



## **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 positions;**

### **LECTURER IN PROCUREMENT & SUPPLIES (23 PART-TIME POSITIONS)**

#### **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**

- Masters Degree in Procurement and Supplies or related field
- PhD Degree in Procurement and Supplies or a related field will be an added advantage
- At least 3 years' teaching experience 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 presentation skills
- Excellent research skills
- Critical thinking 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](mailto:hrjobs@kca.ac.ke) by **10<sup>th</sup> September 2021**.

Only shortlisted candidates will be contacted

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