



ST. PAUL'S UNIVERSITY

Your University of Choice!

JOB VACANCIES

St.Paul's University is a Christian Ecumenical institution of higher learning in Kenya with campuses in Limuru, Nairobi and Nakuru. Since the award of Charter in 2007, St.Paul's University has continued to experience sustained growth with courses in various fields of study, research program, student population of over 7000 and over 300 full-time staff. Qualified and competent personnel have remained instrumental to its growth. To this end, the University wishes to recruit committed Christians, who are highly motivated, and with demonstrated competencies for the positions below:

SENIOR LECTURER IN SYSTEMATIC THEOLOGY

REPORTING TO: HEAD OF DEPARTMENT, THEOLOGY & PHILOSOPHY

DEPARTMENT: SCHOOL OF THEOLOGY

JOB DESCRIPTION

The scope of the job is to facilitate learning and teach academic or vocational subjects to undergraduate and postgraduate students through a wide range of delivery methods such as lectures, seminars, practical demonstrations, field work, among others. The post holder will carry out research and develop these to contribute to the wider research and learning activities of the department. The Senior Lecturer will also undertake administrative duties as may be assigned from time to time as need may arise. This is in addition to offering pastoral guidance and mentorship to students.

KEY RESPONSIBILITIES

TEACHING AND CURRICULUM DEVELOPMENT

- Teach assigned subjects/courses, which involve preparing and delivering lectures, seminars and tutorials.
- Teaching a number of subjects across a range of qualifications, areas of study and levels in regular and special classes including organized seminars, workshops, symposiums and other such activities prescribed in the curriculum.
- Develop and implement new methods of teaching to reflect changes in research as well as designing, preparing and developing teaching materials and undertaking appropriate collaborations and networks.
- Take active part in and/or initiating development of new courses and evaluation of existing ones and their modes of delivery.
- Contribute to committee/team work to monitor, review and evaluate curriculum. Plan and prepare course outlines, lessons and projects and filling copies of records or reports of such activities/projects with the relevant offices.
- Set, monitor, assess and mark students' coursework.
- Set, invigilate, mark and record examinations and submit records to relevant offices as required.

- ✿ Write students' progress/evaluation reports and other reports where necessary.
- ✿ Supervise students' research activities, projects and generally plan and organize general support for students as may be necessary.
- ✿ Organize work experience, seminars, workshops, students' placements or workplace assessment as appropriate.

RESEARCH, SUPERVISIONS AND PUBLICATIONS

- ✿ Undertake research projects, consultations and proposal writings in ways and areas that contribute to the institution's benefit, ranking and research profile.
- ✿ Undertake continuous professional development (CPD) and participate in staff training activities.
- ✿ Facilitate or attend relevant conferences and seminars.
- ✿ Write academic papers, initiate academic projects and publish.

ADMINISTRATION

- ✿ Undertake administrative tasks relating to the department, such as student orientation week, induction programs and involvement in committees and boards.
- ✿ Represent the institution at professional conferences and seminars, and contribute to these as necessary.
- ✿ Represent the college at board meetings, education forums, official functions, etc. as may be relevant and when required.
- ✿ Attend and contribute to departmental and college meetings.
- ✿ Establish collaborative links outside the University with industrial, commercial and public organizations as required.
- ✿ Liaise with relevant educational institutions, professional bodies and academic forums as may be necessary and approved by the University administration.

STUDENT AND GENERAL COMMUNITY LIFE

- ✿ Undertake a mentoring role by guiding, counselling and generally supporting students in their holistic growth.
- ✿ Work closely with colleagues across the University on administrative and student support matters, community worship life, including chapel services.
- ✿ Liaise with colleagues to ensure quality standards, integrity and nurturing of team spirit.

Any other duty as may be assigned to you from time to time.

EDUCATION AND EXPERIENCE REQUIRED

- ✿ Earned PhD in Theology – ST specialization, ordained clergy and accumulated senior lecturer points as per CUE guidelines.
- ✿ A background in Philosophy will be an added advantage.
- ✿ At least five (5) years of teaching experience at a university, three (3) years of which should be at the level of a lecturer.
- ✿ Experience in research with at least twenty (20) publication points from referred scholarly journals

KEY COMPETENCIES AND SKILLS

- ✿ Have strong supervision skills.
- ✿ Excellent leadership skills.
- ✿ Have excellent interpersonal skills.

