

DETAILED JOB SPECIFICATIONS.

OFFICE OF THE VICE-CHANCELLOR

Reporting to the Vice-Chancellor, the job holder is expected to hold the qualifications as outlined below;

1. DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT, GRADE 5 - 1 position

a. Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Developing, reviewing and implementation of Procurement policies, strategies, regulations and procedures;
- ii. Coordinating purchasing, and control of materials;
- iii. Validating the Procurement manual and templates;
- iv. Ensuring internal auditing and evaluation of supply chain management processes and procedures are undertaken;
- v. Coordinating the identification of unserviceable, obsolete and surplus stores and equipment for disposal;
- vi. Carrying out negotiation of contracts;
- vii. Ensuring effective use of e-Procurement system;
- viii. Ensuring compliance with all regulatory requirements and ethical standards relating to Procurement of goods, services and works;
- ix. Validating Procurement budgets and plans for the university;
- x. Ensuring safe custody of procured goods;
- xi. Coordinating preparation and maintenance of assets register, transfer and valuation;
- xii. Coordinating the implementation quality management procedures and performance contracting processes;
- xiii. Ensuring periodic stock taking and stock audit is conducted; and
- xiv. Mentoring, coaching and developing staff.

b. Requirements for Appointment

For appointment to this grade, a candidate must have: -

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- i. Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Supply Management or in a comparable position;
 - ii. Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognized and accredited institution;
 - iii. Master's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognized and accredited institution;
 - iv. Relevant technical and professional certification from a recognized institution;
 - v. A valid practicing License from relevant professional body (where applicable);
 - vi. Registered with relevant professional body;
 - vii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
 - viii. Proficiency in computer applications; and
 - ix. Demonstrated merit and ability as reflected in work performance and results.

2. SUPPLY CHAIN MANAGEMENT OFFICER I, GRADE 9 -1 position

a. Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Processing purchase requisition;
- ii. Issuing of stores to users;
- iii. Inviting quotations;
- iv. Opening and evaluating quotations;
- v. Participating in tender opening and evaluation;

- vi. Carrying out market surveys and research for prices of goods and services;
- vii. Processing of purchase orders;
- viii. Conducting inspections of goods and services;
- ix. Monitoring the movement of stores;
- x. Checking and verifying issue notes and invoices;
- xi. Receiving and processing suppliers' invoices for payment;
- xii. Preparing reports;
- xiii. Preparing requisitions for stocks replenishment;
- xiv. Participating in stock taking and reconciliation of record;
- xv. Ensuring safe Custody of stores;
- xvi. Identifying unserviceable, obsolete and surplus stores and equipment for disposal; and
- xvii. Issuing of stores to users.

b. Requirements for Appointment

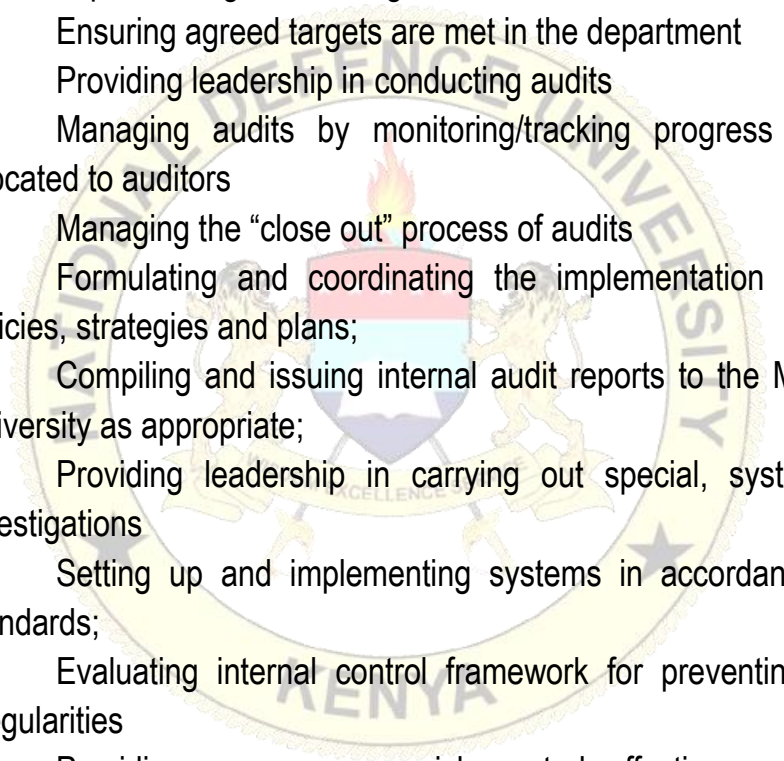
For appointment to this grade, a candidate must have: -

