



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 594. 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 and Administration.

DEAN OF STUDENTS DEPARTMENT

COUNSELOR: GRADE 12N POST 1 REF: TUM/ADVERT/EXT/RECR/2/C/F/2024

Position	Grade	Division	Department	Vacant Post
Counselor (Permanent and Pensionable)	12N	Administration	Dean of Students	1

Reporting to: Senior Counselor

Professional Requirements

- Must possess Master Degree in Counseling Psychology or its equivalent from a recognized institution.
- Must have at least three (3) years working experience as Senior Assistant Counselor at Grade 11N OR position of comparable duties and responsibilities.
- Must be registered with recognized professional body
- Must be provide evidence of computer literacy

Duties & Responsibilities

- Responsible for all counseling issues
- Coordinate individual and/or group counseling of students on various issues
- Participate in orientation of new students
- Prepare and/or review general information booklets for students
- Liaise with the wardens on matters concerning counseling and guidance of students



TUM is ISO 9001:2015 Certified

Technical University of Mombasa,
Tom Mboya Avenue P. O. Box 90420 - 80100, MOMBASA - KENYA.
TEL: (254) 41-2492222/3, FAX: (254) 41- 2495632, Mobile: (254) 0724-955377 | 0733 -955377
E-mail : info@tum.ac.ke, vc@tum.ac.ke, Website: www.tum.ac.ke



TECHNICAL UNIVERSITY OF MOMBASA

- vi. Coordinate family life counseling and education in conjunction with the university Health unit.
- vii. Liaise with the Deans of schools in counseling students with issues concerning academic matters
- viii. Organize counseling seminars/workshops for students and staff
- ix. Prepare and submit Performance Contract reports to relevant bodies
- x. Carry out periodic on-campus analysis of alcohol drug and substance abuse and/or any other life-threatening issues
- xi. Monitor the performances of Peer Educators and Peer Counselors
- xii. Perform any 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

SECURITY DEPARTMENT

SENIOR SECURITY OFFICER III (INTELLIGENCE) : GRADE 8N POST 1
REF: TUM/ADVERT/EXT/RECR/2/SSO/F/2024

Position	Grade	Division	Department	Vacant Post
Senior Security Officer III (Intelligence) (Permanent and Pensionable)	8N	Administration	Security	1

Reporting To: Chief Security Officer

Professional Requirement:

- i. Must possess a Diploma in Intelligence Studies or its equivalent from a recognized institution.
- ii. Must have a minimum of three (3) years of relevant working experience in intelligence analysis, preferably in a Law Enforcement, Military, or Intelligence Agency environment.
- iii. Additional experience in a university or educational institution setup, specifically in a security or risk management role, is an added advantage.
- iv. Registration with recognized relevant professional body will be added advantage.
- v. Possession of Bachelor Degree in a relevant field will be an added advantage.
- vi. Must provide evidence of computer literacy



TUM is ISO 9001:2015 Certified

Technical University of Mombasa,
Tom Mboya Avenue P. O. Box 90420 - 80100, MOMBASA - KENYA.
TEL: (254) 41-2492222/3, FAX: (254) 41- 2495632, Mobile: (254) 0724-955377 | 0733 -955377
E-mail : info@tum.ac.ke, vc@tum.ac.ke, Website: www.tum.ac.ke



TECHNICAL UNIVERSITY OF MOMBASA

Duties & Responsibilities

- i. Collect intelligence information from a variety of sources, including human intelligence (HUMINT), signals intelligence (SIGINT), and open-source intelligence (OSINT)
- ii. Analyse intelligence information to identify trends, patterns, and threats to the University.
- iii. Disseminate intelligence information to university leadership, security personnel, and other relevant stakeholders.
- iv. Monitoring social media and other online sources for potential threats to the University
- v. Conducting physical security assessments of University facilities
- vi. Interviewing students, faculty, and staff to gather intelligence information
- vii. Developing and implementing intelligence collection plans to monitor specific threats
- viii. Managing a network of confidential informants
- ix. Conduct counterintelligence operations to protect the university from intelligence threats
- x. Briefing university leadership and security personnel on intelligence findings
- xi. Coordinating with law enforcement and other intelligence agencies to share information and coordinate responses.
- xii. Train and Manage intelligence assets.
- xiii. Provide support and expertise to the university's emergency response team during emergency situations.
- xiv. Perform any 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 8N	43,193-60,470	28,307



