KENYA HIGHLANDS SEMINARY
Equipping the saved to serve

ADVERTISEMENT FOR VACANT POSITIONS

Kenya Highlands Seminary is a subsidiary of Kenya Highlands University located in Kericho. The seminary houses all theological courses at the university from the Bachelor's, Masters and Doctoral levels. For us to achieve this momentous task, the Seminary wishes to recruit competent servant leaders to fill the following vacant positions.

1. ICT ASSISTANT (1)

Reports To: Finance & Administration Manager

Location: Kenya Highlands Seminary – Kericho, Main Campus

Employment Terms: Permanent and Pensionable.

Job Summary

The IT Assistant is responsible for providing technical support and maintaining the seminary's IT systems to ensure efficient delivery of theological education, administrative operations, and ministry training. The role supports faculty, staff, and seminarians by ensuring reliable access to computers, networks, learning systems, and digital resources.

Roles and Responsibilities

Technical Support

- Provide first-level technical support to faculty, staff, and seminarians
- Troubleshoot hardware, software, printer, and connectivity issues
- Install, configure, and maintain desktops, laptops, and accessories.
- Support classroom technology including projectors, smart screens, and presentation tools
- Support learning management systems (LMS), library systems, and administrative software
- Provide technical support during lectures, seminars, and conferences
- Assist with online learning platforms and virtual meetings.

Network and Systems Support

- Assist in maintaining the seminary's Local Area Network (LAN), Wi-Fi, and internet connectivity.

- Monitor network performance and report faults.
- Assist with system updates, patches, and antivirus protection.

User and Account Management

- Create and manage user accounts for staff, faculty, and students.
- Reset passwords and manage user access permissions
- Support email setup and troubleshooting

IT Equipment and Asset Management

- Maintain inventory of IT equipment and software licenses
- Ensure proper use, maintenance, and tracking of IT assets
- Assist in procurement and set up new IT equipment

Data Management and Security

- Assist with data backup and recovery procedures
- Ensure compliance with IT security policies
- Maintain confidentiality and integrity of seminary data

Qualifications and Experience

Education

- Degree in Information Technology, Computer Science, or related field

Experience

- At least 1 year of relevant IT support experience preferred
- Experience working in an academic or institutional environment is an advantage

Technical Competencies

- Knowledge of Windows operating systems and Microsoft Office
- Basic networking knowledge (LAN, Wi-Fi, routers, switches)
- Hardware installation and troubleshooting skills
- Basic knowledge of cybersecurity and antivirus systems
- Familiarity with email systems and online learning platforms.

Personal Attributes

- Strong problem-solving and analytical skills
- Good communication and interpersonal skills
- Ability to support users with varying levels of technical knowledge
- High level of integrity and professionalism
- Ability to work independently and as part of a team
- Respect for and willingness to work within a theological and faith-based environment.

2. ASSISTANT LECTURERS (2)

Reports To: The Academic Dean.

Location: Kenya Highlands Seminary – Kericho, Main Campus

Employment Terms: Permanent and Pensionable.

Job Summary

An Assistant Lecturer facilitates student learning through teaching, research, and community service. They develop and deliver curriculum, support students in pastoral mentorship, and publish scholarly work.

Key Responsibilities

- Teach courses in the assigned area of specialization.
- Prepare course outlines and instructional materials aligned with the approved curriculum.
- Deliver lectures, tutorials, seminars and supervise ministry sessions.
- Set, moderate, administer and mark examinations, assignments and continuous assessments.
- Provide timely academic feedback and maintain accurate student performance records.
- Offer academic advising, mentoring and discipleship to students.
- Supervise student research projects, practicums and ministry placements.
- Participate in curriculum development and periodic programme review to ensure biblical soundness and academic rigor.
- Engage in research, publish scholarly work and participate in academic conferences and seminars.
- Support chapel services, prayer meetings, spiritual retreats and institutional worship activities.
- Model Christian character, servant leadership and integrity consistent with the Seminary's statement of faith.
- Participate in community outreach, missions, evangelism and church partnership programmes.
- Attend departmental, faculty and institutional meetings.
- Serve on committees and contribute to quality assurance and accreditation processes.
- Assist in student recruitment, marketing activities and institutional development initiatives.
- Perform any other duties assigned by the Academics Office.

Qualifications and Requirements

- Master's degree in theology, Christian ministries or related fields from a recognized and accredited university.
- Strong theological grounding and commitment to evangelical Christian doctrine.
- Registration in a PhD programme will be an added advantage.
- Teaching experience in a university, college or theological institution is desirable.
- Demonstrated research potential and academic writing skills.
- Proficiency in digital learning platforms and modern teaching methodologies.
- Excellent communication, organizational and interpersonal skills.
- Active involvement in a local church and a lifestyle consistent with biblical principles.

- Commitment to the mission, vision and values of Kenya Highlands Seminary.

Application Process

Interested candidates should submit their cover letter, CV, academic and professional certificates, a statement of faith, a 1,000-word essay outlining the candidate's vision for accomplishing the role applied for in a seminary setting and a pastor's recommendation letter in **one PDF document** to the email: **recruitment@khs.ac.ke** by **2nd May 2026, 5pm.**

Indicate the **POSITION** you have applied for in the **SUBJECT line of the EMAIL.**

No hard copy applications shall be received

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