LECTURER/SENIOR LECTURER IN THEOLOGY – OLD TESTAMENT

REPORTING TO: HEAD OF DEPARTMENT, THEOLOGY & PHILOSOPHY

DEPARTMENT: SCHOOL OF THEOLOGY



JOB DESCRIPTION

The scope of the job is to facilitate learning and teach academic or vocational subjects to undergraduate and postgraduate students through a wide range of delivery methods such as lectures, seminars, practical demonstrations, field work, among others. The post holder will carry out research and develop these to contribute to the wider research and learning activities of the department. The Senior Lecturer will also undertake administrative duties as may be assigned from time to time as need may arise. This is in addition to offering pastoral guidance and mentorship to students.

KEY RESPONSIBILITIES

TEACHING AND CURRICULUM DEVELOPMENT

- Teach assigned subjects/courses, which involve preparing and delivering lectures, seminars and tutorials.
- Teaching a number of subjects across a range of qualifications, areas of study and levels in regular and special classes including organized seminars, workshops, symposiums and other such activities prescribed in the curriculum.
- Develop and implement new methods of teaching to reflect changes in research as well as designing, preparing and developing teaching materials and undertaking appropriate collaborations and networks.
- Take active part in and/or initiating development of new courses and evaluation of existing ones and their modes of delivery.
- Contribute to committee/team work to monitor, review and evaluate curriculum. Plan and prepare course outlines, lessons and projects and filling copies of records or reports of such activities/projects with the relevant offices.
- Set, monitor, assess and mark students' coursework.
- Set, invigilate, mark and record examinations and submit records to relevant offices as required.
- Write students' progress/evaluation reports and other reports where necessary.
- Supervise students' research activities, projects and generally plan and organize general support for students as may be necessary.
- Organize work experience, seminars, workshops, students' placements or workplace assessment as appropriate.

RESEARCH, SUPERVISIONS AND PUBLICATIONS

- Undertake research projects, consultations and proposal writings in ways and areas that contribute to the institution's benefit, ranking and research profile.
- Undertake continuous professional development (CPD) and participate in staff training activities.
- Facilitate or attend relevant conferences and seminars.
- Write academic papers, initiate academic projects and publish.

ADMINISTRATION

- Undertake administrative tasks relating to the department, such as student orientation week, induction programs and involvement in committees and boards.
- Represent the institution at professional conferences and seminars, and contribute to these as necessary.
- Represent the college at board meetings, education forums, official functions, etc. as may be relevant and when required.
- Attend and contribute to departmental and college meetings.

- ✿ Establish collaborative links outside the University with industrial, commercial and public organizations as required.
- ✿ Liaise with relevant educational institutions, professional bodies and academic forums as may be necessary and approved by the University administration. Organize work experience, seminars, workshops, students' placements

STUDENT AND GENERAL COMMUNITY LIFE

- ✿ Undertake a mentoring role by guiding, counselling and generally supporting students in their holistic growth.
- ✿ Work closely with colleagues across the University on administrative and student support matters, community worship life, including chapel services.
- ✿ Liaise with colleagues to ensure quality standards, integrity and nurturing of team spirit.

Any other duty as may be assigned to you from time to time.

EDUCATION AND EXPERIENCE REQUIRED

- ✿ Earned PhD in Theology -OT specialization, ordained clergy and accumulated senior lecturer points as per CUE guidelines.
- ✿ At least five (5) years of teaching experience at a university, three (3) years of which should be at the level of a lecturer.
- ✿ Experience in research with at least twenty (32) publication points from referred scholarly journals

KEY COMPETENCIES AND SKILLS

- ✿ Have strong supervision skills.
- ✿ Excellent Interpersonal skills.
- ✿ Excellent leadership skills.

MARKETING EXECUTIVE

REPORTING TO: DEPUTY CORPORATE AFFAIRS MANAGER

DEPARTMENT: CORPORATE AFFAIRS

JOB DESCRIPTION

The scope of the job is to support marketing activities of the University in projects such as developing marketing strategies, campaigns, social media administration and collecting and interpreting marketing analytics.

KEY RESPONSIBILITIES

SPECIFIC DUTIES

- ✿ Coordinate all marketing events of the University, in the campus of jurisdiction.
- ✿ Drive the growth of the students' numbers in the respective campus, as envisaged in the PR & Marketing strategic goals in regard to students' population growth.
- ✿ Deliberately harness the marketing goodwill from University staff, students and other constituents; segment them and continuously devise effective and relevant marketing strategies and incentives for the furtherance of agreed goals, objectives and targets.
- ✿ Prepare marketing strategies, key in and manage marketing data and effectively use it for a competitive advantage of the University and in particular the campus of jurisdiction.
- ✿ Carry out marketing research, competitor and customer surveys.
- ✿ Harness marketing feedback from key constituents.

