of relevant work experience.
- iii. Should be a registered member of Kenya Association of Professional Counselling with a valid practicing license.
- iv. Proficiency in computer applications and knowledge of ERP.

II) ADVERT NO: GAU/HR/EA/14/23: SENIOR ICT PLANNING AND DEVELOPMENT OFFICER GRADE 13 (RE-ADVERTISEMENT)

JOB DESCRIPTION

Senior ICT Planning and Development officer duties at this level will entail:

- i. Shall be the head of the Directorate of Information and Communication Technology and will be responsible to the Vice Chancellor for all ICT matters of the university.
- ii. Establishment and enforcement of standards and ICT policy guidelines for the Garissa University-wide applications, databases and communication network;
- iii. Operational responsibility for central processing and data communication systems; coordination of university-wide information system planning, utilization, and performance evaluation;
- iv. Maintaining the organizational and human resource infrastructure for technical services and assistance to all organizational units;

- v. Planning and control of ICT services provided to external parties;
- vi. Interpreting, planning and directing the implementation of ICT policies in the University; and
- vii. Performing any other duties as may be assigned by the University Management.

REQUIREMENTS FOR APPOINTMENT: -

For appointment to this grade, a person must possess the following qualifications:

- i. Masters degree in Computer Science/Information Technology or its equivalent from a recognized institution with six (6) years working experience in a relevant field, three of which in a senior managerial position.
- ii. Should have MCSE or CCNA certification
- iii. Should show Demonstratable cyber security skills.
- iv. Should have Experience and knowledge of ERP system, specifically Microsoft Navision Dynamics and Student Management information systems (SMIS).
- v. Should have Demonstratable knowledge in at least two Content Management Systems (e.g., Drupal, Word Press, Joomla)
- vi. Should show Knowledge in Computerized graphic design and creation using web authoring tools will be an added advantage.

METHOD OF APPLICATION

1. Interested and qualified applicants should download the *application form for employment* from the university website www.gau.ac.ke and complete all sections of the form.
2. Applicants must attach the following documents to the application form: -
 - i) Academic and professional certificates
 - ii) A copy of the national ID card
 - iii) Any other relevant testimonials

Applications should be submitted in a sealed envelope clearly marked at the top “**Application for the position of.....**” and mailed OR delivered to:

**THE VICE CHANCELLOR
GARISSA UNIVERSITY
PO BOX 1801-70100
GARISSA**

**Or can be emailed to:
recruitment@gau.ac.ke**

Garissa University is an equal opportunity employer and canvassing will lead to automatic disqualification. Youth, Women, Marginalized groups and persons living with disability are encouraged to apply. Only shortlisted candidates will be contacted.

Applications should be received at the office of the Vice Chancellor not later than Wednesday, 15th November 2023 at 5.00pm. Incomplete and late applications will NOT be accepted.

NOTE:

- 1. It is a criminal offence to provide false information and documents in the job applications. The University shall take appropriate action on any applicant who shall be found to have presented false information and/ or documents.*
- 2. Successful candidates will be required to satisfy the requirements of Chapter Six (6) of the Constitution of Kenya 2010*
- 3. Qualifications obtained from foreign universities should be authenticated by the relevant bodies*
- 4. Garissa University does not levy any fees for job application*