TUM is ISO 9001:2015 Certified



TECHNICAL UNIVERSITY OF MOMBASA

REGISTRAR (ADMINISTRATION AND PLANNING) DEPARTMENT

**OCCUPATIONAL SAFETY AND HEALTH OFFICER II GRADE: 9N POST: 1
REF: TUM/ADVERT/EXT/RECR/OSHO/2/F/2024**

Position	Grade	Division	Department	Vacant Post
Occupational Safety and Health Officer II (Permanent and Pensionable)	9N	Administration	Registrar (Administration and Planning)	1

Reporting to: Senior Occupational Safety and Health Officer

Professional Requirements

- Bachelor Degree in Occupational safety and Health or Bachelor of Science degree in Environmental Health or any other related degree from a recognized Institution
- Must have at least 3years' relevant work experience.
- Must be registered and actively affiliated with Public Health Officers and Technicians Council (PHOTC) and in good standing
- Must be computer literate

Duties and Responsibilities

- Examine workplace conditions to make sure they conform to applicable OSHA standards
- Train employees on the hazards they are exposed to and proper precautions
- Make sure employees have and use safe tools and equipment and properly maintain this equipment.
- Establish or update operating procedures and communicate them so that employees follow safety and health requirements
- Conduct safety audit in the University
- Assist in responding to and investigating concerns/complaints from workers/employers and assists in taking appropriate action.
- Assist in investigating accidents or injuries that occur in the workplace.

REMUNERATION

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

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 9N	50,224-71,820	31,845



TUM is ISO 9001:2015 Certified

Technical University of Mombasa,
Tom Mboya Avenue P. O. Box 90420 - 80100, MOMBASA - KENYA.
TEL: (254) 41-2492222/3, FAX: (254) 41- 2495632, Mobile: (254) 0724-955377 | 0733 -955377
E-mail : info@tum.ac.ke, vc@tum.ac.ke, Website: www.tum.ac.ke



TECHNICAL UNIVERSITY OF MOMBASA

OFFICE ADMINISTRATOR III : GRADE 5 N POSTS: 3
REF: TUM/ADVERT/EXT/RECR/OA/2/F/2024

Position	Grade	Division	Department	Vacant Posts
Office Administrator III (Permanent and Pensionable)	5N	Administration	Registrar (Administration and Planning)	3

Reporting To: Immediate Supervisor

Professional Requirements

- i. Must possess Certificate of Secondary Education
- ii. Must possess Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) OR equivalent qualifications from a recognized institution, OR
- i. Must possess Certificate of Secondary Education
- ii. Must possess Typewriting III (50 wpm)
- iii. Must possess Office Management III
- iv. Must possess Business English II
- v. Must possess Secretarial Studies II
- vi. Must possess Commerce II
- vii. Must possess Shorthand II (90 wpm)
- viii. Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution

Duties and Responsibilities

- i. Receive telephone calls and customers care duties
- ii. Supervise cleaner / messengers
- iii. Type from manuscripts
- iv. Take dictation in shorthand and transcribe
- v. Operate office machines (photocopying/ scanners/ duplicating)
- vi. Undertake routine office duties
- vii. Access and utilize online information
- viii. Maintain office diary
- ix. Perform any other duties and responsibilities as may be assigned from time to time

REMUNERATION



TUM is ISO 9001:2015 Certified

Technical University of Mombasa,
Tom Mboya Avenue P. O. Box 90420 - 80100, MOMBASA - KENYA.
TEL: (254) 41-2492222/3, FAX: (254) 41- 2495632, Mobile: (254) 0724-955377 | 0733 -955377
E-mail : info@tum.ac.ke, vc@tum.ac.ke, Website: www.tum.ac.ke



TECHNICAL UNIVERSITY OF MOMBASA

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

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 5N	29,464- 39,776	17,692

ENVIRONMENTAL AND HEALTH SCIENCES DEPARTMENT

TECHNOLOGIST II (PUBLIC HEALTH) : GRADE 7N POST :1
REF: TUM/ADVERT/EXT/RECR/TPH/2/F/2024

Position	Grade	Division	Department	Vacant Post
Technologist II - Public Health (<i>Permanent and Pensionable</i>)	7N	Academic, Research & Extension	Environmental and Health Sciences	1

Reporting To: Chief Technologist

Professional Requirements

- Must possess Diploma in Public Health from an accredited and recognized Institution.
- Must have at least three (3) years relevant work experience at Grade 6N OR position of comparable duties and responsibilities.
- Must be registered and actively affiliated with Public Health Officers and Technicians Council (PHOTC) and in good standing.
- Must provide evidence of computer literacy.

