



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 component 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 innovative individuals with demonstrated high standards of personal and professional integrity for the position of Registrar (Administration and Planning) and Registrar (Academic Affairs). In addition, applicants should have outstanding professional competence in Academic, Administration and Management.

1. REGISTRAR (ADMINISTRATION AND PLANNING) Grade: 15 N REF. NO. TUM/ADVERT/RECR/1/RAP/2022: 1 POST

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 the Registrar (Administration and Planning) should:

- Have a 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 14 or comparable position
- Registered with recognized professional body
- CPS (K) or relevant professional qualifications will be an added advantage.

CORE COMPETENCIES AND SKILLS

The applicant should possess the following core competencies and skills:

- Have excellent Organizational, Interpersonal and Communication skills.
- Have Analytical, Leadership and Presentation skills.
- Capacity to work under pressure and meet deadlines.
- Have strong Report writing skills, Negotiation skills and Time Management.
- Ability of Mentoring and Coaching.
- Knowledge of Management Information Systems and Communication Technologies



TUM is ISO 9001:2015 Certified

Technical University of Mombasa,
Tom Mboya Avenue P. O. Box 90420 - 80100, MOMBASA - KENYA.
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E-mail : info@tum.ac.ke, vc@tum.ac.ke, Website: www.tum.ac.ke



DUTIES AND RESPONSIBILITIES

I. MANAGERIAL / SUPERVISORY RESPONSIBILITIES

- a) Report to the DVC-AFP and will be responsible to him on all human resource and administration matters of the University
- b) Coordinates the formulation and implementation of departmental policies and procedures.
- c) Provide secretariat services to standing committees of the Council and University Management Board
- d) Provide leadership in strategic planning and performance contracting
- e) Coordination of the supervision of outsourced services
- f) Responsible for budget preparation and utilization for the division
- g) Control the efficient utilization of University resources

II. OPERATIONAL RESPONSIBILITIES

- a) Responsible for maintenance of hygiene and ambience of university premises.
- b) Ensure effective and efficient management of various functions of the department
- c) Responsible for ensuring that the University complies with the requirements of Occupational Safety and Health.
- d) Sourcing for insurance of University assets such as buildings, vehicles and other
- e) equipment
- f) Allocation of space, staff quarters and other University services
- g) Ensure effective and timely administrative communication to staff and students.
- h) Management of University Estates including utilities, services land rent and rates.
- i) Ensure learning facilities and examination centers are well supplied with seats and other required furniture
- j) Coordinate solid waste management and appropriate disposal
- k) Perform any other duties and responsibilities that may be assigned from time to time.



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DUTIES AND RESPONSIBILITIES

I MANAGERIAL / SUPERVISORY RESPONSIBILITIES

- a) Report to the DVC-ARE and will be responsible to him on all Academic affairs matters of the University
- b) Supervision, Coaching and mentoring of staff in Academic Affairs Division.
- c) Provide secretariat services to standing committees of the Council and University Senate Board
- d) Custodian of all records in the Division.
- e) Patron of the Students Alumni Association.

II. OPERATIONAL RESPONSIBILITIES

- a) Ensure effective coordination and implementation of University academic affairs.
- b) Formulate and implement the strategic plan for the division.
- c) Ensure effective administrative systems in line with University best practices.
- d) Formulate, Plan and control the budget for the division.
- e) Overall control of the Student Management Information System.
- f) Provide secretariat services in the University Senate and its Committees.
- g) Oversee the Student Disciplinary process and provide secretariat services.
- h) Circulates Senate Resolutions.
- i) Clear students to vie for student elections.
- j) Oversee the Alumni relations and activities.
- k) Spearheads and supervises the admission and examination process.
- l) Facilitates the issuance of student certificates and transcripts.
- m) Provides secretariat to student orientation and graduation.
- n) Coordinate marketing of academic programmes.
- o) Perform any other duties and responsibilities as may be assigned from time to time.

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 a positive appraisal by the University Council.



