



TECHNICAL UNIVERSITY OF MOMBASA

The Technical University of Mombasa (TUM) is a fully fledged public technical university in Kenya situated in Mombasa with a student population of approximately 13000 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 a University of global excellence in advancing knowledge, science and technology.

Technical University of Mombasa invites applications from candidates who are suitably qualified and experienced with excellent credentials to fill the following vacant positions in the University:

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

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

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.

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

Senior Technologist II: Grade 10N

Reporting To: Chief Technologist

Professional Requirements

- Must possess Bachelor Degree OR Higher National Diploma OR equivalent in a relevant area.
 - Must have at least three (3) years working experience as Senior Technologist III at Grade 9N OR comparable position
 - Must be computer literate
- OR
- Possession of Master Degree OR equivalent in the relevant area will be considered

Duties and Responsibilities

- Prepare, conduct and supervise practical classes or courses.
- Collection and preparation of teaching and research materials.
- Obtaining and setting equipment for practical and demonstrations and to ensure safe keeping and disposal of waste left behind after practical.
- Assist the teaching staff and students in carrying out various laboratory and field activities.
- Carry out basic routine analysis in any relevant discipline in the laboratory.
- Carry out planned preventive maintenance of laboratory equipment.
- Carry out other duties and responsibilities as may be assigned from time to time.

Senior Technologist III: Grade 9N

Reporting To: Chief Technologist

Professional Requirements

- Must possess Bachelor Degree OR Higher National Diploma OR its equivalent in a relevant area
- Must have at least three (3) years working experience as Technologist 1 at Grade 8N OR comparable position

Duties and responsibilities

- Prepare, conduct and supervise practical classes and courses
- Collection and preparation of teaching and research materials
- Obtaining and setting equipment for practical and demonstrations and to ensure safe keeping and disposal of waste left behind after practical
- Assist the teaching staff and students in carrying out various laboratory and field activities
- Carry out basic routine analysis in any relevant discipline in the laboratory
- Carry out planned preventive maintenance of laboratory equipment
- 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

Technologist II: Grade 7N

Reporting To: Chief Technologist

Professional Requirements

- Must possess Diploma OR equivalent qualification in a technical field
- Must have at least three (3) years relevant work experience at Grade 6N OR comparable position
- Must be computer literate

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.

REGISTRAR -PARTNERSHIPS, RESEARCH & INNOVATIONS (PRI) GRADE 15N 1 POST

Reporting to: Deputy Vice Chancellor (ARE)

Professional Requirements

- Must possess PhD from a recognized institution
- Must have at least three (3) years working experience in a University Administrative position.
- Must show evidence of research
- Ability to mobilize funds
- Must possess Knowledge of Management Information Systems

Duties and Responsibilities.

- Coordination of University Partnerships, Research and innovations (PRI) programmes
- Prepare materials for submission to granting Agencies and Foundations.
- Serve as secretary to the University PRI committee
- Oversee the development, maintenance, repair and updating of PRI infrastructure
- Advise the University Management on PRI matter
- Prepare and present the PRI budget to the PRI committee
- Performing other related duties that may be assigned to you by the immediate supervisor
- Develop status reports on resources mobilized, utilization and the innovative nature-based enterprises developed.
- Development of framework for public and private sector involvement in research
- Promote initiatives for resources mobilization from international funding mechanisms (global, bi-lateral, Multi-lateral etc).
- Development and promotion of innovative nature-based enterprises among internal and external stakeholders,
- Prepare quarterly and annual status report from the research projects and programmes
- Coordinate development of projects in accordance with the University's design and specification standards
- Ensure contract management procedures of partnerships and collaborative initiatives comply with statutory requirements and best practice.
- Chair meetings as required to meet the needs of the development Projects.
- Prepare annual and other budgets, and conduct periodic budget reviews and analyses, managing reconciliation of research fund accounts
- Collaborate with all researchers and other stakeholders in meeting the institutional needs of research project proposal review, submission, and administration
- Coordination of University Exhibitions
- Conduct literature reviews
- Prepare, maintain, and update website materials
- Prepare other articles, reports, and presentations
- Carry out other duties and responsibilities as may be assigned from time to time

