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Jaramogi Oginga Odinga University of Science and Technology

Research,
Innovation and
Outreach

March 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. .

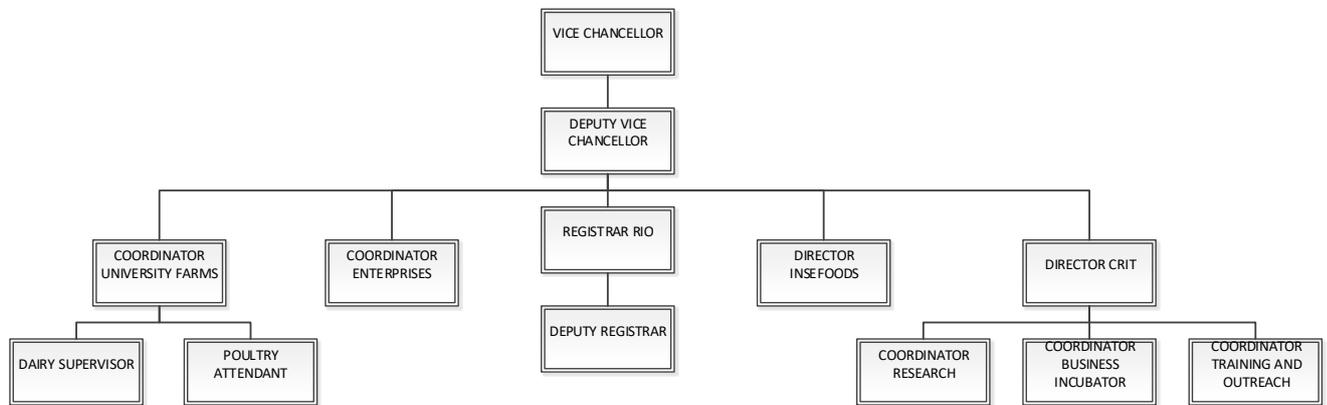
JOOUST was granted a charter on February 13, 2013 by then president Mwai Kibaki making it the 16th public university in Kenya. Over time, the student population has grown to 10,265 as at the beginning of 2016.

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. Research, Innovation and Outreach



Organisation Structure RIO

2.1. Deputy Vice Chancellor (Research, Innovation and Outreach)

1. Background Information			
Job Title: Deputy Vice Chancellor Research Innovation and Outreach	Job Level: JOOUST/RIO/003	Current Grade: 17	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Research, Innovation and Outreach		Department/ Section/Unit: N/A	
Reports to: Vice Chancellor			
Direct Reports: a) Director CRIT b) Director INSEFOODS c) Coordinator Enterprises d) Coordinator University Farms e) Registrar RIO		Indirect Reports: a) Deputy Registrar b) Coordinator Research c) Coordinator Business Incubation d) Coordinator Training and Outreach	
2. Purpose of the Job:			
The purpose of this job is to implement the research and outreach mandates of the university as outlined in the university statutes and strategic plan			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Provide leadership, guidance and coordination for quality delivery of all research and development activities in the university as is stipulated in the university statutes b) Develop, formulate, review and coordinate / oversee the implementation of all council approved research and development policies that promote research, innovation and outreach to ensure quality delivery of the division's mandate c) 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 d) Plan, coordinate and facilitate administration and logistical support for internal and external research grants			

