



TECHNICAL UNIVERSITY OF MOMBASA

JOB ADVERTISEMENT

INSTITUTIONAL PROFILE

The Technical University of Mombasa (TUM) is a fully fledged public technical University in Kenya situated in Mombasa with a student population of fifteen thousand (15,000) and staff complement of six hundred and fifty (650). The University aspires to increase its academic programmes, students' enrollment and human resource capacity in order to realize its strategic vision of being a University of global excellence in advancing knowledge science and Technology.

In order to actuate its vision, mission and strategic objectives, the University intends to recruit staff in the following positions so as to strengthen the University's capacity for effective and efficient service delivery.

| S/No | Position | Grade | School/ Division | Department | Vacant Posts |
|------|--|-------|--|-------------------------|--------------|
| 1 | Senior Lecturer / Senior Research Fellow (Information Science/ Library Sciences) | 13A | School of Humanities & Social Sciences | Social Science | 1 |
| 2 | Senior Lecturer/ Senior Research Fellow (Development Studies) | 13A | | 1 | |
| 3. | Lecturer/Research Fellow (Journalism/Mass communication in Electronic Media/ Print Media) | 12A | | Communication Studies | 1 |
| 4. | Lecturer/Research Fellow (Graphic Design/Film Production/TV Production) | 12A | | 1 | |
| 5 | Tutorial Fellow/Junior Research Fellow (Communication Studies) NB: One (1) Year Contract | 11A | | 1 | |
| 6 | Senior Lecturer / Research Fellow (Business Information Technology) | 13A | School of Business | Business Administration | 1 |
| 7. | Internal Auditor II (Risk Management) | 10N | Administration | Internal Audit | 1 |
| 8. | Assistant Accountant II | 8N | Administration | Finance | 2 |

Interested applicants should access the advertisement and detailed descriptions of the requirements for each position posted in the University website.

APPLICATION GUIDE

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates and testimonials should be submitted to the office of the Deputy Vice Chancellor (AFP) in the Administration Block not later than 17th of February, 2020. The Shortlisted Candidates will be required to produce valid Certificates in compliance with Chapter six of the Constitution.

Postal address

Technical University of Mombasa
Tom Mboya Avenue
P.O Box 90420-80100
MOMBASA-KENYA

VICE CHANCELLOR

TECHNICAL UNIVERSITY OF MOMBASA

INDENTS FOR THE POSITIONS ADVERTISED

1. SENIOR LECTURER/SENIOR RESEARCH FELLOW (INFORMATION SCIENCE/LIBRARY SCIENCES): GRADE: 13A 1 POST

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral degree in Information Science and/ or Library Science from an accredited and recognized university.
- Must have three (3) years teaching experience at the university level as a Lecturer OR six (6) years Research/Industry experience
- Must have successfully supervised at least three (3) postgraduate students to completion as a lecturer or equivalent
- Must have a minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) should be from refereed scholarly journals
- Must demonstrate the ability to attract research funds
- Must be registered and actively affiliated with the relevant professional body (*where applicable*)

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 and postgraduate dissertations/theses.
- Supervise dissertation/theses at the graduate level
- Develop undergraduate and postgraduate programs
- Initiate, promote and participate in research projects
- Participate in academic conferences /seminars/ workshops
- Participate in preparation of Faculty/School development plans.
- 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

2. SENIOR LECTURER/SENIOR RESEARCH FELLOW (DEVELOPMENT STUDIES): GRADE: 13A 1 POST

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral degree in Development Studies from an accredited and recognized university
- Must have three (3) years teaching experience at the university level as a Lecturer OR six (6) years Research/Industry experience
- Must have successfully supervised at least three (3) postgraduate students to completion as a lecturer or equivalent
- Must have a minimum of thirty two (32) publication points as a Lecturer or equivalent, of which at least twenty four (24) should be from refereed scholarly journals
- Must demonstrate the ability to attract research funds
- Must be registered and actively affiliated with the relevant professional body (*where applicable*)

3. LECTURER/RESEARCH FELLOW (JOURNALISM/MASS COMMUNICATION IN ELECTRONIC MEDIA/ PRINT MEDIA): GRADE: 12A 1 POST

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral degree in Journalism/Mass communication (Electronic Media/ Print Media) from an accredited and recognized university

- Must have three (3) years teaching experience at the university level as a Lecturer OR six (6) years Research/Industry experience
- Must have successfully supervised at least three (3) postgraduate students to completion as a lecturer or equivalent
- Must have a minimum of thirty two (32) publication points as a Lecturer or equivalent, of which at least twenty four (24) should be from refereed scholarly journals
- Must demonstrate the ability to attract research funds
- Must be registered and actively affiliated with the relevant professional body (*where applicable*)

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

4. LECTURER/ RESEARCH FELLOW (GRAPHIC DESIGN/FILM PRODUCTION/TV PRODUCTION): GRADE: 12A 1 POST

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral degree in Graphic Design, Film Production OR TV Production from accredited and recognized university.
- Must have three (3) years teaching experience at the university level as a Lecturer OR six (6) years Research/Industry experience
- Must have successfully supervised at least three (3) postgraduate students to completion as a lecturer or equivalent
- Must have a minimum of thirty two (32) publication points as a Lecturer or equivalent, of which at least twenty four (24) should be from refereed scholarly journals
- Must demonstrate the ability to attract research funds
- Must be registered and actively affiliated with the relevant professional body (*where applicable*)

