



**TECHNICAL UNIVERSITY OF MOMBASA**

## **JOB ADVERTISEMENT**

### **PROJECT MANAGER - AFYA MOJA PROJECT**

#### **PREAMBLE**

The Technical University of Mombasa (TUM), in collaboration with its international partner, Ghent University in Belgium, is implementing the AFYA MOJA project under the Institutional University Cooperation (IUC) program: One Health for the Kenyan Coastal Communities. This transformative initiative aims to improve the health of both people and the marine ecosystem along the Kenyan coast.

To support this mission, we are seeking a dynamic and experienced Project Manager to report to the Project Coordinator and support the Project Support Unit (PSU), ensuring effective coordination, administration, and financial management of project activities in compliance with institutional and donor requirements.

#### **Position Details**

**Position:** Project Manager

**Project:** AFYA MOJA: One Health for the Kenyan Coastal Communities

**Contract Duration:** 5 years

**Reporting to:** Project Coordinator / Registrar PRI

**Duty Station:** Technical University of Mombasa

**Appointment:** To be made by the IUC partner institution (TUM)

#### **Key Responsibilities**

- Coordinate the Project Support Unit (PSU) team, to ensure effective financial and operational oversight of project activities.
- Oversee the preparation and monitoring of project budgets, financial statements, and expenditure reports in compliance with donor (VLIR-UOS) and institutional guidelines.
- Ensure timely reconciliation of accounts, transparent procurement processes, and proper financial documentation.
- Support the Project Coordinator in financial audits, risk assessments, and implementation of audit recommendations.
- Provide technical, methodological, and management support to project leaders, ensuring financial compliance across subprojects.



**TUM is ISO 9001:2015 Certified**

Technical University of Mombasa,  
Tom Mboya Avenue, P.O. Box 90420 -80100, MOMBASA – KENYA  
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E-mail: [info@tum.ac.ke](mailto:info@tum.ac.ke), [vc@tum.ac.ke](mailto:vc@tum.ac.ke), Website: [www.tum.ac.ke](http://www.tum.ac.ke)



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- Organize and support local and joint steering committee meetings, and implement the decisions made.
- Compile proposals, planning, and reporting documents at the local level.
- Facilitate scholar mobility to Belgium and other international missions, and support incoming mobility from Belgium.

### **Professional Requirements**

1. Master's Degree in Project Management, Business Administration, Finance, Accounting, Public Health, Environmental Management, Development Studies, or a related field from a recognized institution.
2. At least three (3) years of proven experience in grant administration, project budgeting and financial management of European Union funded projects.
3. Must have a Professional certification in Project Management (e.g., PMP®, PRINCE2®).
4. Possession of Accounting/Finance certification (e.g., CPA, ACCA) will be an added advantage.
5. Proven ability to lead and coordinate multidisciplinary teams, providing technical and administrative oversight to ensure timely achievement of project deliverables.
6. Strong communication, negotiation, and stakeholder engagement skills, with the ability to interact effectively with local and international partners, regulatory bodies, and institutional leadership.
7. Demonstrated ability to work effectively with international collaborators, including universities and research institutions, within cross-cultural and interdisciplinary environments.
8. Ability to develop, analyze, and present reports, policy briefs, and project updates to management, funding agencies, and other stakeholders.
9. High level of integrity, professionalism, and ethical conduct, consistent with institutional and donor requirements.

### **Remuneration**

<b><u>Component</u></b>	<b><u>Amount (KES)</u></b>
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Gross Salary	200,000/- p.m.
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Gratuity	31% of monthly basic salary (contract period)
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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



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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 should be sent through the email: [afyamoja@tum.ac.ke](mailto:afyamoja@tum.ac.ke) . **Hardcopy applications will not be accepted.**

Application letter should be addressed to;

Deputy Vice Chancellor (AFP)  
Technical University of Mombasa  
P.O Box 90420-80100

The deadline for submitting application is **4<sup>th</sup> December, 2025** Applications received later than this date will not be considered.

*Technical University of Mombasa is an equal opportunity employer. Women, Persons with Disabilities and marginalized groups are encouraged to apply.*

*The University does not ask for any fees from the applicants.*



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