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# *Jaramogi Oginga Odinga University of Science and Technology Academic Affairs*

April 2017



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# 1. Introduction

## 1.1. Organisation Design

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) is one of the younger universities in the country. Its recent history dates back to 2009, when Bondo University College, with a student population of only 200 students took over the Bondo Teachers' Training College premises. Bondo University College was established as a constituent college of Maseno University through Legal Order No. 56 of May 11, 2009. .

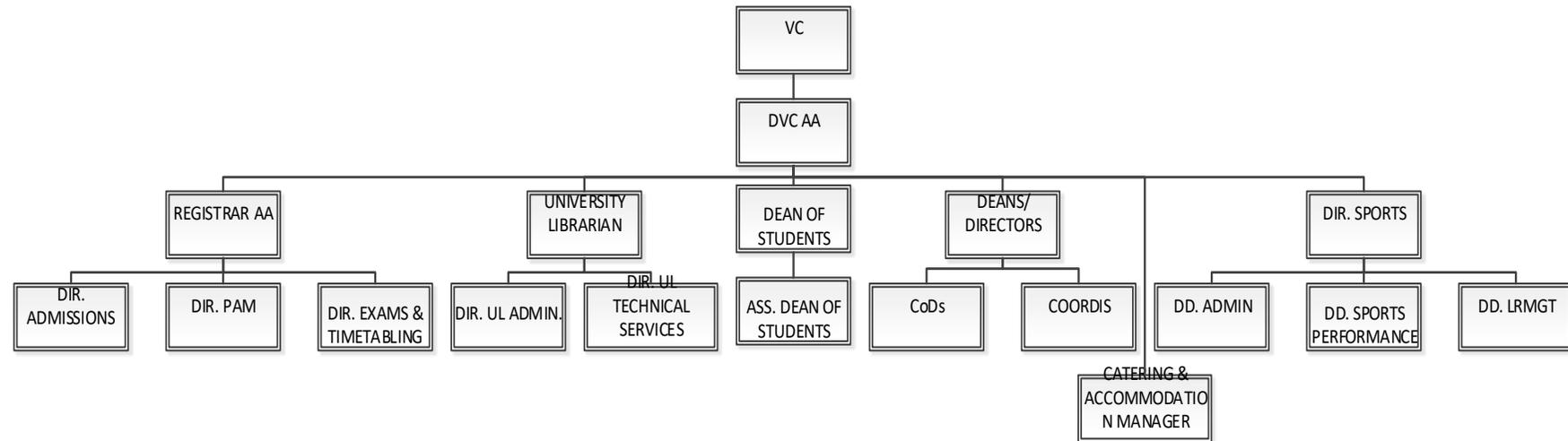
JOOUST was granted a charter on February 13, 2013 by then president Mwai Kibaki making it the 16<sup>th</sup> public university in Kenya. Over time, the student population has grown to 10,265 as at the beginning of 2016.

Located 70 kilometres west of Kisumu in Bondo Town of Siaya County is the main campus. The university also has three other campuses / Learning Centres; Nambale, Kisumu and Kisii.

JOOUST's vision is to be '**A beacon of excellence and global leader in University Education for sustainable development**' while its mission is to provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity.

This job description manual consists of jobs that were analysed in Jaramogi Oginga Odinga University of Science and Technology. It contains job descriptions which are documented from information provided by job holders and validated by their respective supervisors from the job analysis exercise that was concluded in March 2017.

## 2. Academic Affairs



*Academic Affairs Organisation Structure*

## 2.1. Registrar, Academic Affairs

1. Background Information			
<b>Job Title:</b> Registrar, Academic Affairs	<b>Job Level:</b> JOOUST/AA/005	<b>Current Grade:</b> 15	<b>No. of Posts:</b> 1
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> Registrar Academic Affairs	
<b>Reports to:</b> Deputy Vice Chancellor (Academic Affairs)			
<b>Direct Reports:</b> a) Deputy Registrars b) Assistant Registrar c) School Administrator		<b>Indirect Reports:</b> Administrative Assistants	
2. Purpose of the Job:			
This role is responsible for the admission of new students, marketing of programmes, registration of students, coordination of university teaching and exams calendar in order to ensure quality of academic activities up to certification			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b>  a) Facilitate the development of policies and strategies that provide direction to the management of all functions that fall under the division to ensure efficient performance and delivery of academic services in the university b) Participate in the development and implementation of the University policies, procedures and, guidelines as outlined in relevant policies and procedures manuals; accounting standards; and statutory requirement. Further ensure adherence to the same c) Coordinate and supervise the processing of government and self-sponsored students' admissions and registration to ensure that due process is followed and that only qualified students are admitted to the respective degree programmes d) Facilitate and coordinate the preparation course schedules, academic calendar and final examination schedules as per the statutes to provide overall academic direction and inform management decisions e) Supervise the processes of the articulation of credit transfer, graduation and certificate degrees to enhance standards on the quality of graduates produced by the university f) Ensure the integrity, accuracy, confidentiality and security of all academic records for both current and former students to ensure continuity and availability of records for reference			

g) Coordinate the activities of the department to achieve set targets as outlined in the performance contract through setting of work plans and coordination of the same. Further prepare management reports on activities in the division to inform management in terms of decision making
<b>Operational Responsibilities:</b>
<ul style="list-style-type: none"> <li>a) Ensure efficient use of lecture halls and rooms and other teaching facilities and equipment to facilitate effective learning and teaching activities for students as per the university's objective to promote the highest standards in, and quality of, teaching and research</li> <li>b) Facilitate decision making in the university through production of timely and accurate statistics, class rosters, grades, certifications and any other requisite reports.</li> <li>c) Conduct annual staff appraisal for staff to provide feedback on their performance, advice on any skills gaps noted and recommend for promotion as necessary</li> <li>d) In collaboration with relevant departments provide academic and other advisory services to both students and staff as a demonstration of the university's commitment to thoughtful treatment to its students</li> <li>e) Supervise production of official academic transcripts and sign them to prove authenticity of the documents.</li> <li>f) Facilitate any student based community outreach programmes to ensure visibility of the university</li> <li>g) Provide secretariat to various committees as stipulated by the statutes for record keeping. This duty entails preparation of invitations for meetings and agenda in consultation with the chairperson of the committee.</li> <li>h) Member of various committees as per university statutes</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Facilitate budget preparation in the department</li> <li>b) Facilitate the budgeting process of the entire university as a member of the budget committee</li> <li>c) Monitor departmental expenditure against allocated budget to ensure compliance</li> <li>d) Facilitate preparation of the procurement plan for the department in line with the allocated budget</li> <li>e) Monitor execution of the departmental procurement plan over the year</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Office equipment e.g. computer</li> <li>b) Office furniture</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Financial decisions</li> <li>c) Analytical decisions</li> <li>d) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Master's degree or its equivalent in either Public Administration or Human Resource Management or its equivalent
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Professional qualification and membership to a professional body relevant to area of specialisation
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) High level expertise in, and detailed understanding of a number of different specialist areas within a function</li> <li>b) Computer literacy</li> <li>c) Budgeting skills</li> <li>d) Relevant legislation e.g. University's Act</li> <li>e) Knowledge of relevant professional standards</li> </ul>

- f) A working knowledge of statistical software packages

**Typical soft skills that would be regularly applied to the job (Attributes)**

- a) Leadership skills,
- b) Communication skills
- c) Interpersonal skills
- d) Organisational skills
- e) Ability to work under pressure
- f) Negotiation skills
- g) Team building
- h) Problem solving
- i) Conflict management
- j) Supervisory.
- k) Innovation and creativity
- l) Diplomacy

**Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role**

- a) Compliance with chapter 6 of the constitution on leadership and integrity

**6. Relevant Experience Required:**

**Minimum number of months or years of experience the jobholder is required to have to be appointed to the position**

At least fifteen (15) years Administrative experience 3 of which must have been at Deputy Registrar level or equivalent

**7. Problem Solving:**

Problems are strategic, affecting more than one area of the institution. Solutions will involve significant financial risk, and be decided as part of a board or senior management team.

**8. Communication:**

**Communication/information the job holder needs to understand in order to perform the job:**

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Detailed e-mail, fax or mail correspondence
- h) Written Government policy documents affecting the job holder's area of responsibility
- i) Factual reports on aspects of the institution such as policy guidelines
- j) In depth technical reports, proposals or project briefs affecting one or more departments
- k) High level proposals on the institution's strategic direction

**Communication/information the job holder needs to carry out in order to perform the job:**

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Simple verbal instructions to other employees within the institution
- i) Detailed verbal or written instructions or requests to employees of the institution or contractors
- j) Basic e-mail, fax or mail correspondence
- k) Detailed e-mail, fax or mail correspondence
- l) Drafting of factual reports, presentations, procedure or policy documents or training material
- m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- n) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- o) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

**9. Sapiential Authority**

***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

N/A

**10. Influence:**

***Job holder's influence over practices, policies or strategy:***

Has a strong influence on the strategic direction of more than one departments

***Job holders' influence over subordinates and colleagues:***

- a) The role requires the holder to allocate work to subordinates and project team members
- b) The role requires the holder to coordinate the work of project team members
- c) The role requires the holder to supervise/ directly manage subordinates
- d) The role requires the holder to provide leadership through subordinates

***Job holders' influence over people outside the directorate but within the institution and people outside the institution***

- a) The job holder conveys information to people within and outside the department and university and at senior management level
- b) The job holder is required to persuade people within and outside the department and university and at senior management level
- c) The job holder is required to negotiate with people within and outside the department and university and at senior management level

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

**N/A (proposal to be member to key university committees including UMB, secretariat to Senate, Deans and Graduation committee)**

**12. Working Conditions:**

***Working Environment***

Is not exposed to disagreeable conditions in the work environment

***Job Hazards***

No Hazards usual office situation.