- ✿ Prepare relevant marketing reports and design ways of appropriating and responding to these research/survey results and feedback.
- ✿ Ensure that a favorable image of the University is maintained before its Publics at all times.
- ✿ Deliberately create, grow and maintain mutually beneficial relations between the University and its Publics and especially within the Campus of jurisdiction.
- ✿ Working with the Publics Relations Assistant to assist in achieving set public relations objectives.

✿ TEAMWORK AND MOTIVATION – STANDARD

- ✿ Effectively participate in and driver a contribution to the departmental team and when directed with associated teams within the University.
- ✿ Be supportive and encouraging of others in the team, respecting the views of other team members applying a flexible approach to delivering team results.
- ✿ Contribute to building team morale as an active participant in the team.
- ✿ Cover for colleagues' work during absence.
- ✿ Demonstrate self-motivation and enthusiasm.
- ✿ Contribute as an effective member of the Marketing team, attending staff meetings as required.
- ✿ Develop working relationships with other staff in order to implement specific marketing campaigns.

EDUCATION AND EXPERIENCE REQUIRED

- ✿ Bachelor's degree in Marketing Management or related field.

KEY COMPETENCIES AND SKILLS

- ✿ Have excellent customer care skills.
- ✿ Have excellent interpersonal skills.
- ✿ Must have good problem-solving skills.
- ✿ Excellent verbal and written communication skills.
- ✿ Ability to work under minimum supervision.
- ✿ Must be a team player.

ASSISTANT ACCOUNTANT, PAYABLES

REPORTING TO: ACCOUNTANT, PAYABLES

DEPARTMENT: FINANCE

JOB DESCRIPTION

The scope of the job is ensuring that University's commitments, obligations and all payments are done on a timely manner, ensuring there are properly accounted for and proper reports and records are maintained. Ensuring the adherence to the International Financial Reporting Standards, University policies and other external requirements.

KEY RESPONSIBILITIES

- ✿ Receiving and posting of invoices and deliveries notes from procurement section.
- ✿ Preparation of Payment vouchers, cheques for supplier's payment.
- ✿ Ensuring all statutory deductions are paid before the stipulated deadline.
- ✿ Preparation of adjunct payroll.
- ✿ Handling all staff and adjunct issues concerning payments.
- ✿ Submit the above deductions to Accountant, Payables for approval.
- ✿ Responsible for submission of all statutory deductions to the respective authorities before due dates: i.e. NSSF, NHIF, PAYE, Withholding tax.

- ✿ Assisting accountant payables in preparation of payrolls (schedules and reports).
- ✿ Maintaining good filing system.
- ✿ Any other work assigned by supervisor.

EDUCATION AND EXPERIENCE REQUIRED

- ✿ Bachelor's degree in Commerce or Finance related.
- ✿ CPA part two qualification.
- ✿ Three years' experience in Accounting.

KEY COMPETENCIES AND SKILLS

- ✿ Must have knowledge in the IFRS requirements.
- ✿ Have excellent customer care skills.
- ✿ Have excellent interpersonal skills.
- ✿ Must have good problem-solving skills.
- ✿ Excellent verbal and written communication skills.
- ✿ Ability to work under minimum supervision.
- ✿ Have excellent computer skills and good command of ERP systems.
- ✿ Must be a team player.
- ✿ Have relevant academic and professional qualifications.
- ✿ Firm commitment to Christian ethical principles.

ASSISTANT ACCOUNTANT, STUDENT FINANCE

REPORTING TO: ACCOUNTANT, STUDENT FINANCE /RECEIVABLES

DEPARTMENT: FINANCE

JOB DESCRIPTION

The scope of the job is to ensure that all income of the University has been invoiced, collected and accounted for in a timely manner and all scholarships has been credited in the students accounts on a timely basis and in line with International Financial Reporting Standards, University policies and other external requirements.

