



## The Presbyterian University of East Africa

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### JOB VACANCIES

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The Presbyterian University of East Africa (PUEA) is a faith-based Chartered University located at Thogoto, Kikuyu in Kiambu County.

We wish to invite qualified applicants for the following positions:

S/No.	REFERENCE NUMBER	DEPARTMENT	DESIGNATION	NO.
1.	PUEA/NUR/15/2/2021	Nursing	Lecturer	4
2.	PUEA/ML/15/2/2021	Health Sciences	Lecturer (Medical)	1
3.	PUEA/TR/15/2/2021	Transport	Driver	3
4.	PUEA/HK/15/2/2021	Housekeeping	Janitors	2
5.	PUEA/DDQA/15/2/2021	Quality Assurance	Deputy Director ,Quality Assurance	1
6.	PUEA/QASO/15/2/2021	Quality Assurance	Quality Assurance & Standards Officer	2

For details on the qualifications and application procedures, please visit our website [www.puea.ac.ke](http://www.puea.ac.ke)

To apply, send your Curriculum Vitae (C.V) and testimonials to:

**The Vice Chancellor**  
**Presbyterian University of East Africa**  
**jobs@puea.ac.ke**  
**P.O BOX 387-00902**  
**KIKUYU**

To be received on or before 12<sup>th</sup> March, 2021. Only shortlisted candidates will be contacted.

All the positions above require individuals who are committed to high ethical standards, integrity and professionalism.

## **1. SCHOOL OF HEALTH SCIENCES**

**JOB/POSITION TITLE: LECTURER**

**DEPARTMENT: NURSING**

**REFERENCE NUMBER : PUEA/NUR/15/2/2021**

**POSITIONS:**

- a) Midwifery-1 Lecturer**
- b) General Nursing-1 Lecturer**
- c) Community Health Nursing-1 Lecturer**
- d) Nursing Education/Leadership/Management- 1 Lecturer**

**JOB SUMMARY:**

The successful candidates will be responsible for teaching, scholarly productivity and will undertake administrative functions.

**JOB SPECIFICATIONS:**

**ACADEMIC & PROFESSIONAL QUALIFICATIONS/ TRAINING & WORK EXPERIENCE**

- Minimum MSc. In any of the above 4 areas. PhD in related areas is desirable.
- Minimum of 3 years teaching experience in a recognized University or college.
- Experience with curriculum and course development is an added advantage.
- Current Registration and licensure with the Nursing council of Kenya (NCK)

**KNOWLEDGE AND COMPETENCIES**

- Good interpersonal/communication skills
- Good organizational skills
- Counselling skills
- Competency in specialized field of teaching

**REMUNERATION**

The qualified candidate (s) shall be paid commensurately with the qualifications

**JOB/POSITION TITLE:** LECTURER (MEDICAL)

**REFERENCE NUMBER:** PUEA/ML/15/2/2021

**DEPARTMENT:** HEALTH SCIENCES

**POSITIONS:** 1

Applications are hereby invited for the post of a lecturer (medical) in the School of Health Sciences.

**JOB SPECIFICATIONS:**

- The Successful candidate must have a MBChB or equivalent qualification.
- The Successful candidate must be licenced and registered by the Kenya Medical, Pharmacy and Dentists Board (KMP&DB)
- Applicant should provide proof of Professional Membership to a relevant body(ies)
- Candidate should have the interest in working in a teaching institution and commitment to the growth of other health professionals and ready to teach in all the departments of School of health sciences (includes Department of Occupational Therapy, Department of Nursing and Department of Clinical Medicine and Surgery)
- Previous experience in a teaching institution is highly recommended.
- Candidate should be available immediately.

**REMUNERATION**

The qualified candidate (s) shall be paid commensurately with the qualifications

## **2. HUMAN RESOURCE**

**JOB/POSITION TITLE: DRIVER**

**DEPARTMENT: TRANSPORT**

**REFERENCE NUMBER: PUEA/TR/15/2/2021**

**POSITIONS: 3**

### **JOB SUMMARY:**

We are looking for a responsible and reliable University Bus Driver to transport staff and students and ensure their safety.