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

5. TUTORIAL FELLOW/JUNIOR RESEARCH FELLOW (COMMUNICATION STUDIES- MASS COMMUNICATION/ENGLISH/LINGUISTICS): GRADE: 11A 1 POST

Reporting To: Chairperson of Department

Professional Requirements

- Must possess a Bachelor's and Master's Degree in Mass Communication, English OR Linguistics
- Must be registerable for a Doctor of philosophy (PhD) or equivalent Doctoral degree qualification
- Must be registered or registerable with the relevant professional body (*where applicable*)
- Must demonstrate potential for university teaching and research

Duties and Responsibilities

- Teach undergraduate students;
- Develop teaching materials;
- Participate in development and preparation of Faculty/School development plans;
- Organize and supervising educational activities for undergraduate students;
- Attend and participate in seminars, workshops and conferences;
- Participate in planning, development, implementation, and evaluation of curricular in the department;
- Be a departmental academic advisor to students;
- Must undertake research;
- Set, moderate and mark examinations;
- Carry out other duties and responsibilities as may be assigned from time to time.

NB: THIS IS A ONE (1) YEAR CONTRACT

6. SENIOR LECTURER/SENIOR RESEARCH FELLOW (BUSINESS INFORMATION TECHNOLOGY): GRADE: 13A

1 POST

Reporting To: Chairperson of Department

Professional Requirements

- Must possess an earned PhD or equivalent Doctoral degree in Business Information Technology from an accredited and recognized university
- Must have three (3) years teaching experience at the university level as a Lecturer OR six (6) years Research/Industry experience
- Must have successfully supervised at least three (3) postgraduate students to completion as a lecturer or equivalent
- Must have a minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) should be from refereed scholarly journals
- Must demonstrate the ability to attract research funds
- Must be registered and actively affiliated with the relevant professional body (*where applicable*)

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 and postgraduate dissertations/theses.
- Supervise dissertation/theses at the graduate level
- Develop undergraduate and postgraduate programs
- Initiate, promote and participate in research projects
- Participate in academic conferences /seminars/ workshops
- Participate in preparation of Faculty/School development plans.
- 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

7. INTERNAL AUDITOR II: GRADE 10N

1 POST

Reporting To: Chief Internal Auditor

Professional Requirement

- Must possess Bachelor Degree (Accounting/Finance)
- Must possess post graduate Diploma in Risk Management or Computerized Information Systems Audit (CISA)
- Must have at least three (3) years working experience as Assistant Internal Auditor I at Grade 9N OR comparable position

OR

- Must possess CPA (K) OR equivalent.
- Must possess a Diploma in Risk Management or Computerized Information Systems Audit (CISA).
- Must have at least five (5) years working experience as Assistant Internal Auditor I at Grade 9N OR comparable position
- Must have certification in Risk Management.

Duties and Responsibilities

- An officer in this grade will undertake a variety of auditing work of unlimited scope and complexity
- Undertake specific audit assignments and prepare detailed audit observations and report
- To carry out a review of audit systems and procedures
- To assist in preparation and ensure compliance with Risk Management policy

- To assist in development and implementation of the Risk Management Strategy
- To conduct risk audits in the University
- Ensure Implementation of Audit Policies, plans and programmes
- Carry out audit of transactions
- Required to lead and supervise a team of Audit and Senior Audit Assistants under the direction of the supervisor
- Carry out other duties and responsibilities as may be assigned from time to time

8. ASSISTANT ACCOUNTANT II: GRADE 8N

2 POSTS

Reporting To: Finance Officer

Professional Requirements

- Must possess Certificate of Secondary Education or equivalent
- Must possess Bachelor of Commerce Degree in Accounting/Finance option OR its equivalent
- Must possess CPA Part II
- Must be computer literate, with knowledge in relevant Accounting Software

OR

- Must possess CPA Part III or equivalent
- Must have at least three (3) years working experience as Assistant Accountant III at Grade 7N OR comparable position
- Must be computer literate, with knowledge in relevant Accounting Software

Duties and Responsibilities

- Maintain assets register
- Maintain books of accounts to ensure that all transactions are properly recorded.
- Ensuring that transactions being so recorded are in accordance with University regulations and policies
- Posting of transactions in ledger accounts
- Producing monthly financial reports
- Supervise the preparation of cash books and bank reconciliation statements
- Ensure remittance of statutory deductions
- Supervise staff working under him/her
- 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 13A | 112,038- 159,720 | 58,972 |
| Grade 12A | 99,409 – 140,683 | 55,286 |
| Grade 11A | 83,598 – 118,348 | 51,601 |
| Grade 10N | 46,978 – 68,512 | 35,383 |
| Grade 8N | 34,415- 50,508 | 28,307 |

SELECTION COMMUNIQUE

“Technical university of Mombasa is an Equal Opportunity Employer”