



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 18,622 and staff complement of 594. 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 an innovative individual with demonstrated high standards of personal and professional integrity. In addition, applicants should have outstanding professional competence in Academic Administration and Management.

1. **SENIOR CORPORATE COMMUNICATIONS OFFICER GRADE 12N** **1 POST**
REF: TUM/ADVERT/EXT/RECR/1/SCCO /2023: (Contract)

Position	Grade	Division	Department	Vacant Post
Senior Corporate Communications Officer II (Contract)	12N	Administration	Corporate Communications	1

Reporting To: VICE CHANCELLOR

Professional Requirements

- Must possess a Master Degree in Communication related area or their equivalent from a recognized Institution
- Must have at least three (3) years working experience as Senior Corporate Communications Officer II at Grade 11N or position of comparable duties and responsibilities.
- Must provide evidence of computer literacy (certificate or transcript)
- Must be registered with a relevant professional body and in good standing
- One foreign language or sign language will be an added advantage

Duties and Responsibilities

- In-charge of the corporate communications functions





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- ii) In liaison with University Management, ensure the corporate image is maintained.
- iii) Liaise with media (coverage of all University functions)
- iv) Ensure proper dissemination of corporate publicity information materials like posters, banners, calendars, diaries, prospectus, monthly update newsletters
- v) Oversee the preparation and dissemination of the internal newsletter for publication.
- vi) Coverage of University activities (both video and photography)
- vii) Ensure posting of all advertising both internally and externally (media houses)
- viii) Ensure media monitoring and evaluation and advice management accordingly
- ix) Organize and coordinate University exhibitions and marketing activities
- x) Responsible for all staff matters in the department
- xi) Responsible for development and implementation of the corporate communication strategy for the University
- xii) Responsible for the formulation, planning and control of the departmental budget
- xiii) Responsible for the implementation of University policies and procedures relevant to the department
- xiv) 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	108,714 - 155,461	55,286

2. ASSISTANT ACCOUNTANT II (RE-ADVERTISEMENT) GRADE 8N 1 POST
REF NO. TUM/ADVERT/EXT/RECR/2/ACA/2023 (Permanent & Pensionable)

Position	Grade	Division	Department	Vacant Post
Assistant Accountant II <i>(Permanent and Pensionable)</i>	8N	Administration	Finance	1

REPORTING TO: FINANCE OFFICER

Professional Requirements

- i) Must have Bachelor of Commerce Degree in Accounting/Finance option OR its equivalent
- ii) Must have CPA Part II
- iii) Must be computer literate, with knowledge in relevant Accounting Software

OR





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- i) Must have CPA Part III or equivalent
- ii) Must have at least three (3) years relevant working experience as Assistant Accountant III at Grade 7N or position of comparable duties and responsibilities.
- iii) Must be computer literate, with knowledge in relevant Accounting Software

Duties and Responsibilities

- i) Maintain assets register
- ii) Maintain books of accounts to ensure that all transactions are properly recorded.
- iii) Ensuring that transactions being so recorded are in accordance with University regulations and policies
- iv) Posting of transactions in ledger accounts
- v) Producing monthly financial reports
- vi) Supervise the preparation of cash books and bank reconciliation statements
- vii) Ensure remittance of statutory deductions
- viii) Supervise staff working under him/her
- ix) Carry out other duties and responsibilities as may be assigned from time to time

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 8N	43,193 - 60,470	28,307

3. LEGAL OFFICER III GRADE 9N 1 POST
REFNO. TUM/ADVERT/EXT/RECR/1/LO-III/2023 (Permanent & Pensionable)

Position	Grade	Division	Department	Vacant Post
Legal Officer III (Permanent and Pensionable)	9N	Administration	Legal	1

REPORTING TO: CHIEF LEGAL OFFICER

Legal Officer III: Grade 9N
Reporting To: Chief Legal Officer
Professional Requirements

