



MASENO UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
(ADMINISTRATION, FINANCE AND DEVELOPMENT)

DECLARATION OF VACANCIES

In pursuit of its mission and mandate, the University wishes to invite applications from suitable qualified candidates to fill the positions indicated below:

EXTERNAL ADVERTISEMENT
TEACHING POSITIONS

SCHOOL OF ARTS AND SOCIAL SCIENCES
DEPARTMENT OF LINGUISTICS AND LITERARY STUDIES

Senior Lecturer - Grade Thirteen (13) (Literature)	One (1) Position	MSU/ACA/SASS/LING/01/25
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Lecturer - Grade Twelve (12) (Linguistics)	One (1) Position	MSU/ACA/ SASS/LING/02/25
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SCHOOL OF BUSINESS AND ECONOMICS
DEPARTMENT OF ECOHIM

Lecturer - Grade Twelve (12) (Tourism Management)	One (1) Position	MSU/ACA/SBE/ECOHIM/01/25
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Lecturer - Grade Twelve (12) (Hospitality Management)	One (1) Position	MSU/ACA/SBE/ ECOHIM /02/25
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DEPARTMENT OF BUSINESS ADMINISTRATION

Senior Lecturer – Grade Thirteen (13) (Human Resource Management)	One (1) Position	MSU/ACA/ SBE/BAHR/01/25
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Lecturer - Grade Twelve (12) (Human Resource Management)	One (1) Position	MSU/ACA/ SBE/BAHR/02/25
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Lecturer - Grade Twelve (12) (Procurement & Supply Chain Management)	One (1) Position	MSU/ACA/ SBE/BAMS/01/25
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OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMIC AND STUDENT AFFAIRS

DIRECTORATE OF STUDENT AFFAIRS

Assistant Students Counsellor – Grade 8 One (1) Position MSU/ADM/SWS/01/25

SCHOOL OF MEDICINE

DEPARTMENT OF MEDICAL MICROBIOLOGY

Senior Technologist - Grade Eight (8) One (1) Position MSU/ACA/SOM/DMM/01/25
Technologist - Grade Five (5) One (1) Position MSU/ACA/SOM/DMM/02/25
Laboratory Attendant - Grade Four (4) One (1) Position MSU/ACA/SOM/DMM/03/25

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ECOTOURISM, HOTEL & INSTITUTIONAL MANAGEMENT

Technician - Grade Five (5) One (1) Position MSU/ACA/SBE/ECOHIM/03/25

SCHOOL OF NURSING

Clinical Instructor – Grade Nine (9)
(Medical Surgical Nursing) Two (2) Positions MSU/ACA/SON/DMSN/02/25

Clinical Instructor – Grade Nine (9)
(Midwifery) One (1) Position MSU/ACA/SON/DOWN/03/25

Clinical Instructor – Grade Nine (9)
(Nursing Education, Leadership & Research) One (1) Position MSU/ACA/SON/NELR/03/25

SCHOOL OF PUBLIC HEALTH & COMMUNITY DEVELOPMENT

DEPARTMENT OF PUBLIC HEALTH

Clinical Instructor - Grade Nine (9) One (1) Position MSU/ACA/SPHCD/PH/01/25
(Health Records & Information Management)

OFFICE OF THE DEPUTY VICE-CHANCELLOR, ADMINISTRATION, FINANCE & DEVELOPMENT

DIRECTORATE OF HUMAN RESOURCES

Deputy Director, Human Resource -Grade Fourteen (14) One (1) Position MSU/ADM/HR/01/25

KISUMU HOTEL

Executive Chef – Grade KH Nine (9) One (1) Position MSU/ADM/KH/01/25

RE-ADVERTISEMENT
TEACHING POSITIONS

SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT

DEPARTMENT OF PUBLIC HEALTH

Senior Lecturer - Grade Thirteen (13)
(Epidemiology & Biostatistics) One (1) Position MSU/ACA/SPHCD/PH/02/25

REQUIREMENTS FOR APPOINTMENT

Senior Lecturer – Grade Thirteen (13)

Requirements for Appointment:

- An earned PhD or equivalent degree qualification (or a Master’s Degree qualification in special cases) in the relevant field from an accredited and recognized University;
- At least Three (3) years teaching experience at the University level as a Lecturer or Six (6) years in research / industry experience;
- A minimum of Thirty-Two (32) publication points, as a Lecturer or equivalent, of which at least Twenty-Four (24) should be from refereed scholarly journals;
- Supervised at least Three (3) post-graduate students to completion as a Lecturer or equivalent;
- Attended and presented papers at conferences/workshops/seminars;
- Registered with the relevant professional body (*where applicable*).

