



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

VACANT POSITIONS FOR REPLACEMENT

JOB SPECIFICATIONS AND JOB DESCRIPTIONS

S/N	POSITION	NUMBER REQUIRED	JOB SPECIFICATION	JOB DESCRIPTION
1.	Associate Professor, BUC Scale 14	2	<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 evaluated effective teaching. 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 contribute at learned Conferences, seminars or workshops. 7. 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. 8. Must show evidence or contribution to community, national and international life. 	<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. 7. Provide professional and

			<p>9. Must show evidence of contribution to University life through participation in Departmental matters, students' academic advising, school and university meetings, membership and others.</p> <p>10. Must show evidence of having developed proposals that have attracted funding.</p>	<p>community services and initiate linkages and fundraising.</p> <p>8. Carry out administrative and other duties & responsibilities as may be assigned.</p>
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ADMINISTRATIVE POSITIONS

S/NO	POSITION	NUMBER REQUIRED	JOB REQUIREMENTS/SPECIFICICATION	JOB DESCRIPTION
1.	Chief Internal Auditor BUC Scale 15	1	<ol style="list-style-type: none"> 1. Must have a relevant Masters degree from a recognized University 2. Must have CPA (K) and 15 years' relevant experience, at least 5 years of which should be as Deputy Chief Internal Auditor or equivalent position 3. Must be a registered member of ICPAK or an equivalent professional body. 4. Must have knowledge and proficiency in use of Management Information and Communication Technologies in Audit 5. Must have consistently demonstrated outstanding qualities for leadership, coordination and organization. capability at top management level. 6. Must have evident experience as secretary to institutional Boards. 7. Ph. D in a relevant field will be an added advantage 	<ol style="list-style-type: none"> 1. Will be answerable to the Principal for; Advising the University Management on all operational and financial matters, 2. Responsible for overall formulation and implementation of the audit strategy, 3. Review, planning, coordination, design, implementation, development of auditing services and systems, setting and 4. Maintaining high accounting standards in the University, and efficient organization, control and supervision of all auditing units. 5. Will provide secretarial service to the relevant committee of institutional Boards.

6.	Deputy Registrar Administration BUC Scale 14	1	<ol style="list-style-type: none"> 1. Must have a Masters Degree in Administration and/or Management from a recognized institution. 2. Must have at least fifteen (15) years' work experience 5 years of which, must be in Management position; with a proven experience in Human Resource Management. 3. Must have undergone Senior Management Course from the Kenya School of Government 4. Must have evidence of participation and contribution in seminars/conferences related to administration and management 5. Must have Knowledge in Human Resource Management 6. Must have knowledge and proficiency in use of Management Information and Communication Technologies 7. Must have consistently demonstrated outstanding qualities for leadership, coordination and organization capability at management level 8. Must have valid Membership to a relevant professional body 9. PhD will be an added advantage. 	<ol style="list-style-type: none"> 1. Shall be responsible to the Deputy Principal Administration and Finance for Planning, coordination, implementation and general administration of the assigned administrative/academic unit in the University. 2. He/ She shall also be responsible for the supervision of all staff and activities under him/her. 3. In addition, he/she will be responsible for identification of training needs of staff and promotion of staff development in the department.
7.	Librarian II BUC Scale 12	1	<ol style="list-style-type: none"> 1. Must have a Master's degree in Library and Information Sciences or equivalent qualification from a recognized University 2. Must have a Bachelor's degree in Library and Information Sciences 3. Must have four (4) years working experience in a well-established automated library/information center 4. Must be a registered member of relevant professional body 	<ol style="list-style-type: none"> 1. Management of print library collections and electronic resources 2. Facilitating effective use of e-resources and conducting user education 3. Evaluating information resources available and identifying areas for improvement 4. Disseminating information to all students and faculty and support daily operations of the library.

