



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.

CORPORATE COMMUNICATIONS OFFICER III: GRADE 8N POST :1
REF: TUM/ADVERT/EXT/RECR/2/CCO III/A/2023

Position	Grade	Division	Department	Vacant Post
Corporate Communications Officer III: (<i>permanent and pensionable</i>)	8N	Administration	Corporate Communications	1

Reporting To: Senior Corporate Communications Officer

Professional Requirements

- Must possess Bachelor Degree in Communications related area or its equivalent from a recognized Institution
- Must have at least three (3) years working experience as Corporate Communications Assistant I at Grade 7 or position of comparable duties and responsibilities.
- Must demonstrate expertise in managing social media platforms and creating engaging content for blogs or websites.
- Must provide evidence of computer literacy
- Must be registered with a relevant professional body

Duties and Responsibilities

- Prepare and disseminate corporate publicity information materials like posters, banners, calendars, diaries, prospectus, monthly update newsletters
- Contribute stories, photos and editing of the internal newsletter
- Supervise Staff under his/her section



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



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- iv. Coverage of University activities, both video and photography
- v. Prepare advertisements for media houses
- vi. Participate in organizing and coordinating University exhibitions and marketing activities Supervision of staff
- vii. 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

CORPORATE COMMUNICATIONS ASSISTANT III: GRADE 5N POST :1
REF: TUM/ADVERT/ENT/RECR/2/CCA III/A/2023

Position	Grade	Division	Department	Vacant Post
Corporate Communications Assistant III: (<i>permanent and pensionable</i>)	5N	Administration	Corporate Communications	1

Reporting To: Senior Corporate Communications Officer Professional Requirements

- i. Must possess a Certificate of Secondary Education
- ii. Must possess Diploma in Graphic and Design or its equivalent from a recognized Institution.
- iii. Must provide evidence of hands -on experience in photography and videography.
- iv. Must provide evidence of computer literacy
OR
- i. Must have at least three (3) years working experiences Customer Service Assistant at Grade 4N OR position of comparable duties and responsibilities.
- ii. Must provide evidence of hands -on experience in photography and videography.
- iii. Must provide evidence of computer literacy

Duties and Responsibilities

- i. Coordinate the coverage of University activities (both video and photography)
- ii. Recording all customer complaints and forward them to the appropriate office
- iii. Participating in organizing university exhibitions and marketing activities
- iv. Perform any other duties and responsibilities as may be assigned from time to time



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REMUNERATION

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

CUSTOMER SERVICE ASSISTANT: GRADE 4N POST:1
REF: TUM/ADVERT/ENT/RECR/2/CSA/A/2023

Position	Grade	Division	Department	Vacant Post
Customer Service Assistant - permanent and pensionable	4N	Administration	Corporate Communications	1

Reporting To: Senior Corporate Communications Officer

Professional Requirements

- Must possess a Certificate of Secondary Education.
- Must possess Certificate in Front Office
- Possession of Sign Language Certificate will be an added advantage
- Must provide evidence of computer literacy

Duties and Responsibilities

- Making and receiving phone calls on behalf of University
- Directing phone calls to the appropriate destinations
- Reporting any switchboard and telephone extensions faults to the concerned office
- Receiving & directing visitors to their desired destinations
- Answering customers' enquiries
- Manning visitors' book
- Recording all customer complaints and forward term to the appropriate office
- Intercom voicing
- 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 4N	25,633- 34,605	11,800



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APPLICATION GUIDE

1. Application should include an up-to date Curriculum Vitae (CV), providing details of age, academic and professional qualifications, work experience, current designation and 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: job and vacancies or <https://jobs.tum.ac.ke/>
7. Detailed job descriptions to be obtained at the University website www.tum.ac.ke

Applications 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 **27th August, 2023** Applications received later than this date will not be considered.



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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.



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