- i) Must possess Certificate of Secondary Education
- i) Must possess Bachelor Degree in Law





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- ii) Must be an Advocate of the High Court
- iii) Must be registered with LSK
- iv) Must provide evidence of computer literacy (certificate or transcript)

Duties and Responsibilities

- i) Undertaking research on assigned legal issues
- ii) Collecting and collating research data
- iii) Carry out other duties and responsibilities as may be assigned from time to time

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 9N	50,224-71,820	31,845

**4. MAINTENANCE TECHNOLOGIST (ELECTRICAL) (RE-ADVERTISEMENT) GRADE 8N
1 POST REF NO.TUM/ADVERT/EXT/RECR/2/MTE/2023 (Permanent & Pensionable)**

Position	Grade	Division	Department	Vacant Post
Maintenance Technologist (Permanent and Pensionable)	8N	Administration	Maintenance	1

REPORTING TO SENIOR MAINTENANCE OFFICER

Professional Qualifications

- i) Must have Bachelor Degree in Electrical from a recognized Institution
- ii) Must have at least three (3) years relevant working experience as Senior Technician at Grade 7N or position of comparable duties and responsibilities.
- iii) Must provide evidence of computer literacy (certificate or transcript)
- iv) Must be registered and actively affiliated with a recognized professional body and in good standing.

Duties and Responsibilities

- i) Supervise of maintenance and repair of electrical works
- ii) Read and interpret drawings for works
- iii) Prepare work schedules





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- iv) Carry out costing and quantity of electrical works and materials
- v) Ensure delivery of quality services and workmanship
- vi) Ensure prompt repair of electrical machines
- vii) Ensure regular supply of electricity
- viii) Report on technical matters in relation to electrical works
- ix) Requisition of electrical tools, equipment and materials
- x) Co-ordinate and supervise other works for staff
- xi) Inspection of materials procured to meet standards
- xii) Perform any other duties and responsibilities as may be assigned from time to time by person placed in authority.

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 8N	43,193 - 60,470	28,307

5. OCCUPATIONAL SAFETY AND HEALTH OFFICER II GRADE 9N 1POST

REF NO.TUM/ADVERT/EXT/RECR/1/OSHO /2023 (Permanent & Pensionable)

Position	Grade	Division	Department	Vacant Post
Occupational Safety and Health Officer II <i>(Permanent and Pensionable)</i>	9N	Administration	Registrar (AP)	1

REPORTING TO REGISTRAR ADMINISTRATION AND PLANNING

Professional Requirements

- i) Must have Bachelor Degree in Occupational safety and Health or Bachelor of Science degree in Environmental Health or any other related degree from a recognized Institution
- ii) Must have at least 3 years relevant work experience as Occupational safety and Health Officer III at grade 8N or position of comparable duties and responsibilities.
- iii) Must be registered and actively affiliated with Public Health Officers and Technicians Council (PHOTC) and in good standing
- iv) Must provide evidence of computer literacy (certificate or transcript)





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Duties and Responsibilities

- i) Examine workplace conditions to make sure they conform to applicable OSHA standards
- ii) Train employees on the hazards they are exposed to and proper precautions
- iii) Make sure employees have and use safe tools and equipment and properly maintain this equipment.
- iv) Establish or update operating procedures and communicate them so that employees follow safety and health requirements
- v) Conduct safety audit in the University
- vi) Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- vii) Assist in responding to and investigating concerns/complaints from workers/employers and assists in taking appropriate action.
- viii) Assist in investigating accidents or injuries that occur at the workplace.

