



**Technical University of Mombasa Enterprises Limited**  
**Office of the Managing Director**

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**JOB VACANCIES**

Technical University of Mombasa Enterprises Limited (TUMEL) seek to hire highly competent and qualified people to fill the following vacancies within its staff establishment.

S/No.	Position	Vacancy No.	No. of Posts
1	Administrative Assistant	TUMEL/ADM.ASS/15/04/2024	1

**Reporting to: Human Resource and Administration Officer**

**Requirements/Job Specifications:**

- Diploma in Business Management or equivalent; additional Administrative Assistant or Secretary qualification will be a plus.
- Proven experience as an Administrative Assistant, or Office Admin Assistant;
- Knowledge of office management systems and procedures;
- Excellent documentation, communication, and IT skills;
- Working knowledge of office equipment, like printers and fax machines;
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular);
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication skills; and
- Strong organizational skills with the ability to multi-task;

**Key Duties and Responsibilities:**

- Assist in Proposal Writing and Tender Submissions;
- Schedule and coordinate staff and other meetings;
- Collate and distribute mail;
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence;
- Write and edit documents from letters to reports and instructional documents;
- Create and maintain filing systems, both electronic and physical;
- Evaluate and ensure the company's compliance with the necessary statutory requirements;
- Communicating with a variety of stakeholders; and

- Carry out other duties and responsibilities as may be assigned from time to time by other persons in authority.

### **Skills & Competencies**

- Attention to detail;
- Ability to think objectively;
- Planning, organizing, and coordinating skills;
- Strong communication skills;
- Teamwork and people management skills;
- Report writing skills;
- Good organization, time management, and scheduling skills;
- Basic bookkeeping experience, especially in accounts payable/receivable;
- Experience using office management software, including word processing software and spreadsheets;
- Typing speed of at least 60 words per minute with few errors; and
- Ability to multitask

<b>TUMEL Grade</b>	<b>Consolidated Salary Range</b>	<b>Contract Duration</b>
5	35,000/ - 53,805/=	3 years

**Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.**

### **How to Apply**

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates and testimonials may be submitted in soft copy to email: [applications@tumel.co.ke](mailto:applications@tumel.co.ke) or in hard copy and submitted to the office of the **Human Resource and Administrative Officer not later than 30<sup>th</sup> April 2024 by 5:00 pm.**

The Application should be addressed to:

**The Managing Director**

**Technical University of Mombasa Enterprises Limited (TUMEL)**

**P.O BOX 90420-00800**

**Mombasa.**

Email applications to be sent to: [applications@tumel.co.ke](mailto:applications@tumel.co.ke)

**NOTE:**

**All applications should be sent in pdf format as a single document. Any other formats will not be accepted and will lead to automatic disqualification.**

In Compliance with Article Six (6) of the Constitution of Kenya, you should provide:

- Valid Certificate of Good Conduct
- Tax Compliance certificate
- HELB clearance
- EACC compliance certificate

TUMEL is an equal-opportunity employer and is committed to diversity and gender equality. Women, marginalized, and minority groups are encouraged to apply.



**Bernard Nyakundi**

**MANAGING DIRECTOR/BOARD SECRETARY**

**15/04/2024**