## 2.2. Deputy Vice Chancellor Academic Affairs

1. Background Information			
<b>Job Title:</b> Deputy Vice Chancellor Academic Affairs	<b>Job Level:</b> JOOUST/AA/003	<b>Current Grade:</b> 17	<b>No. of Posts:</b> 1
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Vice Chancellor			
<b>Direct Reports:</b> <ul style="list-style-type: none"> <li>a) Registrar Academic Affairs</li> <li>b) University Librarian</li> <li>c) Deans of Schools</li> <li>d) Directors of Institutes</li> <li>e) Directors of Learning Centres</li> <li>f) Dean of Students</li> <li>g) Director of Sports</li> <li>h) Catering and Accommodation Manager</li> </ul>		<b>Indirect Reports:</b> <ul style="list-style-type: none"> <li>a) Deputy Registrar Admissions</li> <li>b) Deputy Registrar PAM</li> <li>c) Deputy Registrar Examinations and Timetabling</li> <li>d) Deputy University Librarians Administration</li> <li>e) Deputy University Library Technical Services</li> <li>f) Chairs of Departments</li> <li>g) Coordinators</li> <li>h) Assistant Dean of Students</li> <li>i) Deputy Director Sports Performance</li> </ul>	
2. Purpose of the Job:			
This position is responsible for the coordination and provision of direction for activities of teaching, examination and curriculum development in the schools and academic departments as well as management and facilitation of student welfare services.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Learning and Teaching Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Provide overall leadership, guidance and management to students and staff as pertains to the core mandate of the Academic Affairs Division to deliver quality undergraduate and postgraduate education.</li> <li>b) Facilitate the planning, development and management of academic programmes through formulation and provision of policy guidelines to ensure adherence and compliance to standards in provision of education by the university</li> </ul>			

- c) Facilitate the formulation of guidelines for the effective management, implementation and evaluation of academic programmes through the coordination of preparation of curricula/syllabuses and rules and regulations governing the implementation of academic programmes to ensure compliance to quality standards of education delivery
- d) Coordinate both continuous assessment and final exams through production, distribution and enforcement of timetables, ensuring that exams are set, administered moderated and finally invigilated and marked by both external and internal examiners. Also ensure that only bonafide, cleared students sit for exams.
- e) Provide guidance to chairpersons of departments, deans of faculties, directors of institutes and managers of academic centres on the running of academic programmes to ensure provision of quality academic services to students in line with the university's mandate to impart knowledge.
- f) In collaboration with other deputy vice chancellors facilitate the development and implementation of programmes around staff development, training and research to thus equip members of teaching staff with necessary tools to deliver quality education to students and to further accord them resources needed to deliver the mandate of the university on teaching and research.
- g) Conduct stakeholder analysis to inform on market and research needs at curriculum development to therefore meet the human development needs of the country and the region
- h) Ensure that Senate is adequately advised in the development of academic programmes in conformity to ethical standards, national and international standards and legally recognized professional bodies
- i) Maintain collaboration and linkages with both local and international institutions of higher learning for academics, research and innovation programmes to meet internationalization aspects of the university and give students and staff the chance for exposure. Further coordinate activities that support and attract international students to meet CUE aspects on the minimum percentage of international students in a university
- j) Monitor and supervise class attendance in collaboration in collaboration with deans and Chairs of Departments and class representatives to ensure that course delivery take place. Further analyse the attendance registers for quality control to ensure that students have complied with statutes on class attendance.
- k) Oversee the administration of students welfare services through provision of quality accommodation and catering services, coordination of student governance through facilitation of student elections and officials inauguration and training to ensure collaborative and smooth management of the university
- l) Facilitate admission of new students and coordinate any transfers to ensure adherence to quality so that only qualified students are absorbed for various academic programmes. Further coordinate activities that lead to graduation to ensure that only cleared graduates/students are awarded their degrees.
- m) Promote staff development through participation in selection, hiring, deployment and performance appraisal of staff, both permanent and temporary in the division. This will ensure quality staffing to deliver quality education services
- n) Represent university at various forums to maintain linkages and give the university's opinion on matters academic
- o) Sign Performance Contract with the Vice Chancellor, set targets with deans, chairs of departments and directors and monitor their performance to ensure that targets are met.

**Operational Responsibilities:**

N/A

**4. Job Dimensions:**

***Financial Responsibilities***

- a) Influence wage bill through negotiation for hiring and approving payments to part time lecturers
- b) Coordinate the preparation of the budget for both the division and the university
- c) Monitor expenditure in the division to ensure that it is in line with approved budget
- d) Prepare and monitor procurement plan for the division to ensure accurate capturing of the needs of the division in line with the budget allocation

***Responsibility for physical assets***

- a) Official car
- b) Office equipment e.g. computer, printer
- c) Office furniture
- d) Blank academic certificates

***Nature of decision making***

<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Analytical decisions</li> <li>c) Financial decisions</li> <li>d) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
An earned Doctor of Philosophy degree in any field
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Registration and active membership to professional association in specific profession
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) High level expertise in, and detailed understanding of, a number of different functional areas across the institution</li> <li>b) Have capacity to promote learning in a competitive environment through commitment to academic excellence</li> <li>c) Possess an outstanding and internationally recognized scholarship record as evidenced by peer-refereed journal publications and university level books or book chapters</li> <li>d) Have demonstrated ability to attract research grants</li> <li>e) Be familiar with the national education laws and policies and current trends in higher education world-wide</li> <li>f) Possess demonstrable knowledge of strategic planning</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills</li> <li>b) Coordination skills</li> <li>c) Analytical skills</li> <li>d) Problem solving</li> <li>e) Decision making</li> <li>f) Team building</li> <li>g) Organisational skills</li> <li>h) Interpersonal skills</li> <li>i) Communication skills</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
<ul style="list-style-type: none"> <li>a) At least an associate professor</li> <li>b) Compliance with Chapter 6 of the constitution of Kenya on leadership and integrity</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least 10 years academic experience at a senior position in a university having held senior administrative posts such as Deputy Principal or principal, Dean/Director of a Faculty/School
<b>7. Problem Solving:</b>

Problems are strategic, affecting more than one area of the institution. Solutions will involve significant financial risk, and be decided as part of a board or senior management team.

## 8. Communication:

### ***Communication/information the job holder needs to understand in order to perform the job:***

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Detailed e-mail, fax or mail correspondence
- h) Written Government policy documents affecting the job holder's area of responsibility
- i) Current legislation affecting the job holder's area of responsibility
- j) Articles and research products affecting the job holder's area of responsibility
- k) Complex research findings published in scientific journals
- l) Program, system or design specifications
- m) Factual reports on aspects of the institution such as policy guidelines
- n) Complex financial reports
- o) In depth technical reports, proposals or project briefs affecting one or more departments
- p) Complex commissioned reports, proposals or project briefs affecting more than one departments
- q) High level proposals on the institution's strategic direction

### ***Communication/information the job holder needs to carry out in order to perform the job:***

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Simple verbal instructions to other employees within the institution
- i) Detailed verbal or written instructions or requests to employees of the institution or contractors
- j) Basic e-mail, fax or mail correspondence
- k) Detailed e-mail, fax or mail correspondence
- l) Drafting of factual reports, presentations, procedure or policy documents or training material
- m) Drawing up project briefs
- n) Drawing up program, system, technical or design specifications
- o) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- p) Negotiation with customers/clients or suppliers over price, contracts or services
- q) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- r) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- s) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- t) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

## 9. Sapiential Authority

### ***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

N/A

<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Sets the strategic direction of the whole institution
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) The role requires the holder to allocate work to subordinates, project team members and contractors</li> <li>b) The role requires the holder to coordinate the work of some subordinates, project team members and contractors</li> <li>c) The role requires the holder to supervise/ directly manage subordinates</li> <li>d) The role requires the holder to provide leadership through subordinates</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) The job holder conveys information to people within and outside the department and institution and at senior management level</li> <li>b) The job holder is required to persuade people within and outside the department and institution and at senior management level</li> <li>c) The job holder is required to negotiate with people within and outside the department and institution and at senior management level</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.3. Director Board of Post Graduate Studies

1. Background Information			
<b>Job Title:</b> Director Board of Post Graduate Studies	<b>Job Level:</b>	<b>Current Grade:</b> N/A	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> Main Campus	
<b>Directorate/Division:</b> N/A		<b>Department/ Section/Unit:</b> Academic	
<b>Reports to:</b> DVC Academic Affairs			
<b>Direct Reports:</b> a) Administrative assistant b) Secretary c) Office assistant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
Coordinate activities in post graduate studies department and lead the board in development of plans and strategies to ensure quality service delivery to post graduate students in the university in terms of learning, teaching and research activities.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> a) Supervise research carried out by the post graduate students to ensure quality and effective research findings. b) Oversee proposal writing by the postgraduate students to seek for finances from various local and international partners to support their research work in career development			
<b>Learning and Teaching Responsibilities:</b> a) Organize and conduct seminars on proposal writing for research grants to the post graduate students to support their research activities b) Conduct induction seminars and conferences for graduating students to prepare them for graduation and the post graduate life. c) Give appropriate lectures to the area of specialization and as assigned by the university, administer and mark the examinations to ensure academic excellence and achievement of university goals			
<b>Community Service and Outreach Responsibilities:</b> Establish international linkages with other universities for example cape peninsula university of science and technology and university of cape both in south Africa			
<b>Managerial Responsibilities:</b> a) Prepare and discuss annual work plans for the department and for the board of post graduate studies to guide on allocation of duties to the staff in the department for smooth running of the department. b) Hold Monthly meetings for both the department and the post graduate board to discuss on the methodology of execution of various activities in the department. c) Participate in development of information policies and procedures for the department / board and for other university fields to ensure achievement of the university goals			
<b>Operational Responsibilities:</b> a) Participate in supervision of the assigned students both masters and Phd in their projects to ensure that they			

<p>obtain the most objective findings that contribute to the body of knowledge in the society.</p> <p>b) Select and admit postgraduate students in the university based on their qualifications and the area of specialization.</p> <p>c) Monitor students' progress through preparation and review of monthly reports to help in evaluation of their work in the field of studies.</p> <p>d) Organize and conduct master's students thesis defenses through guidance and provision of relevant advice and recommendations to facilitate development of high quality thesis.</p> <p>e) Organize annual postgraduate conference for graduating candidates to prepare them for the graduation and post-graduation operations</p>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<p>a) Prepare departmental Budget to guide on the expenditures of the post graduate board operations.</p> <p>b) Manage expenditure for the post graduate activities to ensure compliance with budget lines.</p> <p>c) Lead preparation of procurement plans mainly for the purchase of items related to the department.</p>
<b><i>Responsibility for physical assets</i></b>
<p>a) Computer</p> <p>b) Furniture</p> <p>c) Office fan</p> <p>d) Water dispenser</p>
<b><i>Nature of decision making</i></b>
<p>a) Strategic decisions</p> <p>b) Financial decisions</p> <p>c) Analytical decisions</p> <p>d) Operational decisions</p>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Doctor of Philosophy (PhD) in academic area
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Managerial course from school of government
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<p>a) Computer literacy</p> <p>b) Budgeting skills</p> <p>c) Knowledge of relevant legislation e.g. Constitution of Kenya</p> <p>d) Knowledge of professional standards e.g. International Organization for Standardization (ISO)</p> <p>e) Published research findings in international journals</p> <p>f) In-depth professional/discipline specific knowledge and experience in a specialized field or broad knowledge of a number of fields</p> <p>g) Published at least one article in and International Journal</p> <p>h) Compliance with chapter 6 of the constitution.</p> <p>i) Internalization of the Commission for University Education Standards (CUE) of 2014</p>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>

- a) Leadership skill
- b) Communication skill
- c) Interpersonal skills
- d) Organizational skills
- e) Ability to work under pressure
- f) Negotiation skill
- g) Team building
- h) Problem solving
- i) Conflict management
- j) Supervisory skills

**Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role**

- a) Compliance with Chapter 6 of the constitution
- b) At minimum, senior lecturer

#### **6. Relevant Experience Required:**

**Minimum number of months or years of experience the jobholder is required to have to be appointed to the position**

9 years of teaching experience **and supervision**

#### **7. Problem Solving:**

Problems are strategic, affecting more than one area of the institution. Solutions will involve significant financial risk, and be decided as part of a board or senior management team.