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 9N	50,224-71,820	31,845

6. COUNSELING ASSISTANT III (KWALE CAMPUS) GRADE 5N 1 POST REF NO.TUM/ADVERT/EXT/RECR/1/CA/2023 (Permanent & Pensionable)

Position	Grade	Division	Department	Vacant Post
Counseling Assistant III (Kwale Campus) <i>(Permanent and Pensionable)</i>	5N	Academic, Research & Extension	Dean of Students	1

REPORTING TO: DIRECTOR KWALE CAMPUS

Professional Requirements

- i) Must have Diploma in Counseling Psychology or its equivalent from a recognized institution
- ii) Must be registered with recognized professional body and in good standing.
- iii) Must provide evidence of computer literacy (certificate or transcript)





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Duties and Responsibilities

- i) Assist in orientation of new students
- ii) Assist in provision of family life education in conjunction with the Senior Counselor
- iii) Assist in preparation for public lectures/seminars on social and psychological concern
- iv) Assist in coordinating crisis interventions
- v) Perform any other duties and responsibilities as may be assigned from time to time

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 5N	29,464- 39,776	17,692

7. SPORTS ASSISTANT I (KWALE CAMPUS) GRADE 7N 1 POST
REF NO.TUM/ADVERT/EXT /RECR/1/SA/2023 (Permanent & Pensionable)

Position	Grade	Division	Department	Vacant Post
Sports Assistant I (Kwale Campus) <i>(Permanent and Pensionable)</i>	7N	Academic, Research & Extension	Dean of Students	1

REPORTING TO: DIRECTOR KWALE CAMPUS

Professional Requirements

- i) Must have Diploma in Physical Education or its equivalent from a recognized institution
- ii) Must have at least three (3) years working experience as Sports Assistant II at Grade 6N or position of comparable duties and responsibilities.
- iii) Knowledge of maintenance of Sports pitches/courts
- iv) Must be accredited by federations of his /her coaching discipline
- v) Must provide evidence of computer literacy (certificate or transcript)
- vi) Must possess First Aid Certificate

Duties and Responsibilities

- i) Oversee general care and maintenance of games facilities
- ii) Coordination of various games and sports activities
- iii) Officiate various games and sports activities





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- iv) Assisting students going for external fixtures
- v) Popularize sports and games activities among students
- vi) Supervise staff
- vii) Perform any other duties and responsibilities as may be assigned from time to time

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 7N	38,873-54,423	24,761

MEDICAL SCIENCES DEPARTMENT

8. LECTURER / RESEARCH FELLOW (PHARMACY) GRADE 12A 1 POST

REF NO.TUM/ADVERT/EXT/RECR/1/L/RF/P/2023 (Permanent & Pensionable)

Position	Grade	Division/ School	Department	Vacant Post
Lecturer / Research Fellow (Pharmacy) (Permanent and Pensionable)	12A	School of Applied and Health Sciences	Medical Sciences	1

REPORTING TO: CHAIRPERSON OF DEPARTMENT

Professional Requirements

- i) Must have PhD or equivalent Doctoral degree in the Pharmacy from an accredited and recognized university
- ii) Must be registered with Pharmacy and Poisons Board (PPB) and in good standing.
- iii) Must provide evidence of computer literacy (certificate or transcript)

OR

- i) Must have Master Degree in Pharmacy from a recognized university
- ii) Must have at least three (3) years' relevant experience in either University, Research or Industry set-up experience at University level or comparable organization
- iii) Must be registered with Pharmacy and Poisons Board (PPB) and in good standing.
- iv) Must provide evidence of computer literacy (certificate or transcript)





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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.

REMUNERATION

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

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 12A	110,591-160,357	55,286

9. LECTURER/ RESEARCH FELLOW -MEDICAL LABORATORY SCIENCE

GRADE 12A 1 POST REF NO.TUM/ADVERT/EXT/RECR/1/L/RF/MLS/2023 (Permanent & Pensionable)

Position	Grade	Division/ School	Department	Vacant Posts
Lecturer /Research Fellow (Medical Lab) (Permanent and Pensionable)	12A	School of Applied and Health Sciences	Medical Sciences	2

REPORTING TO: CHAIRPERSON OF DEPARTMENT

Professional Requirements

- i) Must have PhD or equivalent Doctoral degree in the Medical Laboratory Science from an accredited and recognized university
- ii) Must be registered with Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB) and in good standing.
- iii) Must provide evidence of computer literacy (certificate or transcript)





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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.