FINANCE OFFICER: GRADE 15N 1 POST

Reporting To: Deputy Vice Chancellor (Administration, Finance and Planning)

Professional Requirements

- Must possess PhD in Accounting/Finance OR equivalent
- Must possess Master Degree (Accounting/ Finance) OR equivalent
- Must possess CPA (K) or equivalent
- Must have at least three (3) years working experience as Chief Accountant at Grade 14N OR comparable position
- Must be a Certified Financial Analyst (CFA)
- Must be registered with ICPAK
- Must be able to use possess relevant Accounting Software

OR

- Must possess Master Degree in Accounting/ Finance OR equivalent
- Must possess CPA (K) or equivalent
- Must have at least five (5) years working experience as Chief Accountant at Grade 14N OR any other relevant OR comparable position
- Must be able to use possess relevant Accounting Software
- Must be a Certified Financial Analyst (CFA)
- Must be registered with ICPAK
- Must be proficient in relevant Accounting Software

Duties and Responsibilities

- Organization and management of accounting units
- Interpretation of financial policies, budgetary control system, management accounting methods and monthly/quarterly/annual financial returns
- The overall formulation and implementation of the finance strategy for the department
- Advising the University management on all financial matters
- Responsible for efficient organization, control and supervision of all accounting units
- Responsible for review, planning, coordination, design, implementation, development of accounting services and systems
- Timely submission of annual financial statements and accounts
- Setting and maintaining high accounting standards in the University
- He/ She is responsible for advising on all financial policies as well as ensuring that sound accounting principles and controls are applied on all financial transactions
- Carry out other duties and responsibilities as may be assigned from time to time

CHIEF ACCOUNTANT: GRADE 14N 1 POST

Reporting To: Finance Officer

Professional Requirements

- Must possess PhD in Accounting/Finance
- Must possess CPA (K) or equivalent
- Must have at least three (3) years relevant working experience as Senior Accountant at Grade 13N OR comparable position
- Possession of Certified Financial Analyst (CFA) will be an added advantage
- Must be registered as a member of a professional body
- Must be proficient in relevant Accounting Software
- OR
- Must possess Master Degree in Accounting/Finance OR equivalent

- Must possess CPA (K) or equivalent
- Must have at least five (5) years working experience as Senior Accountant at Grade 13N OR comparable position
- Possession of Certified Financial Analyst (CFA) will be an added advantage
- Must be registered as a member of a professional body
- Must be proficient in relevant Accounting Software

Duties and Responsibilities

- Deputizes the Finance Officer
- Assist Finance Officer in implementing the financial policies
- Implementation of an adequate accounting system as a means of maintaining sound financial records, which must recognize, classify, post summarize and report transactions
- Overall operation and supervision of finance function in the system
- Maintenance of high accounting standards and integrity within the department
- Supervision and development of staff in the department
- He/ She should satisfy the requirements of chapter six of the constitution
- Carry out other duties and responsibilities as may be assigned from time to time

SENIOR LIBRARY ASSISTANT III: GRADE 8N 1 POST

Reporting To: University Librarian

Professional Requirements

- Must possess Bachelor Degree in Library and Information Studies OR equivalent from a recognized institution
- Must be Computer literate
OR
- Must possess Higher Diploma in Library and Information Studies or its equivalent from a recognized institution
- Must be Computer literate
- Must have at least three (3) years working experience as Library Assistant I at Grade 7N OR comparable position

Duties and Responsibilities

- Verify bibliographical details of Library materials
- Shelf, read, and weed Library materials
- Classify Library materials
- Undertake acquisition of Library Materials
- Verify pro-forma invoices against order cards
- Circulate published catalogues to departments
- Supervise filling and updating of Library records
- Educate library users
- Undertake short loan reservations
- Receive and record journals in card indices
- Key in new acquisitions and users data into the computer
- Analyze library statistics
- Co-ordinate issuance and receiving
- Carry out other duties and responsibilities as may be assigned from time to time

ICTS MANAGER: GRADE 13N 1 POST

Reporting To: DVC- AFP

Professional Requirements

- Must possess Master Degree in Computer Science/ Information Technology or its equivalent from a recognized institution
- Must possess at least two relevant technical or professional Qualifications in CCNA, MCSE or MCSD
- Must have at least three (3) years working experience as a Deputy ICTS Manager at Grade 12N or comparable position
- Must be registered with relevant professional body
- Must have skills and experience on systems development

