



CAREER OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position;

LECTURER IN ACCOUNTING AND TAXATION (1 PART-TIME POSITION)

JOB OBJECTIVE

To facilitate quality learning through teaching, administration and academic advisory work and ensure an outstanding student learning experience.

DUTIES AND RESPONSIBILITIES:

- Teach and facilitate learning at both undergraduate and postgraduate levels through lectures, seminars, workshops, tutorials and other learning situations as assigned by the COD from time to time.
- Participate in the development, administration and marking of exams, assignments and continuous assessments tests.
- Assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
- Provide advice, guidance and feedback to students to support their academic progress and referring student to support services as appropriate.
- Contribute to the development, planning and implementation of high-quality curriculum.
- Participate in supervision and assisting of undergraduate and post graduate students in their research work.
- Carry out research and produce publications, as well as other research outputs, in line with personal objectives agreed in the Faculty Annual Assessment Review (FAAR)
- Participate in writing of research proposals and applying of research grants.
- Contribute and participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- Provide pastoral care to students through academic advising and counselling.

- Contribute to departmental, faculty and/or University wide working groups or committee as and when requested to do so.
- Undertake continuous professional development and participate in staff development and training activities to update and enhance skills.
- Maintain proper records of students' examination, assignments and continuous assessments tests and ensure they are keyed in examination records management system in time.
- Attend departmental, Faculty and University-wide meetings with other staff members.

QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Accounting/Commerce or related field
- PhD Degree in Accounting/Commerce or a relevant field will be an added advantage
- At least 3 years' teaching experience Accounting/Taxation at University level
- Should have published at least 2 peer reviewed articles in distinguished academic journals
- Experience in curriculum development and reviews
- Candidates who have attained Academic Rank of a Senior Lecturer have an added advantage

OTHER SKILLS AND COMPETENCIES

- Strong verbal and written communication skills
- Excellent research skills
- Time management skills and attention to detail

How to Apply

Interested candidates who meet the above requirements should submit an application letter indicating current and desired salary, a detailed CV, academic certificates and three references via email to hrjobs@kca.ac.ke by 24th January 2022.

Only shortlisted candidates will be contacted

The subject of your email should read: PART TIME – ACCOUNTING AND TAXATION

Head of Human Resources,
KCA University,
P.o. Box 56808-00200,
Nairobi, Kenya
Website: www.kca.ac.ke