

INTERNAL ADVERTISEMENT

JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. 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 programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: Lecturer, Finance and Accounting
Reporting To: Head of Department, Business Studies
Department: Business Studies

Purpose of Role:

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, and 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 Lecturer will also undertake administrative duties as may be assigned from time to time as need may arise.

KEY RESPONSIBILITIES

1. 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 an active part in and/or initiate the development of new courses and the 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 fill 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.

2. 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.

3. 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.

4. 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

- Ph.D in areas of Finance and Accounting.
- 2 years of teaching experience at a university.
- Must be a CPA-K holder.
- Demonstrated digital competence on the responsible use of, and engagement with, digital technologies to support learning and research.
- Demonstrated knowledge, understanding, and ability to support the implementation of the Strategic Plan 2025–2030 is an added advantage.
- A committed Christian of high moral and ethical standing, aligned to the University's vision, mission and values.

KEY COMPETENCIES AND SKILLS

- Good supervision skills.
- Strong leadership skills.
- Good analytical skills and reporting skills.
- Good interpersonal skills.
- Good communication skills.
- Active listening skills.
- Team player with strong organizational skills.
- Digital competencies.

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 Monday, 13th April 2026. Only shortlisted candidates will be contacted.