



## EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University is seeking to recruit competent and professional staff at the level of **Tutorial Fellow in Environmental Science Grade 11**

### **SCHOOL OF ENVIRONMENTAL AND EARTH SCIENCES**

#### **Department of Environmental Sciences**

**TUTORIAL FELLOW IN ENVIRONMENTAL SCIENCE      GRADE 11      1 POSITION**

**REF: PU/ADV/08/03/2023**

### **REQUIREMENTS FOR THE POSITION OF TUTORIAL FELLOW IN ENVIRONMENTAL SCIENCE GRADE 11**

This is a training position. Appointment to this position is on a two (2) year contract, renewable once based on performance.

#### **REQUIREMENTS**

##### **Academic Qualifications**

Applicants must be:

- A holder of Bachelor's Degree and a Master's degree in Environmental Science or its equivalent from an accredited and recognized university.
- Registered or registerable for a Doctor of Philosophy (PhD) or equivalent Doctoral Degree Qualification.
- Registered or registerable with a relevant professional body (where applicable)

##### **Experience**

Should have at least three (3) years relevant work experience

##### **Skill**

Applicants should demonstrate potential for university teaching and/or research

## **Publications**

Applicants with relevant publications will be an added advantage

### **Responsibilities will include but not limited to:**

- Identify research needs in society in order to inform potential areas of research and contribute to the body of knowledge.
- Develop and write proposals to inform and justify the need for research and source for funds in accordance to donor regulations and ethical standards.
- Conduct research by implementing objectives through use of relevant methods to increase in the body of knowledge.
- Disseminate and share research findings through to inform an influence policy and provide solutions to societal needs
- Aid the University to meet its mandate while contributing to individual development and standing of the University in research matters.
- Grade and supervise undergraduate and post graduate students to conduct their research in accordance to ethical and quality standards.
- Develop and review institutional curricula to ensure quality and cater for advancement in the body of knowledge and meet market needs.
- Prepare for lectures for systematic and effective delivery of content.
- Prepare teaching and instructional materials for students to maintain standards and uniformity and ensure effective delivery of the teaching process.
- Deliver the curricula through innovative methods to transfer knowledge and skills.
- Maintain appropriate contact hours with students for effective learning by abiding to the scheduled timelines.
- Set, moderate, administer, mark, compile, report, and process exams to meet University academic standards to evaluate acquisition of knowledge and ensure quality.
- Participate in attachment, field trips and teaching practice to equip students with on the job training and skills.
- Monitor students' performance, progress, produce timely feedback, and seek ways to improve performance and content retention.
- Provide career guidance and student mentorship programmes provision during consultation hours to produce all rounded and well-grounded individuals.

- Ensure quality standards are maintained by ensuring students abide to policies and regulations in class attendance and examination discipline.
- Identify and initiate external linkages with local and international bodies for purposes of collaboration, research and funding.
- Establish linkages for students exchange programs and attachment for purposes of training and capacity building.
- Engage stake holders for purposes of curricula development, sharing experience and knowledge.
- Undertake sensitization programs to create awareness on issues affecting local communities.
- Perform any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of Faculty or other Officer of the University in accordance with the University statutes.

### **Community Service and Outreach Responsibilities**

- Identify and initiate external linkages with local and international bodies for purposes of collaboration, research and funding.
- Establish linkages for students exchange programs and attachment for purposes of training and capacity building
- Engage stake holders for purposes of curricula development, sharing experience and knowledge.
- Undertake sensitization programs to create awareness on issues affecting local communities.
- Perform any other duties and responsibilities as may be assigned or delegated by the Head of Department, Dean of Faculty or other Officer of the University in accordance with the University statutes.

### **TERMS OF SERVICE**

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependants, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should submit four (4) copies of their application accompanied by a detailed curriculum vitae (detailing academic qualifications, professional experience, academic leadership, publications, awards/scholarships/funding, membership to professional association and linkages) and copies of certificates. Applicants should also provide names and contact addresses of three referees who are knowledgeable of the competence of the applicant.

**Applications and letters of recommendation from referees should be addressed to,**

**The Vice Chancellor  
Pwani University  
P. O Box 195-80108, Kilifi**

Candidates with foreign qualifications **MUST** submit a Certificate of Recognition from the Commission of University Education (CUE)

Pwani University is an equal-opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Wednesday 22<sup>nd</sup> March 2023**. Applications received later than this date will **not be** considered

**Please Note that:** Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

**NO FEE**

**PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)**