- i. Cumulative service period of three (3) years' work experience at the grade of Supply Chain Management Officer II or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognized and accredited institution;
- iii. Registered with relevant professional bodies (where applicable);
- iv. Proficiency in computer applications; and
- v. Demonstrated merit and ability as reflected in work performance and results.

3. ASSISTANT DIRECTOR, INTERNAL AUDIT JOB GRADE NDU 6 -1 position

a. Duties and responsibilities

- i. Formulating and coordinating the implementation of internal audit policies, strategies and plans;

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- ii. Compiling and issuing internal audit reports to the Management and University as appropriate;
 - iii. Setting up and implementing process audit in accordance with auditing standards;
 - iv. Evaluating effectiveness of internal control framework in the Organization processes.
 - v. Providing assurance on risk control effectiveness, efficiency and adequacy and risk management processes.
 - vi. Assisting external Auditors when called upon.
 - vii. Implementing and closing of Board Audit committee's resolutions.
 - viii. Ensuring agreed targets are met in the department
 - ix. Providing leadership in conducting audits
 - x. Managing audits by monitoring/tracking progress of assignments allocated to auditors
 - xi. Managing the "close out" process of audits
 - xii. Formulating and coordinating the implementation of internal audit policies, strategies and plans;
 - xiii. Compiling and issuing internal audit reports to the Management and University as appropriate;
 - xiv. Providing leadership in carrying out special, systems audits and investigations
 - xv. Setting up and implementing systems in accordance with auditing standards;
 - xvi. Evaluating internal control framework for preventing and detecting irregularities
 - xvii. Providing assurance on risk control effectiveness, efficiency and adequacy and risk management processes.
 - xviii. Implementing and closing of Board Audit committee's resolutions.
 - xix. Building and maintaining relationships with key stakeholders through regular engagements by providing feedback on fraud and /or industry trends
 - xx. Ensuring increased awareness of the impact of fraud and regulatory risks by sharing information within the organization.
 - xxi. Providing input into the corporate risk and audit plans
 - xxii. Ensuring agreed targets are met in the department
 - xxiii. Managing the "close out" of systems and forensic investigation.

b. Requirements for Appointment

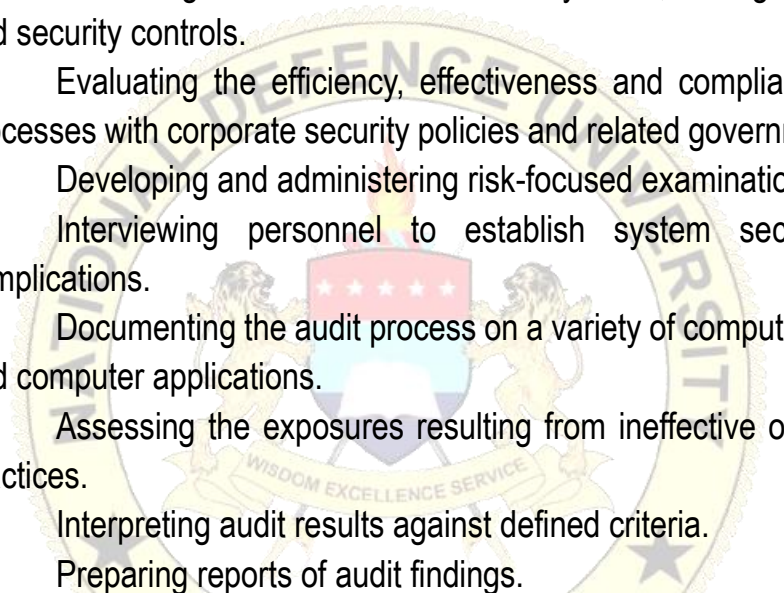
For appointment to this grade, a Candidate must have: -

