



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 with a student population of approximately 13,000 and staff component of 850. 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 staff in the following positions so as to strengthen the University's capacity for effective and efficient service delivery.

S/No	Position	Grade	Faculty/ Division	Department	Vacant Posts
1	Professor / Research Professor (Human Physiology / Human Pathology)	15A	Applied and Health Sciences	Medical Sciences	2
2	Associate Professor/ Associate Research Professor (Human Physiology / Human Pathology)	14A			2
3	Associate Professor/ Associate Research Professor(Architecture)	14A	Engineering & Technology	Architecture & Built Environment	1
4	Senior Lecturer/ Senior Research Fellow(Architecture)	13A			2
5	Tutorial Fellow/ Junior Research Fellow (Marine Engineering)	11A		Mechanical & Automotive Engineering	1
6	Graduate Assistant (Marine Engineering)	10A			1
7	Associate Professor / Associate Research Professor (Information Science/ Library Sciences)	14 A	School of Humanities & Social Sciences	Social Sciences	1
8	Senior Lecturer / Senior Research Fellow(Information Science/ Library Sciences)	13A			1
9	Lecturer/ Research Fellow	12A			1
10	Senior Corporate Communications Officer	12N	Administration	Corporate Communications	1
11	Senior Internal Auditor II	12 N	Administration	Internal Audit	1
12	Internal Auditor II	10N			1
13	Assistant Internal Auditor II	8N			2
14	Technologist I (Mechanical & Automotive Engineering)	8N	Engineering & Technology	Mechanical & Automotive Engineering	2
15	Technologist I (Mathematics & Physics (Re-advertised)	8N	Pure and Health Sciences	Mathematics & Physics	2
16	ICT Officer II (Web Master) (Re-advertised)	7N	Administration	ICT	1

Interested applicants should access the advertisement and detailed descriptions of the requirements for each position posted in the University website

APPLICATION GUIDE

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates and testimonials should be submitted to the office of the Deputy Vice Chancellor (AFP) OR sent to the email : dvc-afp-recruitment@tum.ac.ke not later than 30th June , 2019

VICE CHANCELLOR

TECHNICAL UNIVERSITY OF MOMBASA

INDENTS FOR THE POSITIONS ADVERTISED

PROFESSOR/ RESEARCH PROFESSOR: GRADE 15A

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized university
- Must have minimum three (3) years teaching/research experience at Associate Professor/Research Professor level or similar position at university or comparable organization
- Must have a minimum of sixty (60) equivalent publication points as an Associate Professor or equivalent, of which at least forty (40) should be from refereed scholarly journals
- Must have successfully supervised at least five (5) postgraduate students to completion, two (2) of whom must be doctoral students since Associate Professor
- Must demonstrate the ability to attract research funds at Associate Professorship or equivalent
- Must have attracted research or development funds at Associate Professor or equivalent
- Must have attended and contributed at learned conferences, seminars and workshops
- Must be registered and actively affiliated with the relevant professional body (*where applicable*)

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

Duties and Responsibilities

- Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- Supervise undergraduate projects and other experiential learning programs
- Supervise dissertations/theses at the graduate level
- Develop undergraduate and graduate courses
- Initiate, promote and participate in research projects and publish
- Give an inaugural lecture in one's discipline normally within one (1) year after promotion
- Provide academic leadership through programme development, mentoring and research
- Provide professional and community services including initiating linkages and fund mobilization
- Carry out other duties and responsibilities as may be assigned from time to time

ASSOCIATE PROFESSOR/ASSOCIATE RESEARCH PROFESSOR: GRADE: 14A

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized university;
- Must have a minimum three (3) years teaching/research experience at Senior Lecturer/Senior Research Fellow level or similar position at university or comparable organization
- Must have a minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty two (32) should be from refereed scholarly journals
- Must have successfully supervised at least four (4) postgraduate students to completion, one (1) of whom must be a doctoral student
- Must have attracted research or development funds at Senior Lecturer/Senior Research Fellow level
- Must have attended and contributed at learned conferences, seminars and workshops
- Must be registered and actively affiliated with the relevant professional body (*where applicable*)

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

Duties and Responsibilities

- Teach and assess courses in one's discipline at both undergraduate and postgraduate level.
- Supervise undergraduate projects and other experiential learning programs
- Supervise dissertations/Theses at the postgraduate level
- Develop undergraduate and graduate courses
- Initiate, promote and participate in research projects and publish
- Provide academic leadership through programme development, mentoring and research
- Provide professional and community services and initiate linkages and fund mobilization
- Carry out other duties and responsibilities as may be assigned from time to time

SENIOR LECTURER/SENIOR RESEARCH FELLOW: GRADE: 13A

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized university
- Must have three (3) years teaching experience at the university level as a Lecturer OR six (6) years Research/Industry experience
- Must have successfully supervised at least three (3) postgraduate students to completion as a lecturer or equivalent
- Must have a minimum of thirty two (32) publication points as a Lecturer or equivalent, of which at least twenty four (24) should be from refereed scholarly journals
- Must demonstrate the ability to attract research funds
- Must be registered and actively affiliated with the relevant professional body (*where applicable*)