#### **8. Communication:**

**Communication/information the job holder needs to understand in order to perform the job:**

- a) Detailed written procedures
- b) Detailed technical and/or functional instructions or queries
- c) Detailed e-mail, fax or mail correspondence
- d) Written Government policy documents affecting the job holder's area of responsibility
- e) Current legislation affecting the job holder's area of responsibility
- f) Articles and research products affecting the job holder's area of responsibility
- g) Complex research findings published in scientific journals
- h) Program, system or design specifications
- i) Factual reports on aspects of the institution such as policy guidelines
- j) Complex financial reports
- k) In depth technical reports, proposals or project briefs affecting one or more departments
- l) Complex commissioned reports, proposals or project briefs affecting more than one departments

**Communication/information the job holder needs to carry out in order to perform the job:**

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Detailed verbal or written instructions or requests to employees of the
- i) Detailed e-mail, fax or mail correspondence

- j) Drafting of factual reports, presentations, procedure or policy documents or training material
- k) Drawing up program, system, technical or design specifications
- l) Drawing up and amending contracts/drafting of legal documents
- m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise
- o) Negotiation with customers/clients or suppliers over price, contracts or services
- p) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- q) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- r) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- s) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

**9. Sapiential Authority**

***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

Has a significant influence on the strategic direction of a department/faculty

**10. Influence:**

***Job holder's influence over practices, policies or strategy:***

Has a strong influence on the strategic direction of more than one departments

***Job holders' influence over subordinates and colleagues:***

- a) The role requires the holder to allocate work to subordinates
- b) The role requires the holder to coordinate the work of project team members
- c) The role requires the holder to supervise/ directly manage subordinates

***Job holders' influence over people outside the directorate but within the institution and people outside the institution***

- a) Convey information inside the department, outside and at senior management level
- b) Persuade inside the department, outside and at senior management level
- c) Negotiate inside the department, outside and at senior management level

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

***Job Hazards***

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 2.4. Director, Quality Enhancement and Assurance

1. Background Information			
<b>Job Title:</b> Director, Quality Enhancement and Assurance	<b>Job Level:</b>	<b>Current Grade:</b> N/A	<b>No. of Posts:</b> 1
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Quality Enhancement and Assurance		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Vice Chancellor			
<b>Direct Reports:</b> a) Senior Administration Officer b) Secretary c) Data Clerk		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The purpose of this job is to oversee activities that enhance production to ensure efficient teaching, learning and research for University staff and students and other stakeholders			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b>  a) Development and implementation of policies around quality enhancement for all areas of the university that need quality checks. b) Preparation of work plans in line with the university calendar to enforce compliance with standards to ensure quality of teaching and learning. c) Evaluate the performance of teaching through student through issuance of survey to evaluate activities around delivery. d) Evaluate setting of examinations through external moderation to assess quality of education offered per course. e) Oversee academic performance through external moderation of examination transcripts. f) Involve external stakeholders in curriculum development to ensure that their interests are captures to address one of the mandate of the university to produce graduates who are market oriented. g) Prepare regular reports on all activities in the directorate as necessary h) Monitor the postgraduate process at the point of presentation of thesis/project to ensure that due process was followed over the life-time of study.			

<b>Operational Responsibilities:</b>
<ul style="list-style-type: none"> <li>a) Facilitate preparation of reports and statistics for presentation to interested parties as necessary.</li> <li>b) Attend all senate meetings, deans committees and any other meetings where quality policies are discussed to ensure that they conform to university statutes</li> <li>c) Oversee general running of the directorate activities.</li> <li>d) Monitor stakeholders' feedback and act on the on quality of students produced by the university.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Preparation of budget and procurement plan for the directorate.</li> <li>b) Manage all expenditures for the directorate</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Office furniture</li> <li>b) Computer</li> <li>c) Printer</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Financial decisions</li> <li>c) Analytical decisions</li> <li>d) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
<ul style="list-style-type: none"> <li>a) An earned Doctor of Philosophy degree</li> <li>b) Must be a Senior Lecturer</li> </ul>
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) High level expertise in, and detailed understanding of a number of different specialist areas within a function</li> <li>b) An understanding of stakeholders requirement</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Ability to work under pressure</li> <li>b) Problem solving</li> <li>c) Team player</li> <li>d) Conflict management</li> <li>e) Diplomacy</li> <li>f) Leadership skills</li> <li>g) Supervisory</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>

Meets the requirements of Chapter six of the Constitution of Kenya 2010

**6. Relevant Experience Required:**

***Minimum number of months or years of experience the jobholder is required to have to be appointed to the position***

At least 9 years teaching experience

**7. Problem Solving:**

Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.

**8. Communication:**

***Communication/information the job holder needs to understand in order to perform the job:***

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Detailed e-mail, fax or mail correspondence
- h) Written Government policy documents affecting the job holder's area of responsibility
- i) Current legislation affecting the job holder's area of responsibility
- j) Factual reports on aspects of the institution such as policy guidelines
- k) Complex commissioned reports, proposals or project briefs affecting more than one departments
- l) High level proposals on the institution's strategic direction

***Communication/information the job holder needs to carry out in order to perform the job:***

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Basic explanation of services to employees of the institution or clients
- e) Simple verbal instructions to other employees within the institution
- f) Detailed verbal or written instructions or requests to employees of the institution or contractors
- g) Basic e-mail, fax or mail correspondence
- h) Detailed e-mail, fax or mail correspondence
- i) Drafting of factual reports, presentations, procedure or policy documents or training material

**9. Sapiential Authority**

***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

N/A

**10. Influence:**

***Job holder's influence over practices, policies or strategy:***

Influences or changes broad practices or policies affecting other areas of the institution
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocate work to subordinates</li> <li>b) Coordinates project team members</li> <li>c) Supervise subordinates</li> <li>d) Lead subordinates through others</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information outside the directorate</li> <li>b) Convey information at senior management level</li> <li>c) Persuasion inside the institution</li> <li>d) Persuasion at senior management level</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
No Hazards usual office situation.

## **2.5. Director, Gender Mainstreaming and Development**

<b>1. Background Information</b>			
<b>Job Title:</b> Director, Gender Mainstreaming and Development	<b>Job Level:</b>	<b>Current Grade:</b> N/A	<b>No. of Posts:</b> 1
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Center for Gender Mainstreaming and Development		<b>Department/ Section/Unit:</b> Planning, Administration and Finance	
<b>Reports to:</b> Deputy Vice Chancellor (Academic Affairs)			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
<b>2. Purpose of the Job:</b>			
This position is responsible for provision of direction and facilitate activities aimed at ensuring gender equality and equity among staff and students at the university. Gender requirement are emphasized in the constitution 2010 and hence the necessity to have a reporting component.			
<b>3. Main Responsibilities of the Job:</b>			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Development and implementation of policies around gender mainstreaming and development, sexual harassment for all areas of the university.</li> <li>b) Promote gender equality in staff appointment and promotion.</li> <li>c) Enhance gender equality in student admissions and management.</li> <li>d) Guard against and monitor sexual harassment based on gender among students and staff.</li> <li>e) Incorporate gender equality in research, innovation and outreach activities and include gender issues in curriculum within the university.</li> <li>f) Identify, rationalize and make recommendations on the training needs of members of the centre.</li> </ul>			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Continuous sensitization of both staff and students on gender matters.</li> <li>b) Engaging in outreach by bringing girls/boys from local institutions to engage in some of the activities.</li> </ul>			

<ul style="list-style-type: none"> <li>c) Manage annual and regular social moments with students and staff.</li> <li>d) Attend meetings which includes appointments, Senate, Deans Committees, organise Gender Board meetings to ensure that genders issues are considers in any decision made.</li> <li>e) Ensure constant communication with the University on any arrangement of activities.</li> <li>f) Prepare quarterly reports on gender issues for the center.</li> <li>g) Coordinate performance appraisal within the Center.</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
Preparation and management of budget for the Center
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Office furniture</li> <li>b) Computer</li> <li>c) Printer</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Financial decisions</li> <li>b) Analytical decisions</li> <li>c) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
PhD
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) High level expertise in, and detailed understanding of a number of different specialist areas within a function</li> <li>b) Knowledge of gender law</li> <li>c) Knowledge of the mandate of the National Gender Commission.</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Ability to work under pressure</li> <li>b) Problem solving</li> <li>c) Team player</li> <li>d) Conflict management</li> <li>e) Diplomacy</li> <li>f) Leadership skills</li> <li>g) Supervisory</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Meets the requirements of Chapter six of the Constitution of Kenya 2010

<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
At least 9 years teaching experience
<b>7. Problem Solving:</b>
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Simple written instructions or requests</li> <li>b) Detailed technical and/or functional instructions or queries</li> <li>c) Detailed e-mail, fax or mail correspondence</li> <li>d) Written Government policy documents affecting the job holder's area of responsibility</li> <li>e) Current legislation affecting the job holder's area of responsibility</li> <li>f) Articles and research products affecting the job holder's area of responsibility</li> <li>g) Factual reports on aspects of the institution such as policy guidelines</li> <li>h) In depth technical reports, proposals or project briefs affecting one or more departments</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> <li>e) Basic explanation of services to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>h) Basic e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes broad practices or policies affecting other areas of the institution
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocate work to subordinates

**Job holders' influence over people outside the directorate but within the institution and people outside the institution**

- a) Convey information inside the institution
- b) Convey information outside the institution
- c) Convey information at senior management level
- d) Persuasion inside the institution
- e) Persuasion outside the institution
- f) Persuasion at senior management level
- g) Negotiation outside the institution

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.6. Director of Centre (to bench mark)

1. Background Information			
<b>Job Title:</b> Director of Centre	<b>Job Level:</b>	<b>Current Grade:</b> N/A	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Deputy Vice chancellor (DVC), Academic Affairs			
<b>Direct Reports:</b> Senior Administrative Assistant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position directs, manages, monitors and maintains control of all teaching, learning and administrative functions of the Campus/ Centre.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Develop campus annual reports for main campus management board indicating the progress and status of the campus for decision making</li> <li>b) Allocate duties and supervise subordinates in the campus and appraise them in order to identify competence gaps and recommend for refresher courses and/or training.</li> <li>c) Collaborate with staff at the centre to develop work plans for the campus to direct the activities of the campus/centre for the year</li> </ul>			
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>a) Market, promote and coordinate the programs to community, students, staff, businesses and individuals in order to increase the university college's role in the country and region.</li> <li>b) Liaise with the Deputy Principal (Academic Affairs) and dean of respective schools to enhance smooth running of all academic programs.</li> <li>c) Ensure compliance with university policies, strategies, procedures, practices and philosophies.</li> </ul>			