Duties and Responsibilities

- Responsible for the overall administration of Information and Communication Technology services including infrastructure, planning, installation, maintenance and operations
- Formulation and execution of ICTS Policies, Rules and Regulations
- Developing and coordinating ICTS functions, including automation and networking
- Developing and managing information systems, including connectivity and maintenance of ICTS facilities
- Directing the installation and maintenance of ICT equipment
- Overseeing implementation, operation and maintenance of Data Communication Infrastructure for administrative and academic functions
- Advise on upgrading of software/hardware components of Information Communication Technology services
- Coordinating users training on Information and Communication Technology services
- Prepare reports for various authorities
- Perform any other duties and responsibilities as may be assigned from time to time

ICT OFFICER 1: GRADE 8N 1 POST

Reporting To: Information and Communication Technology Services Manager

Professional Requirements

- Must possess Bachelor Degree in Computer Science/Computer Technology/ Information Technology OR its equivalent from a recognized institution
- Must possess relevant technical or professional Qualifications in either CCNA, MCSE or MCSD in the relevant area of specialty.

OR

- Must possess Higher National Diploma in Computer Science/Information Technology or its equivalent from a recognized institution
- Must possess relevant technical or professional Qualifications in either CCNA, MCSE or MCSD in the relevant area of specialty.
- Must have at least three (3) years working experience as ICT officer II at Grade 7N or comparable position.

Duties and Responsibilities

- To manage the Helpdesk system
- Follow-up on reported faults
- To quantify the faults reported
- Ensuring staff mailing system is running effectively
- Assign intranet and e-mail accounts to staff members
- Carrying out staff needs assessment

- Coordination of staff training on ICT
- Perform any other duties and responsibilities as may be assigned from time to time

ASSISTANT COUNSELOR I: GRADE 10N 1 POST

Reporting To: Senior Counselor

Professional Requirements

- Must possess Bachelor Degree in Education/Social Sciences/Counseling Psychology or its equivalent from a recognized institution.
- Must have at least three (3) years working experience as Assistant Counselor II at Grade 9N OR comparable position
- Must possess a professional Certificate in Counseling Certificate or Equivalent
- Must be Computer literate
- Must be registered with recognized professional body

Duties and Responsibilities

- Provide individual and group counseling services
- Assist in orientation of new students
- Provide family life education in conjunction with the Health Unit
- Plan for and oversee public lectures, seminars on issues of social and psychological concern
- Coordinate, in conjunction with partners, the training of Peer Counselors and Peer Educators
- Supervise Peer Educators/Counselors
- Plan in-reach activities with Peer Educators and Peer Counselors
- Coordinate crisis interventions
- Perform any other duties and responsibilities as may be assigned from time to time

ASSISTANT COUNSELOR II: GRADE 9N 1 POST

Reporting To: Senior Counselor

Professional Requirements

- Must possess a Bachelor Degree in Counseling Psychology or its equivalent from a recognized institution
- Must have at least three (3) years working experience with counselling supervision as Assistant Counselor III at Grade 8N OR comparable position
- Must possess a professional Certificate in Counseling Certificate or Equivalent
- Must be a member of a recognized professional body
- Must be computer literate

Duties and Responsibilities

- Provide individual and group counseling services
- Assist in orientation of new students
- Provide family life education in conjunction with the Health Unit
- Plan for and oversee public lectures, seminars on issues of social and psychological concern
- Coordinate, in conjunction with partners, the training of Peer Counselors and Peer Educators
- Supervise Peer Educators/Counselors
- Plan in-reach activities with Peer Educators and Peer Counselors
- Coordinate crisis interventions
- Perform any other duties and responsibilities as may be assigned from time to time

CHIEF SECURITY OFFICER: GRADE 12N 1 POST

Reporting: To the Vice Chancellor

Professional Requirements

- Must possess Master Degree in Criminology/Security Science or its equivalent from a recognized Institution
 - Must have worked with any of the Disciplined Forces of Kenya for at least five (5) years
- OR