			<ol style="list-style-type: none"> 5. Must have published at least One (1) article. 	<ol style="list-style-type: none"> 5. Teaching and conducting research in library and information skills 6. Develop and review policies, standards and guidelines relating to library services 7. Supervision of staff and their development 8. Performing any other duties as may be assigned from time to time.
1.	Legal Officer Scale 12		<ol style="list-style-type: none"> 1. Have a Bachelor's degree in Law from a recognized university; 2. Be an advocate of the High Court of Kenya with a current practicing certificate. 3. Have 3 years' experience in a similar position or in legal practice. 4. Must have demonstrable professional competence and high administrative ability in work performance and results. 	<ol style="list-style-type: none"> 1. Drafting legal documents and generally handling all legal matters affecting the University in addition to advising the University on the same. 2. Handling cases involving the University in liaison with University contracted lawyers where applicable. 3. Performing any other duties as may be assigned from time to time.
2.	Chief Security Officer BUC SCALE 12	1	<ol style="list-style-type: none"> 1. Must have Degree in Criminal Justice/ Criminology and Social Order from a recognized University with experience of not less than 8 years. 2. A Master's degree will be an added advantage 3. Must have held the position of Chief Inspector of Police or equivalent or Captain in Army and with not less than 5 years' experience. 4. Must be Trained on Investigation, Security Management, Emergency Preparedness and; 5. Having worked in institution of higher learning will be an added 	<ol style="list-style-type: none"> 1. Overall management, direction, control and coordination of Security Operations at the University. 2. Specifically liaising with police on security matters and following up court cases; 3. Ensuring effective security is maintained for the protection of university property, staff and students. 4. Co-ordination of training and development of staff in the Department.

6.	Quantity Surveyor BUC SCALE 12	1	<p>advantage.</p> <ol style="list-style-type: none"> 1. A Master's degree in Building Economics from a recognized University 2. Post-graduate qualification in the field of Quantity Surveying will be an added advantage; 3. Must possess a Bachelor's degree in Quantity Surveying or related field from a recognized University; 4. Must have valid registration by the Board of Registration of Architects and Quantity Surveyors of Kenya; 5. Must have Worked for a large firm of Quantity Surveyors or (preferably) government for a minimum of three years since he/she was registered by the Board of Registration of Architects and Quantity Surveyors of Kenya; 6. Must have shown merit and ability as reflected in work performance and work results while working with last employer 7. Demonstrable knowledge of computer applications, particularly in quantity surveying packages 8. Be a member of the Institute of Quantity Surveyors of Kenya (IQSK); 9. Experience in the field of Quantity Surveying in formulation, implementation and control in tendering and procurement procedures, financial and contract administration of building construction and maintenance. 	<ol style="list-style-type: none"> 1. Implementation of tender/contract procedures which entails preparation of Bills of Quantities and specifications, cost estimates, planning and analysis, valuation, site measurements and preparation of final accounts, site measurement, pre-contract documentation, post-contract documentation and records; audit of final accounts and preparation and checking of payment certificates. 2. Control, train and supervise staff working under him/her. 3. Co-ordination, checking and approval of Bills of Quantities and specifications, direction and control of Contract Administration of construction projects which entails, inter alia, evaluation of payments up to Final Accounts. 4. Reporting on contractual claims from contractors, resolution of disputes and liaison with the office of the University Legal Officer on cases requiring Litigation, Arbitration or other means of resolving disputes. 5. Control and Implementation of Tendering and Procurement Procedures for all construction projects which entails the supervision of preparation of tender documents for main and specialist works, tender evaluations and recommendations for approval. 6. Preparation of cost analysis for
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Remuneration - Salary Scales:

Academic Staff:

Associate Professor - Scale 14 - Basic Salary - *(Minimum of Ksh.193,182/= p.m. - Maximum of Ksh.297,403/= p.m)*
and a House Allowance *Kshs.66, 344/= p.m.*

Administrative Staff:

Chief Internal Auditor – Scale 15 - Basic Salary- *(Minimum of Ksh.224, 631/= p.m. - Maximum of Ksh.345, 816/= p.m)*
and a House Allowance *Kshs.73, 715/= p.m.*

Deputy Registrar - Scale **14** - Basic Salary - *(Minimum of Ksh.173,864/= p.m. - Maximum of Ksh.267, 662/= p.m)*
and a House Allowance *Kshs.62, 658/= p.m.*

Librarian II BUC Scale 12 - Basic Salary *(Minimum of Ksh.119,858 /= p.m. - Maximum of Ksh.184,523 /= p.m)*
and a House Allowance *Kshs.55, 286 /= p.m.*

Legal Officer Scale 12 - Basic Salary *(Minimum of Ksh.119,858 /= p.m. - Maximum of Ksh.184,523 /= p.m)*
and a House Allowance *Kshs.55, 286 /= p.m.*

Chief Security Officer BUC Scale 12 - Basic Salary *(Minimum of Ksh.119,858 /= p.m. - Maximum of Ksh.184,523 /= p.m)*
and a House Allowance *Kshs.55, 286 /= p.m.*

Quantity Surveyor BUC Scale 12 - Basic Salary *(Minimum of Ksh.119,858 /= p.m. - Maximum of Ksh.184,523 /= p.m)*
and a House Allowance *Kshs.55, 286 /= p.m.*