

EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya with its main campus in Kisumu, Kisumu County and a campus in South C, Nairobi. We envision being a premier University providing Management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professionals to fill the following positions:-

1.0 RESEARCH FELLOW -1 POSITION

JOB PURPOSE

To plan and implement Research, Development and Innovations of the University

KEY DUTIES AND RESPONSIBILITIES

Research Activities

- Plan, develop and recommend policies governing research and development programmes
- Coordinate provision of skills in grant proposal writing to academic staff and students.
- Determine priority areas of research in consultation with stakeholders
- Mobilize financial and other resources for research and development.
- Work out modalities of implementing funded research projects.
- Engagement of staff and students in research and consultancy
- Undertake research, consultancies and disseminate findings aimed at promoting quality leadership, management and governance practices;
- Organize, encourage and support public lectures, seminars and conferences
- Produce competitive research project proposals.
- Develop a strong multidisciplinary research culture and encourage synergy.
- Provide administrative duties for collaborative research including capacity building, mentorship, assessing needs and identifying areas of priority.
- Foster enabling environment for local and international collaboration for research programmes.
- Promote academic linkages, interchange, contact and co-operation with the public and private sectors.
- Performing any other duties as may be assigned from time to time.

Innovation Activities

- Provide business support needs of small enterprises and emerging entrepreneurs among groups that are underrepresented in the business community;
- Assist students and staff to market their research proposals and business plans to funding agencies.
- Perform any other duties as may be assigned by the director from time to time
- Foster entrepreneurship, business innovation, investments and private sector development particularly in micro, small, and medium enterprises (MSMEs)

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- A holder of a PhD degree in a business-related area or its equivalent in the relevant field with at least five (5) years research experience.
- Minimum of 24 Publication Points of which at least (16) should be from refereed journal articles
- Must be a registered member of a recognized professional body
- Statistical data analysis skills using SPSS, STATA, or E-Views
- Strategic mind set and sense of corporate result focus • Leadership skills
- Good administrative and co-ordination skills
- Good networking and relationship building skills
- Be a team player and possess excellent interpersonal, communication both oral and written, proposal/report writing and presentation skills
- Ability to maintain confidentiality, honest, trustworthy with a high degree of personal integrity
- Creativity, innovation, objectivity, insight and ability to work independently and in teams

2.0 JUNIOR RESEARCH FELLOW - 1 POSITON

JOB PURPOSE

This position is responsible for the provision of technical and project management support to thematic programmes in evaluating identified research areas, constituting research grant proposal writing teams, facilitating proposal writing process and coordinating research programmes in the designated disciplines of research in the University.

KEY DUTIES AND RESPONSIBILITIES

- Assist in identifying and consolidating research information and identification of research needs
- Assist in mobilizing funds for research projects through coordination proposal writing to potential donors, collaborators or partners
- Recommend teams for and coordinate the operations of grant making proposal writing team
- Maintain a knowledge base to planning consistent with the strategic research goals and objectives of the University.
- Coordinate effective working relationships with relevant external institutions e.g. Government departments, research funding bodies, partner institutions to support the operational aspects of funding opportunities, contract management, and administration.
- Implement improvements and maintain appropriate data management systems to support research contract and office administration.
- Ensure compliance with departmental, University and national regulations on safety and ethics that are relevant to the research programme.
- Assist in developing the capacity of relevant staff in writing proposals and carrying out research.
- Coordinate communication of University research effectively to external audience.
- Perform any other duties as may be assigned from time to time by supervisors.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Master's degree in a business related field.
- Three (3) years of experience in a relevant research area.
- Minimum of 20 publication points of which at least (14) should be from refereed journal articles.
- Good report and proposal writing and public speaking/presentation skills
- Effective initiative facilitation and team leadership skills
- Ability to continuously monitor and acquire knowledge/market intelligence on relevant industry trends and developments
- Good interpersonal and communication skills
- Good networking, coordination, planning and organizational skills
- Ability to perform and foster team work
- Knowledge of research and statistical analysis software

HOW TO APPLY

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, day time telephone contact, name and address of three referees. The applications should reach the undersigned not later than **27th May 2022**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
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