<ul style="list-style-type: none"> <li>d) Provide routine and timely operational reports to university management and relevant executives to inform management decision</li> <li>e) Guide and monitor all aspects of academics to ensure that quality educational opportunities are provided to students</li> <li>f) Ensure safety of students and staff at the centre/campus premises to ensure uninterrupted teaching and learning activities through enforcement of security policies</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
Develop and monitor campus budget to ensure the campus can continue to achieve its mission and objectives and achieve university goals.
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Computer</li> <li>b) Printer / Photocopier</li> <li>c) Office furniture</li> <li>d) Shredder</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Financial decisions</li> <li>c) Analytical decisions</li> <li>d) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
PhD in a relevant field
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields</li> <li>b) Budgeting</li> <li>c) Administration and management skills</li> <li>d) Knowledge of Commission of University Education regulations</li> <li>e) Computer literacy</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Communication skills</li> <li>b) Interpersonal skills</li> <li>c) Organization skills</li> <li>d) Ability to work under pressure</li> <li>e) Negotiation skills</li> <li>f) Problem solving</li> <li>g) Supervisory</li> </ul>

<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Meets the requirements of Chapter six of the Constitution of Kenya 2010
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
9 years teaching experience
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Detailed verbal instructions or requests</li> <li>b) Detailed written procedures</li> <li>c) Detailed technical and/or functional instructions or queries</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Written Government policy documents affecting the job holder's area of responsibility</li> <li>f) Current legislation affecting the job holder's area of responsibility</li> <li>g) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> <li>f) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>i) Drawing up project briefs</li> <li>j) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>k) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution</li> </ul>
<b>9. Sapiential Authority</b>
<b>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</b>
N/A
<b>10. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>

Sets the strategic direction of an entire directorate

***Job holders' influence over subordinates and colleagues:***

- a) Allocate work to subordinates
- b) Coordinate subordinates
- c) Supervise subordinates
- d) Leads subordinates through others

***Job holders' influence over people outside the directorate but within the institution and people outside the institution***

- a) Convey information outside the institution
- b) Convey information at senior management level
- c) Persuasion outside the institution
- d) Persuasion at senior management level
- e) Negotiation inside the institution
- f) Negotiation outside the institution
- g) Negotiation at senior management level

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.8. Academic Dean of Schools

1. Background Information			
<b>Job Title:</b> Academic Dean Of Schools	<b>Job Level:</b>	<b>Current Grade:</b> N/A	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> Main Campus	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b>  DVC Academic Affairs			
<b>Direct Reports:</b> a) Chair of departments. b) Learning Centre Course Leaders c) School Administrators d) School Secretaries		<b>Indirect Reports:</b> a) Professor b) Associate Professor c) Senior Lecture d) Lecturer e) Assistant Lecturer f) Tutorial Fellow g) Technicians h) Support Staff	
2. Purpose of the Job:			
Act as the chief academic officer of the school to coordinate all academic, research, and outreach activities of the school including teaching, learning, and examinations; s/he is the chief examiner of all the degree programs in the school and the Quality Control officer ensuring implementation of the University Policies at the school level.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  a) Coordinate all the research activities of the school in order to ensure quality output to add on the existing knowledge in the society b) Chair all the research committee meetings to discuss on various proposal writing workshops to seek for grants to support the research work in the institution. c) Monitors progress of research work to ensure timely completion of tasks and quality findings of the research work and ensure that the research complies with the set guidelines and regulations. d) Liaison with both local and international partners in research to ensure effective linkage for comparability of results. e) Source for Research Calls and make them available to the various research teams, this is part of resource mobilization. f) Establish and maintain collaboration with the industry and other academic and research institutions to ensure relevance of university programs and job placements of graduates of our respective programs.			
<b>Learning and Teaching Responsibilities:</b>  a) Coordinates the Development, implementation, Review, and Evaluation of the curriculum of the various degree programs offered by the school to ensure quality education and compliance with the third Schedule of Standards for Academic Programmes as provided by the Commission for University Education Standards. b) Supervise all the teaching and learning activities in the school to ensure smooth running of the individual schools and the entire institution in terms of learning, teaching and community outreach. c) Facilitates fieldwork, teaching Practice, Industrial attachment, and Laboratory experiments in various fields in the university to ensure that the practical done are relevant to content of the curriculum. d) Ensure availability of teaching materials and resources through budgeting and procurement plans for the purchase of the materials.			

- e) As Chief examination officer ensures quality and compliance in setting, moderation, marking, and presenting of accurate verifiable examination results to the Deans' committee and the University Senate.
- f) Facilitate improvement of teaching standards through review of course evaluations and mentoring of lecturers to then promote delivery of quality education.
- g) Approve Course Outline for various units in the university to ensure they comply with the approved curriculum and that they keep up with current pedagogical methods.

**Community Service and Outreach Responsibilities:**

- a) Coordinates the dissemination of research findings in peer reviewed journals and directly to the community where the research was undertaken.
- b) Organizes Public lectures and community barazas in relevant disciplines to give feedback to the local community on research findings and innovation that will address the community's challenges.
- c) Organizes academic seminars, shows, and expositions on key research findings to enhance the image and mission of the university.
- d)

**Managerial Responsibilities:**

- a) Plan for growth and development of the School through development of policies and strategies.
- b) Oversee the implementation of the strategic plan through cascading work plans and budgets.
- c) Mentor lecturers for staff development and to provide timely feedback on the quality of their work, and recommend for training where skills gaps are identified
- d) Represent the School in various University standing committee meetings that include;
  - (i) Dean's Committee to discuss teaching and learning progress, review new programs, and to present examination results;
  - (ii) University Senate to formulate and legislate university policies, present examination results, pass school budgets, prepare graduation lists.
  - (iii ) Postgraduate Board to admit students and to handle postgraduate student matters, Chair PhD and MA defenses;
- e) Chair School Board to discuss all matters pertaining to school activities: Course and Teaching allocation; Review of new programs; progress of teaching and learning; Examination setting, moderation, invigilation, marking, and processing of results.
- f) Chair School Board of Examiners to discuss and approve examination results
- g) Prudently manage the resources allocated to the school: human, financial and material and facilitate implementation of objectives at minimum cost.

**Operational Responsibilities:**

- a) Ensure enforcement of Senate disciplinary decisions regarding academic matters
- b) Provide academic advise to students, counsel and mentor them in their career growth and advancement.
- c) Track academic progress of each student enrolled in a degree program in the school to ensure progression and 100% degree completion rate.
- d) Track progress of Academic programs offered by the School in the Various Satellite campuses and Learning centers to ensure consistency with the curriculum and quality.
- e) Prepare students for graduation by ensuring that they have fulfilled all academic requirements as per the University Statutes governing Graduation.
- f) Coordinate Career talks to students to ensure that they are in touch with the industry and organizations that will recruit them upon graduation.
- g) Organize, approve, and supervise Teaching practice, Industrial attachment, fieldwork to ensure compliance with the curriculum and industry requirements.
- h)

**4. Job Dimensions:**

**Financial Responsibilities**

- a) Prepare of School Budget
- b) Prudent and wise management of the budget
- c) Manage expenditure to ensure compliance with budget lines.
- d) Approval and authorization of requests as the school AIE (Authority to Incur Expenditure) holder to ensure wise financial control and reduce misuse of funds.
- e) Lead preparation of procurement plans

**Responsibility for physical assets**

<ul style="list-style-type: none"> <li>a) Office Space, Furniture and Fittings, Stationery,</li> <li>b) Prudent management of Utilities (Electricity, Water, Internet Connection, Phone)</li> <li>c) Teaching and Learning Materials and Resources, Lab Equipment, School Facilities</li> <li>d) University Vehicles when on field work and on University assignments</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Financial decisions</li> <li>c) Analytical decisions</li> <li>d) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Ph.D. (Doctor of Philosophy Degree in the relevant field associated with the School)
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Must be a member of a professional society/body associated with a discipline in the school.
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Computer Literacy (Academic Support Software, e.g. Moodle, Blackboard; Ms Office suite);</li> <li>b) Budgeting knowledge</li> <li>c) knowledge of relevant legislation governing Universities and conduct of Public Officers in addition to Constitution of Kenya 2010, Commission for University Education Standards, University Act 2016, JOOUST Statutes, JOOUST Policies;</li> <li>d) Knowledge of professional standards; Regular annual publication of research findings in a peer reviewed journal; Ongoing research in academic area of specialization, familiarity with statistical or qualitative research software packages e.g. SPSS, SAS, STATA.</li> <li>e) High level expertise in, and detailed understanding of, a number of different functional areas across the institution</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skill</li> <li>b) Communication skill</li> <li>c) Interpersonal skills</li> <li>d) Organizational skills</li> <li>e) Ability to work under pressure</li> <li>f) Negotiation skill</li> <li>g) Team building</li> <li>h) Problem solving</li> <li>i) Conflict management</li> <li>j) Supervisory skills</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Compliance with the requirements of Chapter 6 of the constitution
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>

15 years of experience

#### **7. Problem Solving:**

Problems often enter new territory, involve significant financial risk and may affect the viability of the whole institution. The job holder will have final accountability for the solution taken

#### **8. Communication:**

##### ***Communication/information the job holder needs to understand in order to perform the job:***

- a) Detailed verbal instructions or requests
- b) Detailed written procedures
- c) Detailed technical and/or functional instructions or queries
- d) Detailed e-mail, fax or mail correspondence
- e) Written Government policy documents affecting the job holder's area of responsibility
- f) Current legislation affecting the job holder's area of responsibility
- g) Articles and research products affecting the job holder's area of responsibility
- h) Complex research findings published in scientific journals
- i) Program, system or design specifications
- j) Factual reports on aspects of the institution such as policy guidelines
- k) Complex financial reports
- l) In depth technical reports, proposals or project briefs affecting one or more departments
- m) Complex commissioned reports, proposals or project briefs affecting more than one departments

##### ***Communication/information the job holder needs to carry out in order to perform the job:***

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Detailed verbal or written instructions or requests to employees of the
- i) Detailed e-mail, fax or mail correspondence
- j) Drafting of factual reports, presentations, procedure or policy documents or training material
- k) Drawing up program, system, technical or design specifications
- l) Drawing up and amending contracts/drafting of legal documents
- m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise
- o) Negotiation with customers/clients or suppliers over price, contracts or services
- p) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- q) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- r) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- s) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

#### **9. Sapiential Authority**

***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

Has a significant influence on the strategic direction of a department/faculty
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Has a strong influence on the strategic direction of more than one departments
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
Allocates work, coordinates, Supervises and leads about 25 subordinates, 25 project team members, 200 students and 50 contractors
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside the department, outside and at senior management level</li> <li>b) Persuade inside the department, outside and at senior management level</li> <li>c) Negotiate inside the department, outside and at senior management level</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 2.9. Chairperson of Department