KEY RESPONSIBILITIES

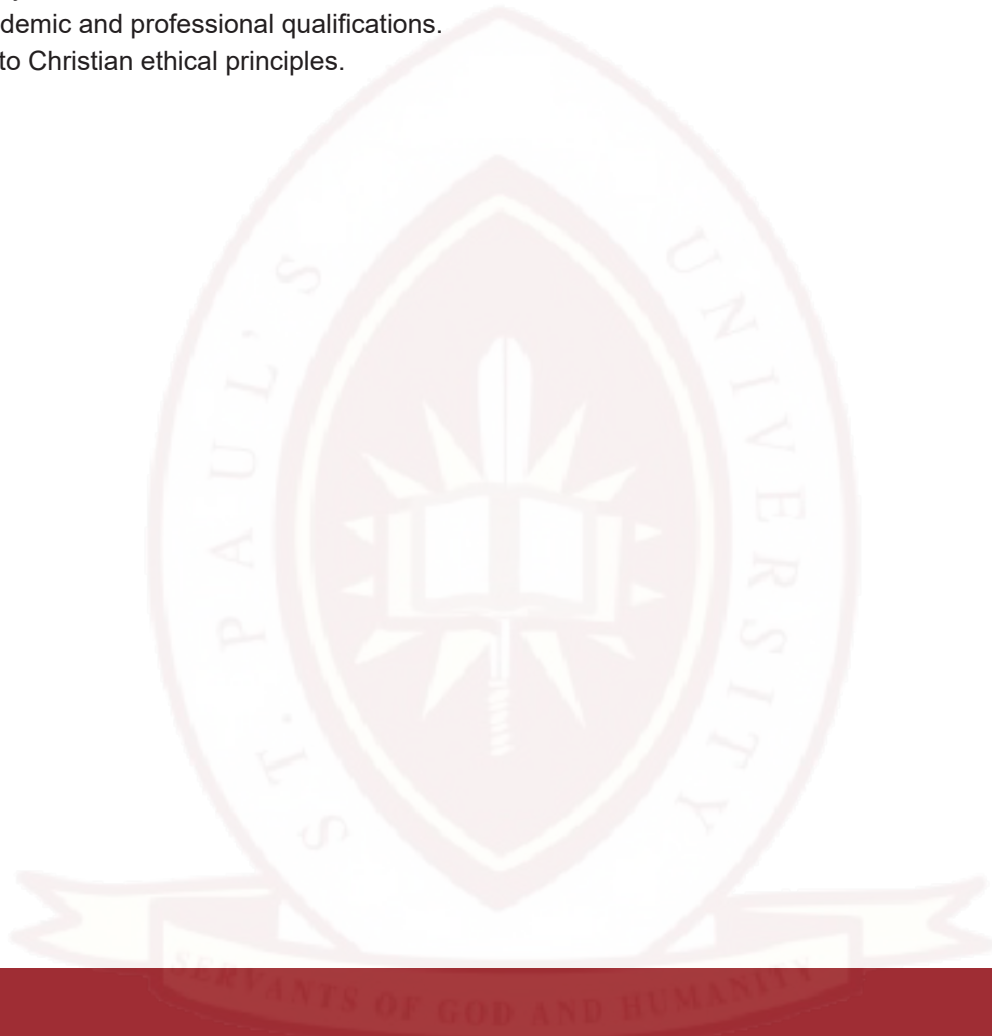
- ✿ Ensuring daily reconciliations of receipts.
- ✿ Banking of cheques received.
- ✿ Attending students' issues.
- ✿ Carrying out of registration of students.
- ✿ Clearing of students for graduation and exams.
- ✿ Preparing invoices for collaborating colleges.
- ✿ Allocation of students' scholarship and other donations/loans.
- ✿ Maintaining good filing systems.
- ✿ Any other work assigned by supervisor.

EDUCATION AND EXPERIENCE REQUIRED

- ✿ Bachelor's degree in Commerce or Finance related.
- ✿ CPA part two qualification.
- ✿ Three years' experience in Accounting.

KEY COMPETENCIES AND SKILLS

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- ✿ Ability to work under minimum supervision.
- ✿ Have excellent computer skills and good command of ERP systems.
- ✿ Must be a team player.
- ✿ Have relevant academic and professional qualifications.
- ✿ Firm commitment to Christian ethical principles.



Interested candidates who meet the stated requirements can submit applications and a duly filled job application form <https://www.spu.ac.ke/attachments/Vacancies/Job-Application-Form.pdf> via the following address: recruit@spu.ac.ke.

All applications should be submitted on or before **Tuesday 10 December 2024**. Only short listed candidates will be contacted.