Lecturer – Grade Twelve (12)

Requirements for Appointment:

- An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University; **OR**
- A Master’s degree in the relevant field from an accredited and recognized University (in special cases) with at least Three (3) years teaching experience at university level or in research or in industry;
- A mandatory Two (2) publications from refereed journal papers; and
- Registered with the relevant professional body (*where applicable*).

Deputy Director ICT Services - Grade Fourteen (14) One (1) Position

MSU/ADM/ICTS/01/25

Requirements for Appointment:

- A Master’s Degree in Computer Science /Information Technology or its equivalent from a recognized institution;
- A Bachelor’s Degree in Computer Science /Information Technology or its equivalent from a recognized institution;
- Ten (10) years of cumulative working experience in ICT services, Three (3) of which must have served at managerial level in a University set-up;
- Demonstrable professional and managerial skills; and
- Must be a member of a recognizable professional body.

Duties and Responsibilities:

- In Charge of the ICT Directorate;
- To develop and implement ICT objectives, strategies and operational plans in tandem with the University Strategic Plan;

- Overseeing the successful implementation of all ICT projects and ensuring that the inherent risks are effectively managed;
- Coordinating the design/development and implementation of computer disaster recovery procedures to minimize on loss of data/or systems and enhanced data protection and privacy;
- Formulating, implementing coordinating, monitoring and evaluating of ICT Policies, strategies and programs in the organization;
- Ensure timely implementation of ICT standards in line with the needs of the University;
- Managing ICT and systems security in line with ICT security policies, standards procedures and common practices;
- Ensuring systems availability, optimum functionalities in the University;
- Ensuring timely implementation and effective maintenance of ICT systems in the University;
- Identifying and coordinating IT user training needs for faculty, support staff and students and advice the University Management accordingly;
- Provide technical guidance and advice in the procurement of ICT hardware and software goods and services;
- Updating and preparing operating manuals;
- Keep abreast with new and emerging issues in ICT and advice the University Management accordingly;
- Prepare ICT quarterly status reports and ensure professional standards are observed;
- Communication and feedback with ICT service providers and vendors on behalf of the University;
- Direct, develop and supervise departmental staff in their work so as to facilitate the achievement the departmental mission; and
- Any other duties that may be assigned by the immediate supervisor.

Deputy Director, Human Resource Grade 14 One (1) Position MSU/ADM/HR/01/25

Requirements for Appointment:

- Master’s degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations or equivalent qualification from a recognized and accredited institution;
- Bachelor’s degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognized and accredited institution;
- Cumulative service period of Fifteen (15) years’ relevant work experience, Three (3) of which should have been at Senior Assistant Registrar, Human Resource, Grade 13 or in a comparable position;
- Relevant technical and professional certification from a recognized institution;
- Registered with relevant professional body with a valid practicing license/membership from the relevant professional body;
- Proficiency in computer applications; and
- Demonstrated merit, ability and leadership as reflected in work performance and results.

Duties and Responsibilities

- Coordinating staff recruitments, appointments, selection, promotion, transfers, discipline and separation;
- Planning, organizing, coordinating and administering all human resource activities in the university;
- Coordinating the development and review of Human Resource Policies, rules and regulations;
- Coordinating development of human resource plans and strategies;
- Monitoring and coordinating implementation of human resource management policies, rules and regulations;
- Coordinating the preparation of Personnel Emolument Budget for the University;
- Establishing skills inventory;
- Developing and implementing various Human Resource policies for the University;
- Advising on human resource planning and succession management;
- Advising on career development and review of Career Guidelines;
- Coordinating organizational development and job reviews;
- Interpreting labour laws and other statutes that impact on human resource in the organization;
- Monitoring industrial relations and staff welfare;
- Coordinating the development and implementation of Human Resource Management System;
- Preparing budget allocation and optimal utilization of training resources and opportunities;
- Advising on review of Terms and Conditions of Service;
- Ensuring proper utilization of Human Resources in the organization and advising on proper deployment;
- Ensuring compliance with all the statutory and regulatory requirements relating to Human Resource and Administration;
- Coordinating staff training and development, compensation and reward management;
- Coordinating performance management and performance contracting processes; and
- Mentoring and coaching of staff.

