



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 18,421 and staff complement of 595. 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 innovative individual with demonstrated high standards of personal and professional integrity. In addition, applicants should have outstanding professional competence in Academic and Administration

DEPARTMENT OF BUSINESS ADMINISTRATION

LECTURER (ENTREPRENEURSHIP): GRADE 12A POST 1 REF:
TUM/ADVERT/EXT/RECR/1/L/E/J/2026

Position	Grade	Division	Department	Vacant Post
Lecturer -(Entrepreneurship)- Permanent & Pensionable Terms	12A	Academic	Business Administration	1

Reporting To: Chairperson of Department Professional Requirements

- Must possess an earned PhD or equivalent Doctoral Degree in Entrepreneurship from an accredited and recognized university
- Must be registered or registerable with the relevant professional body (*where applicable*)
- Must provide evidence of computer literacy.

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.





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- vii. Carry out 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 12A	121,928-187,710	55,286

DEPARTMENT OF ACCOUNTING & FINANCE

1. LECTURER (ACCOUNTING/FINANCE) : GRADE 12A POST: 1
REF: TUM/ADVERT/EXT/RECR/1/L/J/2026

Position	Grade	Division	Department	Vacant Post
Lecturer- (Account/Finance)- Permanent & Pensionable Terms	12A	Academic	Account & Finance	1

Reporting To: Chairperson of Department Professional Requirements

- Must possess an earned PhD or equivalent Doctoral Degree in Accounting/ Finance from an accredited and recognized university
- Must be registered or registerable with the relevant professional body (*where applicable*)
- Must provide evidence of computer literacy.
- Possession of CPA (K) will be an added advantage.

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

REMUNERATION





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The following Public University Salaries and House Allowance Structures shall apply:

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Grade 12A	121,928-187,710	55,286

DEPARTMENT OF COMMUNICATION STUDIES

2. RE-ADVERT LECTURER (CORPORATE COMMUNICATIONS): GRADE: 12A POST:1 REF: TUM/ADVERT/EXT/RECR/1/L/CCPR/J/2026

Position	Grade	Division	Department	Vacant Post
Lecturer – (Corporate Communications) - Permanent & Pensionable Terms	12A	Academic	Communication Studies	1

Reporting To: Chairperson of Department Professional Requirements

- Must possess an earned PhD or equivalent Doctoral Degree in Corporate Communications from an accredited and recognized university
- Must be registered or registerable with the relevant professional body.
- Must provide evidence of computer literacy

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

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

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DEPARTMENT OF SOCIAL SCIENCES

3. LECTURER (SOCIOLOGY): GRADE: 12A

POST: 1

REF: TUM/ADVERT/EXT/RECR/1/L/DS/J/2026

Position	Grade	Division	Department	Vacant Post
Lecturer – (Sociology) - Permanent & Pensionable Terms	12A	Academic	Social Sciences	1

Reporting To: Chairperson of Department Professional Requirements

- Must possess an earned PhD or equivalent Doctoral Degree Sociology from an accredited and recognized university.
- Must be registered or registerable with the relevant professional body.
- Must provide evidence of computer literacy

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

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 12A	121,928-187,710	55,286

DEPARTMENT OF MECHANICAL & AUTOMOTIVE ENGINEERING

**4. RE-ADVERT LECTURER (APPLIED MECHANICS ENGINEERING/INDUSTRIAL ENGINEERING/MATERIAL SCIENCE ENGINEERING) -: GRADE 12A
POSTS: 1 REF: TUM/ADVERT/EXT/RECR/1/L/AMIEMSE/J/2026**





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Position	Grade	Division	Department	Vacant Post
Lecturer (Applied Mechanics Engineering / Industrial Engineering / Material Science Engineering) - Permanent & Pensionable Terms	12A	Academic	Mechanical & Automotive Engineering	1

Reporting To: Chairperson of Department Professional Requirements

- Must possess an earned PhD or equivalent Doctoral Degree in Applied Mechanics Engineering/Industrial Engineering/Material Science Engineering from an accredited and recognized university
- Must be registered with the relevant professional and/or regulatory body.
- Must provide evidence of computer literacy

OR

- Must possess Master Degree in Lecturer Applied Mechanics Engineering/Industrial Engineering/Material Science Engineering - from a recognized university with at least three (3) years' relevant experience in either University, Research or Industry set-up.
- Must be registered with the relevant professional and/or regulatory body.
- Must provide evidence of computer literacy

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

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

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5. ASSISTANT TECHNOLOGIST (MECHANICAL PRODUCTION) GRADE 5N POST: 1 REF: TUM/ADVERT/EXT /RECR/1/ATMP/J/ 2026

Position	Grade	Division	Department	Vacant Post
Assistant Technologist –Mechanical Production (Permanent & Pensionable Terms	5N	Academic	Mechanical & Automotive Engineering	1

Reporting To: Chief Technologist Professional Requirements

- i. Must possess Certificate of Secondary Education OR equivalent
- ii. Must possess Diploma in Mechanical Production the relevant field OR equivalent
OR
- i. Holders of Government Trade Test (GTT) I training with three (3) years working experience

