



TURKANA UNIVERSITY COLLEGE

(A Constituent College of Masinde Muliro University of Science and Technology)

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P.O. Box 69-30500

Lodwar- Kitale Highway

KENYA

Office of the Deputy Principal, Academic and Student Affairs

Turkana University College invites applications from suitably qualified candidates for the following vacant positions.

A. ACADEMIC AND STUDENTS AFFAIRS DIVISION					
I.) SCHOOL OF SCIENCE					
SN	Designation	Advert Ref.	Posts	Area of Specialization	
1.	Senior Lecturer Grade XIII	AC/10/01/18	3	Mathematics, Environmental Science, Water Engineering/Technology, Animal Health/Production, Evolutionary Biology, Biological Anthropology, Public Health, Natural Resource Management, Renewable Energy, Chemistry, Physics, Computer Science; Information Technology	
2.	Lecturer Grade XII	AC/10/02/18	5		
3.	Tutorial Fellow Grade XI	AC/10/03/18	5		
4.	Senior Technician II /Senior Laboratory Technician Grade IX	AD/10/19/18	1		Biotechnology or Biological Sciences
5.	LABORATORY TECHNICIAN III Grade VIII	AD/10/20/18	1		Physical sciences or analytical chemistry.
II.) SCHOOL OF HUMANITIES AND SOCIAL SCIENCES					
SN	Designation	Advert Ref.	Posts	Area of Specialization	
6.	Senior Lecturer Grade XIII	AC/10/04/18	2	Developmental Studies; Social Work Literature, Language & Linguistics;	
7.	Lecturer Grade XII	AC/10/05/18	4		
8.	Tutorial Fellow Grade XI	AC/10/06/18	4		
III.) SCHOOL OF EDUCATION					
9.	Senior Lecturer Grade XIII	AC/10/07/18	1	Educational Psychology, Curriculum & Instructional Technology; Educational Foundation; Sociology of Education, Comparative Education, Educational Planning & Management, History, Geography, Religion, English Literature, Kiswahili	
10.	Lecturer Grade XII	AC/10/08/18	5		
11.	Tutorial Fellow Grade XI	AC/10/09/18	5		

IV.) SCHOOL OF BUSINESS AND ECONOMICS				
12.	Senior Lecturer Grade XIII	AC/10/10/18	1	Accounting, Procurement & Supplies
13.	Lecturer Grade XII	AC/10/11/18	2	
14.	Tutorial Fellow Grade XI	AC/10/12/18	2	
B. ADMINISTRATION AND FINANCE				
SN	Designation	Advert Ref.	Posts	Area of Specialization
15.	Internal Auditor I – Grade XII	AD/10/13/18	1	Expenditure/Payroll/Students Finance/Financial Accounting and Auditing
16.	Legal Officer Grade XII	AD/10/14/18	1	Criminal, Civil, Industrial law/Litigation
17.	Human Resource Officer Grade X	AD/10/15/18	1	Administration (HRM/Industrial Relations Option Preferred)
18.	Senior Procurement/ Supplies Assistant I Grade VIII	AD/10/16/18	1	Procurement, Purchasing, Supply Chain management, Logistics
19.	Assistant Librarian Grade XII	AD/10/17/18	1	Information Studies
20.	Assistant Registrar Academic Affairs Grade XII	AD/10/18/18	1	A masters degree

TERMS OF SERVICE

Appointment to the positions will be on permanent and pensionable terms subject to successful completion of probation. Benefits include: a contributory pension scheme or payment of gratuity for those on contract terms, non-contributory medical scheme, generous housing allowance and paid leave among others.

APPLICATION MODE

Applicants should send ten (10) hard copies of their application to the undersigned clearly indicating the advert reference number of the position of interest on the envelope, In addition, send an email clearly quoting the advert reference number on the subject line. An updated curriculum vitae and cover letter only, on a running PDF format as one attachment should be emailed to recruitment@tuc.ac.ke to reach us not later than **6 December 2018**.

