



TECHNICAL UNIVERSITY OF MOMBASA

JOB ADVERTISEMENT

INSTITUTIONAL PROFILE

The Technical University of Mombasa (TUM) is a fully-fledged Public Technical University in Kenya situated in Mombasa County with a student population of 18,622 and staff complement of 630. The University aspires to increase its academic programmes, students' enrollment and human resource capacity in order to realize its strategic vision of being a University of Global Excellence in Advancing Knowledge Science and Technology.

In order to actuate its vision, mission and strategic objectives, the University intends to recruit an innovative individual with demonstrated high standards of personal and professional integrity. In addition, applicants should have outstanding professional competence in Academic Administration and Management.

1. **REGISTRAR ADMINISTRATION AND PLANNING GRADE 1 POST**
REF: TUM/ADVERT/RECR/2/RAP2022:

Position	Grade	Division	Department	Vacant Post
Registrar Administration and Planning (Contract)	15N	Administration	Registrar Administration and Planning	1

JOB PURPOSE

Administrative and operational oversight of several key functions of the University as well as the responsibility for creating, maintaining and evaluating the administrative and physical infrastructure required to support the mandate and mission of the University.

REQUIREMENTS

Any applicant for the position of Registrar (Administration and finance should:

- Must have an earned PhD degree in social sciences or any other academic discipline from a recognized institution.
- Must have at least five (5) years relevant work experience in administrative work at the level of Deputy Registrar at Grade 14N or position of comparable duties and responsibilities.
- Registered with recognized professional body and in good standing (where applicable).
- Must provide evidence of computer literacy.
- Certified Secretary of Kenya (CS (K) or any other relevant professional qualification will be an added advantage.





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CORE COMPETENCIES AND SKILLS

The applicant should possess the following core competencies and skills:

- i) Have excellent Organizational, Interpersonal and Communication and Customer Care skills.
- ii) Have Analytical, Leadership and Public Relations skills.
- iii) Capacity to work under pressure and meet deadlines.
- iv) Integrity, Confidentiality and Transparency Management.
- v) Have strong Report Writing skills, Negotiation skills and Time Management.
- vi) Competent in Management Information Systems and Communication Technologies.

DUTIES AND RESPONSIBILITIES

I MANAGERIAL / SUPERVISORY RESPONSIBILITIES

- i) Report to the Deputy Vice Chancellor –Administration Finance and Planning and will be responsible for all human resource and administration matters of the University.
- ii) Coordinate the formulation and implementation of departmental policies and procedures.
- iii) Provide secretariat services to standing committees of the Council and University Management Board.
- iv) Provide leadership in strategic planning and performance contracting
- v) Coordination of the supervision of outsourced serviced
- vi) Responsible for budget preparation and utilization for the division
- vii) Control the efficient utilization of University.

II OPERATIONAL RESPONSIBILITIES

- i) Responsible for maintenance of hygiene and ambiance of the university premises
- ii) Ensure effective and efficient management of various functions of the department
- iii) Responsible for ensuring that the university complies with the requirements of Occupational Safety and Health
- iv) Sourcing for insurance of University assets such as buildings, vehicles and other equipment
- v) Allocation of space, staff quarters and other University services
- vi) Ensuring effective and timely administrative communication to staff and students.
- vii) Management of University Estates including utilities, services land rent and rates.
- viii) Ensuring learning facilities and examination centers and well supplied with seats and other required furniture
- ix) Coordinate solid waste management and appropriate disposal
- x) Perform any other duties and responsibilities as may be assigned by the University Authority from time to time.





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TENURE OF OFFICE

The successful candidate shall hold office for a term of five (5) years with the possibility of a further and final term of five (5) years subject to performance and a positive appraisal by the University Council.

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 15N	209,694-283,087	73,715

2. LEGAL OFFICER II GRADE 10N 1 POST REFNO. TUM/ADVERT/EXT/RECR/1/LO/2022

Position	Grade	Division	Department	Vacant Post
Legal Officer II (Permanent and Pensionable)	10N	Administration	Legal Office	1

REPORTING TO: CHIEF LEGAL OFFICER

Professional Requirements

- Must possess Bachelor Degree in Law.
- Must have at least three (3) years relevant working experience as Legal Officer III at Grade 9N or position of comparable duties and responsibilities.
- Must be an Advocate of the High Court.
- Must be registered with Law Society of Kenya (LSK)
- Must provide evidence of computer literacy.

Duties and Responsibilities

- Organize and schedule meetings.
- Take minutes in meetings
- Draft letters on behalf of the legal officer
- Conduct case research
- Review Universities policies and regulations
- Carry out other duties and responsibilities as may be assigned from time to time.