- i. Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Principal Internal Auditor or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognized and accredited institution;
- iii. Master's degree in any of the following disciplines: Accounting, Finance Commerce, Economics, Business Administration or its equivalent qualification from a recognized and accredited institution;
- iv. Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) Examination, Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution;
- v. Registered with relevant professional body;
- vi. A valid practicing certificate from a relevant professional body;
- vii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
- viii. Proficiency in computer applications; and
- ix. Demonstrated merit and ability as reflected in work performance and results.

4. SENIOR INTERNAL AUDITOR, JOB GRADE NDU 8 -1 position

a. Duties and responsibilities

- i. Executing audits assignment;
- ii. Participating in the development of audit strategies, policies and procedures and ensure effective implementation;
- iii. Contributing to preparation of the risk based annual audit plan for approval by the Audit & Integrity Committee of the University;
- iv. Preparing audit reports on completion of each audit engagement to ensure timely issuance to Management for implementation of recommended actions;

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- v. Evaluating progress and effectiveness of action taken to implement audit recommendations received from both internal and external audits;
 - vi. Assisting in preparation of quarterly audit reports to the Audit and Integrity Committee of the University;
 - vii. Providing input into the corporate risk and audit plans
 - viii. Providing increased awareness of the impact of fraud and regulatory risks by sharing information within the organization.
 - ix. Conducting audits and investigations on reported and suspected cases;
 - x. Executing information security audits across the organization.
 - xi. Evaluating financial and information systems, management procedures and security controls.
 - xii. Evaluating the efficiency, effectiveness and compliance of operation processes with corporate security policies and related government regulations.
 - xiii. Developing and administering risk-focused examination for IT systems.
 - xiv. Interviewing personnel to establish system security risks and complications.
 - xv. Documenting the audit process on a variety of computing environments and computer applications.
 - xvi. Assessing the exposures resulting from ineffective or missing control practices.
 - xvii. Interpreting audit results against defined criteria.
 - xviii. Preparing reports of audit findings.

b. Requirement for appointment

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

- i. Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Internal Auditor I or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognized and accredited institution;
- iii. Certificate in any of the following: Part II of the Certified Internal Auditor (CIA), Part II of the Certified Public Accountants (CPA) Examination, Part II of

the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution;

- iv. Registered with relevant professional body (where applicable);
- v. Proficiency in computer applications; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

5. INTERNAL AUDITOR I, JOB GRADE NDU 9 -1 position

a. Duties and responsibilities

- i. Executing audits assignment;
- ii. Participating in the development of audit strategies, policies and procedures and ensure effective implementation;
- iii. Contributing to preparation of the risk based annual audit plan for approval by the Audit & Integrity Committee of the University;
- iv. Preparing audit reports on completion of each audit engagement to ensure timely issuance to Management for implementation of recommended actions;
- v. Evaluating progress and effectiveness of action taken to implement audit recommendations received from both internal and external audits;
- vi. Assisting in preparation of quarterly audit reports to the Audit and Integrity Committee of the University;
- vii. Providing input into the corporate risk and audit plans
- viii. Providing increased awareness of the impact of fraud and regulatory risks by sharing information within the organization.
- ix. Conducting audits and investigations on reported and suspected cases;
- x. Executing information security audits across the organization.
- xi. Evaluating financial and information systems, management procedures and security controls.
- xii. Evaluating the efficiency, effectiveness and compliance of operation processes with corporate security policies and related government regulations.
- xiii. Developing and administering risk-focused examination for IT systems.
- xiv. Interviewing personnel to establish system security risks and complications.

