



VACANCIES ANNOUNCEMENT

PAC (Pan Africa Christian) University, a Chartered Private University, is seeking to fill the positions outlined below from suitable candidates. Applicants must be born again Christians and active members of a local Church.

I. Job Title: Senior Lecturers (7 Positions)

The purpose of these jobs is to strengthen academic leadership, delivery and support in the Departments of Leadership, Business, Computing & IT, Community Development, Bible & Theology, Psychology and Communication.

Minimum Requirements:

An applicant must possess an earned PhD degree, or its equivalence, with expertise in any one of the areas indicated below:

- **Business Department** (ref: HR/SL01/16) – in Business-related disciplines.
- **Bible and Theology** (ref: HR/SL02/16) – in Biblical and/or Theological related disciplines.
- **Community Development Department** (ref: HR/ SL03/15) – in Community Development and/or Development Studies related disciplines.
- **Computing and Information Technology Department** (ref: HR/ SL04/16) – in Information Technology and/or Computing related disciplines.
- **Leadership** (ref: HR/ SL05/16) – in Leadership-related disciplines.
- **Communication Languages and Linguistics Department** (ref: HR/ SL06/16) – in Communication-related disciplines.
- **Psychology** (ref: HR/ SL07/16) – Specifically in the Marriage and Family Therapy discipline.

In Addition to the above, applicants must have the following:

- Have at least 3 (three) years teaching experience as a Lecturer in the relevant area;
- Have substantial experience in developing Academic programmes;
- Have successfully supervised at least three (3) postgraduate students;
- Evidence of continuing research including having published at least four (4) articles in refereed journals or two (2) articles in refereed journals plus one (1) book by a reputable publisher since being appointed as a Lecturer (minimum of 32 publication points);
- Evidence of active participation in departmental activities and good quality teaching;
- Evidence of ability to attract research funding is an added advantage.
- Understanding and willingness to adhere to the PAC University Statement of Faith.

Key responsibilities for Senior Lecturers:

- Exercise academic leadership for all subject area activities – teaching and research, as appropriate;
- Design, develop, and deliver a range of programmes of study at various levels;
- Lead the development and implementation of teaching and learning strategy;
- Lead and coordinate research activity in the subject area;
- Supervise theses and projects at the postgraduate level;
- Contribute to the development of academic policies across the institution;
- Promote and market the work of the Department in the subject area.
- Oversee adherence to Internal Quality Assurance mechanisms

II. Job Title: Lecturer

The purpose of these jobs is to strengthen learning and academic delivery and support in the Departments of Leadership, Business, Computing & IT, Community Development, Bible & Theology, Psychology and Communication Departments.

Minimum Requirements:

An applicant must possess an earned PhD degree, or its equivalence, with expertise in any one of the areas indicated below:

- **Business Department (ref: HR/L01/16)** - in Business-related disciplines.
- **Bible and Theology (ref: HR/L02/16)** - in Biblical and/or Theological related disciplines.
- **Community Development Department (ref: HR/L03/16)** - in Community Development and/or Development Studies related disciplines.
- **Computing and Information Technology Department (ref: HR/L04/16)** - in Information Technology and/or Computing related disciplines.
- **Leadership (ref: HR/L05/16)** – in Leadership-related disciplines.
- **Communication Languages and Linguistics Department (ref: HR/L06/16)** - in Communication-related disciplines.
- **Psychology (ref: HR/L07/16)** – Specifically in the Marriage and Family Therapy discipline.

In Addition to the above, applicants must have the following:

- Evidence of research and publications; including at least two (2) articles in refereed journals (minimum of 24 publication points);
- Evidence of active participation in departmental activities and good quality teaching;
- Understanding and willingness to adhere to the PAC University's Statement of Faith;
- Evidence of ability to attract research funding is an added advantage.

Key Responsibilities for Lecturers:

- Actively contribute to academic excellence in subject teaching, research, publication and community outreach;
- Assist in the development of academic programmes of study at various levels;
- Participate in the development and implementation of teaching and learning strategies;
- Supervise theses and projects at the postgraduate level;
- Actively participate in the development of academic policies across the institution;
- Promote and market the work of the Department in the subject area.

III. ADMINISTRATIVE ASSISTANT

This position reports to the Deputy Vice Chancellor – Academic Affairs and will offer administrative support to the office of the Deputy Vice chancellor – Academic Affairs.

Minimum Requirements:

- An applicant must possess a Bachelor's degree in English/ Linguistics/ communication/ information Science or Business and other related areas. Masters' degree an added advantage.
- Have a good understanding of University/academic environment;
- Have at least 3 years' experience in Research, Writing and administration.
- Strong written and verbal communication skills are essential;
- Have excellent interpersonal skills;

Key Responsibilities for Administrative Assistant:

- Ensure smooth management and operation of the Office of Academic Affairs;
- Support in the development of academic policies.

- Screen and coordinate communications and correspondences for the Deputy Vice Chancellor- Academic Affairs’.
- Planning and Scheduling for the various meetings associated with the Academic Affairs office and taking minutes, follow up on actions required.
- Support in the preparation of curricula documents.
- Support the registration and orientation of the Post graduate students.
- Provide support for the Deputy Vice Chancellor- Academic Affairs’ (e.g., gathering background information, researching issues, preparing executive summaries and other materials, coordinating with other departments to secure materials requested);
- Support the development of Chinese Language and Culture

Thank you for visiting our website www.pacuniversity.ac.ke

If you believe you are the right candidate for any of the above positions, kindly send your application letter and detailed Curriculum Vitae to **The DVC Administration & Finance, Pan Africa Christian University**, on email to **jobs@pacuniversity.ac.ke**; not later than Friday, **2nd December 2016**. Only shortlisted candidates will be contacted.

Pan Africa Christian University is an equal opportunity employer and canvassing will lead to automatic disqualification.