



VACANCIES

Kabarak University invites applications from interested and suitable qualified candidates to fill the following vacant positions in the University. The University is a Christian institution committed to Christian principles and values and the successful candidates will be required to uphold this value system.

RESOURCE MOBILIZATION MANAGER: KABU 3: 1 POSITION

Job Profile:

- Must hold a Masters Degree or equivalent in economics, social science, international relations or business related studies from a recognized University.
- Should have at least 5 years demonstrated work experience in resource mobilization, with proven experience in Resource Mobilization with clear results.
- Ability to prioritize workload and demonstrate deliverables/outcomes including undertaking economic and political analysis of donor countries.
- Good analytical skills in developing and implementing resource mobilization strategies.
- Initiative taker, self-motivation and results oriented.
- Ability to design and implement strong internal grant control processes.
- Demonstrated skills in effectively working, coordinating and negotiating with local Institutions/Organizations, donors, embassies, and other development partners.

Person Profile:

- Developing and implementing the university fundraising strategies.
- Identifying possible donors to support university
- Coordination of Kabarak University Partners Association (KUPA).
- Coordination of Alumni activities and updating the Alumni on the relevant university activities.
- Proactively seek funding opportunities from institutional donors both locally and globally.
- Ensure coordinated management of proposal development processes and submission of high quality funding applications in a timely manner, including writing project and budget plan proposals.
- To take the lead in identifying funding opportunities, listing them and sharing the information with the Management and relevant Committees.
- To assist in mobilizing non-financial resources from private sectors entities, individuals and corporate agencies.
- To ensure that fundraising and resource mobilization information are up to date on university website.
- Ability to manage donor agreements and all required reporting requirements.
- Partnerships and collaboration with strategic development partners.
- Monitoring and follow up of university's fundraising programmes.
- Any other duties assigned by University Authority.

INTERNAL AUDITOR: GRADE KABU 4: 1 POSITION

Person profile

- Must hold a Bachelor's degree in accounting or finance option from a recognized University and should have CPA (K).
- Should have at least 5 years experience in internal auditing from reputable organization.
- Should be a member of related professional body e.g. ICPAK or IIA.
- Should have strong accounting, Audit techniques, analytical and research skills.
- Must be highly motivated, take initiative and work professionally with minimum supervision.
- Should have ability to prioritize task and work on multiple assignments.
- Should have problem solving skills and the ability to analyze current practices for compliance with regulations.
- Should have good and excellent interpersonal, strong communication skills and report writing knowledge.
- Must be individual of high integrity, conversant with financial systems and accounting packages.

Job profile

Reporting to the Senior Internal Auditor.

The successful candidate will be responsible for:

- Review systems and conduct quality assurance reviews of financial and non - financial transactions/procedures.
- Ensure conformity with the university's acceptable standards, plans, budget and schedules by preparing specific audit assignments, plans and programs for university.
- Ensure compliance with laid down financial procedures and regulations.
- Carry out value for money audit.
- Preparing quality reports on University management systems performance and seeking ways of improving them.
- Performing audit test on the internal controls in accounting, administrative and operational procedures.
- Any other duties assigned by University Authority.

EXAMINATION AND TIME TABLING OFFICER: KABU 4: 1 POSITION

Person profile

- Applicants should be graduates from a recognized Institution with a good first degree in any administrative related discipline.
- Applicants with Masters Degree will have added advantage.
- Should have at least 5 years working experience.
- Must be highly motivated, take initiative and work professionally with and without supervision.
- Should have good and excellent interpersonal, strong communication skill and report writing knowledge.
- Must be an individual of high integrity, conversant with ERP systems and computer packages.

Job profile

Reporting to the Registrar (Academic & Research).

The successful candidate will be responsible for:

- Time Tabling of Lectures and Examinations.

- Preparation of Examination papers.
- Processing of Examination Reports for presentation to Senate.
- Supervision and Training of Staff in Examination and Time Tabling Section.
- Provide administrative support to the Office of the Registrar (Academic and Research).
- Any other duties assigned by University Authority.

RENUMERATION AND TERMS OF EMPLOYMENT:

An appointment to the position of Resource Mobilization Manager is on a three (3) year contract renewable on mutual agreement. The terms of service for Internal Auditor and Examination and Time Tabling Officer is on Permanent and Pensionable, following a satisfactory probation period of six (6) months. A competitive compensation package will be offered to successful candidates.

APPLICATION PROCEDURE

Applicants should forward their application letters with detailed Curriculum Vitae and should indicate their current earning and salary expectations. They should attach supporting certified copies of certificates and testimonials. Applicants should provide day time telephone number, personal emails and names and addresses of three referees who are knowledgeable about applicants' competence, area of specialization, character and faith. The applicants should also request their referees to write immediately and directly to the undersigned. A competitive remuneration package will be offered to the successful candidates. Applications should be addressed to the undersigned to be received not later than 8th September 2017.

The Registrar (Administration & Human Resource)
Kabarak University
Private Bag 20157, KABARAK - KENYA
Tel: 0726-515369/0729-223370/020-2114658
Email: registrar@kabarak.ac.ke

Kabarak University Moral Code

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart, Jesus as Lord. (1 Peter 3:15)