Duties and responsibilities

- i. Cleaning of instruments and apparatus for teaching and research
- ii. Dusting of all equipment used for teaching and research
- iii. Ensuring the storage of items/components is clean, well labeled shelves and well arranged in order
- iv. Disposal of laboratory wastes according to the required standards
- v. Ensuring safety and security of lab apparatus and equipment
- vi. Carry out 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 5N	32,485-50,014	17,692

MEDICAL ENGINEERING

6. RE-ADVERT LECTURER (BIOMEDICAL ENGINEERING) -: GRADE 12A POST: 1 REF: TUM/ADVERT/EXT/RECR/2/L/BE/J/2026

Position	Grade	Division	Department	Vacant Post





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Lecturer (Biomedical Engineering) - Permanent & Pensionable Terms	12A	Academic	Medical Engineering	1
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Reporting To: Chairperson of Department Professional Requirements

- Must possess an earned PhD or equivalent Doctoral Degree in Biomedical Engineering from an accredited and recognized university.
- Must be registered with the relevant professional and/or regulatory body
- Must provide evidence of computer literacy

OR

- Must possess Master Degree in Lecturer Biomedical Engineering/ from a recognized university with at least three (3) years' relevant experience in either University, Research or Industry set-up.
- Must be registered with the relevant professional and/or regulatory body.
- Must provide evidence of computer literacy.

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

REMUNERATION

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Grade 12A	121,928-187,710	55,286

DEPARTMENT OF BUILDING AND CIVIL ENGINEERING

7. PROFESSOR (CIVIL ENGINEERING) GRADE 15A POST :1
REF : TUM/ADVERT/EXT/RECR/1/P/J/2026





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Position	Grade	Division	Department	Vacant Post
Professor (Civil Engineering) - Permanent & Pensionable Terms	15A	Academic	Building and Civil Engineering	1

Reporting to: Chairperson of the department Professional Requirements

- i. Must possess an earned PhD or equivalent Doctoral degree in Civil Engineering from an accredited and recognized University.
- ii. Minimum three (3) years university teaching and research experience since becoming Associate Professor.
- iii. Must be registered with the relevant professional and/or regulatory body
- iv. Must have supervised at least two (2) PhD and two (2) Master's Degree students OR Three (3) Ph.D. students to successful since becoming an Associate Professor.
- v. Must have at least ten (10) articles in refereed journals with minimum impact factor of 0.5, since becoming an Associate Professor,
OR
One (1) University level book in the candidate's professional area published plus six (6) articles published in refereed journals with minimum impact factor of 0.5, since becoming an Associate Professor
OR
One (1) University level book in the candidate's professional area published, two (2) book chapters and four (4) articles published in refereed journals with minimum impact factor of 0.5, since becoming an Associate Professor,
OR
Eight (8) articles published in refereed journals with a minimum impact factor of 0.5 plus one (1) commercialized patent, since becoming an Associate Professor.
- vi. Must have attracted a minimum of Kshs.2 million to the University OR provide evidence of having assisted the University realize a minimum saving of Kshs.2 million from his/her innovation/interventions since promotion as an
- vii. Must provide evidence of computer literacy.

Duties and Responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level
- iv. Develop undergraduate and graduate courses
- v. Initiate, promote and participate in research projects and publish
- vi. Give an inaugural lecture in one's discipline normally within one (1) year after





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- vii. promotion
- vii. Provide academic leadership through programme development, mentoring and research
- viii. Provide professional and community services including initiating linkages and fund mobilization
- ix. Provide services of Academic Leader.
- x. Carry out other duties and responsibilities as may be assigned from time to time

NB: The candidate will be subjected to external academic peer review in consultation with the respective faculty

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 15A	224,631-345,816	73,715

**8. LECTURER (BUILDING & CIVIL ENGINEERING/
TRANSPORTATION/WATER ENGINEERING): GRADE 12A
POST: 1 REF: TUM/ADVERT/EXT/RECR/1/L/ B&CETWE/J/2026**

Position	Grade	Division	Department	Vacant Post
Lecturer (Civil Engineering/ Transportation Engineering /Water Engineering) - Permanent & Pensionable Terms	12A	Academic	Building & Civil Engineering	1

Reporting To: Chairperson of Department Professional Requirements

- i. Must possess an earned PhD or equivalent Doctoral Degree in Civil Engineering Transportation /Water Engineering) from an accredited and recognized university
- ii. Must be registered with the relevant professional and/or regulatory body
- iii. Must provide evidence of computer literacy

OR

- i. Must possess Master Degree in Civil Engineering Transportation /Water Engineering) from a recognized university with at least three (3) years' relevant experience in either University, Research or Industry set-up.
- ii. Must be registered with the relevant professional and/or regulatory body





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- iii. Must provide evidence of computer literacy

Duties and Responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and Postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs as well as postgraduate dissertations/theses.
- iii. Participate in the development of undergraduate and postgraduate programmes
- iv. Initiate, promote and participate in research projects
- v. Participate in academic conferences /seminars/ workshops
- vi. Provide professional and community services and initiate linkages and fund mobilization.
- vii. Carry out other duties and responsibilities as may be assigned from time to time

REMUNERATION

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Grade 12A	121,928-187,710	55,286

INSTITUTE OF MARITIME AND SEAFARING STUDIES

9. LECTURER NAUTICAL SCIENCE/MARINE ENGINEERING: GRADE 12A POST: 1 REF: TUM/ADVERT/EXT/RECR/1/L/NSME/A/2026

Position	Grade	Division	Department	Vacant Post
Lecturer Nautical Science / Marine Engineering- Permanent & Pensionable Terms	12A	Academic	Institute of Maritime and Seafaring Studies	1