- xv. Documenting the audit process on a variety of computing environments and computer applications.
- xvi. Assessing the exposures resulting from ineffective or missing control practices.
- xvii. Interpreting audit results against defined criteria.
- xviii. Preparing reports of audit findings.

b. Requirement for appointment

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

- i. Cumulative service period of three (3) years relevant work experience at the grade of Internal Auditor II or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognized and accredited institution;
- iii. Certificate in any of the following: Part I of the Certified Internal Auditor (CIA), Part I of the Certified Public Accountants (CPA) Examination, Part I of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution;
- iv. Registered with relevant professional body (where applicable);
- v. Proficiency in computer applications;
- vi. Demonstrated merit and ability as reflected in work performance and results.

6. PRINCIPAL ICT OFFICER, JOB GRADE 7 -1 position

a. Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Coordinating ICT policies, strategies, regulations, standards and procedures;
- ii. Providing support in the development of framework and formats to standardize digitization of University's records and procedures;
- iii. Ensuring security of the University's data and information;
- iv. Implementing flexible information technology strategies for facilitation of deployment and scaling of the services of the University;

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- v. Designing, developing and implementing cost-effective technology solutions;
 - vi. Developing and implementing LANS and WAN and ensuring uninterrupted connectivity to University's systems and online resources;
 - vii. Providing support in the development of communication systems in the University, including, email, voice and data networks;
 - viii. Supervise the updating and maintaining the University's website and other customer facing systems;
 - ix. Designing, developing and implementing of ICT business disaster recovery strategy;
 - x. Coordinating digital filming;
 - xi. Designing, developing and implementing digital solutions, such as automation tools, cloud services, and data analytics;
 - xii. Implementing security systems to secure the University's ICT Assets and systems, (Firewall, Antivirus, CCTV, Uninterruptible power systems (UPS) etc.)
 - xiii. Coordinating technical support services, guidance and training to computer users on University's ICT systems; and
 - xiv. Keeping up to date with emerging information communication technological trends.

b. Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior ICT Officer or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognized and accredited institution;
- iii. Relevant technical and professional certification from a recognized institution;
- iv. Registered with relevant professional body (where applicable);

- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

7. DEPUTY DIRECTOR, CORPORATE COMMUNICATIONS, JOB GRADE 5 - 1 position

a. Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Developing, implementing and reviewing corporate communications policies, strategies, standards, guidelines and procedures;
- ii. Coordinating implementation of strategies aimed at promoting University's brand through corporate social responsibility initiatives;
- iii. Promoting corporate perception of the University;
- iv. Developing, implementing and managing the social media strategy to promote visibility of the University;
- v. Designing communication infrastructure of the University's brand through publications, merchandising and marketing;
- vi. Coordinating media events and publicity programs;
- vii. Coordinating customer care services;
- viii. Conducting customer satisfaction surveys and research on customer service best practices;
- ix. Updating website content;
- x. Coordinating official communication with the media and coverage of University's events and activities;
- xi. Managing media and customer intelligence to identify relevant information for the University;
- xii. Coordinating the University's corporate social responsibility programs;
- xiii. Maintaining linkages with internal and external stakeholders for mutual beneficial relationships;
- xiv. Developing, monitoring and reviewing the University's service delivery charter;
- xv. Investigating and resolving customer complaints; and

- xvi. Developing and disseminating Information Education Communication (IEC) materials.

b. Requirements for Appointment

For appointment to this grade, a candidate must have: -


- i. Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Corporate Communication or in a comparable position;
- ii. Bachelor's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognized and accredited institution;
- iii. Master's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognized and accredited institution;
- iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
- v. A valid practicing License (where applicable);
- vi. Relevant technical and professional certification from a recognized institution;
- vii. Registered with relevant professional body (where applicable);
- viii. Proficiency in computer applications;
- ix. Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in corporate communications functions.