Internal Auditor – Grade Twelve (12)

One (1) Position

MSU/ADM/IA/01/25

Requirements for Appointment:

- A Master's degree from a recognized University in a relevant field such as Accounting, Finance or equivalent;
- CPA (K) /ACCA/\ CIA;
- Seven (7) years relevant experience Five (5) of which must be at Grade 11 or equivalent;
- Must be a registered member of ICPAK or an equivalent professional body;
- CISA /CIRM/RCP holders will have an added advantage;
- Practical knowledge of ICT in relevant area is mandatory; and
- Proficiency in ERP modules.

Duties and Responsibilities

- Participate in budget preparation for the internal audit department of the University;
- Supervise internal audit teams and subordinate staff allocated work to ensure effective implementation and achievement of set internal audit targets;

- Participate in the process of formulation of the departmental work plan to ensure the audit universe is covered;
- Prepare and implement audit programmes to ensure that the objectives are met in time and procedures adhered to;
- Mobilize audit teams in order to complete work is within the set time frame to check of audit objectives;
- Advice management through appropriate recommendations on additional value for University governance;
- Collect analysis and evaluation of data in order to enlighten and advice management through appropriate recommendations;
- Review past audit reports to ensure compliance of state legislation, institutional policies, procedures and guidelines in the university; and
- Carry out other duties assigned or delegated by the Deputy Chief Internal Auditor for challenge purpose in the University.

Clinical Instructor Grade Nine (9) One (1) Position MSU/ACA/SON/DMSN/02/25
Department of Medical Surgical Nursing

Requirements for Appointment

- A Bachelor of Science Degree in Nursing or equivalent from a recognized institution;
- At least Three (3) years clinical experience post-internship at a Hospital;
- Proficiency in relevant computer applications; and
- Registered and licensed with the Nursing Council of Kenya.

Duties and Responsibilities

- Prepare a clinical rotational schedule for the nursing students in the school of nursing in order for all to get a chance for clinical practice;
- Participate in the technical evaluation during the procurement process for the equipment needed for nursing clinical practice in the University;
- Prepare clinical tools for follow up and evaluation and grading of students in nursing clinical practice in the School of Nursing;
- Facilitate students learning during clinical placement and nursing skills laboratory and in health facilities where they are placed;
- Identify relevant required equipment and supplies for procurement in liaison with the Chairs of Department;
- Prepare and perform practical & clinical examinations in the nursing skills laboratory for undergraduate students;
- Maintain the inventory of equipment and supplies for use in the School of Nursing;
- Ensure adherence to laboratory safety regulation and professional conduct during clinical placement;
- Ensure students sign attendance sheets during skills laboratory and clinical placements;
- Prepare and mark clinical assignments for nursing students in the School of Nursing;
- Ensure cleanliness of equipment used in the nursing skills laboratory;
- Teach and guide students while in clinical areas to impart them with practical knowledge;

- Offer nursing care to patients while in the clinical areas to restore health and well-being;
- Co-assess students during clinical examinations in the hospital;
- Arrange for transportation of students to and from the clinical areas; and
- Any other duty as may be assigned by the supervisor from time to time

**Clinical Instructor- Grade nine (9)
Department of Midwifery**

One (1) position

MSU/ACA/DOMN/03/25

Requirements for Appointment

- A Bachelor of Science Degree in Nursing or equivalent from a recognized institution;
- At least Three (3) years clinical experience post-internship at a Hospital (Teaching institution is an added advantage);
- Registered with Nursing Council of Kenya (NCK) with a valid practicing license; and
- Proficiency in relevant computer applications