1. Background Information			
<b>Job Title:</b> Chairperson of Department	<b>Job Level:</b>	<b>Current Grade:</b> N/A	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b>	
<b>Reports to:</b> Dean of School			
<b>Direct Reports:</b> a) Professor b) Associate Professor c) Senior Lecture d) Lecturer e) Assistant Lecturer f) Tutorial Fellow		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for coordination of department activities which includes conduct of examinations, a link to Senate, curriculum implementation, quality assurance, resource mobilisation and formulate a strategic plan for the department			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Learning and Teaching Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> a) To initiate, review and supervise curriculum implementation to ensure relevance to the market needs and continued effective teaching and learning b) Participate in interviews of new academic staff to ensure relevant and qualified staff are recruited c) Monitor the setting, administration and evaluation of exams to ensure quality examination process d) Allocate supervisors to postgraduate students and monitor the progress of the thesis writing to ensure both quality supervision and timely completion e) Preparation of departmental reports to ensure smooth running of the department and to meet the university management, ISO and Commission of University Education requirements f) Allocation of course units to the academic staff in the department to ensure effective implementation of the curriculum g) Conduct performance appraisal for the academic staff in the department to ensure compliance with professional ethics and standards h) Participate in the development of university policy documents at the senate i) Coordinate the implementation of the university policies and procedures at the departmental level j) Development of departmental strategic plan to guide growth of the department			

<b>Operational Responsibilities:</b>
<ul style="list-style-type: none"> <li>a) Coordinate the efforts of the team in the achievement of performance targets as cascaded down for the department from dean and deputy vice chancellor</li> <li>b) Prepare departmental procurement plan to ensure timely acquisition of teaching and learning resources within the department</li> <li>c) Attend to student issues including teaching and learning schedules, examination matters deferment of courses</li> <li>d) Coordinate the process of students advising and mentoring of the students in the department to promote responsible and productive citizens and for career progression</li> <li>e) Ensure effective utilization of departmental resources for quality teaching and learning</li> <li>f) Participate in conflict resolution among staff and student to promote cooperation and peaceful co-existence</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Preparation and management of annual department budget to ensure sufficient funds for operations within the department</li> <li>b) Approve payment claims departmental activities and ensure funds are well utilized in the intended activity</li> <li>c) Provide input to the development of institutional budget</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Braille machine</li> <li>b) Talking computer</li> <li>c) Projectors</li> <li>d) Office furniture and filing cabinets</li> <li>e) Computer</li> <li>f) Printer</li> <li>g) Audiology machines</li> <li>h) Research ink blot tests</li> <li>i) Special needs education software</li> <li>j) Psychometric tests</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Financial decisions</li> <li>c) Analytical decisions</li> <li>d) Operational decisions</li> <li>e) Policy decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
PhD degree in a relevant field from a recognised institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields</li> <li>b) Knowledge of University Act and Education Acts</li> <li>c) Knowledge of university code of ethics</li> <li>d) Budgeting</li> <li>e) Computer literacy</li> </ul>

<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Leadership skills,</li> <li>b) Communication skills</li> <li>c) Interpersonal skills</li> <li>d) Ability to work under pressure</li> <li>e) Negotiation skills</li> <li>f) Team building</li> <li>g) Problem solving</li> <li>h) Supervisory</li> <li>i) Emotional intelligence skills</li> <li>j) Conflict management</li> <li>k) Ability to prioritise activities</li> <li>l) Mentorship skills</li> <li>m) Counselling skills</li> </ul>
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Meets the requirements of Chapter six of the constitution of Kenya 2010
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
9 years teaching experience
<b>7. Problem Solving:</b>
Problems are broad and complex, involving more than one area of the institution. Solutions will often be arrived at through the stewardship of a project team, involve significant financial risk and require “board” approval..
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Detailed verbal instructions or requests</li> <li>b) Detailed written procedures</li> <li>c) Detailed technical and/or functional instructions or queries</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Written Government policy documents affecting the job holder's area of responsibility</li> <li>f) Current legislation affecting the job holder's area of responsibility</li> <li>g) Factual reports on aspects of the institution such as policy guidelines</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> <li>e) Basic explanation of services to employees of the institution or clients</li> <li>f) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>g) Explanation of complex services or concepts to employees of the institution or clients</li> <li>h) Simple verbal instructions to other employees within the institution</li> <li>i) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>j) Detailed e-mail, fax or mail correspondence</li> <li>k) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>l) Drawing up program, system, technical or design specifications</li> <li>m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or</li> </ul>

internet sites n) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Has a strong influence on the strategic direction of a department
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
a) Allocate work to subordinates b) Supervise subordinates c) Leadership through others
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the institution b) Convey information outside the institution c) Persuasion inside the institute d) Persuasion outside the institution e) Negotiation inside the institution f) Negotiation outside the institution
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.10. Professor

1. Background Information			
<b>Job Title:</b> Professor	<b>Job Level:</b> JOOUST/AA/005	<b>Current Grade:</b> 15	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Chairperson of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
Provide academic leadership in :capacity building at undergraduate, postgraduate and post-doctoral levels; curriculum design, development and delivery systems such as face-to face, blended and e-learning; Scholarship in ones specialized discipline and in inter disciplinary areas and communication of the same through teaching and publications in peer reviewed International journals, Chapters in books, Proceeding and outreach activities that engage with local communities to identify their needs and provide solutions to associated problems in situ			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Respond to calls from national, regional and international partners for proposals to fund basic or applied research that solve problems in one's discipline or in wider development areas</li> <li>b) Conduct research in ones specialized discipline and in interdisciplinary areas with a view to communicating the same formally though peer reviewed in international publications, chapter in books , books and proceedings</li> <li>c) Write Technical Reports in ones area of professional expertise resulting from Research and Development undertakings such as for product design, development and commercialization for target markets</li> <li>d) Review of research publications for international Journals and Proceedings</li> <li>e) Assessment of research proposals for funding agencies , local (NACOSTI), regional (UNECA)and international (IDRC, UNESCO, World Bank)</li> <li>f) Supervision postgraduate students pursuing Masters and PhD degrees</li> <li>g) Editorial work : International Research Journals , Proceedings as Managing, Consulting or thematic track editor</li> <li>h) Lead the development and implementation of research strategy in one's areas of specialisation.</li> <li>i) Write and submit grant applications to attract funding for research.</li> </ul>			
<b>Learning and Teaching Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Curriculum development of programmes in one's discipline involving stakeholder analysis as per the standards set out by Commission of University Education (CUE).</li> <li>b) Curriculum design and development of core programmes and serviced units integrated with respective core discipline</li> <li>c) Innovative delivery of course units including the use of multimedia and Internet based systems</li> <li>d) Assessment of taught course units : continuous and final formal</li> <li>e) Coordinate and supervise undergraduate research projects including application development , publications or technical product documentation</li> </ul>			

- f) Supervision of undergraduates on Attachment
- g) Develop linkages and networks to foster Capacity Building and Staff development through provision of scholarships for formal study and short term staff exchanges with partnering institution.
- h) Internal and external examination of PhD Theses and Masters Theses
- i) Mentorship of colleagues on Staff development to ensure grooming and thus promote provision of quality teaching services in the university

**Community Service and Outreach Responsibilities:**

- a) Identify the needs of local communities with a view to provide cost effective, safe and sustainable solutions.
- b) Develop Memoranda of Understanding with established and recognized local groups to guide the mutual engagement with the university with regard to mutual obligation, respect of rights, image and intellectual property.
- c) Conduct workshops in situ to contextualize solutions within the working environment
- d) To upscale pilot production units
- e) Communicate the experience as case studies while respecting the dignity and culture of the communities

**Managerial Responsibilities:**

- a) Provide academic leadership in the department and institution in areas of specialization by leading in teaching and learning, curriculum development, quality assurance, research and publications and community outreach in different areas to enable the institution to achieve its mandate and providing solutions to the community
- b) As a member of Senate, ensure Quality Assurance of Examinations Results
- c) Strategic Plan refinement (co-opted by University Management Board)
- d) Appointment Committees of Council (from time to time Senate Representative)
- e) Preparation of Quarterly and Annual reports
- f) Development of research policies in a particular scholarly area.
- g) Contribute to the management and leadership of the university through attendance at school and membership meetings of committees by provision of professional advice

**Operational Responsibilities:**

- a) Attend oral defences for Masters and PhD theses to provide insight into that examination process and ensure certification of qualified and successful graduates
- b) Reading papers, journals or books to keep update on new advances in area of research.

**4. Job Dimensions:**

***Financial Responsibilities***

Budget Reconciliation and Reporting to funders

***Responsibility for physical assets***

- a) Office furniture
- b) Computer
- c) Laptop
- d) Printer

***Nature of decision making***

- a) Strategic decisions
- b) Analytical decisions
- c) Operational decisions

**5. Qualifications Knowledge and Skills:**

***Minimum level of academic qualifications required to perform effectively in the role***

PhD in the relevant field

**Minimum level of professional qualification required to perform effectively in the role**

Registered member of a relevant body

**Minimum level of knowledge that would be regularly applied to the job**

- a) International authority on a specialist field, acknowledged for his/her contributions to the development of principles, practices and research in the field across international boundaries.
- b) Computer literacy

**Typical soft skills that would be regularly applied to the job (Attributes)**

- a) Communication skills
- b) Interpersonal skills
- c) Negotiation skills
- d) Supervisory skills
- e) Team player
- f) Ability to work under pressure
- g) Leadership skills
- h) Problem solving

**Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role**

Meets the requirements of Chapter six of the Constitution of Kenya 2010

**6. Relevant Experience Required:**

**Minimum number of months or years of experience the jobholder is required to have to be appointed to the position**

- a) At least 10years' teaching experience, at least 3 years must be at Associate Professor Level
- b) Experience in post graduate students supervision of at least 3 PhD and 5 Masters since the last promotion
- c) Wide experience in research evidenced by at least 6publications in refereed Journals since the last promotion or 4publications in refereed journals and 3chapters in scholarly books since the last promotion.

**7. Problem Solving:**

Problems enter uncharted territories, and solutions require significant academic research and detailed testing of hypotheses. Solutions would be acknowledged as making a contribution to the international body of knowledge in this area.