8. PRINCIPAL QUALITY ASSURANCE OFFICER, JOB GRADE NDU 7 -1 position

a. Job Specifications

Duties and responsibilities at this level will entail: -

- i. Implementing policies, strategies, standards and procedures on quality assurance and risk management;

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- ii. Maintaining an Integrated Quality Management System (IQMS) and other business processes re-engineering initiatives for the University;
 - iii. Implementing the risk and quality assurance management framework for the University;
 - iv. Coordinating continuous quality improvement programmes;
 - v. Reviewing risk control effectiveness, efficiency and adequacy in the University;
 - vi. Identifying risk prone areas and providing remedial measures;
 - vii. Developing risk registers and attendance risk mitigation plans; and
 - viii. Identifying, analysing and evaluating risk in liaison with process owners;
 - ix. Monitoring continuous quality improvement within the University in line with ISO standards;
 - x. Implementing of standard operating procedures and control documents across all functions at NDU;
 - xi. Conducting continuous ISO quality audits to ascertain compliance with various provisions of the ISO standards;
 - xii. Develop and Review NDU's Quality Assurance policies with a view of revising to benchmark with international standards;
 - xiii. Undertaking curriculum development and review;
 - xiv. Conducting curriculum audit;
 - xv. Preparing training programmes on quality and risk management for the University;
 - xvi. Managing risk incidents and keeping a record of all risk incidents in the University; and
 - xvii. undertaking ISO audits and quality assurance management in the University.

b. Requirements for Appointment

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

- i. Cumulative service period of nine (9) years cumulative work experience, three (3) of which should have been at the grade of Senior Quality Assurance Officer or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: - Economics, Statistics, Mathematics, Accounting, Commerce, Entrepreneurship, Finance,

Business Management, Business Administration or equivalent qualification from a recognized institution;

- iii. Membership to a relevant professional body;
- iv. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- v. Proficiency in computer applications; and
- vi. Demonstrated merit and ability as reflected in work performance and results.



OFFICE OF THE DEPUTY VICE-CHANCELLOR (FINANCE AND ADMINISTRATION)

9. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT SERVICES, GRADE 6 -1 position

a. Duties and responsibilities

- i. Coordinating staff recruitments, appointments, selection, promotion, transfers, discipline and separation;
- ii. Developing, implementation and reviewing human resource policies, procedures, standards and regulations;
- iii. Undertaking staff establishment and career planning;
- iv. Identifying, designing and coordinating the implementation of training programmes;
- v. Providing guidance on development and updating of the human resource database;
- vi. Monitoring the implementation of training and human resource development plans;
- vii. Preparing Personnel Emolument Budget for the University;
- viii. Updating and maintaining skills inventory;
- ix. Participating in the development of knowledge management;
- x. Analyzing impact of human resource policies on performance;
- xi. Coordinating performance management;
- xii. Overseeing development and maintenance of human resource database;
- xiii. Implementing and reviewing human resource plans;
- xiv. Coordinating industrial relations and staff welfare;
- xv. Providing advice to staff on pay and benefit system;
- xvi. Ensuring compliance with statutory and regulatory requirements relating to Human Resource; and,
- xvii. Coordinating quality management and performance contracting processes.

b. Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be at the grade of Principal Human Resource Management Officer or in a comparable position;
- ii. 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;
- iii. Master's degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations or equivalent qualification from a recognized and accredited institution;
- iv. Relevant technical and professional certification from a recognized institution;
- v. Certificate in Leadership course lasting not less than four (4) weeks from a recognized and accredited institution;
- vi. Registered with relevant professional body;
- vii. Proficiency in computer applications; and
- viii. Demonstrated merit, ability and leadership as reflected in work performance and results.