Duties and Responsibilities

- Prepare and conduct demonstration of clinical skills to students in the skills lab before sending them to the actual clinical areas
- Prepare and take part in objective structured clinical exams (OSCE) conducted at the skills lab in preparation for clinical practice.
- Prepare clinical rotational schedules for nursing students and ensure they are delivered to relevant clinical areas for student rotations
- Prepare clinical evaluation tools for follow up and grading of students during their clinical experiences.
- Supervise and teach the students during their clinical rotations (clinical teaching)
- Ensure the students sign attendance register during laboratory and clinical sessions
- Perform continuous evaluation of the students during their clinical rotation
- Administer and mark clinical assignments for students during the rotations
- Take part in clinical assessment of students at the end of their clinical rotation
- Participate in patient care while supervising students in the clinical areas
- Identify relevant required equipment and supplies for procurement in liaison with the head of department
- Participate in technical evaluation during the procurement process of equipment required for student learning in the department.
- Maintain inventory of all the equipment entrusted under your care for use in the school as well as University.
- Ensure adherence to safety regulations and infection prevention and control measures during laboratory and clinical sessions
- Ensure proper maintenance and cleanliness of all equipment entrusted under your care for student learning
- Ensure the students adhere to the rules and regulations set by the health care institutions during their clinical rotation.
- Arrange for transportation of students to and from the clinical areas.
- Perform any other duties as may be assigned by the supervisors.

**Clinical Instructor – Grade Nine (9) One (1) Position MSU/ACA/SON/NELR/03/25
(Nursing Education, Leadership & Research)**

Requirements for Appointment:

- A Bachelor of Science Degree in Nursing from a recognized institution;
- At least Three (3) years clinical experience post-internship at a hospital (teaching institution is an added advantage);
- Clinical instruction experience for at least One (1) year will be an added advantage;
- Registered with Nursing Council of Kenya (NCK) with a valid practicing license; and
- Proficiency in relevant computer applications

Duties and Responsibilities

- Prepare a clinical rotational schedule for the nursing students in the school of nursing in order for all to get a chance for clinical practice;
- Participate in the technical evaluation during the procurement process for the equipment needed for nursing clinical practice in the university;
- Prepare clinical tools for follow up and evaluation and grading of students in nursing clinical practice in the school of nursing;
- Facilitate students learning through clinical placement and nursing skills laboratory and in health facilities where they are placed;
- Identify relevant required equipment and supplies for procurement in liaison with the head of nursing department;
- Prepare and perform practical sessions in the nursing skills laboratory to students so as to understand and appropriate their knowledge;
- Maintain the inventory of equipment and supplies for use in the school of nursing of the university;
- Ensure adherence of laboratory safety regulation and professional conduct during clinical placement;
- Ensure students sign attendance sheets during laboratory and clinical placement.
- Prepare and mark clinical assignments assigned to nursing students in the school of nursing. Ensure cleanliness of equipment used in the nursing laboratory in the school of nursing laboratory;
- Teach and guide students while in clinical areas to impart them with practical knowledge;
- Offer nursing care to patients while in the clinical areas to restore health and well-being;
- Co-assess students during practical examinations both in hospital and skills laboratory;
- Arrange for transportation of students to and from the clinical areas; and
- Any other duty as may be assigned by the supervisor from time to time

**Clinical Instructor - Grade Nine (9) One (1) Position MSU/ACA/SPHCD/PH/01/25
(Health Records & Information Management)**

Requirements for appointment

- A Bachelor of Science Degree in Health Records and Information Management or equivalent from a recognized institution;

- At least Three (3) years' post internship working experience as a Public Health Officer in a Government facility;
- Registered with the relevant professional body with a valid practicing licence; and
- Proficiency in computer applications.

Serving Officers

- Diploma in Health Records and Information Management or equivalent from a recognized institution;
- At least Five (5) years' post internship working experience as a Health Records and Information Officer (HRIO);
- Registered with the relevant professional body with a valid practicing licence; and
- Proficiency in computer applications.