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REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 10N	57,729 – 82,552	35,383

3. ASSISTANT ACCOUNTANT II GRADE 8N 1 POST
REF NO. TUM/ADVERT/EXT/RECR/1/ACA/2022

Position	Grade	Division	Department	Vacant Post
Assistant Accountant II <i>(Permanent and Pensionable)</i>	8N	Administration	Finance	1

REPORTING TO: FINANCE OFFICER

Professional Requirements

- i) Must have Bachelor of Commerce Degree in Accounting/Finance option OR its equivalent
- ii) Must have CPA Part II
- iii) Must be computer literate, with knowledge in relevant Accounting Software

OR

- i) Must have CPA Part III or equivalent
- ii) Must have at least three (3) years relevant working experience as Assistant Accountant III at Grade 7N or position of comparable duties and responsibilities.
- iii) Must be computer literate, with knowledge in relevant Accounting Software

Duties and Responsibilities

- i) Maintain assets register
- ii) Maintain books of accounts to ensure that all transactions are properly recorded.
- iii) Ensuring that transactions being so recorded are in accordance with University regulations and policies
- iv) Posting of transactions in ledger accounts
- v) Producing monthly financial reports
- vi) Supervise the preparation of cash books and bank reconciliation statements
- vii) Ensure remittance of statutory deductions
- viii) Supervise staff working under him/her
- ix) Carry out other duties and responsibilities as may be assigned from time to time





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REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 8N	43,193 - 60,470	28,307

**4. MAINTENANCE TECHNOLOGIST (ELECTRICAL) GRADE 8N 1 POST
REF NO.TUM/ADVERT/EXT/RECR/1/MTE/2022**

Position	Grade	Division	Department	Vacant Post
Maintenance Technologist <i>(Permanent and Pensionable)</i>	8N	Administration	Maintenance	1

REPORTING TO SENIOR MAINTENANCE OFFICER

Professional Qualifications

- i) Must have Bachelor Degree in Electrical from a recognized Institution
- ii) Must have at least three (3) years relevant working experience as Senior Technician at Grade 7N or position of comparable duties and responsibilities.
- iii) Must provide evidence of computer literacy
- iv) Must be registered and actively affiliated with a recognized professional body and in good standing.

Duties and Responsibilities

- i) Supervise of maintenance and repair of electrical works
- ii) Read and interpret drawings for works
- iii) Prepare work schedules
- iv) Carry out costing and quantity of electrical works and materials
- v) Ensure delivery of quality services and workmanship
- vi) Ensure prompt repair of electrical machines
- vii) Ensure regular supply of electricity
- viii) Report on technical matters in relation to electrical works
- ix) Requisition of electrical tools, equipment and materials
- x) Co-ordinate and supervise other works for staff
- xi) Inspection of materials procured to meet standards





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- xii) Perform any other duties and responsibilities as may be assigned from time to time by person placed in authority.

REMUNERATION

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Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 8N	43,193 - 60,470	28,307

5. SENIOR LECTURER - ENTREPRENEURSHIP GRADE: 13 1 POST
REF NO.TUM/ADVERT/EXT/RECR/1/SL/BA/2022

Position	Grade	Division	Department	Vacant Post
Senior Lecturer - Entrepreneurship <i>(Permanent and Pensionable)</i>	13A	School of Business	Business Administration	1

REPORTING TO: CHAIRPERSON OF DEPARTMENT

Professional Requirements

- i) Must possess an earned PhD in Entrepreneurship or equivalent Doctoral degree in the relevant area from an accredited and recognized university
- ii) Must have Minimum three (3) years university teaching and research experience since becoming a lecturer
- iii) Must have supervised at least two (2) students at Master level **OR** One (1) Ph.D. level student to successful completion since becoming a lecturer.
- iv) Must have attracted a minimum of Kshs 500,000/= funding to the University **OR** provide evidence of having assisted the University realize a minimum saving of Kshs 500,000/=from his/her innovation/interventions since becoming a Lecturer
- v) Must be registered and in good standing with a relevant professional body (where applicable)
- vi) Must have at least six (6) articles in refereed journals with minimum impact factor of 0.5 since becoming a lecturer,

OR

One (1) University level book in the candidate’s professional area published plus three (3) articles published in refereed journals with minimum impact factor of 0.5 since becoming a lecturer

OR

One (1) University level book in the candidate’s professional area published, one (1) book chapter and two (2) articles published in refereed journals with minimum impact factor





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of 0.5 since becoming a lecturer,

OR

Four (4) articles published in refereed journals with a minimum impact factor of 0.5 plus one (1) patent/innovation since becoming a lecturer.

