

CHUKA



UNIVERSITY

Knowledge is Wealth (*Sapientia divitiae est*) *Akili ni Mali*

## Office of the Vice-Chancellor/CEO

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P. O. Box 109, Chuka

Website: [www.chuka.ac.ke](http://www.chuka.ac.ke)

26/01/2026

### INTERNAL ADVERTISEMENT

Chuka University invites applications from staff who are suitably qualified with outstanding academic/professional qualifications and relevant experience for the following positions:

Reference No.	Job Title:	Grade	Vacancies
CU/1/01/26	Senior Lecturer- Law	13	1
CU/2/01/26	Lecturer- Law	12	1
CU/3/01/26	Public Health Instructor	9	1
CU/4/01/26	Assistant Registrar (Council Affairs)	12	1
CU/5/01/26	Senior Human Resource Manager	14	1

#### Further Details

Interested applicants are advised to visit the Chuka University website at <http://www.chuka.ac.ke> for the details on Job Purpose and eligibility criteria for the position.

#### Method of Application

Applicants should submit ten (10) hard copies of the Application letter, CV, Certificates and Testimonials by writing directly to:

**The Vice-Chancellor/CEO**  
Chuka University  
P. O. Box 109-60400, Chuka

Application and relevant documents should reach the VC/CEO not later not later than **9<sup>th</sup> February 2026 at 5.00 p.m.**

Chuka University is an equal opportunity employer. Canvassing will lead to automatic disqualification. Women and persons with disability are encouraged to apply.

Chuka University is ... Inspiring Environmental Sustainability for Better Life



## INTERNAL ADVERTISEMENT

### Cu/01/01/26: Senior Lecturer: School of Law – Grade 13

#### **Job Purpose**

This is a senior academic and supervisory position. The appointee shall be expected to provide academic leadership, research excellence, and mentorship in accordance with the Universities Act, CUE Standards, and approved University policies.

#### **Duties and Responsibilities**

The Senior Lecturer shall be responsible to the Chairperson of the Department for:

- a) Teaching, examining, and mentoring undergraduate and postgraduate students.
- b) Promoting and upholding the Vision, Mission, and Core Values of the University and the Department.
- c) Initiating, undertaking, and publishing research in recognized and refereed outlets.
- d) Developing and reviewing teaching, learning, and assessment materials in line with approved curricula.
- e) Supervising postgraduate students and ensuring timely completion of research work.
- f) Participating in the preparation and implementation of Departmental and Faculty work plans.
- g) Coordinating and supervising undergraduate academic activities.
- h) Attending and contributing to academic conferences, seminars, and workshops.
- i) Participating in curriculum development, review, and evaluation in line with CUE requirements.
- j) Participating in Departmental, Faculty, and University governance meetings and committees.
- k) Performing any other duties as may be assigned by authorized University officers.

#### **Minimum Requirements**

Applicants must:

- a) Hold an earned Ph.D. or equivalent qualification in Law from a recognized and accredited institution.
- b) Have at least three (3) years of University teaching experience at the level of Lecturer or equivalent.
- c) Have published at least four (4) articles in refereed journals, OR one (1) refereed scholarly book plus two (2) journal articles, OR equivalent scholarly output recognized by CUE.
- d) Demonstrate evidence of successful supervision of postgraduate students to graduation (at least one Ph.D. or two Master's).
- e) Show evidence of attracting external research funding or grants.
- f) Demonstrate sustained research productivity and academic scholarship.
- g) Have participated and presented papers in learned conferences, seminars, and workshops.
- h) Be a member of relevant professional bodies where applicable.
- i) Demonstrate contribution to University life through academic advising, committee service, and community engagement.



## **CU/02/01/26: Lecturer School of Law – Grade 12**

### **Job Purpose**

This is the entry point into the academic teaching and research career in accordance with CUE standards.

### **Minimum Requirements**

Applicants must meet the following:

- a) Hold an earned Ph.D. in a relevant discipline from a recognized and accredited institution;
- b) At least two (2) articles in refereed journals; OR One (1) scholarly book; OR Two (2) book chapters in recognized scholarly publications.

## **CU/03/01/26: Public Health Instructor – Grade 9**

### **Job Purpose**

This is a technical and instructional position responsible for supporting practical training and applied research in compliance with CUE, Ministry of Health, and regulatory body requirements.

### **Academic and Professional Requirements**

Applicants must:

- a) Hold a Bachelor's degree in Environmental Health or Public Health from a recognized and accredited university.
- b) Be registered with the Public Health Officers and Technicians Council (PHOTC).
- c) Hold a valid practicing licence from PHOTC.
- d) Have at least three (3) years' relevant post-qualification experience.

### **Duties and Responsibilities**

The instructor shall report to the Section Head and shall:

- a) Prepare, conduct, and supervise practical classes and laboratory/field-based instruction.
- b) Support research activities and student projects.
- c) Operate, service, and maintain equipment in accordance with approved operational procedures.

- d) Ensure availability and proper utilization of instructional materials and supplies.
- e) Assess and evaluate practical training requirements.
- f) Perform any other duties as may be assigned by the immediate supervisor in line with institutional policies.

