



# THE CO-OPERATIVE UNIVERSITY OF KENYA

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## OFFICE OF THE DEPUTY VICE CHANCELLOR (FINANCE, PLANNING & ADMINISTRATION)

CUK/A/160D

29<sup>TH</sup> MAY, 2024

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### INTERNAL ADVERTISEMENT FOR VACANT ACADEMIC POSITIONS

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The Co-operative University of Kenya (CUK) invites applications from suitably qualified and experienced internal staff with excellent credentials to fill the following internal vacant positions:

#### A. SCHOOL OF COMPUTING AND MATHEMATICS

##### 1. Department of Computer Science and Information Technology

- i. Lecturer, Computer Science - Grade 12  
Ref. CUK/AA/SCM/DCSIT/COMP.SCI./L./5/24

#### Applicants:

- i. Must possess a PhD in Computer Science or related field from an accredited or recognized University;
- ii. Possession of the following requirements will be an added advantage;
  - a. Experience in developing and reviewing curriculum;
  - b. Experience in the industry or academia;
  - c. Evidence of publications and attracting research funds; and
  - d. Membership in a relevant professional body.

#### B. SCHOOL OF CO-OPERATIVES AND COMMUNITY DEVELOPMENT

##### 2. Department of Co-operatives and Agribusiness Management

- i. Lecturer, Co-operative Management - Grade 12  
Ref. CUK/AA/SCCD/DCAM/CO-OP.MGT./L./5/24

#### Applicants:

- i. Must possess a PhD in Co-operative Management or related field from an accredited or recognized University;
- ii. Possession of the following requirements will be an added advantage;
  - i. Experience in developing and reviewing curriculum;
  - ii. Experience in the industry or academia;
  - iii. Evidence of publications and attracting research funds; and
  - iv. Membership in a relevant professional body

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EMPOWERING COMMUNITIES  
CUK is ISO 9001:2015 CERTIFIED

**In addition, applicants should demonstrate:**

- i. Ability to teach/conduct research and supervise students and/or staff;
- ii. Ability to design and develop academic programmes and curricula;
- iii. Leadership skills;
- iv. Communication skills;
- v. Interpersonal skills;
- vi. Ability to work under pressure skills;
- vii. Problem-solving skills;
- viii. Conflict management;
- ix. Supervisory skills.

**Duties and responsibilities for Lecturer, Grade 12:**

- i. Teaching undergraduate students and or postgraduate (in writing good academic proposal and publications) and supervise students' research;
- ii. Preparing learning and teaching materials to enable better delivery of content and achievement of the objectives of the course;
- iii. Delivering the course content to students through lectures ensuring that they follow the curriculum objectives;
- iv. Evaluating the delivery models and make appropriate improvements to ensure quality teaching and learning;
- v. Setting, moderating, invigilating and marking exams in order to gauge the effectiveness of teaching and learning;
- vi. Carrying out a needs assessment for curriculum; identify the content gaps in order to produce competent graduates;
- vii. Developing and reviewing the curriculum and ensure that it complies with the Commission for University Education guidelines and that is relevant to the job market and the standing of the University;
- viii. Carrying out research in their areas of specialization by writing grant proposals, publishing and disseminating research results to create and enhance knowledge;
- ix. Disseminating research result through publications, conferences, workshops to make knowledge accessible to the public;
- x. Managing research grants and project, prepare budgets for the respective funds, and ensure good and appropriate use of the same;
- xi. Developing work plans and timelines to ensure the objectives of the research are well achieved;
- xii. Preparation of reports as required by funding agencies e.g. financial reports and research output;
- xiii. Provision of consultancy services with key stakeholders in areas of expertise for improved social-economic development;
- xiv. Creating, maintaining and expanding linkages with both local and international through networking to improve individual and institutional visibility;
- xv. Serving as an expert in local and international committees and panels ensuring appropriate dissemination of knowledge;
- xvi. Participation in the University open day, field day, exhibition for the enhancements of the image of the University



## How to apply

Applicants should:

- i. Visit the University website [www.cuk.ac.ke](http://www.cuk.ac.ke) on the footer under the IMPORTANT LINKS section, CLICK on ONLINE RECRUITMENT PORTAL, log in and fill the application form, attach testimonials. Submission of online application is **MANDATORY**;
- ii. Submit two (2) hard copies of the letter of application, certificates, testimonials and updated curriculum vitae to include full details of education, professional qualifications, experience, membership with professional bodies present salary, names and addresses of three referees;\* Please note that the application letter should be accompanied by a recommendation letter from the Chairperson of Department;
- iii. Clearly indicate the position and the reference number on the application letter and on the envelope which should be addressed to:  
**The Deputy Vice Chancellor, Finance, Planning & Administration**  
**The Co-operative University of Kenya**  
**P.O. Box 24814-00502**  
**Karen- Kenya**
- iv. All applications must be received by **Thursday 12<sup>th</sup> June, 2024 at 12:00 noon**. Late applications will not be considered;
- v. Candidates with academic qualifications obtained from foreign Universities will be expected to submit recognition and equation of certificates by The Commission of University Education (CUE).