NB: The candidate will be subjected to external academic peer review in consultation with the respective faculty.

Duties and Responsibilities

- i) Teach and assess courses in one’s discipline at both undergraduate and postgraduate level
- ii) Supervise undergraduate projects and other experiential learning programs and postgraduate dissertations/theses.
- iii) Supervise dissertation/theses at the graduate level
- iv) Develop undergraduate and postgraduate programs
- v) Initiate, promote and participate in research projects
- vi) Participate in academic conferences /seminars/ workshops
- vii) Participate in preparation of Faculty/School development plans.
- viii) Provide professional and community services and initiate linkages and fund mobilization.
- ix) Carry out other duties and responsibilities as may be assigned from time to time

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 13A	144,450 - 206,563	58,972

**6. SENIOR LECTURER: LIBRARY INFORMATION SCIENCE GRADE: 13A
1 POST REF NO.TUM/ADVERT/EXT/RECR/1/SL/SS/2022**

Position	Grade	Division	Department	Vacant Post
Senior Lecturer Library Information Science (Permanent and Pensionable)	13A	School of Humanities and Social Sciences	Social Sciences	1





REPORTING TO: CHAIRPERSON OF DEPARTMENT

Professional Requirements

- i) Must possess an earned PhD in Library Information Science or equivalent Doctoral degree in the relevant area from an accredited and recognized university
- ii) Must have Minimum three (3) years university teaching and research experience since becoming a lecturer
- iii) Must have supervised at least two (2) students at Master level **OR** One (1) Ph.D. level student to successful completion since becoming a lecturer.
- iv) Must have attracted a minimum of Kshs 500,000/= funding to the University **OR** provide evidence of having assisted the University realize a minimum saving of Kshs 500,000/= from his/her innovation/interventions since becoming a Lecturer
- v) Must be registered and in good standing with a relevant professional body (where applicable)
- vi) Must have at least six (6) articles in refereed journals with minimum impact factor of 0.5 since becoming a lecturer,

OR

One (1) University level book in the candidate's professional area published plus three (3) articles published in refereed journals with minimum impact factor of 0.5 since becoming a lecturer

OR

One (1) University level book in the candidate's professional area published, one (1) book chapter and two (2) articles published in refereed journals with minimum impact factor of 0.5 since becoming a lecturer,

OR

Four (4) articles published in refereed journals with a minimum impact factor of 0.5 plus one (1) patent/innovation since becoming a lecturer.

Must be registered and in good standing with a relevant professional body

NB: The candidate will be subjected to external academic peer review in consultation with the respective faculty.

Duties and Responsibilities

- i) Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii) Supervise undergraduate projects and other experiential learning programs and postgraduate dissertations/theses.
- i) Supervise dissertation/theses at the graduate level
- ii) Develop undergraduate and postgraduate programs
- iii) Initiate, promote and participate in research projects
- iv) Participate in academic conferences /seminars/ workshops





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- v) Participate in preparation of Faculty/School development plans.
- vi) Provide professional and community services and initiate linkages and fund mobilization.
- vii) Carry out other duties and responsibilities as may be assigned from time to time

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 13A	144,450 - 206,563	58,972

APPLICATION GUIDE

1. Application should include an up-to date Curriculum Vitae (CV), providing details of age, academic and professional qualifications, work experience, current designation and salary, email address, telephone, name and contacts of three referees who are knowledgeable about the competence of the applicant, a copy of National Identification Card, copies of relevant certificates and testimonials.
2. Candidates with foreign Academic Qualifications **MUST** submit a Certificate of Recognition from the Commission for University Education (CUE).
3. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
4. Upon offer of employment successful candidates shall be required to provide valid clearance certificates from the following Bodies:
 - a. Kenya Revenue Authority.
 - b. Higher Education Loans Board.
 - c. Ethics and Anti-Corruption Commission.
 - d. Directorate of Criminal Investigations
 - e. Registered Credit Reference Bureau.
5. Only shortlisted and successful candidates will be contacted

Interested applicants should send six (6) copies of their application for the above positions. Applications containing false information shall be disqualified.

Application and recommendation letters from referees should be addressed to;





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Vice Chancellor
Technical University of Mombasa
P.O Box 90420-80100

The deadline for submitting application is **13th December, 2022** Applications received later than this date will not be considered. Please quote the reference number in your application.

Technical University of Mombasa is an equal opportunity employer. Women, persons living with disability and marginalized group are encouraged to apply.

The University does not ask for any fees from the applicants.

