



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	Tutorial Fellow / Junior Research Fellow (Architecture/Quantity Surveying)	11A	Engineering & Technology	Architecture & Built Environment	3
2	ICT Officer II (Assistant Systems administration/ Webmaster)	7N	Administration Finance and Planning	ICTS	2
3	ICT Officer III- (Maintenance and User Support)	6N	Administration Finance and Planning	ICTS	1
4	Drivers II	4N	Administration Finance and Planning	Transport	3

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 19th February, 2019

VICE CHANCELLOR

TECHNICAL UNIVERSITY OF MOMBASA

INDENTS FOR THE POSITIONS ADVERTISED

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

ICT OFFICER II (SYSTEMS ADMINISTRATION): GRADE 7N

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

Professional Requirements

- Must possess a Kenya Certificate of Secondary Education.
- Must possess Diploma in Computer Science/Computer Technology/Information technology or its equivalent from a recognized institution
- Must possess relevant technical or professional Qualifications (CCNA, MCSE, Redhat Linux Administration (RHCE), SQL and VMWare), preferably with storage Area Network (SAN) Certification.
- Must have at least three (3) years working experience in Infrastructure Support in an environment with mixed Windows and Linux at the level of ICT Officer III at Grade 6N or comparable position.
- Good working knowledge in Systems and network Security including Firewalls and IDS/IPS
- Excellent communication skills.

Duties and Responsibilities

- Administering, configuring and troubleshooting servers based on Linux, Windows, VMware and enterprise storage systems.
- Liaise with internal users to fine tune systems hardware and software.
- Operations of backup tools and data recovery.
- Manage the Helpdesk system.
- Follow-up on reported faults.
- Carrying out staff needs assessment.
- Staff training on ICT.
- Participation in feasibility studies and testing for new IT infrastructure components.
- Perform any 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 a Kenya Certificate of Secondary Education.
- Must possess Diploma in Computer Science/Information technology/ Graphic design or its equivalent from a recognized institution.
- Certification in web programming and design; HTML, CSS and JavaScript.
- Three (3) years minimum proven work experience as a web master or web developer at the level of ICT Officer III at Grade 6N or comparable position.
- Good working knowledge of the internet, Google Analytics, Search Engine Optimization (SEO) techniques and Internet Marketing.

- Good working knowledge with LAMP and PHP -MVC framework.
- Possession of UI/UX skills.
- Excellent communication skills.

Duties and responsibilities

- Managing TUM Website.
- Work closely with TUM Head of Corporate Communications and Departmental Web Champions to determine and upload suitable content for TUM website.
- Propose and oversee the implementation of security measures to safeguard TUM website.
- Designing and building appropriate intranet applications.
- Management of Staff Portal and Email Accounts to staff members.
- Manage the Helpdesk system.
- Follow-up on reported faults.
- Carrying out staff needs assessment.
- Perform any other duties and responsibilities as may be assigned from time to time

ICT OFFICER III- MAINTENANCE AND USER SUPPORT: GRADE 6N

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

Professional Requirements

- Must possess a Kenya Certificate of Secondary Education.
- Must possess Diploma in Computer Science/Information Technology or its equivalent from a recognized institution.
- Must possess MS office, ICDL or equivalent.
- Must have Certification in either CompTIA A+, CompTIA N+, CCNA or its equivalent.
- Must have at least three (3) years working experience in Infrastructure Support at Grade 5N or comparable position.

Duties and Responsibilities

- To manage the Helpdesk system.
- Follow-up on reported faults.
- Installation and general maintenance of ICT Hardware, Software, Networks and other Accessories.
- Perform any 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