Reporting To: Director

Professional Requirements

- i. Must possess an earned PhD or equivalent Doctoral Degree in Nautical Science/ Marine Engineering/ Port Operations and Management/ Maritime Safety Administration / Naval Architecture or any other relevant Maritime Technical





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- qualification from an accredited and recognized university.
- ii. Must be a member of a reputable Maritime Professional Association
- iii. Must provide evidence of computer literacy

OR

- i. Must possess Master Degree in Nautical Science/ Marine Engineering/ Port Operations and Management/ Maritime Safety Administration / Naval Architecture or any other relevant Maritime Technical qualification from an accredited and recognized university and must be registerable for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification.
- ii. Must possess an unlimited tonnage Certificate of Competence (CoC) in compliance with Merchant Shipping (Training & Certification) Regulations 2016 Regulation and issued by a state party to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, within the meaning of the STCW Convention and Code.
- iii. Minimum THREE (3) years Industry experience or its equivalent ashore Or at least THREE (3) years' relevant experience in university teaching and research.
- iv. Must be a member of a reputable Maritime Professional Association
- v. Must provide evidence of computer literacy

Duties and Responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and Postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs as well as postgraduate dissertations/theses.
- iii. Participate in the development of undergraduate and postgraduate programmes
- iv. Initiate, promote and participate in research projects
- v. Participate in academic conferences /seminars/ workshops
- vi. Provide professional and community services and initiate linkages and fund mobilization.
- vii. Carry out 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 12A	121,928-187,710	55,286





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DEPARTMENT OF MATHEMATICS & PHYSICS

10. RE-ADVERT LECTURER (FINANCIAL MATHEMATICS) : GRADE 12A

POSTS: 1 REF: TUM/ADVERT/EXT/RECR/1/L/AF/J/2026

Position	Grade	Division	Department	Vacant Post
Lecturer- (Financial Mathematics - Permanent & Pensionable Terms	12A	Academic	Maths & Physics	1

Reporting To: Chairperson of Department Professional Requirements

- Must possess an earned PhD or equivalent Doctoral Degree in Financial Mathematics from an accredited and recognized university
- Must be registered or registerable with the relevant professional body (*where applicable*)
- Must provide evidence of computer literacy.

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

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

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Grade 12A	121,928-187,710	55,286





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11. RE-ADVERT TECHNOLOGIST I: MATHEMATICS GRADE: 8N POST 1: REF: TUM/ADVERT/EXT/RECR/1/TSM/J/2026

Position	Grade	Division	Department	Vacant Post
Technologist I - (Mathematics (Permanent & Pensionable Terms	8N	Academic	Maths & Physics	1

Reporting To: Chief Technologist

Professional Requirements

- Must possess Bachelor Degree in Mathematics from an accredited and recognized University.
- Must provide evidence of computer literacy

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

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 8N	47,621-73-317	28,307

DEPARTMENT OF ARCHITECTURE & BUILT ENVIRONMENT

12. RE-ADVERT LECTURER (ARCHITECTURE): GRADE 12A POST: 1 REF: TUM/ADVERT/EXT/RECR/2/L/ CS/J/2026

Position	Grade	Division	Department	Vacant Posts
Lecturer (Architecture) - Permanent & Pensionable Terms	12A	Academic	Architecture & Built Environment	1

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral Degree in Architecture





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from an accredited and recognized University.

- i. Must be registered with Board of Registration of Architects and Quantity Surveyors (BORAQS).
- ii. Must provide evidence of computer literacy

OR

- i. Must possess Master Degree in Architecture from a recognized university with at least three (3) years' relevant experience in either University, Research or Industry set-up.
- ii. Must be registered with Board of Registration of Architects and Quantity Surveyors (BORAQS).
- iii. Must provide evidence of computer literacy

Duties and Responsibilities

- i. Teach and assess courses in one's discipline at both undergraduate and Postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs as well as postgraduate dissertations/theses.
- iii. Participate in the development of undergraduate and postgraduate programmes
- iv. Initiate, promote and participate in research projects
- v. Participate in academic conferences /seminars/ workshops
- vi. Provide professional and community services and initiate linkages and fund mobilization.
- vii. Carry out 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 12A	121,928-187,710	55,286

SCHOOL OF MEDICINE

DEPARTMENT OF HUMAN ANATOMY

13. RE-ADVERT LECTURER (HUMAN ANATOMY) : GRADE 12A
POSTS : 2 REF: TUM/ADVERT/EXT/RECR/2/L/HA/J/2026

Position	Grade	Division	Department	Vacant Posts





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Lecturer (Human Anatomy) - Permanent & Pensionable Terms	12A	Academic	Human Anatomy	2
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Reporting To: Chairperson of Department Professional Requirements

We are seeking a highly skilled Surgeon/Human Anatomist to join our academic and clinical team. This hybrid role requires the candidate to provide the instruction, mentorship, and assessment of undergraduate (MBChB) medical students and junior residents in Human Anatomy and high-quality surgical care.