<p>as well as call for proposals to encourage expansion of research in niche areas</p> <ul style="list-style-type: none"> e) Control the management of both internal and externally funded research projects within the university to ensure that they are run within stipulated timeframe and budgets f) Negotiate Memoranda of Understanding (MoUs), Memoranda of Association (MoAs) and consultancies on behalf of staff and students to ensure compliance with university standards on such associations g) Coordination of relevant seminars, consultancies, workshops, conferences and symposia both for learning opportunities with regard to research and for dissemination of research outcomes h) Promote and coordinate outreach and research, scientific publications, extension and technology transfer to industry , business community and general public to maintain visibility of the university as a centre of excellence in research i) Protect intellectual assets, commercialization, dissemination and publication of research output to ensure that research output from the university are used for the public good and safeguard the academic staff's right to decide whether and in what way a scientific publication or research output is to be consumed j) Manage internal and external partnership and sponsorship linkages with industry to ensure continuous support of research and extension services for the university k) Chair senate approved committees affiliated to the Research, Innovation and Outreach mandate of the university to provide direction on matters around the same function l) Provide advice to the university management, staff and students on matters related to research and technology as the lead authority on the subject m) Sign the performance contract with the Vice Chancellor and with divisional heads of departments. Further direct and monitor divisional activities to achieve set targets and make quarterly reports on the same.
<p>Operational Responsibilities:</p> <ul style="list-style-type: none"> a) Evaluate research related communications to the University through Vice Chancellor and take appropriate action b) Regularly monitor activities of all departments under the division to ensure that they deliver on their purpose and operate in line with the division's strategy c) Facilitate development of divisional work plan and monitor implementation and execution of activities as outlined. d) Conduct annual staff appraisal for staff to provide feedback on their performance, advice on any skills gaps noted and recommend for promotion as necessary.
<p>4. Job Dimensions:</p>
<p><i>Financial Responsibilities</i></p>
<ul style="list-style-type: none"> a) Management of research grants and control of research budgets b) Management of salaries and wages of research project employees c) Provide input into the process of budgeting for research grants d) Coordinate the preparation of the budget for both the division and the university e) Monitor expenditure in the division to ensure that it is in line with approved budget f) Prepare and monitor procurement plan for the division to ensure accurate capturing of the needs of the division in line with the budget allocation
<p><i>Responsibility for physical assets</i></p>
<ul style="list-style-type: none"> a) Official car b) Office equipment e.g. computer, printer c) Office furniture d) Project acquired assets such as printers, and photocopiers
<p><i>Nature of decision making</i></p>
<ul style="list-style-type: none"> a) Strategic decisions b) Analytical decisions c) Financial decisions d) Operational decisions
<p>5. Qualifications Knowledge and Skills:</p>
<p><i>Minimum level of academic qualifications required to perform effectively in the role</i></p>
<p>An earned Doctor of Philosophy degree in any field, or its equivalent from a university recognized in Kenya</p>

Minimum level of professional qualification required to perform effectively in the role
Registration and active membership to professional association in specific profession
Minimum level of knowledge that would be regularly applied to the job
<ul style="list-style-type: none"> 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) Possess an outstanding and internationally recognized scholarship record as evidenced by peer-refereed journal publications and university level books or book chapters c) Have demonstrated ability to attract research grants through proposal writing, resource mobilization d) Demonstrate ability to manage grants e) Possess demonstrable knowledge of strategic planning f) Be familiar with the national education laws and policies and current trends in higher education world-wide g) Firm, fair and transparent management style
Typical soft skills that would be regularly applied to the job (Attributes)
<ul style="list-style-type: none"> a) Leadership skills b) Coordination skills c) Analytical skills d) Problem solving e) Decision making f) Team building g) Organisational skills h) Interpersonal skills i) Communication skills j) Ability to portray and uphold positive national image and work in a multicultural and multi ethnic environment with sensitivity to and respect for diversity k) Be a visionary and result oriented thinker
Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
<ul style="list-style-type: none"> a) At least an associate professor b) Compliance with Chapter 6 of the constitution of Kenya 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 10 years academic experience after appointment as a senior lecturer in a university having held senior administrative posts such as Deputy Principal or principal, Dean/Director of a Faculty/School
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) 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

10. Influence:

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

Sets strategic direction of a whole institution

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 university and at senior management level
- b) The job holder is required to persuade people outside university and at senior management level
- c) The job holder is required to negotiate with people outside university 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.

