

EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya located off Mombasa Road in Nairobi. We envision being a premier university providing management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professional to fill the following positions:-

1. COORDINATOR, EXAMINATIONS MODERATION AND TEST DEVELOPMENT

JOB PURPOSE

To proactively coordinate test development by Examiners, ensuring Examination papers received meet all Standards and are well moderated.

KEY DUTIES AND RESPONSIBILITIES

- Coordinating setting of examinations with the Dean of Schools and Lecturers.
- Availing setting guidelines to the various deans of schools to be shared to examiners.
- Ensuring that set papers meet all examination standards through supervising internal and external Examiners.
- Coordinating Type-setting of exams, Re-writing of moderation corrections and marks allocation.
- Coordinating proof reading of all type set moderated exams and ensuring the minimum available proofread papers is two per unit.
- Formatting of the examination papers by ensuring good art work is done on all papers.
- Keeping exam data bank records of all available set and moderated papers and highlighting already administered papers.
- Inducting External Moderators and availing claims forms.
- Availing setting, moderation and any other examination related forms.
- Coordinate the Printing activities and packaging of examinations.
- Keeping safe custody of the approved exam papers for printing.
- Dispatch of examination question papers, examination booklets and invigilation forms to respective examination rooms as per the timetable ensuring quality and correctives.
- Provide the marking scheme, feedback forms and score sheet for each course done to lecturers.

- Marketing MUA programmes.
- Performing any other duty that may be assigned from Time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Masters Degree in Education and Any Business related course.
- Conversant with Education trends in the country.
- Team player of high integrity and honesty
- Strong analytical and interpersonal skills.
- High Degree of Professional competency in Examinations management
- At least five years relevant experience.
- Proficient in Computer Applications.
- Motivated and willing to work old hours.

2. ASSISTANT DEAN, SCHOOL OF MANAGEMENT AND LEADERSHIP

JOB PURPOSE

This position is responsible for providing support to the Dean in SML Programmes.

KEY DUTIES AND RESPONSIBILITIES

- Teach at undergraduate level in areas allocated by the Chair of Department and reviewed from time to time by the Dean, SML.
- Carry out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process.
- Write exam papers and quizzes, conducting examinations, carrying out the necessary assessment and reviewing results in compliance with the bylaws and the prevailing University regulations and instructions.
- Engage with the broader scholarly and professional communities.
- Supervise or assist with supervision of undergraduate and graduate research.
- Contribute to the development, planning and implementation of a high-quality curriculum.
- Assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
- Participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- Provide guidance and counselling support to students.
- Contribute to departmental, school, or any other university committees as assigned.
- Participate in marketing SML products
- Assess students on industrial attachments.
- Any other duty as may be assigned from time to time

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Registered for a Master's degree in a relevant field or its academic equivalent in the relevant field.
- Teaching experience of at least two (2) years at University or college level
- At least four (4) articles in refereed journals.

OR (those with Master's Degree)

- Master's Degree in the relevant area plus five (5) years of University teaching or research experience or after becoming Lecturer or Research Fellow.
- At least three (2) publications in refereed journals
OR one (1) book plus two (1) articles in the relevant area since becoming a Lecturer or Research Fellow.
- Should have successfully supervised a minimum of two (2) Postgraduate degree students or should have been a research team leader or principal investigator in a project.
- Should have attended and contributed at learned conferences, seminars and workshops.
- Should have evidence of continued research or effective teaching.
- Should have evidence of contribution to University life through active participation in meetings and Corporate Social Responsibility.
- Should be a member of recognized and relevant professional bodies.

HOW TO APPLY

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, day time telephone contact, name and address of three referees. The applications should reach the undersigned not later than **5th July 2020**. The Management University of Africa is an equal opportunity employer.

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