

INTERNAL ADVERTISEMENTS

(1) University Hostel Warden

Job Purpose

The Hostel Warden is responsible for maintaining and ensuring a friendly social and living environment at the students' hostels. This shall include coordinating and overseeing the general cleanliness, spiritual care, welfare and discipline among the students residing in the hostels.

Key Duties and Responsibilities

- a) Ensuring high standards of cleanliness and hygiene is maintained in the hostels
- b) Implementing wardens committee decisions on student's accommodation, health and general welfare among others
- c) Provide basic counseling services for the students
- d) Ensure Health and Safety measures in the hostel in liaison with the Health Unit
- e) Liaise with the Security department in ensuring security of students in and around the halls of residence
- f) Periodically verify the furniture and fittings of the hostel in liaison with the Estates department and take action for their repairs/replacement or for obtaining additional furniture
- g) Ensure maintenance of discipline and decorum in the hostel common rooms
- h) Liaise with hostel owners and community leaders in matters concerning students' occupancy
- i) Liaise with the Chaplain in addressing spiritual issues in the halls of residence
- j) Arbitrating students with their colleagues and sometimes with other stakeholders when need arises

- k) Ensure rapid response to any crises that happen among the students in the halls of residence
- l) Respond to on-sight emergencies in liaison with the Janitors

Minimum Qualifications and Experience

- (i) Must be an Academic member of staff who is a PhD holder
- (ii) Must have served as a member of staff for minimum of two (2) years
- (iii) Should have had an administrative experience working with students in a college/university or a similar environment
- (iv) The candidate should have good interpersonal skills and ability to go beyond the call of duty

(2) General Coaches/Trainers of Performing Arts

Job Purpose

To guide and train University teams on the skills they need for specific sports and other performing arts activities through provision of the right instructions to the teams.

Key Duties and Responsibilities

- a) Identify and develop talent for staff and students through various sports and performing arts activities
- b) Create specific programs to increase performances, confidence and team winning chances
- c) Schedule practice sessions and competition for staff and students during the academic calendar

Minimum Requirements and Experience

- (i) Must be a member of the academic or administrative staff
- (ii) Should have evidence of participation in sports in either outdoor or indoor games as a coach or player or a trainer in performing arts

- (iii) Those with coaching and training certification from a National or Regional Federation will have an added advantage
- (iv) Should demonstrate creative winning strategies for the teams which is aligned to the university mission and vision.

(3) University Chaplain

Job Purpose

The University Chaplain shall be responsible for overseeing all religious activities within the Institution for both staff and students. This will include providing religious/spiritual guidance, conducting religious coordination, counselling, mentorship and pastoral care.

Key duties and responsibilities

- (a) Preparing the religious calendar of events for the institution in consultation with all religious leaders
- (b) Organize for mentorship programs to enable students deal with spiritual, academic and financial needs.
- (c) Organize for joint services to enhance spiritual cohesiveness by bringing various different groups together
- (d) Organize outreach programs with various religious groups to provide spiritual guidance to students' and staff through pastoral counselling.
- (e) Participate in students' orientation by sensitizing them on various chaplaincy activities
- (f) Liaise with the wardens to address spiritual issues in the halls of residence
- (g) Organize for external speakers to address emerging issues in both religious and social circles
- (h) Carry out counselling services to both students and staff to assist them in coping up with issues affecting various aspects of their lives.
- (i) Coordinate religious linkages both locally and globally through affiliations for the benefit of students and staff

Minimum Qualifications and Experience

- (i) Must be an Academic member of staff

(ii) Must be an ordained religious leader from a registered religious group in Kenya

(iii) Must have had three (3) years pastoral working experience in a higher educational institution