Duties and Responsibilities

- Prepare clinical rotations schedule for the health records and information management (HRIM) students in the department of Public Health in order for all to get a chance for clinical practice;
- Participate in the technical evaluation during the procurement process for the equipment needed for health records and information management clinical practice in the University;
- Prepare clinical tools for follow up and evaluation and grading of students in health records and information management clinical practice in the Department of Public Health;
- Facilitate students learning through clinical placement and HRIM skills laboratory and in health facilities where they are placed;
- Identify relevant required equipment and supplies for procurement in liaison with the Chair of Department, Public Health;
- Prepare and perform practical sessions in the HRIM skills laboratory to students so as to understand and appropriate their knowledge;
- Maintain an inventory of equipment and supplies for use in the School of Nursing of the University; and
- Ensure adherence of laboratory safety regulations and professional conduct during clinical placement.

**Senior Technologist - Grade Eight (8)
(Medical Microbiology)**

One (1) Position MSU/ACA/SOM/DMM/01/25

Requirements for appointment:

- A Bachelor's Degree/Higher Diploma or its equivalent in a relevant medical field from a recognized institution;
- At least Three (3) years' experience in a medical field;
- A registered member of a relevant professional body with a valid practicing license; and
- Proficiency in relevant computer applications

Duties and Responsibilities

- In charge of the laboratory and supervision of other laboratory staff
- Supervise post graduate and undergraduate students working on academic projects in the Department
- Assist and supervise any research projects in the laboratory
- Prepare course work materials and lessons to students' practical in the University;
- Prepare and manage students' laboratory work for practical lessons in the Department
- Ensuring safety and security of laboratory apparatus and equipment;
- Any other duty as assigned by supervisor from time to time.

**Technologist - Grade Five (5)
(Medical Microbiology)**

One (1) Position

MSU/ACA/SOM/DMM/02/25

Requirements for Appointment

- Diploma in Medical Laboratory Science or equivalent from a recognized institution with at least Two (2) years relevant work experience;
- A registered member of relevant professional body with a valid practicing license; and
- Proficiency in relevant computer applications.

Serving Officer

- Certificate in a relevant filed from recognized institution with Three (3) years' work experience in Grade Four (4);
- A registered member of relevant professional body with a valid practicing license; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Prepare and manage students' laboratory work for practical lessons in the Department;
- Record and maintain accurate student's records in attendance and grades in the Laboratory
- Assist undergraduate students working on academic research projects in the Department
- Ensuring proper storage of chemicals in clean, well labeled shelves, well arranged and in order;
- Disposal of any hazardous wastes and chemicals according to the required standards;
- Ensuring safety and security of laboratory apparatus and equipment; and
- Any other duty as assigned by supervisor from time to time.

**Laboratory Attendant - Grade Four (4)
(Medical Microbiology)**

One (1) Position

MSU/ACA/SOM/DMM/03/25

Requirements for appointment:

- Certificate in Laboratory Science or any other related field from a recognized institution; and
- At least One (1) year relevant work experience in a medical field.

Duties and responsibilities

- Cleaning/Setting of glassware and apparatus for teaching and research;
- Dusting of all equipment used for teaching and research;
- Ensuring proper storage of chemicals in clean, well labeled shelves, well arranged and in order;
- Disposal of any hazardous wastes and chemicals according to the required standards;
- Ensuring safety and security of laboratory apparatus and equipment; and
- Any other duty as assigned by supervisor from time to time.

Technician - Grade Five (5)

One (1) Position

MSU/ACA/SBE/ECOHIM/03/25

(Ecotourism, Hotel & Institutional Management)

Requirements for appointment:

- Diploma in hospitality management or its equivalent from a recognized institution; and
- At least Three (3) years relevant industry experience in hotel sector or similar position;

Duties and Responsibilities

- Budget and plan for production materials in liaison with course lecturers and the procurement department;
- Perform regular maintenance of laboratory equipment by inspecting, calibrating, cleaning, or sterilizing;
- Facilitate student practical within the laboratory;
- Evaluate students practical in liaison with the course lecturer and provide the assessment results;
- Prepare and review laboratory manual in liaison with course lecturer and the departmental head;
- Ensure that order is maintained in the food laboratory;
- Ensure that laboratory rules are adhered to by all parties involved;
- Write reports, reviews and summaries where needed;
- Facilitate regular stock-taking and inventory management; and
- Any other duty as may be assigned by supervisor from time to time.

