



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY**
P. O. BOX 62000-00200, City Square, Nairobi, Kenya. Tel: 67-5870000/1/2/3/4/5
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)

ADVERTISEMENT

JKU/ADM/3E

22nd DECEMBER, 2017

Jomo Kenyatta University of Agriculture and Technology (JKUAT) is a Public University which aspires to be a University of Global excellence in Training, Research and Innovation for Development. In line with her vision and strategic direction, the University seeks to appoint suitable candidates to fill the following positions.

VACANCIES

1.0 OFFICE OF THE VICE CHANCELLOR

1.1 INTERNAL AUDIT DEPARTMENT

1.1.1 DEPUTY CHIEF INTERNAL AUDITOR - GRADE 14 REF: JKU/DCIA/12/17

Duties and Responsibilities:

Reporting to the Chief Internal Auditor, the holder will be expected to, among other duties:

- i. Develop the departmental policies and strategic plan to ensure the department is in line with the University's strategic plan
- ii. Prepare annual internal audit work plans to ensure all budgeted activities are planned for and adequately resourced
- iii. Coordinate the audit of financial statements to ensure all departments are covered within the Internal Audit schedules
- iv. Prepare requisite Council reports and provide regular reports as per the annual audit plan
- v. Supervise staff to ensure smooth operations as per the set standards of the department
- vi. Facilitate the harmonization of audit reports and submit for review and approval for consideration by the relevant university organs.
- vii. Conduct investigative audits within the system with a view of improving university operating systems
- viii. Discuss audit reports with auditees for management responses and provide recommendations to address any anomalies identified to ensure the user departments are in line with the regulations of the Internal Audit department.

Requirements:

Applicants must possess the following:

- i. A Masters Degree in Accounting / Finance plus CPA (K) or equivalent with five (5) years experience in Grade 13 **OR** any other relevant or equivalent position.
- ii. Computerized Information Systems Audit (CISA)

1.2 SPORTS AND GAMES DEPARTMENT

1.2.1 PRINCIPAL SPORTS AND GAMES OFFICER – GRADE 14

REF: JKU/PSGO/12/17

Duties and Responsibilities:

- i. Reporting to the Deputy Vice Chancellor (Academic Affairs), be the overall In charge of the Sports and Games Department
- ii. Preparation of sports programmes
- iii. Preparation of annual sports calendar
- iv. Prepare estimate budgets,
- v. Preparation of University's sports activities
- vi. Be overall in charge of all University's sports facilities and equipment
- vii. Be overall in charge of staff in the Department including Staff appraisal
- viii. Perform any other duties as may be assigned by the Vice Chancellor and Deputy Vice Chancellor (Academic Affairs)

Requirements:

Applicants must possess the following:

A Master's degree in Physical Education, Sports Science or Recreation Management with emphasis on Sports Administration with seven (7) years' experience at Grade 13.

OR

PhD in Physical Education, Sports Science or Recreation Management with five (5) years' experience in Grade 13 or equivalent.

How to Apply

Each application shall be accompanied by a detailed curriculum vitae, copies of relevant academic and professional certificates, National Identification Card, testimonials and other relevant supporting documents. The applicants shall request their referees to forward reports of their suitability to the undersigned directly.

Applicants must also submit the following:

1. Clearance from Kenya Revenue Authority (KRA)
2. Clearance from Higher Education Loans Board (HELB)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Certificate of Good Conduct from Criminal Investigation Department (CID)
5. Clearance from Credit Reference Bureau (CRB)

Applicants should:

- (i) Submit **three (3) copies** of the letters of application, certificates, testimonials and updated curriculum vitae to include full details of education and professional qualifications, experience, present salary, names and addresses of three referees, one of whom must be from the present employment.

- (ii) Indicate clearly the position on the application letter and on the envelope which should be addressed to:

**The Deputy Vice Chancellor (Administration),
Jomo Kenyatta University of Agriculture and Technology,
P.O. Box 62000-00200, City Square,
NAIROBI.**

So as to be received on or before **23rd January, 2018**

Only short listed candidates will be contacted.

JKUAT is an equal opportunity employer.



JKUAT is ISO: 9001:2008 and 14001:2004 Certified



Setting Trends in Higher Education, Research and Innovation