



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Tel: 0777373633
 E-mail: dvcfd@kafu.ac.ke
 Website www.kafu.ac.ke

P.O. Box, 385– 50309
 Kaimosi - Kenya

Office of the Deputy Vice Chancellor (F&D)

INTERNAL ADVERT VACANCY

In pursuit of its mission and mandate, the University wishes to invite applications from qualified candidates to fill the following vacant position:

| | NO. OF POST | REF.NO |
|--------------------------|----------------|----------------|
| Director of Examinations | 1 | KAFU/DOE/09/22 |

Requirements for appointment:

The applicant must have:

- i. Earned PhD with a Master's Degree in Social Sciences, Physical Sciences, Business Administration or Any other relevant specialization from a recognized University.
- ii. Served as a Chair of Department or Equivalent for a period of at least three (3) years
- iii. Must be serving as a Lecturer or above

Duties and Responsibilities

The successful candidate will be required to:

- i. Teach both undergraduate and Postgraduate Students.
- ii. Provide leadership in the preparation of University Teaching and Examination timetables.
- iii. Oversee the processing of all University Examinations while maintaining confidentiality and high integrity.
- iv. Coordinate University Examinations and provide all necessary logistics and materials.
- v. Ensure that the set standards and procedures for processing and administration of University examinations are adhered to at all times.
- vi. Coordinate and facilitate the invitation of External Examiners in consultation with the Registrar (AA) so as to ensure that University examination are moderated to the highest possible standards in every academic year.

- vii. Give guidance in the preparation of the teaching timetables at the beginning of every semester.
- viii. Provide leadership in identifying performance targets for the Directorate.
- ix. Ensure that Directorate's processes are in compliance with all standards that the University is accredited to such as standards.
- x. Manage risks and take mitigation measures in the Directorate.
- xi. Be answerable to the Vice Chancellor through Deputy Vice Chancellor (Academic, Students Affairs and Research) on all matters pertaining to processing and administration of examinations and timetabling in the University.

Timelines

All applicants should submit one (1) Hard copy and a Softcopy of a running PDF of their letter of application, Curriculum Vitae, Academic Certificates and testimonials to dvcfd@kafu.ac.ke and hard copy addressed to:

Ag. Deputy Vice Chancellor
Finance & Development
Kaimosi Friends University
P.O BOX 385-50309
KAIMOSI

So as to reach not later than Friday, 24th November 2023. Any canvassing will lead to automatic disqualification.

N/B: Only shortlisted candidates will be contacted.

Kaimosi Friends University is an equal opportunity employer and therefore applicants of either gender or persons with disability are encouraged to apply.