Required Qualifications

- Basic Medical Degree: Bachelor of Medicine and Bachelor of Surgery (MBChB) or its equivalent from a university recognized by the Commission for University Education (CUE).
- Postgraduate Specialization: Master of Medicine (MMed) in General Surgery, and Orthopedic Surgery.
- Licensure: Must hold a valid specialist practitioner license with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- Earned Ph.D. will be an added advantage.

Experience Required

- Teaching Experience: Minimum of two (2) years of active teaching or research experience in human anatomy or surgical disciplines at a recognized university or master level medical training institution.
- Clinical Practice: Demonstrated active clinical surgical practice background bridging basic anatomy with operative safety.
- Scholarly Output: Evidence of published articles in reputable, refereed journals is an added advantage.

Core Competencies

- Strong pedagogical skills with mastery in digital anatomy tools and traditional cadaveric demonstration.
- Exceptional surgical visualization and structural mapping skills.
- Excellent communication, leadership, and interpersonal competencies.
- Proficiency in computer applications (MS Office, virtual dissection software).
- Familiarity with Competency-Based Medical Education (CBME) frameworks will be added advantage.

Key Responsibilities





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- Didactic Teaching: Deliver high-quality lectures, seminars, and case-based learning sessions on clinical anatomy correlations, and practical sessions to undergraduate MBChB students and postgraduate surgical trainees (MMed).
- Dissection Lab Supervision: Lead and supervise cadaveric dissection sessions, demonstrating surgical landmarks, fascial planes, and structural variations.
- Curriculum Development: Update and review anatomical and surgical training modules in line with the KMPDC standards.
- Mentorship and Assessment: Conduct formative and summative student assessments (OSCEs, vivas, practicals) and mentor resident doctors.
- Research and Publication: Undertake impactful biomedical or surgical-anatomical research and publish findings in peer-reviewed journals.

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 12A	121,928-187,710	55,286

14. LECTURER (PATHOLOGY): GRADE 12A POST : 1
REF: TUM/ADVERT/EXT/RECR/1/L/ P/J/2026

Position	Grade	Division	Department	Vacant Post
Lecturer (Pathology) - Permanent & Pensionable Terms	12A	Academic	Pathology	1

Reporting To: Chairperson of Department Professional Requirements

Key role of the pathologist

To provide teaching of undergraduate and postgraduate students at the school of medicine and health sciences, research and publications. In addition, provide histopathology, cytopathology, autopsy services and support medical microbiology, immunology, clinical chemistry, Hematology and blood transfusion laboratory services and demonstrations at a teaching and referral hospital.

Responsibilities

- Teaching undergraduate and postgraduate students
- Supervise research projects for undergraduate and post graduate students
- Grant proposal writing and implementation of the projects





- iv. Identify topical areas of research and publication in line with the mission and vision of TUM and developing manuscripts for publications
- v. Provide surgical and cytopathology services in collaboration with the staff at the teaching and referral hospital
- vi. Organize for laboratory accreditation, audits, and continuous improvement and
- vii. ensure quality assurance, SOP compliance, and participation in internal and external quality assurance schemes.
- viii. Organize and facilitate MDT tumour boards collaboration with the teaching hospital and departmental CPD meetings from time to time.
- ix. Supervise pathology related activities at the University research lab from time to time
- x. Teach and mentor trainees, staff and fellow researchers

Qualifications

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB) or equivalent from an institution recognized by KMPDC.
- ii. MMed in Human Pathology or equivalent qualification from an institution recognized by KMPDC.
- iii. Sub-specialty training (e.g., onco-pathology, cytopathology or molecular pathology) will be an added advantage.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist/sub-specialist by KMPDC.
- vi. Retention in the KMPDC register.
- vii. Valid Practice License from KMPDC.
- viii. Valid Indemnity Cover.
- ix. Proficiency in computer applications.

Experience

At least three (3) years of teaching in a school of medicine at the level of a lecturer in the area of pathology.

REMUNERATION

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Grade 12A	121,928-187,710	55,286



15. LECTURER (MEDICAL PHYSIOLOGY) :GRADE 12A

POST : 1

REF: TUM/ADVERT/EXT/RECR/1/L/MP/J/2026

Position	Grade	Division	Department	Vacant Post
Lecturer (Medical Physiology) - Permanent & Pensionable Terms	12A	Academic	Physiology	1

Reporting To: Chairperson of Department
Professional Requirements

We are seeking an expert in Human Physiology to join our pre-clinical faculty. The ideal candidate will translate fundamental physiological concepts into clinical applications for medical students, utilizing modern, evidence-informed educational approaches.

Core Competencies

- Advanced Medical Knowledge: A solid, evidence-based understanding of normal body functions and homeostatic mechanisms to explain complex physiological scenarios and case studies.
- Clinical Reasoning: Ability to guide students in applying physiological principles to generate solutions to clinical case studies.
- Pedagogical Excellence: Proficiency in using modern digital tools, e-learning platforms, and instructional strategies.
- Interpersonal and Communication Skills: Excellent capability to convey complex, abstract concepts in a clear, engaging, and empathetic manner.
- Scientific Inquiry and Professionalism: Commitment to continuous professional development, active biomedical research, and high ethical standards.

Required Qualifications

- Education: A basic medical degree (MBChB, MD, or equivalent) and a postgraduate degree (MSc, MMed) in Human Physiology.
- Licensure: Must hold a valid, active medical license and be in good standing with KMPDC.
- Required Experience: Minimum of 3 years of university-level or medical school teaching experience in physiology.