Applicants are advised to request their referees to write letters of reference directly to the address below to be received by the deadline. Those wishing to apply may submit their application to the office of the Deputy Principal (Academic & Student Affairs) personally or post to the address below to reach him not later than **6 December 2018**.

NB: Applicants should be registered with relevant professional bodies where applicable.

Only shortlisted candidates will be acknowledged.

2: Those who had applied earlier should not reapply.

Full details of qualifications, experience and duties & responsibilities can be found on our website; www.tuc.ac.ke

TUC does not levy any fees in the process of recruitment & selection of applicants.

Deputy Principal (Academic & Student Affairs)
Turkana University College
P.O. Box 69 - 30500
LODWAR, KENYA
TURKANA UNIVERSITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

ACADEMIC STAFF

1. Senior Lecturer (Grade XIII)

Applicants should have an earned PhD or equivalent degree qualification (or a master's degree qualification in special cases) *in* the relevant area from an accredited and recognized university; at least three (3) years teaching experience at university level since being appointed Lecturer or six (6) years research/industry experience. In addition, they must have accumulated a minimum of thirty two (32) equivalent publication points since attaining Lecturer or equivalent of which at least twenty four (24) should be from refereed scholarly journals; supervised a minimum of three (3) postgraduate students to completion, as a lecturer or equivalent; registered with relevant professional bodies (where applicable).

2. Lecturer (Grade XII)

Applicants should have an earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university; and be registered or register able with the relevant professional body(where applicable) **OR** A Master's degree in the relevant field from an accredited and recognized university(in special cases)with at least three(3) years teaching experience at university level or in research or in industry; and a minimum of twenty four(24)publication points, of which at least sixteen(16)should be from refereed journals papers; and registered with relevant professional body(where applicable).

3. Tutorial Fellow (Grade XI)

Applicants should have a Bachelor's degree and a Master's degree qualification from an accredited and recognized university in the relevant field; be register able for a Doctor of Philosophy or equivalent Doctoral degree qualification; and be registered or register able with the relevant professional body (where applicable)

NON ACADEMIC STAFF

4. Internal Auditor I (Grade XII) (1 Post)

Duties and Responsibilities

- (i) Review and develop audit systems, techniques and procedures and ensure their effective implementation
- (ii) Ensure university policies and procedures, current developments in accounting and auditing professions are current
- (iii) Prepare and submit the University College Audit reports to University Council and relevant Government bodies.
- (iv) Undertakes comprehensive audits on utilization of resources
- (v) Ascertain correctness of accounting records
- (vi) Prepares audit reports
- (vii) Draws up audit programmes
- (viii) Prepares audit queries and observations
- (ix) Any other duties as shall be assigned by the supervisor

Qualifications and Experience

- i. Must possess Master's degree (Accounting/Finance) plus CPA Part III or equivalent with six (6) years' experience three (3) of which as Internal Auditor Grade 11 or any other relevant or comparable position
- ii. Must possess Bachelor's degree (Accounting/ Finance) and CPA (K) or equivalent with twelve (12) years' experience three (3) of which as Internal Auditor in Grade 11 or any other relevant or comparable position
- iii. Must Possess Computerized Information Systems Audit (CISA)
- iv. Be registered with recognized professional body.

5. Legal Officer (Grade XII) (1 Post)

Duties and Responsibilities

Provide corporate governance advisory and practical support to the council, its members and the college for the effective discharge of their duties and responsibilities.

- i. Provide guidance and practical timely support to ensure effective and efficient Board and committee meetings/processes by facilitating proper constitution, clear terms of reference, well-articulated agenda and minutes, including following up of actions points.
- ii. Ensure compliance with the applicable laws, regulations and codes of ethics.
- iii. Ensure statutory compliance through regular monitoring and implementation of legal, regulatory and policy requirements.
- iv. Representing the University College in all types of suits
- v. Offer legal advice to the University College
- vi. Draft, update and review contracts and other legal documentation
- vii. Filing of statutory returns, council records, and college assets registers
- viii. Conduct Training needs assessment for the council members and implement appropriate interventions to meet statutory and regulatory requirements
- ix. Organize for effective Council and Committee evaluations.

