

	TECHNICAL UNIVERSITY OF MOMBASA	
	Document: Form	Ref No.: TUM/Form/HRM/024
	Title: CONTRACT EMPLOYEE REQUISITION	
	Department: HUMAN RESOURCE MANAGEMENT	
	Issue No. 2	Revision No. 0
Date: 5th April 2018		

<i>To be filled by Requesting Department/Section/Unit Head</i>	
<i>Department/Section/Unit</i>	
<i>Position Title</i>	<i>Duration of Engagement</i> From To
<i>Reasons For Requisition</i>	
<i>Brief Description of Position Duties</i>	
<i>Education Required</i>	
<i>Experience Required</i>	
<i>Skills & Other Qualities Required</i>	
<i>Signature of Requesting Officer</i> <i>Date</i>	
A. Human Resources	
<i>Is Position provided in Establishment</i>	
<i>Gross Salary per month</i> <i>OR Wage Rate/Day</i>	
<i>Name:</i>	<i>Signature:</i> <i>Date:</i>



B. Finance Department Only (Budget Verification on Funds Availability)	
Within Budget Available ()* Exceeds Budget available ()* No Budget Available ()* Signature.....	Additional Remarks (if any) Date.....
C. Deputy Vice Chancellor –AFP Only	
Recommended ()* Not Recommended ()*	Signature..... Date.....
D. Vice Chancellor	
Approved ()* Not Approved ()*	Signature Date.....

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