Braille Technician – Grade Six (6)

One (1) Position

MSU/ACA/SOE/SNE/01/25

Department of Special Needs Education & Rehabilitation

Requirements for Appointment:

- Diploma in Special Needs Education or equivalent qualification in a relevant field from a recognized institution;
- At least Three (3) years' working experience as a Braille Technician;
- A minimum of KCSE Grade of C plain in English and Kiswahili subjects respectively;
- A bias in English, Kiswahili, Music and Mathematics Braille;
- Conversant with technology for persons with visually impairment;
- Ability to repair braille machines; and
- Proficiency in relevant computer applications.

Duties and Responsibilities

- Braille and transcribing examinations, assignments and continuous assessment tests;
- Braille learning materials for students and staff;
- Providing technical support to lecturers in braille courses and related areas;
- Tutoring and reinforcing instruction of Braille to students as directed by the course lecturer;
- Braille and transcribing examinations, assignments and continuous assessment tests;
- Maintenance of Braille equipment and materials;
- Delivering completed brailled/ transcribed materials;
- Preparing and maintaining records of braille transcription services provided;
- Braille learning materials for students and staff;
- Providing support to students and staff with visual disability;
- Attending trainings, workshops and seminars for personal growth and welfare of individuals with visual disability;
- Providing technical support in procurement of braille learning resources; and
- Any other duty as may be assigned by the supervisor from time to time.

Assistant Students Counsellor- Grade Eight (8) One (1) Position MSU/ADM/SWS/01/25

Requirements for Appointment:

- A Master's Degree in Counselling or its equivalent from a recognized institution; OR
- A Bachelor's degree in Counseling or its equivalent from recognized institution;
- At least Two (2) years continuous relevant work experience, preferably in a University set-up;
- Proficiency in online counseling;
- Knowledge in addiction counseling & Management will be an added advantage;
- A registered member of a relevant professional body with a valid practicing licence; and
- Proficiency in relevant computer applications.

Duties and responsibilities

- Provide individual and group counseling services
- Participate in the orientation of new students
- Plan and conduct awareness (Psycho-education) programs on social and psychological issues
- Carryout training & Supervision of Peer Counselors & oversee peer counseling activities
- Keep accurate and confidential records of counseling sessions, peer counselors activities and student progress
- Oversee peer counseling activities
- Refer students who need specialized care to appropriate service providers
- Prepare counseling reports and documents
- Any other duty that may be assigned by the supervisor from time to time.

Requirements for Appointment:

- A Bachelor’s Degree/Diploma in Food and Beverage Production from a recognized institution with a minimum of Five (5) years relevant experience; **OR**
- A certificate in Food Production or related course with a minimum of Seven (7) years of experience in a busy kitchen; and
- Proficiency in relevant computer applications

Duties and Responsibilities

- Oversee that the cooking, food preparation, and storage areas are clean and hygienic at all times;
- Responsible for ensuring that the quality of all food leaving the kitchen is up to set standards;
- Coordinate menu planning, preparation and advice on menu changes;
- Develop menus and come up with new recipes as needed to replace old ones occasionally;
- Maintaining food safety regulations and stay up to date on new health code regulation;
- Estimate expected food consumption and make requisition or procure from the stores to ensure that items are available in the kitchen as listed on the menu card;
- Doing cost analysis reports for all inventory and kitchen equipment needed and submit to the Food & Beverage Manager;
- Inspect kitchen equipment to ensure they are operating at their optimal and order new ones if necessary;
- Makes kitchen staff schedules and host staff meetings to brief them on kitchen practices and changes;
- Trains food production staff as well as students attached to the kitchen and stay up to date on upcoming and latest culinary trends; and
- Receive and process guest complaints in regards to food and respond to them promptly.

**Food & Beverage Manager - Grade KH Ten (KH 10) One (1) Position MSU/ADM/ KH/02/25
Kisumu Hotel**

Requirements for Appointment:

- A Bachelor’s Degree/Diploma in Hospitality Management, or its equivalent from a recognized institution with a minimum of Five (5) years relevant experience; **OR**
- A certificate in Food and Beverage Management or related course with at least Eight (8) years relevant working experience with proven integrity, honesty, independence, innovativeness and compliance to deadlines, three (3) of which must have at a Senior Level Management in a Three (3) Star Hotel;
- Proficiency in relevant computer applications and hotel management systems.; and
- Registered with the relevant professional body (where applicable).