2.2. Registrar (RIO)

1. Background Information			
Job Title: Registrar , Research Innovation and Outreach	Job Level: JOOUST/RIO/004	Current Grade: 15	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Research, Innovation and Outreach		Department/ Section/Unit: N/A	
Reports to: Deputy Vice Chancellor (Research Innovation and Outreach)			
Direct Reports: a) Deputy Registrar b) Senior Assistant Registrar c) Assistant Registrar		Indirect Reports: a) Senior Administrative Assistant b) Administrative Assistant	
2. Purpose of the Job:			
This role is responsible for the administrative function of the division with respect to research, innovation and community outreach activities of the university			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: <ul style="list-style-type: none"> a) Participate in the formulation and implementation of policies, regulations and procedures related to Research, Outreach and Innovation to guide the research activities of the university b) Administer research activities that include research grants, calls for proposals and dissemination of research information c) 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 d) Process and monitor the implementation of Memoranda of Understanding for partnerships and linkages and further coordinate the activities of the joint management committee in executing the MoUs to ensure that the university through the division achieves its research and outreach mission e) As part of the University Management Board, assist council in the daily running of the university through, enforcement and monitoring of policies that guide the running of the institution f) As part of the senate, participate in the development ,implementation, monitoring and evaluation of the 			

<p>University policies, procedures and, guidelines</p> <p>g) Provide administrative support to research and consultancy teams in the development of research proposals aimed at attracting funding through provision of proofreading services and scheduling presentations with prospective donors</p> <p>h) Participate in decisions regarding human personnel recruitment, training, discipline and appraisal for the division and university to ensure that the university has skilled staff to deliver its mandate</p> <p>i) Provide secretariat duties to various committees in relation to research, innovation and outreach as stipulated in the university statutes to thus facilitate maintenance of records for reference in future</p> <p>j) Facilitate activities around outreach in collaboration with the community around the university to ensure that the university delivers on the mandate of</p>
<p>Operational Responsibilities:</p> <p>a) Support the coordination of internal workshops, conferences, seminars and symposia to enable the university share knowledge and disseminate research output</p> <p>b) Establish and maintain departmental records for the purpose of documenting the activities of the department and maintenance of historical record of the same</p> <p>c) Plan and coordinate community outreach activities such as shows and exhibitions to enable the university share its research output with communities and support other community needs</p> <p>d)</p>
<p>4. Job Dimensions:</p>
<p><i>Financial Responsibilities</i></p>
<p>a) Facilitate the preparation and management of departmental budgets to enable the division support the university mandate and ensure compliance to the budget</p> <p>b) Facilitate the preparation of the procurement plans in line with the provisions of the approved budget to ensure smooth and timely procurement of goods and services for the division</p> <p>c) Facilitate the budgeting process of the entire university as a member of the budget committee</p>
<p><i>Responsibility for physical assets</i></p>
<p>a) Office furniture</p> <p>b) Office equipment</p>
<p><i>Nature of decision making</i></p>
<p>a) Strategic decision</p> <p>b) Financial decisions</p> <p>c) Operational decisions</p> <p>d) Analytical decisions</p>
<p>5. Qualifications Knowledge and Skills:</p>
<p><i>Minimum level of academic qualifications required to perform effectively in the role</i></p>
<p>Masters degree in Public Administration, Human Resources and its equivalent</p>
<p><i>Minimum level of professional qualification required to perform effectively in the role</i></p>
<p>a) CPS(K) or any other relevant professional qualification</p> <p>b) Membership to a recognized professional body</p>
<p><i>Minimum level of knowledge that would be regularly applied to the job</i></p>
<p>a) High level expertise in, and detailed understanding of a number of different specialist areas within a function</p> <p>b) Administration and management skills</p> <p>c) Good grasp of university procedures, statutes and the Act and policies related to RIO</p> <p>d) Computer literacy</p>

e) Report writing skills
Typical soft skills that would be regularly applied to the job (Attributes)
a) Organisational skills b) Interpersonal skills c) Communication skills d) Leadership skills e) Ability to work in a team
Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
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
15 years administrative experience, 3 as a deputy registrar 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) Current legislation affecting the job holder's area of responsibility j) Articles and research products affecting the job holder's area of responsibility k) Factual reports on aspects of the institution such as policy guidelines l) Complex financial reports m) In depth technical reports, proposals or project briefs affecting one or more departments n) Complex commissioned reports, proposals or project briefs affecting more than one departments o) 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) Simple verbal instructions to other employees within the institution h) Detailed verbal or written instructions or requests to employees of the institution or contractors

