



TURKANA UNIVERSITY COLLEGE

(A constituent college of Masinde Muliro University of Science and Technology)

Office of the Deputy Principal (Administration, Finance and Planning)

EXTERNAL ADVERT

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

I. INTERNAL AUDITOR I SCALE XII (12), ONE (1) POST (REF: NT: 01/18/10/2022)

a) QUALIFICATIONS AND EXPERIENCE

The applicant:

1. Must have a Master's degree in Finance/Accounting/Commerce/Business Management/Business Administration or its equivalent and CPA Part III with six (6) years working experience, three (3) of which as Internal Auditor Scale XI or its equivalent

OR

Bachelor's degree in Finance/Accounting/Business Administration or its equivalent and CPA Part III with twelve (12) years working experience, three (3) of which as Internal Auditor Scale XI or its equivalent.

2. Must be registered with a recognized professional body and be of good standing.
3. CISA qualification will have an added advantage
4. Must be ICT competent.

b) 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 the University College Council and relevant government bodies
- iv. Undertake comprehensive audits on utilization of resources
- v. Ascertain correctness of accounting reports
- vi. Prepare audit reports
- vii. Draw up audit programmes
- viii. Prepares audit queries and observations

**II. HUMAN RESOURCE OFFICER/SENIOR ADMINISTRATIVE ASSISTANT II
(HR) SCALE X (10), ONE (1) POST (REF: NT: 02/18/10/2022)**

a) QUALIFICATIONS AND EXPERIENCE

The applicant:

1. Must have a Bachelor's degree in Human Resource Management/Commerce/Business Management with six (6) years working experience, three (3) of which as Human Resource Officer Scale IX /Senior Administrative Assistant I or its equivalent.
2. Must have CHRP II/CPS II or equivalent professional qualifications
3. Must be registered with a relevant professional body.
4. Must be ICT competent

b) DUTIES AND RESPONSIBILITIES

- i. Prepare human resource budgets
- ii. Establish proper reward systems by designing financial and non-financial rewards and sanctions
- 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 and safety among others
- vi. Coordinate the staff performance appraisal 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 induction and orientation matters
- xii. Perform any other duties that may be assigned from time to time.

III.LEGAL OFFICER SCALE XII, ONE (1) POST (REF: NT: 03/18/10/2022)

a) QUALIFICATIONS AND EXPERIENCE

The applicant:

1. Must have a Masters of Laws/Legal Studies degree from a recognized University with six (6) years relevant experience
OR
Bachelor's Degree in Law (LLB) and Postgraduate Diploma in Law with nine (9) years relevant working experience
OR
Bachelor's Degree in Law (LLB) plus Postgraduate Diploma in Law with three (3) years' experience as an Assistant Legal Officer Scale XI or its equivalent.
2. Must be an Advocate of the High Court of Kenya and Commissioner of Oaths.
3. Must be a registered member of the Law Society of Kenya and be of good standing
4. Must have a current practicing certificate.
5. CPS (K)/CS will have an added advantage
6. Must be ICT Competent.

b) DUTIES AND RESPONSIBILITIES

- i. Provide corporate governance advisory and practical support to the council, its members and the college for the effective discharge of their duties and responsibilities.
- ii. 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.
- iii. Ensure compliance with the applicable laws, regulations and codes of ethics.
- iv. Ensure statutory compliance through regular monitoring and implementation of legal, regulatory and policy requirements.
- v. Representing the University College in all types of suits
- vi. Offer legal advice to the University College
- vii. Draft, update and review contracts and other legal documentation
- viii. Filing of statutory returns, council records, and college assets registers
- ix. Conduct Training needs assessment for the council members and implement appropriate interventions to meet statutory and regulatory requirements
- x. Organize for effective Council and Committee evaluations.

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 of the subject line. An updated Curriculum vitae and cover letter only, on a running PDF format as one attachment should be emailed to dpafp@tuc.ac.ke to reach us not later than 9th December 2022.

Applicants are advised to request their referees to write letters of reference directly to the address below to be received by the deadline shown above.

The Deputy Principal (Administration, Finance & Planning)

Turkana University College

P.O. Box 69 - 30500

LODWAR, KENYA.

NOTE:

TURKANA UNIVERSITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.