**8. Communication:**

**Communication/information the job holder needs to understand in order to perform the job:**

- a) Detailed verbal instructions or requests
- b) Detailed written procedures
- c) Detailed technical and/or functional instructions or queries
- d) Detailed e-mail, fax or mail correspondence
- e) Written Government policy documents affecting the job holder's area of responsibility
- f) Current legislation affecting the job holder's area of responsibility
- g) Articles and research products affecting the job holder's area of responsibility
- h) Complex research findings published in scientific journals
- i) Factual reports on aspects of the institution such as policy guidelines
- j) In depth technical reports, proposals or project briefs affecting one or more departments
- k) Complex commissioned reports, proposals or project briefs affecting more than one departments

- l) High level proposals on the institution's strategic direction

**Communication/information the job holder needs to carry out in order to perform the job:**

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Detailed technical explanation of services or concepts to employees of the institution or clients
- f) Explanation of complex services or concepts to employees of the institution or clients
- g) Detailed verbal or written instructions or requests to employees of the institution or contractors
- h) Detailed e-mail, fax or mail correspondence
- i) Drafting of factual reports, presentations, procedure or policy documents or training material
- j) Drawing up project briefs
- k) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise
- l) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- m) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- n) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- o) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

**9. Sapiential Authority**

**Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).**

- a) Has a significant influence on or sets practices or policies for a department
- b) Has a significant influence on the strategic direction of a department/faculty
- c) Sets or participates in setting the strategic direction of the whole institution or organisation

**10. Influence:**

**Job holder's influence over practices, policies or strategy:**

Has a strong influence on the strategic direction of a department

**Job holders' influence over subordinates and colleagues:**

- a) Allocate work to students supervised
- b) Supervise students

**Job holders' influence over people outside the directorate but within the institution and people outside the institution**

- a) Convey information outside the institution
- b) Convey information at senior management level
- c) Persuasion inside the institution
- d) Persuasion outside the institution
- e) Persuasion at senior management level
- f) Negotiation inside the institution
- g) Negotiation outside the institution
- h) Negotiation at senior management level

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.11. Associate Professor

1. Background Information			
<b>Job Title:</b> Associate Professor	<b>Job Level:</b> JOOUST/AA/006	<b>Current Grade:</b> 14	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Chairperson of Department			
<b>Direct Reports:</b> a) N/A		<b>Indirect Reports:</b> a) N/A	
2. Purpose of the Job:			
The purpose of this job is to ensure effective teaching, research and community service at the university to impart knowledge to students and community at large			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Identify research areas/ topics suitable for study, develop research proposal on the same and apply for funds to solve the problem as outlined in the proposal</li> <li>b) Publish research findings to disseminate research finding to society as per the objectives of the university to disseminate the outcomes of the research conducted by the university to the general community</li> <li>c) Source for research grants through proposal writing to attract funds as per the research mandate of the university</li> <li>d) Mentor, guide and supervise masters and PhD students as they undertake own research projects to gain the relevant qualifications</li> <li>e) Present research findings at seminars, workshops and symposia as a means to advance knowledge through teaching, scholarly research and scientific investigation</li> </ul>			
<b>Learning and Teaching Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Contribute to development, review and implementation of curriculum for the units and courses taught to ensure quality standard of delivered content</li> <li>b) Participate in the design of the course outline to ensure that only relevant material is covered</li> <li>c) Aid in development of delivery material for teaching to ensure that knowledge is imparted to students in the most effective way possible</li> <li>d) Supervise and review students' coursework to confirm delivery of content and test understanding of audience</li> <li>e) Examine students on course content covered to provide a controlled environment for independent work and to verify the state of the students' learning and process examination results to then accredit</li> </ul>			
<b>Community Service and Outreach Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Provide consultancy services to clients in need to promote the image of the university and deliver o the mandate of the university to solve problems in society</li> <li>b) Guide the community on topical issues which require expert opinion to promote the image of the university</li> <li>c) Represent the community in specialised forums, groups, committees and boards to provide expert opinion</li> <li>d) Represent the university in local and international for a to enhance the image of the university</li> <li>e) Participate in graduation ceremonies of the university to present graduates to the society and enhance the university's image</li> <li>f) Develop and disseminate appropriate technology to fulfil the university's objective to transfer and commercialize technology from the University and other international institutions for the benefit of students,</li> </ul>			

<p>the University and the industry</p> <p>g) Perform collaborative research with communities to grow them and support and contribute to the realization of national economic and social development</p>
<p><b>Managerial Responsibilities:</b></p> <p>a) Provide academic leadership in the area of specialisation to enable the right standards to be applied to the development of course content for the same</p> <p>b) Provide academic leadership for academic programs in the university to direct curriculum and course outline development</p>
<p><b>Operational Responsibilities:</b></p> <p>N/A</p>
<p><b>4. Job Dimensions:</b></p>
<p><b><i>Financial Responsibilities</i></b></p>
<p>Administration of research funds to ensure that they are not misappropriated and are used as per donor guidelines</p>
<p><b><i>Responsibility for physical assets</i></b></p>
<p>a) Office furniture/ equipment</p> <p>b) Research and laboratory equipment</p>
<p><b><i>Nature of decision making</i></b></p>
<p>a) Strategic decisions</p> <p>b) Analytical decisions</p> <p>c) Operational decisions</p>
<p><b>5. Qualifications Knowledge and Skills:</b></p>
<p><b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b></p>
<p>An earned PhD in relevant field</p>
<p><b><i>Minimum level of professional qualification required to perform effectively in the role</i></b></p>
<p>Membership to a professional body specific to area of specialisation</p>
<p><b><i>Minimum level of knowledge that would be regularly applied to the job</i></b></p>
<p>a) In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields</p> <p>b) Experience in postgraduate supervision (two PhDs and three Masters students)</p> <p>c) At least five publications since last promotion</p>
<p><b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b></p>
<p>a) Leadership skills</p> <p>b) Communication skills</p> <p>c) Interpersonal skills</p> <p>d) Presentation skills</p> <p>e) Supervisory skills</p> <p>f) Problem solving skills</p>

<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
a) Compliance with Chapter 6 of the constitution
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
8 years teaching experience , at least 3 years as a senior lecturer
<b>7. Problem Solving:</b>
Problems are highly complex, requiring significant research and creative thinking. Solutions could contribute to the body of research / knowledge in this area
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Detailed e-mail, fax or mail correspondence</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> <li>i) Articles and research products affecting the job holder's area of responsibility</li> <li>j) Complex research findings published in scientific journals</li> <li>k) ProFactual reports on aspects of the institution such as policy guidelines</li> <li>l) In depth technical reports, proposals or project briefs affecting one or more departments</li> <li>m) Complex commissioned reports, proposals or project briefs affecting more than one departments</li> <li>n) High level proposals on the institution's strategic directiongram, system or design specifications</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>b) Explanation of complex services or concepts to employees of the institution or clients</li> <li>c) Simple verbal instructions to other employees within the institution</li> <li>d) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>h) Drawing up project briefs</li> <li>i) Drawing up program, system, technical or design specifications</li> <li>j) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise</li> <li>k) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>l) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution</li> <li>m) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution</li> </ul>
<b>9. Sapiential Authority</b>

**Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).**

- a) Has a significant influence on or sets practices or policies for a department
- b) Has a significant influence on or sets practices or policies affecting other areas of the institution
- c) Has a significant influence on the strategic direction of a department/faculty
- d) Sets the strategic direction of an entire school/college
- e) Sets or participates in setting the strategic direction of the whole institution or organisation

**10. Influence:**

**Job holder's influence over practices, policies or strategy:**

Influences or changes broad practices or policies affecting a whole department

**Job holders' influence over subordinates and colleagues:**

- a) The role requires the holder to allocate work to project team members and students supervised
- b) The role requires the holder to coordinate the work of project team members and students supervised The role requires the holder to supervise/ directly manage project team members and students supervised

**Job holders' influence over people outside the directorate but within the institution and people outside the institution**

- a) The job holder conveys information to people within and outside the department and university and at senior management level
- b) The job holder is required to persuade people within and outside the department and university and at senior management level
- c) The job holder is required to negotiate with people within and outside the department and university

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

**Working Environment**

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

**Job Hazards**

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.12. Senior Lecturer

1. Background Information			
<b>Job Title:</b> Senior Lecturer	<b>Job Level:</b> JOOUST/AA/007	<b>Current Grade:</b> 13	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The purpose of this job is to ensure effective teaching, research and community service at the university to deliver on the objectives of the university			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Identify research areas/ topics suitable for study, develop research proposal on the same and apply for funds to solve the problem as outlined in the proposal</li> <li>b) Publish research findings to disseminate research finding to society as per the objectives of the university to disseminate the outcomes of the research conducted by the university to the general community</li> <li>c) Source for research grants through proposal writing to attract funds as per the research mandate of the university</li> <li>d) Mentor, guide and supervise (add) undergraduate masters and PhD students as they undertake own research projects to gain the relevant qualifications</li> <li>e) Present research findings at seminars, workshops and symposia as a means to advance knowledge through teaching, scholarly research and scientific investigation</li> </ul>			
<b>Learning and Teaching Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Contribute to development, review and implementation of curriculum for the units and courses taught to ensure quality standard of delivered content</li> <li>b) Participate in the design of the course outline to ensure that only relevant material is covered</li> <li>c) Aid in development of delivery material for teaching to ensure that knowledge is imparted to students in the most effective way possible</li> <li>d) Supervise and review students' coursework to confirm delivery of content and test understanding of audience</li> <li>e) Examine students on course content covered to provide a controlled environment for independent work and to verify the state of the students' learning and process examination results to then accredit qualified students</li> </ul>			
<b>Community Service and Outreach Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Provide consultancy services to clients in need to promote the image of the university and deliver o the mandate of the university to solve problems in society</li> <li>b) Guide the community on topical issues which require expert opinion to promote the image of the university</li> <li>c) Represent the community in specialised forums, groups, committees and boards to provide expert opinion</li> <li>d) Represent the university in local and international fora to enhance the image of the university</li> </ul>			

<b>Managerial Responsibilities:</b>
N/A
<b>Operational Responsibilities:</b>
N/A
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
N/A
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Analytical decisions</li> <li>c) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Earned PhD from a recognized university
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Membership to professional body relevant to area of specialisation
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) High level expertise in, and detailed understanding of, a number of different functional areas across the institution</li> <li>b) Supervision of at least four postgraduate students</li> <li>c) Publication of five articles in refereed journals</li> <li>d) Proposal writing</li> <li>e) Demonstrate ability to raise funds to finance proposals</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skills</li> <li>b) Communication skills</li> <li>c) Interpersonal skills</li> <li>d) Organisational skills</li> <li>e) Ability to work under pressure</li> <li>f) Negotiation skills</li> <li>g) Ability to work in a team</li> <li>h) Problem solving skills</li> <li>i) Conflict management,</li> <li>j) Supervisory</li> </ul>

<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Compliance with chapter 6 of the constitution
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
9 years teaching experience 3 of which must have been spent as a lecturer
<b>7. Problem Solving:</b>
Problems are highly complex, requiring significant research and creative thinking. Solutions could contribute to the body of research / knowledge in this area.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Written Government policy documents affecting the job holder's area of responsibility</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> <li>i) Articles and research products affecting the job holder's area of responsibility</li> <li>j) Complex research findings published in scientific journals</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Explanation of complex services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>h) Detailed e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>j) Drawing up project briefs</li> <li>k) Drawing up program, system, technical or design specifications</li> <li>l) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> <li>m) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise</li> </ul>
<b>9. Sapiential Authority</b>
<b>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</b>
<ul style="list-style-type: none"> <li>a) Has a significant influence on or sets practices or policies affecting other areas of the institution</li> <li>b) Has a significant influence on the strategic direction of more than one departments/school</li> <li>c) Sets the strategic direction of an entire school/college</li> </ul>