- i) Basic e-mail, fax or mail correspondence
- j) Detailed e-mail, fax or mail correspondence
- k) Drafting of factual reports, presentations, procedure or policy documents or training material
- l) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- m) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- n) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- o) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- p) 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:

Sets the strategic direction of the whole institution

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 and contractors
- 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

- e) The job holder conveys information to people within and outside the department and university and at senior management level
- f) The job holder is required to persuade people within and outside the department and university and at senior management level
- g) 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

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.

2.3. Director CRIT

1. Background Information			
Job Title: Director (CRIT)	Job Level: JOOUST/RIO/005	Current Grade: N/A	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Research, Innovation and Outreach (RIO)		Department/ Section/Unit: Centre for Research , Innovation and Technology	
Reports to: Deputy Vice Chancellor (RIO)			
Direct Reports: a) Coordinator Research b) Coordinator Business Incubator c) Coordinator Training and Outreach		Indirect Reports: N/A	
2. Purpose of the Job:			
The purpose of this job is to spearhead research and provide research leadership to make Jaramogi Oginga Odinga University of Science and Technology a leading science, technology and innovation research university for sustainable development			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Provide leadership and strategic direction to the centre to ensure achievement of the centre's vision b) Coordinate the functions of research, innovation and technology; training, mentorship, partnership and linkages with the academic units to support the university's mandate to be a leading science, technology and innovation research institution. c) Participate in the development and implementation of the University policies, procedures and, guidelines as a member of the dean's committee and senate. d) Mobilise resources for research to ensure sustainable growth of the centre e) Set targets, monitor and evaluate the progress of various units under the centre through review of reports by respective coordinators f) Facilitate outreach activities to disseminate research output to stakeholders and community to ensure visibility of the university			
Operational Responsibilities:			

<ul style="list-style-type: none"> a) Participate in provision of the university's strategy and direction through development of university policies as part of committees such as dean's committee and senate. b) Review research proposals to be presented for consideration for grants and funding to ensure quality
4. Job Dimensions:
<i>Financial Responsibilities</i>
<ul style="list-style-type: none"> a) Facilitate the development of the centre's budget to ensure that all needs for the year are captured b) Monitor the centre's expenditure and thus ensure that it is in line with approved budget c) Prepare the centre's procurement plan in line with the financial budget d) Monitor the centre's procurement to ensure that it is in line with the procurement plan
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Office furniture e.g. laptop, computer, printer, fan b) Office equipment
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Strategic decisions b) Financial decisions c) Analytical decisions d) Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
An earned Doctor of Philosophy Degree in biological, physical, engineering or social sciences
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields b) Experience in research management c) Should be a renowned and well published researcher evidenced by clear research outputs through publications either in refereed journals or book chapters d) Demonstrable ability to attract funding through proposal writing e) A good understanding of the science, technology and innovation policy f) Computer literacy g) Financial management h) A good grasp of corporate governance
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) Communication skills b) Presentation skills c) Interpersonal skills d) Conflict management e) Leadership skills f) Organisational skills g) Ability to work under pressure h) Negotiation skills i) Ability to work in a team j) Problem solving skills

- k) Supervisory skills
- l) Critical thinking

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) Should be at least a senior lecturer/ senior research fellow

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 5 years managerial experience in a research environment .