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

Duties and Responsibilities

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

LECTURER/RESEARCH FELLOW: GRADE: 12A

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral degree in the relevant area from an accredited and recognized university
- Must be registered or registerable with the relevant professional body (*where applicable*)

OR

- Must possess Master Degree in Architecture, Engineering, Medicine, Surgery and Pharmacy from a recognized university
- Must have at least three (3) years teaching/consultancy/specialist/ research experience at University level or comparable organization
- Must have a minimum of twenty four (24) publication points, of which sixteen (16) should be from refereed journal papers
- Must be registered and actively affiliated with the relevant professional body

Duties and Responsibilities

- Teach and assess courses in one's discipline at both undergraduate and postgraduate Level
- Supervise undergraduate projects and other experiential learning programs as well as postgraduate dissertations/theses.
- Participate in the development of undergraduate and postgraduate programmes
- Initiate, promote and participate in research projects
- Participate in academic conferences /seminars/ workshops
- Provide professional and community services and initiate linkages and fund mobilization.
- Carry out other duties and responsibilities as may be assigned from time to time

TUTORIAL FELLOW/JUNIOR RESEARCH FELLOW: GRADE 11A

Reporting To: Chairperson of Department

Professional Requirements

- Must possess Bachelor degree and a Master degree qualification from accredited and recognized university in the relevant field
- Must be registerable for a Doctor of philosophy (PhD) or equivalent Doctoral degree qualification
- Must be registered or registerable with the relevant professional body (*where applicable*)
- Must demonstrate potential for university teaching and research
- A Tutorial Fellow shall be hired/appointed under an initial contract of two (2) years and normally renewable not more than twice to enable the candidate complete a Doctoral degree programme

Duties and Responsibilities

- Assist senior academic staff members in assignments allocated
- Teach undergraduate students
- Carry out other duties and responsibilities as may be assigned from time to time

GRADUATE ASSISTANT: GRADE 10A

Reporting To: Chairperson of Department

Professional Requirements

- Must have at least an Upper Second Class Honours Bachelor degree from an accredited and recognized university in the relevant field
- Must be expected to register for a relevant Master degree
- Must have registered for a Master degree for further renewal
- Must be registered or registerable with the relevant professional body (*where applicable*)
- Teaching/Graduate Assistant shall be hired on one (1) year contract renewable normally for not more than three (3) years to enable the candidate complete a Master degree programme

Duties and Responsibilities

- Assist senior academic staff members in assignments allocated by COD
- Carry out other duties and responsibilities as may be assigned from time to time

SENIOR CORPORATE COMMUNICATIONS OFFICER: GRADE 12N

Reporting To: Vice Chancellor

Professional Requirements

- Must possess a Master Degree in Communication related area or their equivalent from a recognized Institution
- Must have at least three (3) years working experience as Senior Corporate Communications Officer II at Grade 11N or five (5) years working experience in a comparable position
- Must be Computer literate
- Must be registered with a relevant professional body
- One foreign language or sign language will be an added advantage

Duties and Responsibilities

- In-charge of the corporate communications functions
- In liaison with University Management, ensure the corporate image is maintained.
- Liaise with media (coverage of all University functions)
- Ensure proper dissemination of corporate publicity information materials like posters, banners, calendars, diaries, prospectus, monthly update newsletters
- Oversee the preparation and dissemination of the internal newsletter for publication.

- Coverage of University activities (both video and photography)
- Ensure posting of all advertising both internally and externally (media houses)
- Ensure media monitoring and evaluation and advice management accordingly
- Organize and coordinate University exhibitions and marketing activities
- Responsible for all staff matters in the department
- Responsible for development and implementation of the corporate communication strategy for the University
- Responsible for the formulation, planning and control of the departmental budget
- Responsible for the implementation of University policies and procedures relevant to the department
- Perform any other duties and responsibilities as may be assigned from time to time

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
- Must possess post graduate Diploma in Risk Management.
- Possession of Computerized Information Systems Audit (CISA) will be an added advantage.
- Must be a member of registered board.
- Must have certification in Risk Management.

OR

- Must possess Bachelor Degree (Accounting/ Finance) and CPA (K) OR equivalent
- Must possess post graduate Diploma in Risk Management.
- Must have at least five (5) years working experience as Internal Auditor I at Grade 11N OR comparable position
- Possession of Computerized Information Systems Audit (CISA) certification will be an added advantage
- Must have certification in Risk Management.