<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Influences or changes broad practices or policies affecting other areas of the institution
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) The role requires the holder to allocate work to students supervised</li> <li>b) The role requires the holder to coordinate the work of students supervised</li> <li>c) The role requires the holder to supervise/ directly manage students supervised</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) The job holder conveys information to people within and outside the department and the university</li> <li>b) The job holder is required to persuade people within and outside the department and university</li> <li>c) The job holder is required to negotiate with people within and outside the department and university</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 2.13. Lecturer

1. Background Information			
<b>Job Title:</b> Lecturer	<b>Job Level:</b> JOOUST/AA/oo8	<b>Current Grade:</b> 12	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b>  Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
To teach both undergraduate and post graduate students in the field of specialization, carry out research in relevant areas and participate in community outreach activities all to contribute to the quality education and development of the society.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Write proposals in education to seek funding for research from both international and local parties as well as the government.</li> <li>b) Conduct research on relevant fields of study with the guidance of professors in the field and publish the findings to contribute to new knowledge in the world.</li> </ul>			
<b>Learning and Teaching Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Participate in development of the curriculum for effective guidance on the content delivery that covers up to date developments in the area of study</li> <li>b) Review the curriculum often to include current knowledge of skills that contribute to quality higher education in the society.</li> <li>c) Give appropriate lectures to the area of specialization and as assigned by the university, administer and mark the examinations to ensure academic excellence and achievement of university goals</li> <li>d) Set, mark and supervise examinations in the areas of specialization with compliance to university regulations and standards to ensure fairness in grading of the students.</li> <li>e) Supervise various project proposals and research done by both undergraduate and post graduate students to ensure compliance to the set regulations and procedures.</li> </ul>			
<b>Community Service and Outreach Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Guide the community on topical issues which require expert opinion to promote the image of the university</li> <li>b) Represent the community in specialised forums, groups, committees and boards to provide expert opinion</li> </ul>			
<b>Managerial Responsibilities:</b>			
N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Resolve conflicts within students in class and forward to the dean of students for appropriate action to prevent such conflicts.</li> <li>b) Offer guidance and counselling to the students when necessary to influence their decisions for instance in specialization to various fields to enable them make informative decisions.</li> </ul>			

<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Computer</li> <li>b) Furniture</li> <li>c) Office fan</li> <li>d) Water dispenser</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>e) Strategic decisions</li> <li>f) Financial decisions</li> <li>g) Analytical decisions</li> <li>h) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Doctor of Philosophy (PhD) in academic area
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Computer literacy for teaching presentations.</li> <li>b) Knowledge of relevant legislation e.g. Constitution of Kenya</li> <li>c) Knowledge of professional standards e.g. International Organization for Standardization (ISO)</li> <li>d) Knowledge of research</li> <li>e) High level expertise in, and detailed understanding of, a number of different functional areas across the institution</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skill</li> <li>b) Communication skill</li> <li>c) Interpersonal skills</li> <li>d) Organizational skills</li> <li>e) Ability to work under pressure</li> <li>f) Negotiation skill</li> <li>g) Team building</li> <li>h) Problem solving</li> <li>i) Conflict management</li> <li>j) Supervisory skills</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>

- a) Clearance from Higher Education Loans Board
- b) Published at least one article in and International Journal
- c) Compliance with chapter 6 of the constitution.

**6. Relevant Experience Required:**

***Minimum number of months or years of experience the jobholder is required to have to be appointed to the position***

8 years of experience

**7. Problem Solving:**

. Problems are highly complex, requiring significant research and creative thinking. Solutions could contribute to the body of research / knowledge in this area.

**8. Communication:**

***Communication/information the job holder needs to understand in order to perform the job:***

- a) Detailed e-mail, fax or mail correspondence
- b) Written Government policy documents affecting the job holder's area of responsibility
- c) Current legislation affecting the job holder's area of responsibility
- d) Articles and research products affecting the job holder's area of responsibility
- e) Complex research findings published in scientific journals
- f) Program, system or design specifications
- g) Factual reports on aspects of the institution such as policy guidelines
- h) Complex financial reports
- i) In depth technical reports, proposals or project briefs affecting one or more departments
- j) Complex commissioned reports, proposals or project briefs affecting more than one departments

***Communication/information the job holder needs to carry out in order to perform the job:***

- a) Detailed e-mail, fax or mail correspondence
- b) Drafting of factual reports, presentations, procedure or policy documents or training material
- c) Drawing up program, system, technical or design specifications
- d) Drawing up and amending contracts/drafting of legal documents
- e) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- f) Drafting of scientific or highly specialized articles for publication in the job holder's area of expertise
- g) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- h) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- i)

**9. Sapiential Authority**

***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

Has a significant influence on or sets practices or policies for a department or center

**10. Influence:**

**Job holder's influence over practices, policies or strategy:**

Is expected to come up with suggestions on improved practices

**Job holders' influence over subordinates and colleagues:**

Allocates work to 5-10 students in management research papers and projects  
Coordinates the work of 5-10 students  
Supervises 5-10 students

**Job holders' influence over people outside the directorate but within the institution and people outside the institution**

- a) Convey information to the fellow staff inside the department,
- b) Persuade the fellow lecturers inside the department and other research bodies outside

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

**Working Environment**

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

**Job Hazards**

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 2.14. Graduate Assistant

1. Background Information			
<b>Job Title:</b> Graduate Assistant	<b>Job Level:</b> JOOUST/AA/012	<b>Current Grade:</b> 8	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The purpose of this job is to prepare teaching material and present to students to help them understand the lecture material to enhance their understanding and for capacity building			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Learning and Teaching Responsibilities:</b>			
a) Under supervision of lecturer administer examinations, mark them and grade them to ensure standards are met in the administration of course work			
b) Enable students learn better through assistance in completion of assignments, revision of areas here students need more help,, preparation of course content and delivery of the same to the students			
c) Seek ways to improve performance of teaching staff through reflection on teaching, design and delivery of content and review of feedback from students			
d) Develop skills aimed at application of appropriate approaches to teaching.			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> N/A			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			

N/A
<b>Responsibility for physical assets</b>
N/A
<b>Nature of decision making</b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
An Upper Second Class Honours Bachelor's degree from an accredited and recognized university in the relevant field
<b>Minimum level of professional qualification required to perform effectively in the role</b>
a) Registered or registrable with the relevant professional body if any
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience b) Computer literacy c) Knowledge of professional standards applicable to the teaching profession
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills b) Decision making skills c) Ability to work in a team d) Interpersonal skills e) Creativity and innovation f) Organisational skills g) Problem solving skills h) Time management skills
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Expected to register for a relevant Master's degree
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
No experience needed

<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Articles and research products affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Explanation of complex services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>h) Basic e-mail, fax or mail correspondence</li> <li>i) Detailed e-mail, fax or mail correspondence</li> <li>j) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>k)</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
The job holder conveys information to people within the department and the university
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.

***Job Hazards***

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 2.15. Coordinator, Academic Programmes

1. Background Information			
<b>Job Title:</b> Coordinator, Education Programmes	<b>Job Level:</b>	<b>Current Grade:</b> N/A	<b>No. of Posts:</b> 1
<b>Institution:</b> Jaramogi Oginga Odinga University of Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Deputy Vice Chancellor (Academic Affairs)			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
The purpose of this job is to ensure effective learning and teaching takes place at the centre/ campus through allocation of classes to lecturers and prompt resolution of students' issues. Further facilitate recruitment of students for the campus/ centre through strategic marketing.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Provide advisory services on courses to be offered at the Campus/ centre to ensure standard delivery of academic courses</li> <li>b) Develop strategic marketing activities to ensure that many students are attracted to the Campus</li> <li>c) Allocate work to teaching and non teaching staff and evaluate their performance to ensure quality delivery of all services</li> <li>d) Prepare reports on the progress of various activities at the campus/ centre to inform management decisions</li> <li>e) Supervise curriculum implementation for effective teaching and learning through enforcement of the established timetable</li> <li>f) Prepare development plans for the education programmes at the campus to ensure that these programmes are run more effectively</li> </ul>			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Provide input into the preparation of the work plan for the campus to provide guidance on the activities to be carried out by the campus</li> </ul>			

<ul style="list-style-type: none"> <li>b) Mentor both teaching and non-teaching staff to provide them with structured support and feedback on their work styles</li> <li>c) Attend to student welfare matters to offer practical and confidential advice that will make learning easier for them</li> </ul>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Provide input into the development of the financial budget for the campus</li> <li>b) Monitor expenditure allocated to the campus in consultation with the Director to ensure compliance with the budget</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Office furniture</li> <li>b) Office equipment e.g. computers, printers</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Financial decisions</li> <li>c) Analytical decisions</li> <li>d) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Earned PhD from a recognized university
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
<ul style="list-style-type: none"> <li>a) Membership to a professional body relevant to area of specialisation</li> </ul>
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field</li> <li>b) Computer literacy</li> <li>c) Budgeting skills</li> <li>d) Knowledge of Education Act and other legislation relevant to Higher Education</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Negotiation skills</li> <li>b) Leadership skills</li> <li>c) Communication skills</li> <li>d) Organisational skills</li> <li>e) Ability to work under pressure</li> <li>f) Team building skills</li> <li>g) Problem solving skills</li> <li>h) Conflict management</li> <li>i) Supervisory skills</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>

<ul style="list-style-type: none"> <li>a) At minimum, a senior lecturer</li> <li>b) Compliance with chapter 6 of the constitution on leadership and integrity</li> </ul>
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
3 years teaching experience after being a lecturer
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Basic e-mail, fax or mail correspondence</li> <li>f) Detailed e-mail, fax or mail correspondence</li> <li>g) Written Government policy documents affecting the job holder's area of responsibility</li> <li>h) Current legislation affecting the job holder's area of responsibility</li> <li>i) Factual reports on aspects of the institution such as policy guidelines</li> <li>j) In depth technical reports, proposals or project briefs affecting one or more departments</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> <li>e) Basic explanation of services to employees of the institution or clients</li> <li>f) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>g) Explanation of complex services or concepts to employees of the institution or clients</li> <li>h) Simple verbal instructions to other employees within the institution</li> <li>i) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>j) Detailed e-mail, fax or mail correspondence</li> <li>k) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>l) Drawing up project briefs</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>

Influences or changes specific administrative or operational practices affecting more than one department
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) The role requires the holder to allocate work to subordinates</li> <li>b) The role requires the holder to supervise/ directly manage subordinates</li> <li>c) The role requires the holder to provide leadership through subordinates</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) The job holder conveys information to people within and outside the campus and university and at senior management level</li> <li>b) The job holder is required to persuade people within and outside the campus and university and at senior management level</li> <li>c) The job holder is required to negotiate with people within and outside the campus and university and at senior management level</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 2.16. Examinations and Time Tabling Coordinator

1. Background Information			
<b>Job Title:</b> Examination and Teaching Coordinator	<b>Job Level:</b>	<b>Current Grade:</b> N/A	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> Main Campus	
<b>Directorate/Division:</b> N/A		<b>Department/ Section/Unit:</b> Academic Affairs	
<b>Reports to:</b> DVC Academic Affairs			
<b>Direct Reports:</b> a) School Timetabling Coordinators b) Learning centers coordinator		<b>Indirect Reports:</b>  N/A	
2. Purpose of the Job:			
Coordinate preparation of academic timetables for smooth implementation of academic calendar, Prepare examination timetable for proper administration of examinations, coordinate provision of academic room spaces for examinations and meetings.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b>  a) Prepare departmental budget and work plans for the timetabling department to guide on the daily operations for smooth running of the university. b) Develop a guideline on teaching and examination timetable preparations activities and communicate to the relevant users of the information to guide on teaching and examinations. c) Allocate academic room space to the community service and outreach activities like family welfare programmes and community extension related services d)			
<b>Operational Responsibilities:</b>  a) Develop and optimize the examination timetable preparation and room booking process through creative application of the relevant programmes. b) Develop and implement a comprehensive communication strategy to ensure that the information on teaching and examination is disseminated, understood and adhered to. c) Resolve teaching space allocation issues associated with the institution reorganization, management issues or ad hoc meetings.			