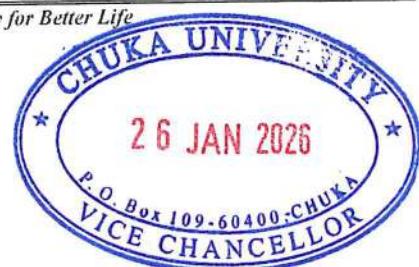
### **CU/4/01/26: Assistant Registrar (Council Affairs): Grade 12**

#### **Job Purpose**

Reporting to the Vice-Chancellor, the Assistant Registrar (Council Affairs) is responsible for planning, directing, and coordinating University Council affairs. The position provides administrative and governance support to the University Council by coordinating Council business, meetings, and documentation, ensuring compliance with Performance Contract and Quality Management Standards, and supporting efficient service delivery within the Office of the Vice-Chancellor.

#### **Duties.**

- i. Taking minutes during council meetings.
- ii. Overseas transmission of Council resolutions concerning the University's Administrative and Academic divisions.
- iii. Ensures implementation of Performance Contract (PC) targets for the University Council.
- iv. Ensure adherence to Quality Management Standards (QMS) in the execution of the University Council's performance management system.
- v. Ensure timely preparation and submission of reports to the University Council.
- vi. Coordinate development and execution of the University charter.
- vii. Ensure effective and efficient implementation of Management policies approved by the Council.
- viii. Coordinate logistics for all Council meetings, record and maintain minutes, and facilitate Council communication.
- ix. Oversees and respond to correspondence addressed to the Council, the Chairperson, and individual Council Members.
- x. Coordinate orientation of new Council members and support their training and development.



- xi. Prepare and coordinate review of Charters for Council Committees.
- xii. Responsible for development and implementation of the Council's almanac and annual work plans.
- xiii. Maintain accurate records of Council deliberations, ensuring proper documentation of fiduciary responsibilities.
- xiv. Assist in planning, coordinating and controlling administrative activities in the Office of the Vice-Chancellor

### **Qualification Requirements**

- i. Must have a Master's degree in the relevant field with at least five (5) years post qualification.
- ii. Must have experience in administrative work, three (3) of which must have been served at the level of Senior Administrative Assistant.
- iii. Must be a holder of relevant Bachelor's degree from a recognized University.
- iv. Must be a Certified Secretary [CS(K)].
- v. Must be a registered member of a recognized professional body.
- vi. In addition, all applicants must be proficient in computer applications and packages.

### **Responsibilities and expectations:**

- High level of integrity and confidentiality.
- Work under minimal supervision with high attention to details and commitment.
- Experience of practical skills in serving Boards shall be an added advantage.

### **Cu/5/01/26: Senior Human Resources Manager – Grade 14**

#### **Job Purpose**

Reporting to the Deputy Vice-Chancellor (Administration, Finance, Planning and Development), the Senior Human Resource Manager plans, directs, and coordinates the University's human resource management functions to ensure the strategic, effective, and compliant utilization of human capital in support of the University's institutional objectives.

**Duties and Responsibilities:**

- i. Develop proposals and provide technical guidance on Human Resource policies and strategies for the university within the framework of Industrial and Labor Laws of Kenya.
- ii. Regularly review the staff establishment and submit recommendations on necessary adjustments.
- iii. Perform annual Human Resource audits and submit reports to the University Management Board.
- iv. Develop and oversee implementation of a comprehensive framework for effective succession management in the University.
- v. Conduct performance appraisal to establish skills gaps and provide relevant training in the department among members of staff in the university.
- vi. Prepare notices and advertisements for vacant positions to assist in the attraction of competent candidates for enhanced service delivery.
- vii. Develop human resource work plans, budgets and procurement plans to ensure continuous provision of services and ensure staff have the requisite tools and equipment to perform their tasks
- viii. Oversee the evaluation, classification and rating of occupation and job positions in the University to ensure proper placement and compensation
- ix. Oversee the welfare of the staff through medical services, provision of logistical support in cases of bereavement of staff or dependents and provision of relevant insurance cover.
- x. Ensure adherence to OSHA and WIBA regulations.
- xi. Provide and coordinate training opportunities for staff and career development.

**Qualifications:**

- i. Must possess a Master's degree in the relevant field with at least ten (10) years' post-qualification experience. Ph.D. will be an added advantage.
- ii. Must have experience in Human Resource Management, including a minimum of three (3) years' experience serving as a Human Resource Manager or in an equivalent position within a university or comparable institution.



- iii. Must be a Certified Human Resource Professional of Kenya (CHRP-K).
- iv. Must be a registered member in good standing of a recognized professional body with a valid practising licence.
- v. Must demonstrate knowledge of relevant labour and employment legislation.
- vi. Must demonstrate knowledge of professional and ethical standards applicable to human resource practice.
- vii. Must be proficient in computer applications and human resource information systems (HRIS).

#### **Additional Skills / Requirements:**

Communication skills, negations skills, Leadership skills, Attention to detail, Analytical skills, Ability to work under pressure.