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REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 15N	209,694 - 284,087	73,715

DEPARTMENT OF INTERNAL AUDIT REF. NO. TUM/ADVERT/RECR/1/IA/2022 1 POST

S/No	Position	Grade	Division	Department	Vacant Posts
1	Senior Internal Auditor II <i>(permanent and Pensionable)</i>	12N	Administration	Internal Audit	1

Senior Internal Auditor II: Grade 12N

Reporting To: Chief Internal Auditor

Professional Requirement

- Must possess Master Degree (Accounting/ Finance) plus CPA Part III OR equivalent
- Must have at least three (3) years working experience as Internal Auditor I at Grade 11N OR comparable position
- Membership of a professional body - Institute of Internal Auditors of Kenya (IIA-Kenya) and in good standing
- Possession of Diploma in Risk Management will be an added advantage
- Possession of Information System Auditing Qualification Certification (CISA, CISM or equivalent) will be an added advantage.

OR

- Must possess Bachelor Degree (Accounting/ Finance) and CPA (K) OR equivalent
- Must have at least five (5) years working experience as Internal Auditor I at Grade 11N OR comparable position.
- Membership of Institute of Internal Auditors of Kenya (IIA-Kenya) and ICPAK and in good standing
- Possession of Diploma in Risk Management will be an added advantage
- Possession of Information System Auditing Qualification Certification (CISA, CISM or equivalent) will be an added advantage.



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Duties and Responsibilities

- An Internal Auditor may be assigned to be in-charge of a section/unit
- Responsible for a given audit assignment in the university
- Take charge of an audit assignment and make reports to the immediate supervisor
- To supervise and appraise staff below him/her
- Will be expected to develop audit techniques and processes
- Ensure implementation of Audit policies and programmes in the University
- Carry out other duties and responsibilities as may be assigned from time to time

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 12N	108,714-155,461	55,286
Grade 10N	57,729- 82552	35,383

LEGAL OFFICE - REF NO. TUM/ADVERT/RECR/1/LO/2022 1 POST

S/No	Position	Grade	Division	Department	Vacant Posts
1	Legal Officer II (<i>Permanent and Pensionable</i>)	10N	Administration	Legal Office	1

Legal Officer II: Grade 10N

Reporting To: Chief Legal Officer

Professional Requirements

- Must possess Certificate of Secondary Education.
- Must possess Bachelor Degree in Law.
- Must Possess Post Grade Diploma in Law from Kenya School of Law
- Admission to the roll of Advocate
- Must have at least three (3) years working experience as Legal Officer III at Grade 9N or comparable position
- Must be an Advocate of the High Court.
- Must be registered with LSK
- Must be Computer literate.



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Duties and Responsibilities

- a) Organize and schedule meetings.
- b) Take minutes in meetings
- c) Draft letters on behalf of the legal officer
- d) Conduct case research
- e) Review University's policies and regulations
- f) Carry out other duties and responsibilities as may be assigned from time to time.

APPLICATION GUIDE

1. Application should include an up-to-date Curriculum Vitae (CV), providing details of age, marital status, academic and professional qualifications, work experience, current designation and salary, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, a copy of National Identity card, copies of relevant certificates and testimonials.
2. Applicants must submit valid clearance from the following bodies:
 - a. Kenya Revenue Authority.
 - b. Higher Education Loan Board.
 - c. Ethics and Anti-Corruption Commission.
 - d. Criminal Investigation Department (Certificate of Good Conduct)
 - e. Registered Credit Reference Bureau.
3. Candidates with foreign Academic Qualifications **MUST** submit a Certificate of Recognition from the Commission for University Education (CUE).

Details of academic and professional certificates and chapter six (6) not obtained by closure of the advert shall not be considered.

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

Applications and recommendation letters from referees should be addressed to;

Vice Chancellor
Technical University of Mombasa
P. O Box 90820-80100
Mombasa.

The deadline for submitting application is **Monday 14th March, 2022**. Applications received later than this date will not be considered. Please quote the reference number in your application.



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SELECTION COMMUNIQUE

Technical University of Mombasa is an equal opportunity employer, Female candidates and persons living with disability are encouraged to apply and should attach their National Council for Persons with Disabilities (NCPWD) certificate.

Please Note that: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification.

NO FEE :

TECHNICAL UNIVERSITY OF MOMBASA DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, SHORTLISTING, INTERVIEW MEETING, OR APPOINTMENT).



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