Requirements for Appointment

- i. Masters of Laws/Legal Studies Degree from a recognized University with six (6) years relevant experience
- OR**
- ii. Bachelor's Degree in Law (LLB) and Postgraduate Diploma in Law with nine years relevant working experience.
 - iii. Admission as an Advocate of the High Court of Kenya and Commissioner for Oath.
 - iv. Be a registered member of Law Society of Kenya.
 - v. Have a current practicing certificate.
 - vi. Certified Public Secretary (CPS)
 - vii. Member of the Institute of Certified Public Secretary of Kenya in good standing
 - viii. ICT Competent.

6. Human Resource Officer (Grade X) (1 Post)

Duties and Responsibilities

- i. Prepare human resource budgets
- ii. Establish proper reward systems by designing financial and non-financial reward and sanctions system
- iii. Ensure proper working conditions and employees welfare
- iv. Ensure employee records are well maintained and properly managed
- v. Maintain industrial peace in the University College in liaison with Committees on Discipline, staff welfare, safety etc.
- vi. Coordinate performance contracting process
- vii. Responsible for the staff recruitment process
- viii. Handle correspondences on recruitment and training matters
- ix. Implement the resolutions of the training committee
- x. Administration of staff terms of service
- xi. Handle staff induction and orientation matters
- xii. Perform any other duties that may be assigned from time to time.

Qualifications and Experience

- i. Must possess bachelor's Degree with six (6) years working experience three (3) of which as Human Resource Officer Grade (9)
- ii. Must possess CPS 11 or relevant professional qualification.
- iii. Must be registered with relevant professional body
- iv. Must be computer literate.

7. Senior Procurement/Supplies Assistant I– Scale 8 (1 Post)

Duties and responsibilities

Duties and responsibilities at this level will involve:

- (i) Assisting in the management of Purchasing/Supplies and Stock Control activities in their areas of operation
- (ii) Coordinating Purchasing and Supplies activities within the section
- (iii) Supervising staff assigned to perform in their areas of operation;

Requirements for Appointment

For appointment to this grade, one must have:-

- (i) Bachelor's Degree in Procurement and Supplies Management with 3 years working experience 1 of which as Senior Procurement/Supplies Assistant Scale 7 or its equivalent OR
- (ii) Higher Diploma in Purchasing and Supplies Chain Management with 6 years working experience 3 of which as Senior Procurement/Supplies Assistant Scale 7 or its equivalent OR
- (iii) Diploma in Purchasing and Supplies Chain Management with 9 years working experience 3 of which as Senior Procurement/Supplies Assistant Scale 7 or its equivalent.
- (iv) Be registered with the relevant professional body.
- (v) ICT Competent

8. ASSISTANT REGISTRAR (ACADEMIC AFFAIRS)- SCALE 12 (1 POST)

Reporting to the Deputy Principal (Academics and Students Affairs), the Assistant Registrar (Academic Affairs) shall overall be responsible for the supervision and management of all administrative and operational functions related to admissions and examinations of the University College.