10. PRINCIPAL FINANCE AND ACCOUNTS OFFICER, GRADE NDU 7 - 1 position

a. Duties and responsibilities

- i. Implementing accounting policies, strategies, regulations, guidelines and procedures;
- ii. Coordinating management accounting and preparation of financial statements and Accounts;
- iii. Ensuring implementation of financial controls and regulations;
- iv. Authorizing payments within the prescribed limits;
- v. Coordinating preparation of financial and accounting work plans and budgets;
- vi. Ensuring consolidation of cash flow projections;
- vii. Ensuring timely provision of accounting financial reports;
- viii. Compiling and maintaining inventory of all bank accounts and approved signatures;

- ix. Interpreting financial policies, regulations and procedures;
- x. Ensuring invoicing and accounting of University services;
- xi. Maintaining and updating of accounting records;
- xii. Reconciling creditors, and debtors' accounts;
- xiii. Validating monthly bank reconciliations statements;
- xiv. Ensuring that all payments are within the approved University budgetary provisions;
- xv. Monitoring and reviewing of inventory transactions;
- xvi. Updating vote heads for various Departments;
- xvii. Preparing budget estimates for the university;
- xviii. Developing the departmental work plans;
- xix. Participating in quality management and performance contracting processes; and
- xx. Maintaining asset register.

b. Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) Cumulative service period of nine (9) years' work relevant experience, three (3) of which should have been at the grade of Senior Finance and Accountant Officer or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance or its equivalent qualification from a recognized and accredited institution;
- (iii) Certified Public Accountant (K) or equivalent qualification from accredited examination body;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
- (v) Valid practicing license from the relevant professional body;
- (vi) Registered with relevant professional body;
- (vii) Proficiency in computer applications; and,
- (viii) Demonstrated merit and ability as reflected in work performance and results.

11. ACCOUNTS ASSISTANT I, GRADE 9 -2 positions

a. Duties and responsibilities

- i. Posting of banking payments;
- ii. Handling daily transactions for petty cash;
- iii. Receiving and making payment;
- iv. Preparing payment transactions;
- v. Reconciling supplier statements as received;
- vi. Entering primary data and balancing of cash books, imprest and advances ledgers;
- vii. Processing Imprest /travel advances and following up on surrenders;
- viii. Writing Cheques and posting payments and receipting vouchers in cash books; and
- ix. Preparing and filling records on payments/Cash receipts.

b. Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of three (3) years' relevant work experience at the grade of Accounts Assistant II or in a comparable position;
- ii. Diploma in Accountancy, Accounting and Finance or its equivalent qualification from accredited examination body;
- iii. Proficiency in computer applications; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)

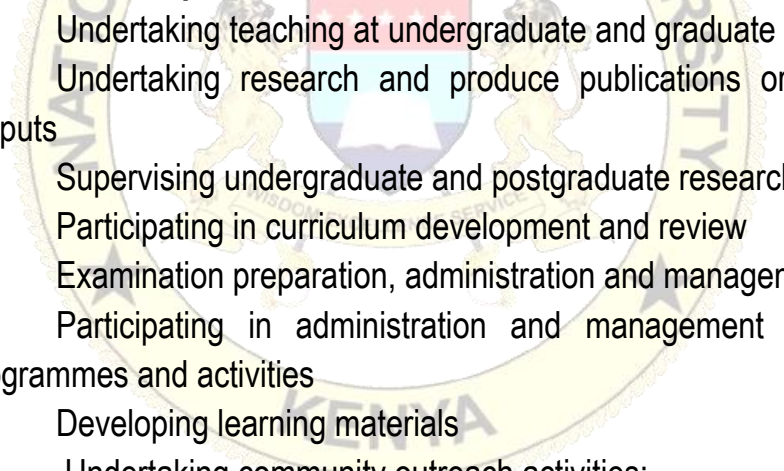
12. SENIOR LECTURER, JOB GRADE -NDU 5

(Nursing (Medical Surgical Nursing/Critical Care Nursing) and Gender Studies – 2 positions

a. Job Specifications

This position is responsible for teaching and supervision of postgraduate and undergraduate programmes as well as undertake research that influence theory and practice in a given field. An officer at this level will work under direct supervision of a senior officer.

b. Duties and Responsibilities

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- i. Undertaking teaching at undergraduate and graduate levels.
 - ii. Undertaking research and produce publications or other research outputs
 - iii. Supervising undergraduate and postgraduate research
 - iv. Participating in curriculum development and review
 - v. Examination preparation, administration and management
 - vi. Participating in administration and management of departmental programmes and activities
 - vii. Developing learning materials
 - viii. Undertaking community outreach activities;
 - ix. Attracting research and development funds.
 - x. Participating in the development and review of academic programmes
 - xi. Guiding and counselling students
 - xii. Where appropriate provide leadership in the department or school.
 - xiii. Attending and participating in research conferences and seminars
 - xiv. Perform any other related duty assigned from time to time.