Duties and responsibilities

- Ensuring optimum value in terms of cost in respect to all food and beverage purchase rate contacts;
- Carrying out periodic market survey, analyzing finding and submitting reports to the General manager on raw materials prices, quality and availability in the market;

- Spot check merchandise received daily to determine that it conforms to specifications as to weight, trim and count that it has property invoiced;
- Maintain a daily and cumulative monthly record of food and beverage requisitions and of direct purchases issued to the producing Department requisition;
- Menu planning, quality production and control, portion control and pricing;
- Maintain sales history through menu abstracts and prepare daily, weekly and monthly cover forecasts to assist in the planning of purchasing, staffing and production requirements;
- Markets and promotes all food and beverage products;
- Ensure that there are adequate operating equipment at all times;
- Assist with inventory management, including ordering and maintaining supplies for the section;
- Schedules staff and ensures that all operational areas are always covered;
- Prepares and trains staff on hotel standards as well as emerging issues;
- Ensure adherence to Hotel policies, procedures, and standards to maintain operational efficiency and guest satisfaction; and
- Any other duty as may be assigned by the supervisor from time to time.

**Front Office Manager – Grade KH Nine (9) One (1) Position MSU/ADM/KSM/03/25
Kisumu Hotel**

Requirements for Appointment:

- A Bachelor’s Degree/Diploma in Front Office Management/Hospitality Management or equivalent from a recognized institution with a minimum of Five (5) years relevant experience; **OR**
- A certificate in Front Office Operation/Hospitality Management or equivalent from a recognized institution with a minimum of Eight (8) years relevant working experience with proven integrity, honesty, independence, innovativeness and compliance to deadlines, Three (3) of which must have been at a Senior Level Management at a Three (3) Star Hotel;
- Must have an operational knowledge of a Hotel;
- Proficiency in relevant computer applications and Front Office Software and Hotel Management Systems; and
- Registered with the relevant professional body (where applicable).

Duties and Responsibilities

- Oversee daily front desk operations, including managing room reservations, guest check-ins /outs and cash handling;
- Ensure adherence to Hotel policies, procedures, and standards to maintain operational efficiency and guest satisfaction;
- Ensure guest satisfaction by providing high quality service and resolving issues effectively;
- Supervise and coordinate the activities of front desk staff, including scheduling, training, and performance management;
- Foster a positive and productive work environment, promoting teamwork and

- collaboration;
- Prepare and review reports related to front desk operations, guest feedback, and other relevant metrics;
 - Communicate effectively with other hotel departments to ensure seamless guest service and resolve issues that may arise;
 - Assist with inventory management, including ordering and maintaining supplies for the front desk; and
 - Any other duties that may be assigned by the supervisor from time to time.

TERMS OF SERVICE

The Terms of service for the positions will be on Permanent and Pensionable Terms subject to Retirements Benefits Authority Regulations except for positions at Kisumu Hotel which will be on Contractual Terms.

MODE OF APPLICATION

Interested applicants should visit Maseno University Website; www.maseno.ac.ke to view detailed job requirements. Each application should be submitted together with an updated Curriculum Vitae, ALL academic and professional qualifications including transcripts, latest pay slip and Three (3) Referees letters.

Maseno University is an equal opportunity employer and therefore applicants of all gender, marginalized groups and persons living with disability are encouraged to apply. The latter should attach the NCPWD certificate. The University does not charge any fee for the recruitment and selection process.

Qualified candidates should submit Ten (10) hard copies of the application clearly indicating the reference number of the position applied. Applications must be submitted on or before **15th April, 2025** addressed to:

**The Deputy Vice-Chancellor
Administration, Finance and Development
Maseno University
P. O. Box 333 - 40105
MASENO**

Note: Applications received later than the deadline will not be considered. Only shortlisted candidates will be contacted and canvassing will lead to automatic disqualification.