Duties and Responsibilities

- An Internal Auditor may be assigned to be in-charge of a section/unit
- Responsible for a given audit assignment in a 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

INTERNAL AUDITOR II: GRADE 10N

Reporting To: Chief Internal Auditor

Professional Requirement

- Must possess Master Degree (Accounting/Finance)
- Must possess Certified Information System Auditor.
- Must have at least three (3) years working experience as Internal Auditor II at Grade 9N OR comparable position

OR

- Must possess CPA (K) OR equivalent.
- Must possess Certified Information System Auditor.
- Must have at least three (3) years working experience as Internal Auditor II at Grade 9N OR comparable position

OR

- Must possess CPA Part III Section 5 & 6 OR equivalent
- Must possess Certified Information System Auditor.
- Must have at least three (3) years working experience as Internal Auditor II at Grade 9N OR comparable position
- Must be able to use relevant Computer applications

Duties and Responsibilities

- An officer in this grade will undertake a variety of auditing work of unlimited scope and complexity
- Required to lead a team of Audit and Senior Audit Assistants under the direction of the supervisor
- Undertake specific audit assignments and prepare detailed audit observations and report
- To carry out a review of audit systems and procedures

- Ensure Implementation of Audit Policies, plans and programmes
- Any other duties as may be assigned by immediate supervisor
- Carry out audit of transactions
- Supervise assigned staff
- Carry out other duties and responsibilities as may be assigned from time to time

ASSISTANT INTERNAL AUDITOR II: GRADE 8N

Reporting To: Chief Internal Auditor

Professional Requirement

- Must possess Bachelor of Commerce Degree (Accounting/Finance option) OR its equivalent OR any other acceptable professional accountancy qualification by virtue of which the holder is exempted from part I of the Certified Public Accountants (CPA) examination
- Must be able to use relevant Computer applications

OR

- Must possess CPA Part II Section 4 OR equivalent
- Must have at least three (3) years working experience as Assistant Internal Auditor II at Grade 7N OR comparable position
- Must be able to use relevant Computer applications

Duties and Responsibilities

- Assist their immediate senior officers in accomplishing specific audit programs
- Examine all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety
- Carry out with minimum supervision the audit of records of functional departments
- Take charge of an audit assignment and make reports to the immediate senior officer
- Implement audit programmes and plans
- Verify the value of assets and liability
- Evaluate Audit systems and procedures
- Implement audit policies
- Supervise and guide assigned staff
- Carry out other duties and responsibilities as may be assigned from time to time

TECHNOLOGIST I: GRADE 8N

Reporting To: Chief Technologist

Professional Requirements

- Must possess Bachelor Degree in a relevant field
- Must be Computer literate

OR

- Higher National Diploma in a relevant area or its equivalent from a recognized institution
- Must have at least three (3) years working experience as Technologist II at Grade 7N
- Must be computer literate

Duties and Responsibilities

- Collection and preparation of teaching and research materials
- Ensure that the laboratory, glass ware and equipment are clean and available for the next practical
- Assisting Students during laboratory/workshop practical sessions
- Carry out other duties and responsibilities as may be assigned from time to time

ICT OFFICER II (WEBMASTER): GRADE 7N

Reporting To: Information and Communication Technology Services (ICTs) Manager

Professional Requirements

- Must possess Diploma in Computer Science/ Information Technology/ Software Engineering/ Business Information Systems/ Graphic Design or its equivalent from a recognized institution
- Must have at least three (3) years' minimum proven work experience as a web master or web developer (coding experience) in a non-university setting.

- Must have Good knowledge of the internet, Google Analytics, Search Engine Optimisation (SEO) techniques and Internet Marketing
- Must have Proficiency in fundamental front end languages such as HTML, CSS and JavaScript.
- Must have hand on experience on LAMP; Linux, Apache, MySQL, PHP.
- Must have hand on experience on PHP MVC framework
- Possession of UI/UX development skills will be an added advantage.

Duties and responsibilities

- Maintain TUM web presence by posting new content in a timely manner and archiving outdated content and the intranet;
- Make periodic improvements to TUM website and the intranet as required by the University;
- Work closely with TUM head of Corporate Communications to determine and upload suitable content for TUM website;
- Track site usage statistics including monitoring and analyzing performance
- Develop and maintain new online resources, frequently asked questions and database;
- Identify, diagnose and fix website problems including broken links, typographical errors and formatting inconsistencies;
- Optimize loading speeds and capacity of the website and intranet;
- Propose and oversee the implementation of security measures to safeguard TUM website
- Designing and building appropriate intranet applications;
- Address user complaints on the website and intranet;
- Undertaking such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.
- 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 15A	170,681- 248,898	73,715
Grade 14A	145,441- 203,605	66,344
Grade 13A	112,038- 159,720	58,972
Grade 12 A	99,409 - 140,683	55,286
Grade 11A	83,598 - 118,348	51,601
Grade 10A	46,978- 68,512	35,383
Grade 12N	94,347 - 131,736	55,286
Grade 10N	46,978 - 68,512	35,383
Grade 8N	34,415 - 50,508	28,307
Grade 7N	30,449 - 43,931	24,768

SELECTION COMMUNIQUE

“Technical university of Mombasa is an Equal Opportunity Employer”