Key Responsibilities

- Curriculum Delivery: Design and deliver lectures, tutorials, and practical laboratory sessions on core human physiological systems).
- Clinical Integration: Bridge the gap between basic cellular/systems physiology and clinical pathology to prepare students for clinical rotations.



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- iii. Student Assessment: Develop and administer formative and summative assessments, including objective structured practical examinations (OSPEs) and written exams.
- iv. Mentorship: Advise medical students on academic progression, research projects, and career development.

REMUNERATION

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Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 12A	121,928-187,710	55,286

16. LECTURER (BIOCHEMISTRY) : GRADE 12A POST : 2
REF: TUM/ADVERT/EXT/RECR/1/L/B /J/2026

Position	Grade	Division	Department	Vacant Posts
Lecturer (Biochemistry) - Permanent & Pensionable Terms	12A	Academic	Biochemistry	2

Reporting To: Chairperson of Department Professional Requirements

We are seeking Medical Biochemist or Biochemist to join our pre-clinical faculty. The specialist will deliver clinical biochemistry modules, integrate basic sciences with clinical applications, supervise student research, mentorship, and assessment of undergraduate (MBChB) medical students.

Required Qualifications

- i. Education: Ph.D in Medical Biochemistry or Biochemistry,
OR
- i. MBChB with a Master's degree in Biochemistry.

Required Experience

- i. Experience: Minimum of 3 years of university-level teaching or relevant medical/clinical laboratory experience.





- ii. Publications: A proven track record of research articles published in refereed journals.
- iii. Familiarity with Competency-Based Medical Education (CBME) frameworks will be added advantage.

Core Competencies

- i. Clinical and Scientific Knowledge: Deep understanding of medical biochemistry, molecular genetics, and the metabolic basis of disease states (e.g., diabetes, inborn errors of metabolism).
- ii. Pedagogical Excellence: Proven ability to design and deliver engaging, competency-based medical education (CBME) that connects basic science to clinical scenarios.
- iii. Diagnostic Stewardship: Ability to teach students and how to utilize and interpret clinical pathology data, biomarker profiling, and metabolic panels.
- iv. Interdisciplinary Communication: Strong capability to collaborate across medical departments and communicate complex molecular concepts to students and colleagues.

Key Responsibilities

- i. Curriculum Delivery: Teach core concepts in Biochemistry to medical (MBChB) students.
- ii. Clinical Integration: Bridge laboratory diagnostics with clinical pathology, teaching students how to interpret Biochemistry tests.
- iii. Research and Mentorship: Guide undergraduate and postgraduate students in biomedical research and publish findings in peer-reviewed journals.
- iv. Departmental Support: Collaborate with Anatomy, Physiology, and Pathology faculty for multidisciplinary teaching and exam setting.

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 12A	121,928-187,710	55,286



**17. TUTORIAL FELLOW (MEDICAL PHYSIOLOGY: GRADE 11A POST : 1
REF: TUM/ADVERT/EXT/RECR/1/TFMP /J/2026**

Position	Grade	Division	Department	Vacant Post
Tutorial (Medical Physiology) - Contract	11A	Academic	Physiology	1

We are seeking an expert in Human Physiology to join our pre-clinical faculty. The ideal candidate will translate fundamental physiological concepts into clinical applications for medical students, utilizing modern, evidence-informed educational approaches.

Required Qualifications

- Education: A basic medical degree (MBChB or equivalent) and evidence of advanced progress in MSc Medical Physiology postgraduate training.
- Licensure: Must hold a valid, active medical license and be in good standing with KMPDC.

Required Experience

- Experience: Minimum of 2 years of university-level or medical school teaching experience in physiology.

Core Competencies

- Advanced Medical Knowledge: A solid, evidence-based understanding of normal body functions and homeostatic mechanisms to explain complex physiological scenarios and case studies.
- Clinical Reasoning: Ability to guide students in applying physiological principles to generate solutions to clinical case studies.
- Pedagogical Excellence: Proficiency in using modern digital tools, e-learning platforms, and instructional strategies.
- Interpersonal and Communication Skills: Excellent capability to convey complex, abstract concepts in a clear, engaging, and empathetic manner.
- Scientific Inquiry and Professionalism: Commitment to continuous professional development, active biomedical research, and high ethical standards.

Key Responsibilities



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- i. Curriculum Delivery: Design and deliver lectures, tutorials, and practical laboratory sessions on core human physiological systems).
- ii. Clinical Integration: Bridge the gap between basic cellular/systems physiology and clinical pathology to prepare students for clinical rotations.
- iii. Student Assessment: Develop and administer formative and summative assessments, including objective structured practical examinations (OSPEs) and written exams.
- iv. Mentorship: Advise medical students on academic progression, research projects, and career development.

REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 11A	107,872-166,072	51,601

18. RE-ADVERT SENIOR TECHNOLOGIST: HUMAN ANATOMY GRADE: 11N POST: 1 REF: TUM/ADVERT/EXT/RECR/2/ST/J/2026

Position	Grade	Division	Department	Vacant Post
Senior Technologist Human Anatomy - (Permanent & Pensionable Terms)	11	Academic	Human Anatomy	1

Reporting To Chairperson of Department/Section Head Professional Requirements

- i. Be holders of at least a Bachelor's Degree or Higher National Diploma in Medical Laboratory or related field from a recognized institution.
- ii. Must have minimum 5-year experience running a busy multi-specialty teaching laboratory of Human Anatomy.
- iii. Be registered and in good standing by KMLTTB.
- iv. Must have research experience.
- v. Must provide evidence of computer literacy

Duties and responsibilities

- i. Provide leadership in the management of our multi-specialty laboratories.
- ii. Organize practical sessions for both undergraduate and postgraduate students.
- iii. To service and maintain equipment and supervise technical staff.
- iv. Supervision of technical staff in the department.





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- v. Participate in research activities in the department.
- vi. Participate in procurement matters.
- vii. Engage with external stakeholders to enhance collaboration and support for the department's initiatives.
- viii. Carry out 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 11N	96,006-147,805	47,915

19. RE-ADVERT SENIOR TECHNOLOGIST: (PHYSIOLOGY) GRADE: 11N POST: 1 REF: TUM/ADVERT/EXT/RECR/2/ST/J/2026

Position	Grade	Division	Department	Vacant Post
Senior Technologist I (Physiology)- (Permanent & Pensionable Terms)	11N	Academic	Physiology	1

Reporting To Chairperson of Department Professional Requirements

- i. Be holders of at least a Bachelor's Degree or Higher National Diploma in Medical Laboratory or related field from a recognized institution.
- ii. Must have a minimum 5 years experience running a busy multi-specialty teaching laboratory of Human Physiology.
- iii. Must be registered and in good standing by KMLTTB.
- iv. Must have research experience.
- v. Must provide evidence of computer literacy

Duties and responsibilities

- i. Provide leadership in the management of our multi-specialty laboratories.
- ii. Organize practical sessions for both undergraduate and postgraduate students.
- iii. To service and maintain equipment and supervise technical staff.
- iv. Supervision of technical staff in the department.
- v. Participate in research activities in the department.
- vi. Participate in procurement matters.
- vii. Engage with external stakeholders to enhance collaboration and support for the department's initiatives.
- viii. Carry out other duties and responsibilities as may be assigned from time to time.





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REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 11N	96,006-147,805	47,915

SECURITY DEPARTMENT

20. RE-ADVERT CHIEF SECURITY OFFICER GRADE 12N POST:1 REF: TUM/ADVERT/EXT/RECR/2/CSO/J/ 2026

Position	Grade	Division	Department	Vacant Post
Chief Security Officer (Permanent & Pensionable Terms)	12N	Administrative	Security	1

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
- 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 provide evidence of computer literacy
- Must be medically and physically fit

OR

- Must possess Bachelors 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





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- viii. Must have at least three (3) years working experience as Deputy Chief Security Officer at Grade 11N or comparable position
- ix. Must provide evidence of computer literacy
- x. Must be medically and physically fit

Duties and Responsibilities

- i. In-Charge of the department.
- ii. Responsible for security matters related to students and staff.
- iii. Manage security intelligence systems within the University
- iv. Carry out any investigation requested by Vice-Chancellor
- v. Investigation of disciplinary matters as referred by Management Board
- vi. Attend to all security meetings in all Campuses
- vii. Plan and organize training for security staff
- viii. Execute periodic security surveys for all campuses
- ix. Liaise with the external security agent
- x. Advisor to the University Management Board on security Issues
- xi. Responsible for formulation, planning and control of the departmental budget
- xii. Effective coordination and implementation of policies in the department
- xiii. Responsible for formulation and implementation of departmental strategic plan
- xiv. Responsible for the procurement of stores for the department
- xv. 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 12N	119,858-184,523	55,286

UNIVERSITY LIBRARY

21. RE- ADVERT - LIBRARY ASSISTANT III (KWALE CAMPUS) GRADE 5N POST: 1 REF: TUM/ADVERT/EXT/RECR/2/LA / J/2026

Position	Grade	Division	Department	Vacant Post
Library Assistant III (Permanent & Pensionable Terms)	5N	Administrative	University Library	1

Reporting To: University Librarian Professional Requirements

- i. Must possess Certificate of Secondary Education
- ii. Must possess Diploma in Library and Information Studies or its equivalent from a recognized institution
- iii. Must provide evidence of computer literacy





Duties and Responsibilities

- i. Issue and receive library materials
- ii. File all the various Library catalogue cards
- iii. Compile lists of over dues materials
- iv. Record and analyze work statistics
- v. Prepare book pockets/cards and affix them on relevant books and Spine mark
- vi. Dispatch books to respective destinations for further action
- vii. Produce catalogue cards
- viii. Compile accession lists
- ix. Photocopy materials for users
- x. Carry out 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 5N	32,485-50,014	17,692

22. RE-ADVERT ACCOUNTS ASSISTANT II GRADE 5N POST :1 REF: TUM/ADVERT/EXT/RECR/2/AA /J/ 2026

Position	Grade	Division	Department	Vacant Post
Accounts Assistant III (Permanent & Pensionable Terms)	5N	Administrative	Finance	1

Reporting To: Finance Officer

Professional Requirements

- i. Must possess Certificate of Secondary Education or equivalent
 - ii. Must possess CPA Part I OR ATD or equivalent
 - iii. Must provide evidence of computer literacy
- OR
- i. Must possess Diploma in Accounting or its equivalent and CPA Part I Section 1 from a recognized institution
 - ii. Must provide evidence of computer literacy