To be successful as a University Bus Driver you should enjoy working with students and strictly observe passenger transport regulations. Ultimately, a top-notch University Bus Driver should be meticulous when it comes to vehicle inspections and regard passenger safety as the highest priority.

### **JOB SPECIFICATIONS:**

- Minimum requirement KCSE certificate
- Valid driving license (BC1) required.
- School bus endorsement required.
- Clean driving record.
- Over 5 Years experience as a driver.
- Experience working with students preferred.
- Working knowledge of first aid procedures.
- Valid certificate of good conduct.

### **REMUNERATION**

The qualified candidate (s) shall be paid commensurately with the qualifications

**JOB/POSITION TITLE: JANITORS (Men and Ladies' Hostels)**

**DEPARTMENT: HOUSEKEEPING**

**REFERENCE NUMBER: PUEA/HK/15/2/2021**

**POSITIONS: 2**

**JOB SUMMARY:**

The incumbent will be responsible for the monitoring and well-being of the welfare of the students, including supervision of the cleanliness and maintenance of the ladies' and the Men's hostels in an effective manner.

**JOB SPECIFICATIONS:**

- Minimum of a Diploma in Hospitality or in a related field from an approved institution.
- Minimum of 5 years work experience in a similar position, preferably in a boarding school or University setting.
- He /She must have a liking for and understanding of young people and should be firm and able to demonstrate good sense.
- Should have good personal inter-active skills with young people and be a good listener, flexible in outlook, reliable, warm and friendly indisposition, with sufficient sensitivity to show tact and diplomacy.

**KEY COMPETENCIES:**

- Customer Focus
- Team Work
- Managing performance
- Results Oriented
- Reliable with demonstrated interpersonal skills
- Must have a high degree of professionalism and ethics

**REMUNERATION**

The qualified candidate (s) shall be paid commensurately with the qualifications

**3. QUALITY ASSURANCE**

**JOB/POSITION TITLE: QUALITY ASSURANCE AND STANDARDS OFFICER**

**DEPARTMENT: QUALITY ASSURANCE**

**REFERENCE NUMBER: PUEA/QASO/15/2/2021**

**POSITIONS: 1**

**JOB SUMMARY:**

The Quality assurance officer will help improve all quality related aspects all round University management.

**JOB SPECIFICATIONS:**

- Minimum of a Masters degree from an approved institution.
- Minimum of 5 years teaching experience at University level in undergraduate and graduate levels.
- Has a research experience in relevant academic areas to support evaluation initiative.
- Has at least five years involvement in University curriculum design and development or review.
- Exposure in examinations preparation including moderation of examinations and grades.
- Exposure in quality management in University academic and support facilities.

**KEY COMPETENCIES:**

- Managing performance
- Results Oriented
- Reliable with demonstrated interpersonal skills
- Must have a high degree of professionalism and ethics

**REMUNERATION**

- The qualified candidate (s) shall be paid commensurately with the qualifications

**JOB/POSITION TITLE: DEPUTY DIRECTOR, QUALITY ASSURANCE**

**DEPARTMENT:                   QUALITY ASSURANCE**

**REFERENCE NUMBER: PUEA/DDQA/15/2/2021**

**POSITIONS:                    2**

**JOB SUMMARY:**

The Deputy Director, Q.A will assist to oversee academic and support services at the University.

**JOB SPECIFICATIONS:**

- Minimum of a Masters in a teaching subject or discipline from an approved institution. A Doctorate will be an added advantage.
- Extensive teaching experience at University level in undergraduate and graduate levels.
- Extensive involvement in University examinations management including setting, moderation, marking and grading.
- Extensive involvement in University curriculum design and development as well as review.
- Exposure in quality management in University academic and support services.
- Exposure in institutional research and survey to trace customer needs and satisfactory levels.

**KEY COMPETENCIES:**

- Managing performance
- Results Oriented
- Reliable with demonstrated interpersonal skills
- Must have a high degree of professionalism and ethics

**REMUNERATION**

The qualified candidate (s) shall be paid commensurately with the qualifications