Must possess Bachelor's Degree in Criminology/Security Science or its equivalent from a recognized Institution

Must have worked with any of the Disciplined Forces of Kenya for at least ten (10) years

- Must have served at the level of Chief inspector of police or captain
- Must have a clean Discharge Certificate
- Must possess Certificate of Good Conduct
- Must possess First Aid Certificate
- Must possess Fire Fighting Certificate
- Must have at least three (3) years working experience as Deputy Chief Security Officer at Grade 11N or comparable position
- Must be Computer literate
- Must be medically and physically fit

Duties and Responsibilities

- In-Charge of the department.
- Responsible for security matters related to students and staff.
- Manage security intelligence systems within the University
- Carry out any investigation requested by Vice-Chancellor
- Investigation of disciplinary matters as referred by Management Board
- Attend to all security meetings in all Campuses
- Plan and organize training for security staff
- Execute periodic security surveys for all campuses
- Liaise with the external security agent
- Advisor to the University Management Board on security Issues
- Responsible for formulation, planning and control of the departmental budget
- Effective coordination and implementation of policies in the department
- Responsible for formulation and implementation of departmental strategic plan
- Responsible for the procurement of stores for the department
- Perform any other duties and responsibilities as may be assigned from time to time

SENIOR PROCUREMENT OFFICER I: GRADE 12N 1 POST

Reporting To: Procurement Manager

Professional Requirements

- Must possess Master Degree with a bias in Procurement/Supplies Management.
- Must have at least three (3) years working experience as Senior Procurement Officer II at Grade 11N OR comparable position
- Must be registered with a relevant professional body
- Must possess a working knowledge of Procurement software

Duties and Responsibilities

- Preparations and implementation of Annual Procurement plans for the University
- Advisory role to management and staff on compliance and implementation of procurement policies and regulations
- Sourcing for goods and services
- Management of all Purchasing activities
- Drafting of Tender Committee agenda for further approvals and action
- Keeping of Tender, quotations, contracts records
- Evaluation of suppliers for contract/Tender award
- Keep supplier records and updating the list of suppliers
- Attend to Audit queries on purchasing operations
- Preparation and processing of documents to initiate payments for goods and services received
- Carry out stock taking
- Maintenance of Purchase records
- Ensuring quality control in consultation with user and technical departments
- Supervise staff under him/her
- Carry out other duties and responsibilities as may be assigned from time to time

CORPORATE COMMUNICATIONS OFFICER III: GRADE 8N 1 POST

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 comparable position
- Must be Computer literate
- 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
- Coverage of University activities, both video and photography
- Prepare advertisements for media houses
- Participate in organizing and coordinating University exhibitions and marketing activities
- Supervision of staff
- Perform any other duties and responsibilities as may be assigned from time to time

HUMAN RESOURCE OFFICER I: GRADE 8N 2 POSTS

Reporting To: Human Resource Manager

Professional Requirements

- Must possess Bachelor Degree in Social Sciences (Human Resource Option) or its equivalent from a recognized Institution
- Must have at least three (3) years relevant working experience as Human Resource Officer II at Grade 7N OR comparable position
- Must possess Certificate of Human Resource Professional III or post graduate Diploma in Human Resource Management
- Must be registered member of Institute of Human Resource Management (IHRM)
- Must be Computer literate
- Must possess skills and competencies on HRIS and Pay Roll management or Employee Resourcing

Duties and Responsibilities

- Assisting in recruitment and interview process
- Assisting in ensuring employee personal data is captured in the Human Resource Management Information System
- Pay roll Administration
- Ensuring employees have registered with relevant statutory bodies.
- Assist in review and implementation of Human Resource policies and procedures
- Develop Human Resource plans
- Participating in development of training programs for short capacity building courses and seminars
- Participating in preparation of Management counter proposals of Collective Bargaining Agreements for negotiations
- Perform any other duties and responsibilities as may be assigned from time to time

ADMINISTRATIVE ASSISTANT I: GRADE 10N 2 POSTS

Reporting To: Head of Assigned Office

Professional Requirements

- Must possess Bachelor Degree in a social sciences or its equivalent from a recognized institution
- Must have at least three (3) years working experience as Administrative Assistant II at Grade 9N or comparable position
- Must be registered with recognized professional body
- Must be Computer literate

