





## TECHNICAL UNIVERSITY OF MOMBASA

- v) Have strong Report Writing skills, Negotiation skills and Time Management.
- vi) Competent in Management Information Systems and Communication Technologies.

### **DUTIES AND RESPONSIBILITIES**

#### **I MANAGERIAL / SUPERVISORY RESPONSIBILITIES**

- i) Report to the DVC-ARE and will be responsible for all Academic Affairs matters of the University.
- ii) Supervision, Coaching and Mentoring of staff in Academic Registry Department.
- iii) Provide secretariat services to standing committees of the Council and University Senate Board.
- iv) Custodian of records in the Department.
- v) Patron of the Students Alumni Association.

#### **II OPERATIONAL RESPONSIBILITIES**

- i) Ensure effective coordination and implementation of University academic affairs.
- ii) Formulate and implement the strategic plan for the division.
- iii) Ensure effective administrative systems in line with University best practices.
- iv) Formulate, Plan and control the budget for the Department
- v) Overall control of the Student Management Information System.
- vi) Provide secretariat services in the University Senate and Committees.
- vii) Oversee the Student Disciplinary process and provide secretariat services.
- viii) Circulate Senate Resolutions.
- ix) Clear students to vie for student elections.
- x) Oversee the Alumni relations and activities.
- xi) Spearhead and supervise the admission and examination process.
- xii) Facilitate the issuance of student certificates and transcripts.
- xiii) Provide secretariat to student orientation and graduation.
- xiv) Coordinate marketing of academic programmes.
- xv) Perform any other duties and responsibilities as may be assigned by the University Authority from time to time.

### **TENURE OF OFFICE**

The successful candidate shall hold office for a term of five (5) years with the possibility of a further and final term of five (5) years subject to performance and a positive appraisal by the University Council.



TUM is ISO 9001:2015 Certified

Technical University of Mombasa,  
Tom Mboya Avenue P. O. Box 90420 - 80100, MOMBASA - KENYA.  
TEL: (254) 41-2492222/3, FAX: (254) 41- 2495632, Mobile: (254) 0724-955377 | 0733 -955377  
E-mail : info@tum.ac.ke, vc@tum.ac.ke, Website: www.tum.ac.ke



## TECHNICAL UNIVERSITY OF MOMBASA

### REMUNERATION

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

Grade	Basic Salary (KSHS)	House Allowances (KSHS)
Grade 15N	209,694-283,087	73,715

### LEGAL OFFICE – REF NO. TUM/ADVERT/RECR/2/LO/2022 1 POST

Position	Grade	Division	Department	Vacant Post
Legal Officer II ( <i>Permanent and Pensionable</i> )	10N	Administration	Legal Office	1

### LEGAL OFFICER II GRADE :10N 1 POST

REPORTING TO: CHIEF LEGAL OFFICER:

#### Requirements

- Must possess Certificate of Secondary Education.
- Must possess Bachelor Degree in Law.
- Must Possess Post Grade Diploma in Law from Kenya School of Law
- Admission to the roll of Advocate
- Must have at least three (3) years working experience as Legal Officer III at Grade 9N or comparable position
- Must be an Advocate of the High Court.
- Must be registered with LSK
- Must be Computer literate.

#### Duties and Responsibilities

- Organize and schedule meetings.
- Take minutes in meetings
- Draft letters on behalf of the legal officer
- Conduct case research
- Review University's policies and regulations
- Carry out other duties and responsibilities as may be assigned from time to time.



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## TECHNICAL UNIVERSITY OF MOMBASA

### REMUNERATION

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

Grade	Basic Salary (KSHS)	House Allowance (KSHS)
Grade 10N	57,729- 82,552	35,383

### 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. Only 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.

Interested applicants should send six (6) copies of their application for the above positions. Applicants 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 90820-80100

The deadline for submitting application is **7<sup>th</sup> June, 2022**. 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 and persons living with Disability are encouraged to apply.*

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



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