<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
<ul style="list-style-type: none"> <li>a) Participate in preparation of departmental Budget for expenditure on teaching and examination activities.</li> <li>b) Manage the budget on the teaching and examination related activities.</li> </ul>
<b><i>Responsibility for physical assets</i></b>
<ul style="list-style-type: none"> <li>a) Computers</li> <li>b) Printers</li> <li>c) Stationery</li> <li>d) Furniture</li> </ul>
<b><i>Nature of decision making</i></b>
<ul style="list-style-type: none"> <li>a) Strategic decisions</li> <li>b) Financial decisions</li> <li>c) Analytical decisions</li> <li>d) Operational decisions</li> </ul>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Masters in any field.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N /A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<ul style="list-style-type: none"> <li>a) Computer literacy</li> <li>b) Budgeting skills</li> <li>c) Knowledge of relevant legislation e.g. Constitution of Kenya</li> <li>d) Knowledge of professional standards e.g. International Organization for Standardization (ISO)</li> <li>e) Knowledge of statistical software skills</li> <li>f) Knowledge of Manipulation skills</li> <li>g) Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field</li> </ul>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
<ul style="list-style-type: none"> <li>a) Leadership skill</li> <li>b) Communication skill</li> <li>c) Interpersonal skills</li> <li>d) Organizational skills</li> <li>e) Ability to work under pressure</li> <li>f) Negotiation skill</li> <li>g) Team building</li> <li>h) Problem solving</li> <li>i) Conflict management</li> <li>j) Supervisory skills</li> </ul>
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>

Compliance with Chapter 6 of the Constitution
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
9 years of experience
<b>7. Problem Solving:</b>
Problems are strategic, affecting more than one area of the institution. Solutions will involve significant financial risk, and be decided as part of a board or senior management team..
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Detailed verbal instructions or requests</li> <li>b) Detailed written procedures</li> <li>c) Detailed technical and/or functional instructions or queries</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Written Government policy documents affecting the job holder's area of responsibility</li> <li>f) Current legislation affecting the job holder's area of responsibility</li> <li>g) Articles and research products affecting the job holder's area of responsibility</li> <li>h) Complex research findings published in scientific journals</li> <li>i) Program, system or design specifications</li> <li>j) Factual reports on aspects of the institution such as policy guidelines</li> <li>k) Complex financial reports</li> <li>l) In depth technical reports, proposals or project briefs affecting one or more departments</li> <li>m) Complex commissioned reports, proposals or project briefs affecting more than one departments</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Communication requiring a high level of diplomacy and sensitivity</li> <li>e) Basic explanation of services to employees of the institution or clients</li> <li>f) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>g) Explanation of complex services or concepts to employees of the institution or clients</li> <li>h) Detailed verbal or written instructions or requests to employees of the</li> <li>i) Detailed e-mail, fax or mail correspondence</li> <li>j) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>k) Drawing up program, system, technical or design specifications</li> <li>l) Drawing up and amending contracts/drafting of legal documents</li> <li>m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites</li> <li>n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise</li> <li>o) Negotiation with customers/clients or suppliers over price, contracts or services</li> <li>p) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution</li> <li>q) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>r) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution</li> </ul>

s) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
Has a significant influence on or sets practices or policies for a department
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Has a strong influence on the strategic direction of more than one departments
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
a) Convey information inside the department, outside and at senior management level b) Persuade inside the department, outside and at senior management level c) Negotiate inside the department, outside and at senior management level
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 2.17. Lab Technologist

1. Background Information			
<b>Job Title:</b> Lab Technologist	<b>Job Level:</b> JOOUST/AA/015	<b>Current Grade:</b> 5	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> School of Informatics and Information Systems	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Chair of Department			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for facilitation of learning through maintenance of the computers in the laboratory, monitor students as they conduct practical lessons and offer academic assistance to students to promote quality learning.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b>  a) Regularly report on practical and laboratory status to inform management decision on the needs of the laboratories. b) Prepare timetable for all the computer laboratories and ensure compliance to guarantee quality resource allocation for all students and classes in the university c) Maintenance of computers through repair of network device which includes hardware, software and network. d) Monitor students' activities while undertaking practicals in the laboratory to ensure equipment safety e) Provision of technical support to students during practicals to ensure observance of proper practice and procedure and thus ensure students' and equipment safety. f) Monitor laboratory inventory movement to ensure accountability for usage and inform decision to initiate the			

request for laboratory essentials. g) Ensure general cleanliness in the laboratory to provide a conducive environment for learning, teaching and research
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
N/A
<b><i>Responsibility for physical assets</i></b>
a) Computer and its accessories b) Laboratory computers c) Laboratory equipment
<b><i>Nature of decision making</i></b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Diploma in Instructional Technology Computer Science, Information Systems, Information Technology or an Engineering related field.
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
N/A
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience b) Troubleshooting skills c) Technical skills in IT d) Configuration skills
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Communication skills b) Team building c) Supervisory skills d) Ability to work under pressure. e) Problem solving skills f) Interpersonal skills
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
Meets the requirements of Chapter six of the Constitution of Kenya 2010
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>

At least 3years experience as a Lad Technician

**7. Problem Solving:**

Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.

**8. Communication:**

***Communication/information the job holder needs to understand in order to perform the job:***

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Detailed e-mail, fax or mail correspondence
- h) Written Government policy documents affecting the job holder's area of responsibility
- i) Factual reports on aspects of the institution such as policy guidelines

***Communication/information the job holder needs to carry out in order to perform the job:***

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Basic explanation of services to employees of the institution or clients
- e) Detailed technical explanation of services or concepts to employees of the institution or clients
- f) Simple verbal instructions to other employees within the institution
- g) Detailed verbal or written instructions or requests to employees of the institution or contractors
- h) Detailed e-mail, fax or mail correspondence
- i) Drafting of factual reports, presentations, procedure or policy documents or training material

**9. Sapiential Authority**

***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

N/A

**10. Influence:**

***Job holder's influence over practices, policies or strategy:***

Is expected to come up with suggestions on improved practices

***Job holders' influence over subordinates and colleagues:***

N/A

***Job holders' influence over people outside the directorate but within the institution and people outside the institution***

- a) Convey information inside the institution
- b) Convey information outside the institution

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to disagreeable conditions. The jobholder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.

***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.18. Technician/Technologist I

1. Background Information			
<b>Job Title:</b> Technologist I	<b>Job Level:</b> JOOUST/AA/013	<b>Current Grade:</b> 7	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> Academic Affairs		<b>Department/ Section/Unit:</b> N/A	
<b>Reports to:</b> Senior Technologist I			
<b>Direct Reports:</b> Technical Assistant		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for impart technical skills to students/learner through practical as the procedure for application of relevant skills on the job market.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Learning and Teaching Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> <ol style="list-style-type: none"> <li>Set up practicals and investigations based on the taught content to impart practical knowledge to students</li> <li>Prepare solutions, cultures and specimens for practicals based on the standard protocols for students participate with practicals.</li> <li>Carry out risk assessment within the laboratory by identifying potential hazard areas for safe use by students.</li> <li>Demonstrate procedures during practical sessions as per the manual and protocols to ensure understanding by students.</li> <li>Supervise students during practicals to ensure procedures are well followed for safety of the students and all laboratory users.</li> <li>Maintain cleanliness of the laboratory and equipment for accurate results.</li> </ol>			

- g) Order and control laboratory chemicals and equipment to ensure availability of materials for the practicals.
- h) Ensure safe disposal of chemicals and waste materials to ensure safe working environment.
- i) Development of user manuals in conjunction with course lecturer for proper administration of practicals.
- j) Facilitate collection and analysis of samples for research for undergraduate and post graduate students using the stipulated protocols to achieve the objective set for the research.

**4. Job Dimensions:**

***Financial Responsibilities***

Provide input to the budget of the department equipment and materials

***Responsibility for physical assets***

- a) Hot air oven
- b) Incubator
- c) Spectrophotometer
- d) Laboratory benches and stools
- e) Colony counter

***Nature of decision making***

Operational decisions

**5. Qualifications Knowledge and Skills:**

***Minimum level of academic qualifications required to perform effectively in the role***

Diploma in relevant field.

***Minimum level of professional qualification required to perform effectively in the role***

N/A

***Minimum level of knowledge that would be regularly applied to the job***

- a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
- b) First aid skills

***Typical soft skills that would be regularly applied to the job (Attributes)***

- a) Communication skills
- b) Supervisory skills
- c) Ability to work under pressure.
- d) Problem solving skills
- e) Interpersonal skills

***Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role***

Meets the requirements of Chapter six of the Constitution of Kenya 2010

**6. Relevant Experience Required:**

**Minimum number of months or years of experience the jobholder is required to have to be appointed to the position**

At least 6years experience 3 years of which must have been at Technician/Technologist II

**7. Problem Solving:**

Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems.

**8. Communication:**

**Communication/information the job holder needs to understand in order to perform the job:**

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Written Government policy documents affecting the job holder's area of responsibility
- h) Factual reports on aspects of the institution such as policy guidelines

**Communication/information the job holder needs to carry out in order to perform the job:**

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Basic explanation of services to employees of the institution or clients
- d) Detailed technical explanation of services or concepts to employees of the institution or clients
- e) Simple verbal instructions to other employees within the institution
- f) Detailed verbal or written instructions or requests to employees of the institution or contractors
- g) Basic e-mail, fax or mail correspondence

**9. Sapiential Authority**

**Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).**

N/A

**10. Influence:**

**Job holder's influence over practices, policies or strategy:**

Is expected to come up with suggestions on improved practices

**Job holders' influence over subordinates and colleagues:**

- a) Allocate work to subordinates
- b) Supervise subordinates

**Job holders' influence over people outside the directorate but within the institution and people outside the institution**

- c) Convey information inside the institution
- d) Convey information outside the institution

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.

***Job Hazards***

Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

# *Final Signoff*

	<b>Name</b>	<b>Designation</b>	<b>Sign</b>	<b>Date</b>
<b>Head of Department</b>				
<b>Human Resource</b>				

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# *Fair pay for fair play*