7. Problem Solving:

Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline

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

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

<ul style="list-style-type: none"> o) Drawing up and amending contracts/drafting of legal documents p) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites q) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise r) Negotiation with customers/clients or suppliers over price, contracts or services s) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
9. Sapiential Authority
<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>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Sets the strategic direction of an entire directorate
<i>Job holders' influence over subordinates and colleagues:</i>
<ul style="list-style-type: none"> 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
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
<ul style="list-style-type: none"> a) The job holder conveys information to people within and outside the department and the university. b) The job holder is required to persuade people within and outside the department and the university c) The job holder is required to negotiate with people within and outside the department and the university
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is not exposed to disagreeable conditions in the work environment
<i>Job Hazards</i>
No Hazards usual office situation.

2.4. Coordinator, University Enterprise Services

1. Background Information			
Job Title: Coordinator, University Enterprise Services	Job Level: JOOUST/RIO/006	Current Grade: N/A	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Research, Innovation and Outreach		Department/ Section/Unit: N/A	
Reports to: Deputy Vice Chancellor, Research, Innovation and Outreach			
Direct Reports: Water Technologist		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible for coordination and monitor all income generating units, develop business plan proposals for new income generating units, market and oversee commercialization of research and development of products and develop and review policies and strategies of income generating units			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities:			
N/A			
Learning and Teaching Responsibilities:			
N/A			
Community Service and Outreach Responsibilities:			
N/A			
Managerial Responsibilities:			
N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Establish linkages and networks with industry regulatory authorities concerned with specific products(Kenya Bureau of Standards(KEBS)) and Kenya Industry Property Institute(KIPI) to ensure quality of university products and preservation of product name b) Establish harmonious relations with suppliers of various products c) Engage with international community on the need for new technologies to enhance university business processes d) Prepare business proposals for university management board discussion and consideration for implementation e) Prepare various schedules, production, stock f) Prepare budgets for implementation of business proposals g) Prepare and time to time review directorate policies h) Participate in benchmarking activities and prepare reports to aid decision making by management i) Prepare quarterly financial reports on the performance of various business units of the university 			

<ul style="list-style-type: none"> j) Advise the University Management Board on emerging issues that have significant effect on operation of business units for appropriate action k) Coordinate with various sectional heads regarding various activities from which income can be generated l) Participate in various committees set up by the university in interest of achieving specific income generating goals m) Coordinate and supervise subordinate in various business units to ensure effective, efficient and quality service delivery to clients/customers
4. Job Dimensions:
<i>Financial Responsibilities</i>
Develop and manage budget for the directorate and participate in funds absorption
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Computer b) Printer c) Water processing/treatment machine d) Office furniture
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Strategic decisions b) Financial decisions c) Analytical decisions d) Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Master's degree in Business related field from a recognised institution
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields b) Analytical skills c) Budgeting skills d) Knowledge of relevant legislation including Requirement for KEBS e) Knowledge of professional standards including Health and Safety Standards f) Computer literacy
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) Communication skills b) Interpersonal skills, c) Organisational skills d) Negotiation skills e) Ability to work under pressure f) Team building g) Problem solving h) Motivational skills i) Supervisory

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
<ul style="list-style-type: none"> a) Meets the requirements of Chapter six and Chapter ten of the Constitution of Kenya 2010 b) Compliance with University code of conduct
6. Relevant Experience Required:
Minimum number of months or years of experience the jobholder is required to have to be appointed to the position
3years experience
7. Problem Solving:
Problems are strategic, affecting more than one area of the institution. Solutions will involve significant risk (financial, structural or sapiential), 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:
<ul style="list-style-type: none"> 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) Articles and research products affecting the job holder's area of responsibility g) Factual reports on aspects of the institution such as policy guidelines h) In depth technical reports, proposals or project briefs affecting one or more departments
Communication/information the job holder needs to carry out in order to perform the job:
<ul style="list-style-type: none"> 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) 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 j) Drawing up project briefs k) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution l) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
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:

Sets the strategic direction of an entire directorate

Job holders' influence over subordinates and colleagues:

- a) Allocate work to subordinates
- b) Coordinate employees and project team members
- c) Supervise subordinates

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

- a) Convey information in the institution
- b) Convey information outside the institution
- c) Convey at Senior Management level
- d) Persuasion inside the institution
- e) Persuasion outside the institution
- 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 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.