c. Requirements for appointment

For appointment to this grade a candidate must have: -

- i. An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from recognized and accredited university;
- ii. At least three (3) years teaching / research experience at the university level as a lecturer/Research Fellow or six (6) years research / industry experience;
- iii. A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals;
- iv. Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow;
- v. Be registered or registrable with the relevant professional body (where applicable);
- vi. Proficiency in Computer Applications; and
- vii. Demonstrated merit and ability as reflected in work performance and results

13. LECTURER, NDU GRADE 6 (3 Positions)

- (a) Nursing (Medical Surgical Nursing/Critical Care Nursing)**
- (b) Disaster Management**
- (c) Geography (Remote Sensing and GIS)**

a. Job Specification

This will be the entry grade for PhD degree holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

b. Duties and responsibilities

- i. Undertaking teaching at undergraduate and graduate levels.
- ii. Conducting research and produce publications or other research outputs
- iii. Supervising undergraduate and postgraduate research
- iv. Participating in curriculum development and review
- v. Conducting Examination preparation, administration and management
- vi. Participating in administration and management of departmental programmes and activities
- vii. Developing learning materials

- viii. Conducting community outreach activities;
- ix. Participating in the development and review of academic programmes
- x. Guiding and counselling students
- xi. Attending and participating in research conferences and seminars
- xii. Perform any other related duty assigned from time to time.

c. Person Specifications

For appointment to this grade, a candidate must have:

- i. An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from a recognized / accredited University;
- ii. Those with Master's degree (in special areas) must have at least three (3) years teaching experience at university level or three (3) years' experience in research or in industry;
- iii. A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
- iv. Be registered or registerable with the relevant professional body (where applicable); and
- v. Demonstrated potential for teaching and research.

14. ASSISTANT DIRECTOR, LIBRARY SERVICES, GRADE 6- 1 position

a. Job Specifications

- i. Monitors and advises on library & Information Communication Technology matters
- ii. Manages the library's local area Network and maintains links with the wide area network
- iii. Maintains the library computer software and hardware, particularly: The Integrated Library Management System (Koha), The digital repository (Dspace), The Open Journal System (OJS), The Library security systems (RFID and EM Technologies)
- iv. Assists in the formulation and implementation of policies and procedures, particularly in the area of systems development.

- v. Coordinate and conduct staff training for development of ICT skills in the use of automated systems and computer-based products, services and emerging trends
- vi. Concurrently manage multiple projects, administer systems, troubleshoot computing problems, plan and manage change in the library's computing environment and act as liaison with other information technology professionals.
- vii. Provide routine troubleshooting of the hardware and software
- viii. Any other duty that may be assigned to by the Supervisor.

b. Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. At least twelve (12) years' relevant work experience with at least three (3) of which should have been at the grade of Principal Librarian or in a comparable position;
- ii. Bachelor's Degree in Information Technology (IT), Computer Science, or Library and Information Science with IT/ICT Option
- iii. Master's Degree in Library or related field
- iv. Certificate in Leadership course lasting not less than four (4) weeks from a recognized and accredited institution;
- v. Demonstrated administrative and managerial capability and ability in work performance and results in an Information Centre;
- vi. Membership to the Kenya Library Association (KLA) or any other recognized professional Body for librarians;
- vii. Meet the requirements of Chapter Six of the Constitution of Kenya 2010.
- viii. Thorough knowledge of the applications of computer technology to library operation;
- ix. Hands-on knowledge on use of Library Management Systems;
- x. Familiarity with standards appropriate to library applications such as MARC21 (machine readable cataloguing), HTML, Z39.50, etc;
- xi. Good organizational, interpersonal, oral (make effective oral presentations) and written communication skills;
- xii. Ability to prepare instructional and procedural materials/manuals for staff use of the Library System's automated resources.

