



KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A CONSTITUENT COLLEGE OF THE UNIVERSITY OF NAIROBI)

INTERNAL ADVERTISEMENT FOR TEACHING POSITIONS

Pursuant to Part V Section 35 of the Universities Act 2012, Koitaleel Samoei University College invites applications from suitably qualified applicants for the following listed positions:

TEACHING POSITIONS				
S/NO.	DESIGNATION	SCALE	ADVERT NO.	NO. OF POSTS
SCHOOL OF EDUCATION (SOE)				
1.	Associate Professors: Educational Administration/ Curriculum Studies/Educational Communication and Technology.	14	KSUC/AD/AC/01/08/2024	2
2.	Senior Lecturers: Religion/ Environmental Studies - Earth Sciences/ Linguistics/ Literature.	13	KSUC/AD/AC/02/08/2024	6
SCHOOL OF BUSINESS (SOB)				
1.	Associate Professors: Accounting/ Business Administration/ Marketing/Strategic Management/Human Resource.	14	KSUC/AD/AC/3/08/2024	2
2.	Senior Lecturers: (Project Planning and Management/ Human Resource Management/ Strategic Management.	13	KSUC/AD/AC/4/08/2024	3

The applicants **MUST**:

- i) Be employees of Koitaleel Samoei University College either on **Permanent and pensionable terms** or **Contract Terms** for Academic Staff;
- ii) Have served in their current grade for a minimum period of **three (3) years**;
- iii) Submit a duly completed self evaluation form attached to this advert; and
- iv) Apply for only **one (1)** grade above their current grade.

1. ASSOCIATE PROFESSOR

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) PhD or equivalent from an accredited and recognized University in the relevant field;
 - ii) Served in the grade of Senior Lecturer/Senior Research Fellow or in a comparable position for a minimum period of three (3);
 - iii) A minimum of thirty two (32) publication points from peer-reviewed journals as a Senior Lecturer/Senior Research Fellow or equivalent with a minimum of five (5) publications in refereed scholarly journals since last promotions;
- OR
- i) Minimum of three (3) publications in refereed scholarly journals and two (2) peer reviewed working/occasional/discussion papers or two (2) published scholarly teaching modules since last promotions.
 - ii) Supervised at least four (4) postgraduate students to completion, including one doctoral student;
 - iii) Attracted research or development funds or educational resources as a Senior Lecturer/Senior Research Fellow since last promotion;
 - iv) Must show evidence of community service
 - v) Registered with a relevant professional body (where applicable); and
 - vi) Demonstrated merit and ability as reflected in work performance, leadership and results.

Duties and Responsibilities

- i) Lecturing specific units of specialization in accordance with the curriculum;
- ii) Setting, invigilating and marking examination/assignments;
- iii) Preparing students progress reports;
- iv) Coordinating research and training activities;
- v) Providing specialized inputs in lecturing, training modules and curriculum development;
- vi) Presenting academic papers in conferences/seminars/workshops or symposia;
- vii) Providing consultancy work with a view to producing learning/teaching materials;
- viii) Coordinating of courses, projects and practical work;
- ix) Developing proposals to attract research grants;
- x) Writing journal articles and books;
- xi) Peer-reviewing of publications in academic journals;
- xii) Developing and reviewing academic programs/curricula;
- xiii) Supervising Senior Lecturers, Lectures, Tutorial/Junior Research Fellows and students;
- xiv) Providing academic and administrative leadership and mentoring programs;
- xv) Community engagement; and
- xvi) Developing linkages and collaborations for student exchange programs.

2. SENIOR LECTURER/SENIOR RESEARCH FELLOW

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) A PhD degree or its equivalent in the relevant discipline from a recognized university;
- ii) Served in the grade of Lecturer/Research Fellow or in a comparable position for a minimum period of three (3) years or six (6) years research/ industry experience in the relevant field;
- iii) A minimum of 24 publication points from peer reviewed journals, with a minimum of four (4) publications in refereed scholarly journals and 2 scholarly book chapters OR a minimum of 2 publications in refereed scholarly journals since last promotion and at least 2 scholarly book chapters OR a minimum of 2 publications in refereed scholarly journals and 2 peer reviewed working/discussions/occasional papers OR 2 scholarly published teaching/lecturer modules since last promotion.
- iv) Must have supervised to completion 1 PhD student and 1 masters student Or Supervised at least three (3) postgraduate students as a Lecturer/ Research Fellow;
- v) Must show evidence of community service
- vi) Been registered by the relevant Professional Body (*where applicable*); and
- vii) Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i) Lecturing specific units of specialization in accordance with the curriculum;
- ii) Preparing students progress report;
- iii) Carrying out research work in relevant field or specialization;
- iv) Conducting seminars/workshops or symposia;
- v) Coordinating of courses, projects and practical work;
- vi) Preparing teaching/learning materials;
- vii) Setting, invigilating and marking examinations/assignments;
- viii) Developing proposals to attract research grants;
- ix) Writing journal articles and books;
- x) Presenting academic papers in conferences/seminars/workshops or symposia;
- xi) Peer-reviewing of publications in academic journals;
- xii) Developing and reviewing academic programs/curricula;
- xiii) Supervising Lecturers, Tutorial/Junior Research Fellow, and students;
- xiv) Developing linkages and collaborations for student exchange programs; and
- xv) Undertaking consultancy services and community engagement.