Duties and Responsibilities

- Process data for administrative planning
 - Assist in information processing and dissemination.
 - Assist in communication with staff /students and other stakeholders
 - Assist in administrative records management
 - Take minutes in various committees as may be required
 - Coordinate general office services
- Carry out other duties and responsibilities as may be assigned from time to time

ADMINISTRATIVE ASSISTANT II: GRADE 9N 2 POSTS

Reporting To: Head of Assigned Office

Professional Requirements

- Must possess Bachelor Degree in social sciences or its equivalent from a recognized institution
- Must have at least three (3) years working experience as Administrative Assistant III at Grade 8N or comparable position
- Must be registered with recognized professional body
- Must be Computer literate

Duties and Responsibilities

- Assist in implementation of administrative functions
- Performing administrative operational duties in specific arrears of assignment
- Preparing reports and records as may be required
- Take minutes in various committees as may be required
- Carry out other duties and responsibilities as may be assigned from time to time

ADMINISTRATIVE ASSISTANT III: GRADE 8N 2 POSTS

Reporting To: Head of Assigned Office

Professional Requirements

- Must possess Bachelor Degree in social sciences \or its equivalent from a recognized institution
- Must be Computer literate

OR

- Must possess Higher Diploma in relevant Social Sciences Discipline or its equivalent from a recognized institution
- Must have at least three (3) years working experience as Senior Clerical Officer I at Grade 7N or comparable position
- Must be Computer literate

Duties and Responsibilities

- Assist in implementation of administrative functions
- Performing administrative operational duties in specific arrears of assignment
- Preparing reports and records as may be required
- Take minutes in various University committees
- Carry out other duties and responsibilities as may be assigned from time to time

DRIVER II: GRADE 4N

Reporting To: Senior Transport Officer

Professional Requirements

- Must possess Certificate of Secondary Education
- Must possess valid driving license Class A B C E and PSV license
- Must possess Certificate of Good Conduct from Directorate of Criminal Investigations (DCI)
- Must have at least three (3) years accident free driving experience as Driver III at Grade 3N OR comparable position
- Must possess Certificate in First Aid from a recognized institution
- Must possess Occupational Trade Test II for drivers

- Must have undertaken at short course (at least for one week) on Customer Care from a recognized training institution

Duties and Responsibilities

- Responsible for driving University vehicles
- Carrying out routine checks on the assigned vehicle
- Maintain vehicle cleanliness
- Report any vehicle defects to Transport Officer
- Adhere closely to the High Way code
- Ensure Work-Tickets are duly authorized
- Ensuring security of the vehicle on and off the road
- Ensure safety of passengers and goods in the vehicle
- Observe vehicle preventive maintenance
- Perform any other duties and responsibilities as may be assigned from time to time

APPLICATIONS GUIDE

1. Shortlisted candidates for all positions in Grade 12N and above, will be required to submit valid and current clearances from the following bodies:
 - a. Kenya Revenue Authority;
 - b. Higher Education Loans Board;
 - c. Ethics and Anti-Corruption Commission;
 - d. Criminal Investigation Department (Certificate of Good Conduct); and
 - e. Registered and recognized Credit Reference Bureau
2. Applicants who possess academic certificates from foreign universities are advised to get and attach equation from the Commission for University Education.
3. The Vacancy Number should be clearly indicated on the envelope and the applicant's cover letter.
4. Applications accompanied by copies of a national identity card, a detailed CV, relevant certificates and testimonials, are invited from persons qualified for the positions described here above, to reach the **Deputy Vice Chancellor(Administration, Finance and Planning)** at the addresses below on or before **25th May, 2018**

Postal Address:

Technical University of Mombasa

Tom Mboya Avenue

Tel: (254) 41-2492222/3/4, 2490571

P.O Box 90420 – 80100

MOMBASA

KENYA

Website: www.tum.ac.ke

Or

e-mail Address: dvcafp@tum.ac.ke

5. For hand- delivered applications, please drop completed application during office hours at the office of **Deputy Vice Chancellor (Administration, Finance and Planning)** at the Administration Building, Technical University of Mombasa, Tom Mboya Street - Mombasa