



**Technical University of Mombasa Enterprise Limited Office
of Managing Director**

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Mombasa, Kenya.

INTERNAL JOB VACANCY

The Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire a highly competent and qualified person to fill the following vacancy within its staff establishment.

S/N	Position	Vacancy No.	No. of Posts
1	Office Assistant	TUMEL/HR&ADM/OFFASST/01/11/2023	1

Reporting to Administrative Assistant

The Office Assistant is responsible for the execution of office administrative duties in a timely manner. The ideal candidate shall ensure the provision of efficient and timely administrative support to the Company.

Key Responsibilities:

- Cleaning of offices, and workstations;
- Movement of office documents, materials, and equipment;
- Monitor and maintain office supplies;
- Opening and closing of offices;
- Facilitate access in cases of other activities being carried out in the offices like fumigation, repair, and maintenance;
- Ensure the safety of the office environment, documents, and records.;
- Update and maintain internal staff contact lists;
- Coordinate and maintain staff administrative records such as staff contact, NSSF, NHIF, and Account numbers;
- Photocopying and binding of documents;
- Sorting, Dispatch, and Collection of mail;
- Provide administrative, secretarial, and clerical support to others in the office to maintain an efficient office environment;
- Always put the team first by assisting others when required;
- Collection of Office Supplies; and
- Perform any other duties and responsibilities as may be assigned from time to time.

Professional Requirements and Qualifications

- Have Kenya Certificate of Secondary Education mean grade C-(minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- Certificate in computer application from a recognized institution; and
- Meets the provisions of Chapter Six of the Constitution.

Personal Attributes

- Problem-solving ability, attention to detail, flexibility, and reliable with a teamwork mentality.
- A positive attitude.
- Presentable.

Skills and Attitudes

- Internet skills including use of e-mails and group messaging.
- Organization and planning skills
- Work management and prioritizing skills.
- Verbal and written communication skills.

TUMEL Grade	Consolidated Salary Range	Contract Duration
9	15,000/= - 20,164/=	3 years, renewable based on performance

NOTE:

- i. If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- ii. 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 are to be submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the **Managing Director not later than 15th November 2023 by 5:00 pm.**

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 - 80100

Mombasa.

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

01/11/2023