Duties and Responsibilities

- i. Processing of vouchers and imprests
- ii. Maintenance of ledger books and cash books
- iii. Posting of entries in various ledgers
- iv. Carry out other duties and responsibilities as may be assigned from time to time



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REMUNERATION

The following Public University Salaries and House Allowance Structures shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 5N	32,485-50,014	17,692

CORPORATE COMMUNICATIONS OFFICE

23. RE- ADVERT CORPORATE COMMUNICATIONS ASSISTANT III (KWALE CAMPUS) GRADE 5N POST: REF: TUM/ADVERT/EXT/RECR/2/CCKC/J/ 2026

Position	Grade	Division	Department	Vacant Post
Corporate Communications Assistant III (Kwale Campus) (Permanent & Pensionable Terms)	5N	Administrative	Corporates Communications	1

Reporting To: Senior Corporate Communications Officer

Professional Requirements

- Must possess a Certificate of Secondary Education
- Must possess Diploma in Communication related field or its equivalent from a recognized Institution
- Must provide evidence of computer literacy

Duties and Responsibilities

- Coordinate the coverage of University activities (both video and photography)
- Recording all customer complaints and forward them to the appropriate office
- Participating in organizing university exhibitions and marketing activities
- 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 5N	32,485-50,014	17,692

INTERNAL AUDIT DEPARTMENT

24. RE-ADVERT - SENIOR INTERNAL AUDITOR II (INFORMATION SYSTEMS AUDITOR) GRADE 12N POST:1 REF: TUM/ADVERT/EXT/RECR/2/SIA/J/ 2026





Position	Grade	Division	Department	Vacant Post
Senior Internal Auditor II) (Information Systems Auditor) (Permanent & Pensionable Terms	12N	Administrative	Internal Audit	1

Reporting To: Chief Internal Auditor
Professional Requirement

- Must possess a Master degree in Accounting/Finance/Computer Science/ Information Technology or a relevant field from an accredited/recognized institution;
- Possession of CPA Part II or equivalent will be added advantage.
- Must possess at least three (3) years relevant experience at Grade 11N OR comparable duties and responsibilities.
- Must be a Certified Information Systems Auditor (CISA).

OR

- Must possess a Bachelor degree in Accounting/Finance/Computer Science/ Information Technology or related field from an accredited/recognized institution.
- Possession of CPA (K) or equivalent will be an added advantage,
- Must possess at least five (5) years relevant experience Grade 11N OR comparable duties and responsibilities.
- Must be a Certified Information Systems Auditor (CISA).

Duties and Responsibilities

- Design and implement comprehensive annual audit programs encompassing both financial and information systems reviews.
- Oversee the audit schedule to ensure assignments are completed on time and in accordance with plan.
- Evaluate the design and operating effectiveness of internal controls to support business objectives.
- Conduct risk-based audit engagements, identify control deficiencies, and propose actionable enhancements.
- Verify compliance with applicable legislation, regulatory requirements, internal policies, and professional auditing standards.
- Continuously refine audit methodologies to reflect changes in best practices and regulatory mandates.
- Assess the robustness of controls within IT environments – including cybersecurity measures, data-protection protocols, and change-management processes.



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- viii. Review and advise on IT governance policies, procedures, and third-party agreements.
- ix. Perform vulnerability assessments and penetration testing, and evaluate incident-response preparedness.
- x. Monitor emerging information-systems risks, offering expert guidance on mitigation strategies.
- xi. Provide support during security incident investigations and contribute to threat-response initiatives.
- xii. Stay abreast of developments in audit methodologies, information-systems technologies, and cybersecurity trends.
- xiii. Draft and present clear, concise audit reports—highlighting findings, recommendations, and remediation plans—to management and key stakeholders.
- xiv. Track the implementation of agreed-upon remedial actions to ensure effective resolution.
- xv. Prepare detailed documentation for presentation to the Board Audit Committee.
- xvi. Support the enterprise risk-management function by providing technical insights on IT-related exposures.
- xvii. Contribute to the development of policies and participate in system design and evaluation to embed appropriate control measures.
- xviii. Undertake other duties as required to meet the evolving needs of the Technical University of Mombasa.
- xix. Carry out 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 12N	119,858-184,523	55,286

ACADEMIC AFFAIRS DEPARTMENT

25. RE-ADVERT -SENIOR CLERICAL OFFICER -INFORMATION TECHNOLOGY GRADE 6N POST:1 REF: TUM/ADVERT/EXT/RECR/1/SCO/J/ 2026

Position	Grade	Division	Department	Vacant Post
Senior Clerical II -Technology Information Technology (Permanent & Pensionable Terms	6N	Administration	Academic Affairs	1

Reporting To: Assistant Registrar Professional Requirements

- i. Must possess Certificate of Secondary Education





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- ii. Must possess Diploma in Information Technology from a recognized institution
- iii. Must have at least three (3) years working experience as Clerical Officer I at Grade 5N or position of comparable duties and responsibilities.
- iv. Must be provide evidence of computer literacy.

