



## CAREER OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position.

### TUTORIAL FELLOW (MSc Procurement & Logistics)

#### JOB OBJECTIVE

To facilitate learning in the University to the highest quality through teaching, administration and academic advisory work and ensure an outstanding student learning experience.

#### DUTIES AND RESPONSIBILITIES:

- Teach and facilitate learning at both undergraduate and postgraduate levels through lecturers, seminars, workshops, tutorials and other learning situations as assigned by the HOD from time to time.
- Participate in the development, administration and marking of exams, assignments and continuous assessments tests.
- Assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, Achievement and attendance.
- Provide advice, guidance and feedback to students to support their academic progress and referring student to support services as appropriate.
- Contribute to the development, planning and implementation of high-quality curriculum.
- Participate in supervision and assisting of undergraduate and post graduate students in their research work.
- Carry out research and produce publications, as well as other research outputs, in line with personal objectives agreed in the faculty Annual Assessment Review(FAAR)
- Participate in writing of research proposals and applying of research grants.
- Contribute and participate in the development in the departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.

- Provide pastoral care to students through academic advising and counseling.
- Contribute to departmental, faculty and/or University wide working groups or committee as, when requested to do so;
- Undertake continuous professional development and participate in staff development and training activities to update and enhance skills;
- Maintain proper records of students' examination, assignments and continuous assessments tests and ensure they are keyed in examination records management system in time;
- Attend departmental, Faculty and University –wide meetings with other staff members;

### QUALIFICATIONS AND EXPERIENCE

- Master of Science in Procurement and logistics
- Pursuing PhD in procurement and logistics

### OTHER SKILLS AND COMPETENCES

- Strong verbal and written communication skills
- Excellent presentation skills
- Excellent research skills
- Critical thinking skills
- Good listener
- Time management skills and attention to detail

Interested candidates who meet the above requirements should submit an application letter indicating current and desired salary, a detailed CV and three references via email to [hr@kca.ac.ke](mailto:hr@kca.ac.ke) so as to be received not later than **10<sup>th</sup> May, 2019**. Only shortlisted candidates will be contacted.

**The Human Resources Director,  
KCA University,  
P.O Box 56808-00200,  
Nairobi.**