REMUNERATION

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

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 12A	110,591-160,357	55,286

ENVIRONMENTAL AND HEALTH SCIENCES DEPARTMENT

10. LECTURER / RESEARCH FELLOW (PUBLIC HEALTH) GRADE 12A 3 POSTS

REF NO.TUM/ADVERT/EXT/RECR/1/L/RF/PH/2023 (Permanent & Pensionable)

Position	Grade	Division/ School	Department	Vacant Posts
Lecturer /Research Fellow (Public Health) (Permanent and Pensionable)	12A	School of Applied and Health Sciences	Environmental & Health Sciences	3

REPORTING TO: CHAIRPERSON OF DEPARTMENT

Professional Requirements

- i) Must have PhD or equivalent Doctoral degree in the Public Health from an accredited and recognized university
- ii) Must be registered and actively affiliated with Public Health Officers and Technicians Council (PHOTC) and in good standing
- iii) Must provide evidence of computer literacy (certificate or transcript)





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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.

REMUNERATION

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

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 12A	110,591-160,357	55,286

BUILDING AND CIVIL ENGINEERING DEPARTMENT

11. LECTURER / RESEARCH FELLOW (CONSTRUCTION MANAGEMENT)
GRADE:12A POST:1 REF NO.TUM/ADVERT/EXT/RECR/1/L/RF/CM/2023
(Permanent & Pensionable)

Position	Grade	Division/ School	Department	Vacant Post
Lecturer - Construction Management <i>(Permanent and Pensionable)</i>	12A	School of Engineering and Technology	Building and Civil Engineering	1

REPORTING TO: CHAIRPERSON OF DEPARTMENT

Professional Requirements

- i) Must have PhD or equivalent Doctoral degree in the Construction Management from an accredited and recognized university
- ii) Must be registered and in good standing with a relevant professional body
- iii) Must provide evidence of computer literacy (certificate or transcript)





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OR

- i) Must have Master Degree in Construction Management from a recognized university
- ii) Must have at least three (3) years’ relevant experience in either University, Research or Industry set-up.
experience at University level or comparable organization
- iii) Must be registered and in good standing with a relevant professional body.
- iv) Must provide evidence of computer literacy (certificate or transcript)

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.

REMUNERATION

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

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 12A	110,591-160,357	55,286

DEPARTMENT OF BUSINESS ADMINISTRATION

**12. SENIOR LECTURER - ENTREPRENEURSHIP (RE-ADVERTISEMENT) GRADE: 13
1 POST REF NO.TUM/ADVERT/EXT/RECR/2/SL/BA/2023 (Permanent & Pensionable)**

Position	Grade	Division/ School	Department	Vacant Post
Senior Lecturer - Entrepreneurship (Permanent and Pensionable)	13A	School of Business	Business Administration	1

REPORTING TO: CHAIRPERSON OF DEPARTMENT
Professional Requirements





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- i) Must possess an earned PhD in Entrepreneurship or equivalent Doctoral degree in the relevant area from an accredited and recognized university
- ii) Must have Minimum three (3) years university teaching and research experience since becoming a lecturer
- iii) Must have supervised at least two (2) students at Master level **OR** One (1) Ph.D. level student to successful completion since becoming a lecturer.
- iv) Must have attracted a minimum of Kshs 500,000/= funding to the University **OR** provide evidence of having assisted the University realize a minimum saving of Kshs 500,000/=from his/her innovation/interventions since becoming a Lecturer
- v) Must be registered and in good standing with a relevant professional body (where applicable)
- vi) Must provide evidence of computer literacy (certificate or transcript)
- vii) Must have at least six (6) articles in refereed journals with minimum impact factor of 0.5 since becoming a lecturer,

OR

One (1) University level book in the candidate's professional area published plus three (3) articles published in refereed journals with minimum impact factor of 0.5 since becoming a lecturer

OR

One (1) University level book in the candidate's professional area published, one (1) book chapter and two (2) articles published in refereed journals with minimum impact factor of 0.5 since becoming a lecturer,

OR

Four (4) articles published in refereed journals with a minimum impact factor of 0.5 plus one (1) patent/innovation since becoming a lecturer.