Duties and Responsibilities

- i. Receive correspondences/ mail from various sources
- ii. Sorting and classifying mails
- iii. Open/ close files as required
- iv. Update and maintain files by filling documents
- v. Control and trace the movement of files and documents within the organization
- vi. Processing and maintaining records and statistics for the departments
- vii. Maintaining efficient file indexing, folioing and filling
- viii. Custodian of all the records in the University Registry
- ix. Summarize documents
- x. Composing routine correspondence
- xi. Carry out 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 6N	36,914-56,833	21,230

DIRECTORATE OF CAREER SERVICES

26. **SENIOR CLERICAL OFFICER II (MARKETING) GRADE 6N POST:1**
REF: TUM/ADVERT/EXT/RECR/1/SCOM/J/ 2026

Position	Grade	Division	Department	Vacant Post
Senior Clerical II (Marketing) (Permanent & Pensionable Terms)	6N	Administration	Career Services	1

Reporting To: Director Career Services

Professional Requirements

- i. Must possess Certificate of Secondary Education
- ii. Must possess Diploma in Marketing or related field from a recognized institution
- iii. Must have at least three (3) years working experience as Clerical Officer I at Grade 5N or position of comparable duties and responsibilities
- iv. Must be provide evidence of computer literacy.





Duties and Responsibilities

- i. Receive correspondences/ mail from various sources
- ii. Sorting and classifying mails
- iii. Open/ close files as required
- iv. Update and maintain files by filling documents
- v. Control and trace the movement of files and documents within the organization
- vi. Processing and maintaining records and statistics for the departments
- vii. Maintaining efficient file indexing, folioing and filling
- viii. Custodian of all the records in the University Registry
- ix. Summarize documents
- x. Composing routine correspondence
- xi. Carry out 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 5N	32,485-50,014	17,692

MAINTENANCE DEPARTMENT

27. TECHNICIAN II (ELECTRICAL) GRADE 5N POST :1
REF: TUM/ADVERT/EXT /RECR/1/ TE / J/ 2026

Position	Grade	Division	Department	Vacant Post
Technician II (Electrical) (Permanent & Pensionable Terms)	5N	Administrative	Maintenance	1

Reporting To: Senior Technician Professional Qualifications

- i. Must possess a Diploma in a relevant technical discipline from a recognized Institution.

OR

- i. Must possess GTT I in a relevant technical discipline OR Craft II certificate
- ii. Must have at least three (3) years working experience as Artisan II at Grade 4N or comparable position

Duties and Responsibilities

- i. Installation of wiring in buildings
- ii. Repair and service of electrical machines



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- iii. Inspection all Distribution Boards for safety purposes
- iv. Maintenance of electricity supply
- v. Requisition of tools, equipment and materials from central stores
- vi. Provide estimates and specifications of materials
- 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 5N	32,485-50,014	17,692

28. TECHNICIAN II (CARPENTRY) GRADE 5N POST :1
REF: TUM/ADVERT/EXT /RECR/1/ TC / J/2026

Position	Grade	Division	Department	Vacant Post
Technician II (Carpentry) (Permanent & Pensionable Terms)	5N	Administrative	Maintenance	1

Reporting To: Senior Technician Professional Qualifications

- i. Must possess a Diploma in a relevant technical discipline from a recognized Institution.

OR

- i. Must possess GTT I in a relevant technical discipline OR Craft II certificate
- iii. Must have at least three (3) years working experience as Artisan II at Grade 4N or comparable position

Duties and Responsibilities

- i. All carpentry works and repairs
- ii. Fixing, PVC, wooden and carpet floors
- iii. Fabrication of partitions
- iv. Construction of wooden structures and fences
- v. Operating woodworking machines for planning and splitting in preparing materials in the workshop
- vi. Carrying out joinery works and repairs
- vii. Making and repair of furniture, lockers, and shelves
- viii. Make and repair all doors, door frames, roof trusses and roof leakages
- ix. Requisition of tools, equipment and materials from central stores
- x. Provide estimates and specifications of materials





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- xi. 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 5N	32,485-50,014	17,692

DEPARTMENT OF REGISTRAR ADMINISTRATION AND PLANNING

29. OFFICE ADMINISTRATOR IV GRADE 5N POST:1
REF: TUM/ADVERT/EXT/RECR/1/AP/OA/J/ 2026

Position	Grade	Division	Department	Vacant Post
Office Administrator IV (Permanent & Pensionable Terms)	5N	Administrative	Registrar (AP)	1

Reporting To: Immediate Supervisor Professional Requirements

- Must possess Certificate of Secondary Education OR equivalent
- Must possess Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) OR equivalent qualifications from a recognized institution, OR
- Must possess Typewriting III (50 wpm)
- Must possess Office Management III
- Must possess Business English II
- Must possess Secretarial Studies II
- Must possess Commerce II
- Must possess Shorthand II (90 wpm)
- Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel
- MS-Access, PowerPoint and Internet) from a recognized institution

Duties and Responsibilities

- Receive telephone calls and customers care duties
- Supervise cleaner / messengers
- Type from manuscripts
- Take dictation in shorthand and transcribe
- Operate office machines (photocopying/scanners/duplicating)
- Undertake routine office duties
- Access and utilize online information
- Maintain office diary





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- ix. 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 5N	32,485-50,014	17,692

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: Career opportunities or <https://jobs.tum.ac.ke/>. **Email and 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 **15th September, 2026** Applications received later than this date will not be considered. Please quote the reference number in your application.

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

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