HOW TO APPLY

- i) Applicants are advised to submit Five (5) hard copies of their application letters giving a detailed Curriculum Vitae and attach duly certified copies of academic, professional qualification, membership to professional bodies, and other supporting documents.
- ii) Equation certificates for foreign degrees.
- iii) A letter of recommendation from the Chairperson/Head of Department on the applicant’s professional experience and character in general should be sent to the email deputy-principal@ksu.ac.ke.
- iv) Applications should be emailed as one PDF file to recruitment@ksu.ac.ke
- v) Shortlisted applicants shall provide evidence of compliance with provisions of Chapter 6 of the Constitution of Kenya with reference to Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission, Criminal Investigation Department and Credit Reference Bureau.

The application letters should reach the undersigned on or before, **September 06, 2024 at 1700 hrs.** addressed to:

THE DEPUTY PRINCIPAL
KOITALEEL SAMOEI UNIVERSITY COLLEGE (KSUC)
P.O BOX 5-30307,
MOSORIOT, KENYA

KSUC is an equal opportunity employer and thus employees of either gender, ethnicity or persons with disability are encouraged to apply.
Canvassing shall result in automatic disqualification.



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Self-Evaluation form for Associate Professors (Criteria for Promotion)

Kindly fill the table below to assess your suitability to meet the requirements for appointment

S/No	Criteria	Remarks	
1.	PhD or equivalent from an accredited and recognized University in the relevant field;		
2.	Served in the grade of Senior Lecturer/Senior Research Fellow or in a comparable position for a minimum period of three (3) years - Attach evidence		
3.	A minimum of thirty two (32) publication points from peer-reviewed journals as a Senior Lecturer/Senior Research Fellow or equivalent with a minimum of five (5) publications in refereed scholarly journals since last promotions; OR Minimum of three (3) publications in refereed scholarly journals and two (2) peer reviewed working/occasional/discussion papers or two (2) published scholarly teaching modules since last promotions.		
	Title of the publication	Authors Position	Publication Points
	i)		
	ii)		
	iii)		
	iv)		
	Total Points		
4.	Supervised at least four (4) postgraduate students to completion, including one doctoral student		
	Name of Student and Title of the Project	Reg. No	Date of Graduation
	i)		
	ii)		
	iii)		
	iv)		
	Remarks		
5.	Attracted research or development funds or educational resources as a Senior Lecturer/Senior Research Fellow since last promotion;		
	Title of proposal that attracted funding or educational resources	Amount Attracted	
	Remarks		
6.	Evidence of community service		
	Remarks		
7.	Registered with a relevant professional body (where applicable); and	Practicing Licence No	
8.	Demonstrated merit and ability as reflected in work performance, leadership and results.		
	Remarks		



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Self-Evaluation form for Senior Lecturer/Senior Research Fellow (Criteria for Promotion)

Kindly fill the table below to assess your suitability to meet the requirements for appointment

S/No	Criteria	Remarks	
1.	A PhD degree or its equivalent in the relevant discipline from a recognized University;		
2.	Served in the grade of Lecturer/Research Fellow or in a comparable position for a minimum period of three (3) years or six (6) years research/industry experience in the relevant field; (Attach Evidence)		
3.	A minimum of 24 publication points from peer reviewed journals, with a minimum of four (4) publications in refereed scholarly journals and 2 scholarly book chapters OR a minimum of 2 publications in refereed scholarly journals since last promotion, and at least 2 scholarly book chapters OR a minimum of 2 publications in refereed scholarly journals and 2 peer reviewed working/discussions/occasional papers OR 2 scholarly published teaching/lecturer modules since last promotion.		
	Title of Publication	Authors Position	Publication Points
	i)		
	ii)		
	iii)		
	iv)		
	Total Points		
4.	Must have supervised to completion 1 PhD student and 1 masters student Or Supervised at least three (3) postgraduate students as a Lecturer/Research Fellow;		
	Name of Student and Title of the Project	Reg. No	Date of Graduation
	i)		
	ii)		
	iii)		
	iv)		
	Remarks		
5.	Evidence of community service	Remarks	
6.	Registered with a relevant professional body (where applicable); and	Practicing License No	
7.	Demonstrated merit and ability as reflected in work performance, leadership and results.		
	Remarks		