Duties and Responsibilities

- Preparation of practical classes/courses and keeping of student records, practical allocation and loss/breakage records
- Collection and preparation of teaching and research materials
- Ensure that the laboratory, glass ware and equipment are clean and available for the next practical
- Assist in student projects and research activities
- Assisting Students during laboratory/workshop practical sessions
- 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)
-------	---------------------	-------------------------



TUM is ISO 9001:2015 Certified

Technical University of Mombasa,
Tom Mboya Avenue P. O. Box 90420 - 80100, MOMBASA - KENYA.
TEL: (254) 41-2492222/3, FAX: (254) 41- 2495632, Mobile: (254) 0724-955377 | 0733 -955377
E-mail : info@tum.ac.ke, vc@tum.ac.ke, Website: www.tum.ac.ke



TECHNICAL UNIVERSITY OF MOMBASA

Grade 7N	38,873-54,423	24,761
----------	---------------	--------

MEDICAL SCIENCES DEPARTMENT

TECHNOLOGIST III (PHARMACY) : GRADE: 6N POST: 1
REF: TUM/ADVERT/EXT/RECR/TP/2/F/2024

Position	Grade	Division	Department	Vacant Posts
Technologist III -Pharmacy (Permanent and pensionable)	6N	Academic, Research & Extension	Medical Sciences	1

Reporting To: Chief Technologist

Professional Requirements

- Must possess Diploma in Pharmacy from an accredited and recognized Institution.
- Must have at least three (3) years relevant work experience at Grade 5N OR position of comparable duties and responsibilities.
- Must be registered and actively affiliated with Pharmacy and Poisons Board and in good standing.
- Must provide evidence of computer literacy.

Duties and Responsibilities

- Cleaning of glassware and apparatus for teaching and research
- Dusting of all equipment used for teaching and research
- Ensuring the storage of chemicals in clean, well labeled shelves arranged in order
- Disposal of laboratory wastes according to the required standards
- Ensuring safety and security of lab apparatus and equipment
- 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 6N	33,481-45,200	21,230

APPLICATION GUIDE

- Application should include an up-to date Curriculum Vitae (CV), providing details of age, academic and professional qualifications, work experience, current designation and



TUM is ISO 9001:2015 Certified

Technical University of Mombasa,
Tom Mboya Avenue P. O. Box 90420 - 80100, MOMBASA - KENYA.
TEL: (254) 41-2492222/3, FAX: (254) 41- 2495632, Mobile: (254) 0724-955377 | 0733 -955377
E-mail : info@tum.ac.ke, vc@tum.ac.ke, Website: www.tum.ac.ke



TECHNICAL UNIVERSITY OF MOMBASA

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
6. All applications will be through the **ONLINE** portal accessible via the link: career opportunities or <https://jobs.tum.ac.ke/>. **Email and hardcopy applications will not be accepted.**
7. Detailed job descriptions to be obtained at the University website www.tum.ac.ke

Application letter should be addressed to;

Deputy Vice Chancellor (AFP)
Technical University of Mombasa
P.O Box 90420-80100

Applications containing false information shall be disqualified.

The deadline for submitting online application is **21st February, 2024** Applications received later than this date will not be considered.

*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.*



TUM is ISO 9001:2015 Certified

Technical University of Mombasa,
Tom Mboya Avenue P. O. Box 90420 - 80100, MOMBASA - KENYA.
TEL: (254) 41-2492222/3, FAX: (254) 41- 2495632, Mobile: (254) 0724-955377 | 0733 -955377
E-mail : info@tum.ac.ke, vc@tum.ac.ke, Website: www.tum.ac.ke