The Assistant Registrar (Academic Affairs)

Duties and responsibilities at this level will involve:

- i. Be overall in charge of admissions and examinations sections of the University college;
- ii. Manage the admission process for all programs offered by the University College;
- iii. Prepare examination processing schedules;
- iv. Ensure preparation, proofreading and duplication process of examination papers;
- v. Be the custodian of examination papers and unused booklets;
- vi. Be the custodian of marked scripts and examination records and student personal files;
- vii. Facilitate the preparation, printing and issuing of academic transcripts;
- viii. Maintain examination records – results, consolidated mark sheets etc;
- ix. Prepare examination regulation documentation;
- x. Maintain database of approved external examiners;
- xi. Facilitate the process of external examiners assessment of 1st and 2nd Semester examination scripts;
- xii. Facilitate external examiners travel and accommodation arrangements;
- xiii. Facilitate the process of payment of external examiners;
- xiv. Prepare reports on semester examinations;
- xv. Prepare the Section budget and procurement of materials and equipment;
- xvi. Provide secretarial services to the following: University college board of examiners, Ad-hoc committees on Examination Irregularities and Examination Review committees;
- xvii. Prepare letters to candidates on outcome of University college academic board deliberations on supplementary/ repeat/special examinations, suspension, expulsion, warning etc.;
- xviii. Ensure the update of student file records with reference to transcripts, daily examination communication etc.;
- xix. Prepare student data, records and statistics on admissions, completion rate, graduation, exam related irregularities, number of examinations etc.;
- xx. Ensure that the admission and examination office file records and registry are updated and maintained constantly;

Requirements for appointment:

For appointment to this position, the applicant must have:

- i. Master's Degree with 6 years working experience, 3 of which as Senior Administrative Assistant Scale 11 or its equivalent;
- ii. CPS (K) or Diploma in relevant area is an added advantage;
- iii. Must be registered with relevant professional body;
- iv. ICT Competence.

9. ASSISTANT UNIVERSITY LIBRARIAN I –SCALE 12 (1 Post)

Reporting to the Deputy Principal (Academics and Students Affairs), the Assistant University Librarian shall overall be responsible for the supervision and management of all administrative and operational functions of the University College Library.

The Assistant University Librarian shall:

Duties and responsibilities at this level will involve:

- i. Be the custodian of academic resources of the University College;
- ii. Regularly review academic resources and submit a report;
- iii. Make proposals for development of library policies;
- iv. Implement Library policy;
- v. Coordinate all the Library services in the University College;
- vi. Prepare and submit proposals for acquisition of library materials;
- vii. Acquire and conserve library research materials;
- viii. Be responsible for the organization and operation of library services;
- ix. Adoption and adherence to library standards;
- x. Manage the provision of conducive reading space for library users;
- xi. Establish and facilitate the use of the e-Library;
- xii. Facilitate the networking and exchange of materials of with other libraries locally and internationally;
- xiii. Make proposals for acquisition and conservation of library research materials;
- xiv. Promote provision of library support services;
- xv. Undertaking such other official assignments as may be assigned from time to time by the University College Principal or his/her authorized office

Requirements for Appointment

- i. For appointment to this grade, one must have:-
- ii. A Master's Degree in Information Studies with 6 years working experience 3 of which as Assistant Librarian Scale 11 or its equivalent
- iii. Bachelor's Degree with 12 years working experience 3 of which as Assistant Librarian Scale 11 or its equivalent.
- iv. Registered with relevant professional body.
- v. ICT Competence.
- vi.

10. SENIOR TECHNICIAN II /SENIOR LABORATORY TECHNICIAN - SCALE 9

Requirements for Appointment

For appointment to this grade, one must have:-

- i. Bachelors Degree in Biotechnology or Biological Sciences degree with three (3) years working experience or Masters Degree in Biotechnology or Biological Sciences
 - a. OR Higher National Diploma in applied biology with six (6) years working experience three (3) of which as Senior Technician Scale 8 or its equivalent.
- ii. ICT literate

11. LABORATORY TECHNICIAN III - SCALE 8

Requirements for Appointment

For appointment to this grade, one must have:-

- i. Bachelors of Science Degree in physical sciences **OR** Higher National Diploma in analytical chemistry with 3 years working experience **OR**
- ii. Diploma in analytical chemistry with nine(9) years working experience three(3) of which as Technician Scale 7 or its equivalent
- iii. ICT literate