2.5. Coordinator University Farms

1. Background Information			
Job Title: Coordinator University Farms	Job Level: JOOUST/RIO/006	Current Grade: N/A	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Research , Innovation and Outreach		Department/ Section/Unit: Farm	
Reports to: Deputy Vice Chancellor RIO			
Direct Reports: a) Dairy supervisors b) Poultry attendants		Indirect Reports: N/A	
2. Purpose of the Job:			
The purpose of this job is to liaise with the DVC and advice the VC on the best way to utilize farm resources for income generation, learning and teaching to support one of the university's core objectives to produce practical oriented graduates			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Prepare proposed annual workplans for the activities of the university farm to provide direction in the successful running of the university farm b) Prepare reports on the performance of the university farm to provide university management with the information to enable decision making c) Supervision of students on research assignments at the farm to ensure proper utilization of farm resources d) Perform staff appraisal for staff attached to the university farm to provide feedback on their performance. Further mentor the staff and provide technical advice to them on how to better run the farm.			
Operational Responsibilities: a) Prepare and present proposals to seek research funds to support farm activities b) Develop demonstration activities and liaise with strategic partners to set up demonstrations at the farm or other farms to provide opportunities for exposure and learning and also organize outreach activities to transfer technology to communities			

<ul style="list-style-type: none"> c) Allocate duties to and supervise the work of farm supervisors and casual labourers at the farm to ensure proper execution of tasks d) Conduct, prepare and facilitate training seminars for farmers in the community as part of outreach e) Participate in divisional meetings to provide reports, represent the unit and present any issues affecting the university farm
4. Job Dimensions:
<i>Financial Responsibilities</i>
<ul style="list-style-type: none"> a) Authorise wages meant for casual labourers b) Monitor expenditure for the university farm against the approved budget c) Prepare and present the annual budget for the university farm
<i>Responsibility for physical assets</i>
Farm equipment
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Strategic decisions b) Analytic decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Masters in Agricultural studies
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) Mastery of the concepts and principles of a specialist field, ability to manage other professionals or experts in this field b) Practical skills in Agriculture
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) Communication skills b) Supervisory skills c) Leadership skills d) Ability to work under pressure e) Negotiation skills f) Team building g) Conflict management
<i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i>
<ul style="list-style-type: none"> a) Must be at minimum a lecturer b) 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

2 years' experience in practical Agriculture

7. Problem Solving:

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.

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) Articles and research products 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

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) Explanation of complex services or concepts to employees of the institution or clients
- g) Simple verbal instructions to other employees within the institution
- h) Detailed verbal or written instructions or requests to employees of the institution or contractors
- i) Basic e-mail, fax or mail correspondence
- j) Detailed e-mail, fax or mail correspondence
- k) Drafting of factual reports, presentations, procedure or policy documents or training material
- l) Drawing up project briefs
- 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) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.

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
<i>Job holders' influence over subordinates and colleagues:</i>
<ul style="list-style-type: none"> a) The role requires the holder to allocate work to subordinates and project team members. b) The role requires the holder to supervise/ directly manage subordinates and students
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
<ul style="list-style-type: none"> a) The job holder conveys information to people within and outside the department and institution and at senior management level b) The job holder is required to persuade people within and outside the department and institution and at senior management level c) The job holder is required to negotiate with people within and outside the department and institution and at senior management level
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
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.
<i>Job Hazards</i>
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.