15. PRINCIPAL LIBRARIAN, -CATALOGUING & METADATA GRADE 7 -1 position

a. Job Specifications

Duties and responsibilities at this level will entail: -

- i. Monitoring publishing trends to advise on procurement of latest library information materials;
- ii. Communicating and interpreting library policies, procedures, to users;
- iii. Ensuring safe custody of the library facilities;
- iv. Supervising, weeding and discarding of library materials;
- v. Cataloguing data for library materials in line with established international standards;
- vi. Providing input in the development and review of library technical service manual;
- vii. Managing Library systems within the University Library;
- viii. Planning and managing of systems development; and
- ix. Designing and realizing of bibliographic databases.
- x. Classify print books, periodicals, audiovisual materials, and digital resources using Library of Congress Classification (LCC), or other relevant systems.
- xi. Create, edit, and maintain bibliographic and authority records using MARC21, AACR2, RDA, and other metadata standards.
- xii. Assign standardized subject headings and keywords to enhance searchability.
- xiii. Ensure metadata consistency and accuracy in the library's Integrated Library System
- xiv. Conduct authority control to maintain uniformity in author names, titles, and subjects.
- xv. Collaborate with System Librarian to optimize the Online Public Access Catalog (OPAC

b. Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Librarian or in a comparable position;
- ii. Bachelor's Degree in Library Studies, Library Science, Information Science or equivalent qualification from a recognized and accredited institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
- iv. Proficiency in computer applications;
- v. Proficiency in MARC, AACR2, RDA, Dublin Core, BIBFRAME.
- vi. Experience with library management systems (Koha, Ex Libris Alma, WorldCat)
- vii. Familiarity with authority control and subject heading systems (LCSH, MeSH).

16. SENIOR LIBRARIAN, GRADE 8 -1 position

a. Job Specifications

Duties and responsibilities at this level will entail: -

- i. Ensuring the smooth and efficient running of the Library services;
- ii. Indexing and abstracting journal articles;
- iii. Preparing work plans for junior officers and coordinating their activities;
- iv. Preparing departmental quarterly reports;
- v. Maintenance of the Library database;
- vi. Supervising charging and discharging of library information resources to users;
- vii. Coordinating provision of reference and referral services to library patrons;
- viii. Ensuring distribution of publishers' catalogues to faculty deans and heads of departments;
- ix. Facilitating processing of interlibrary loan requests;
- x. Cataloguing and classification of newly acquired information resources;
- xi. Verifying bibliographic details of library materials;
- xii. Maintaining and operating library management systems;
- xiii. Stock editing;
- xiv. Teaching Library Skills and user education; and

- xv. Offering ICT services in various categories of users.

b. Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Librarian I or in a comparable position;
- ii. Bachelor's Degree in Library Studies, Library Science, Information Science or equivalent qualification from a recognized and accredited institution;
- iii. Proficiency in computer applications;
- iv. Must be registered with relevant professional body (where applicable);
- v. Demonstrated merit and ability as reflected in work performance and results.

17. SENIOR RECORDS MANAGEMENT ASSISTANT, GRADE 8 -1 position

a. Job Specifications

Duties and responsibilities at this level will entail: -

- i. Ensuring mails are dispatched and register maintained;
- ii. Ensuring Security of files and documents;
- iii. Redressing of files;
- iv. Ensuring proper handling of documents;
- v. Bringing-up pending correspondence;
- vi. Maintaining Record Information System;
- vii. Implementing policies and procedures on records management; and
- viii. Implementing disposal schedules and disposing closed files in accordance with relevant Government regulations.

b. Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of six (6) years' relevant work experience, three (3) of which should be in the grade of Records Management Assistant I, or in a comparable position;
- ii. Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records

Management or equivalent qualification from accredited examination body;

- iii. Higher National Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualification from accredited examination body;
- iv. Proficiency in computer applications; and
- v. Demonstrated merit and ability as reflected in work performance and results.