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

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 and postgraduate dissertations/theses.
- iii) Supervise dissertation/theses at the graduate level
- iv) Develop undergraduate and postgraduate programs
- v) Initiate, promote and participate in research projects
- vi) Participate in academic conferences /seminars/ workshops
- vii) Participate in preparation of Faculty/School development plans.
- viii) Provide professional and community services and initiate linkages and fund mobilization.





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ix) Carry out other duties and responsibilities as may be assigned from time to time

REMUNERATION

The following public University Salaries and House Allowance Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 13A	144,450 - 206,563	58,972

NB: (Candidates who had earlier applied for this position need not apply)

DEPARTMENT OF SOCIAL SCIENCES

**13. SENIOR LECTURER: LIBRARY INFORMATION SCIENCE (RE-ADVERTISEMENT)
GRADE: 13 1 POST REF NO.TUM/ADVERT/EXT/RECR/2/SL/SS/2023 (Permanent & Pensionable)**

Position	Grade	Division/ School	Department	Vacant Post
Senior Lecturer Library Information Science (Permanent and Pensionable)	13A	School of Humanities and Social Sciences	Social Sciences	1

REPORTING TO: CHAIRPERSON OF DEPARTMENT

Professional Requirements

- i) Must possess an earned PhD in Library Information Science or equivalent Doctoral degree in the relevant area from an accredited and recognized university
- ii) Must have Minimum three (3) years university teaching and research experience since becoming a lecturer
- iii) Must have supervised at least two (2) students at Master level **OR** One (1) Ph.D. level student to successful completion since becoming a lecturer.
- iv) Must have attracted a minimum of Kshs 500,000/= funding to the University **OR** provide evidence of having assisted the University realize a minimum saving of Kshs 500,000/=from his/her innovation/interventions since becoming a Lecturer
- v) Must be registered and in good standing with a relevant professional body (where applicable)





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- vi) Must provide evidence of computer literacy (certificate or transcript)
- vii) Must have at least six (6) articles in refereed journals with minimum impact factor of 0.5 since becoming a lecturer,

OR

One (1) University level book in the candidate’s professional area published plus three (3) articles published in refereed journals with minimum impact factor of 0.5 since becoming a lecturer

OR

One (1) University level book in the candidate’s professional area published, one (1) book chapter and two (2) articles published in refereed journals with minimum impact factor of 0.5 since becoming a lecturer,

OR

Four (4) articles published in refereed journals with a minimum impact factor of 0.5 plus one (1) patent/innovation since becoming a lecturer.

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

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 and postgraduate dissertations/theses.
- i) Supervise dissertation/theses at the graduate level
- ii) Develop undergraduate and postgraduate programs
- iii) Initiate, promote and participate in research projects
- iv) Participate in academic conferences /seminars/ workshops
- v) Participate in preparation of Faculty/School development plans.
- 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 Structure shall apply:

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 13A	144,450 - 206,563	58,972





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NB: (Candidates who had earlier applied for this position need not apply)

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

Interested applicants should send six (6) copies of their application for the above positions. Applications containing false information shall be disqualified.

Application and recommendation letters from referees should be addressed to;

Vice Chancellor
Technical University of Mombasa
P.O Box 90420-80100

The deadline for submitting application is **28th February, 2023**. Applications received later than this date will not be considered. Please quote the reference number in your application.





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

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