2.6. Poultry Attendant

1. Background Information			
Job Title: Poultry Attendant	Job Level: JOOUST/RIO/007	Current Grade: 3	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Research Innovation and Outreach		Department/ Section/Unit: Farm	
Reports to: Coordinator, University Farms			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
The purpose of this job is to take care of university poultry and thus generate income from the sale of eggs and chicken meat to the community and university's catering section			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities: a) Take care of chicks in the artificial brooder to reduce their mortality b) Observe the poultry, detect any sickness and administer drugs to the sick birds in the poultry unit to maintain a healthy coup c) Feed and water the chicken to provide sustenance to them and ensure proper growth of the chicken. d) Remit all cash from sales to cashiers in the finance office for accountability e) Maintain general cleanliness/ sanitation of the poultry unit t prevent outbreak of disease among the chicken			
4. Job Dimensions:			

Financial Responsibilities
N/A
Responsibility for physical assets
a) Brooder lamps b) Pangas, slashers, jembe
Nature of decision making
Operational Decisions
5. Qualifications Knowledge and Skills:
Minimum level of academic qualifications required to perform effectively in the role
KCSE grade C or its equivalent
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
Knowledge of skills required to perform a variety of primarily manual tasks
Typical soft skills that would be regularly applied to the job (Attributes)
a) Organisational skills b) Communication skills c) Interpersonal skills d) Ability to work under pressure e) Problem solving skills
Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
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
2 years' experience in a similar position
7. Problem Solving:
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
8. Communication:
Communication/information the job holder needs to understand in order to perform the job:

<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures
Communication/information the job holder needs to carry out in order to perform the job:
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Simple verbal instructions to other employees within the institution d) Detailed verbal or written instructions or requests to employees of the institution or contractors
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
<ul style="list-style-type: none"> a) The job holder conveys information to people within and outside the department of the University b) The job holder is required to persuade people outside the university
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
Working Environment
Is exposed to noticeable disagreeable conditions. The job holder some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.
Job Hazards
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.7. Dairy Supervisor

1. Background Information			
Job Title: Dairy Supervisor	Job Level: JOOUST/RIO/007	Current Grade: 3	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Research, Innovation and Outreach		Department/ Section/Unit: University Farm	
Reports to: Coordinator University Farms			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
The purpose of this job is to promote income generation at the university through maintenance of the dairy section of the farm			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities: a) Plan out daily duties for the casual workers at the farm with regards to the dairy section such as feeding and milking of the cattle b) Keep records of the dairy section of the university for easy reference and monitoring of the progress of the cattle at the farm c) Train casuals on how to conduct milking and how to handle the cows			
4. Job Dimensions:			
Financial Responsibilities N/A			
Responsibility for physical assets			

Work tools e.g. wheelbarrows, cans, spray pump, panga
Nature of decision making
Operational Decisions
5. Qualifications Knowledge and Skills:
Minimum level of academic qualifications required to perform effectively in the role
KCSE grade C or its equivalent
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
Knowledge of skills required to perform a variety of primarily manual tasks
Typical soft skills that would be regularly applied to the job (Attributes)
<ul style="list-style-type: none"> a) Organisational skills b) Communication skills c) Interpersonal skills
Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
Compliance with chapter 6 of the constitution (is it a statutory requirement)
6. Relevant Experience Required:
Minimum number of months or years of experience the jobholder is required to have to be appointed to the position
2 years experience in a similar position
7. Problem Solving:
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
8. Communication:
Communication/information the job holder needs to understand in order to perform the job:
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests
Communication/information the job holder needs to carry out in order to perform the job:

<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Simple verbal instructions to other employees within the institution d) Detailed verbal or written instructions or requests to employees of the institution or contractors
9. Sapiential Authority
<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>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Is expected to come up with suggestions on improved practices
<i>Job holders' influence over subordinates and colleagues:</i>
N/A
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
<ul style="list-style-type: none"> a) The job holder conveys information to people within and outside the department of the University b) The job holder is required to persuade people outside the university
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
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.
<i>Job Hazards</i>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

Final Signoff

	Name	Designation	Sign	Date
Head of Department				
Human Resource				

Fair pay for fair play