



# 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: TUC/NT: 01/15/09//2023)

#### RE-ADVERTISEMENT

##### a) QUALIFICATIONS AND EXPERIENCE

The applicant:

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

##### b) DUTIES AND RESPONSIBILITIES

- Review and develop audit systems, techniques and procedures and ensure their effective implementation
- Prepare and submit the University College Audit reports to the University College Council and relevant government bodies/agencies
- Undertake comprehensive audits on utilization of resources
- Ascertain correctness of accounting reports
- Draw up audit programmes
- Prepare audit queries and observations
- Any other duties as shall be assigned by the supervisor

### 2. HUMAN RESOURCE OFFICER/SENIOR ADMINISTRATIVE ASSISTANT II (HR) SCALE X (10), ONE (1) POST (REF: TUC/NT: 02/15/09/2023)

#### RE-ADVERTISEMENT

##### a) QUALIFICATIONS AND EXPERIENCE

The applicant:

- 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.

- Must have CHR II/CPS II or equivalent professional qualifications
- Must be registered with a relevant professional body.
- Must be ICT competent

##### b) DUTIES AND RESPONSIBILITIES

- Prepare human resource budgets
- Establish proper reward systems by designing financial and non-financial rewards and sanctions
- Ensure proper working conditions and employees welfare
- Ensure employee records are well maintained and properly managed
- Maintain industrial peace in the University College in liaison with committees on discipline, staff welfare and safety among others
- Coordinate the staff performance appraisal process
- Responsible for the staff recruitment process
- Handle correspondences on recruitment and training matters
- Implement the resolutions of the training committee
- Administration of staff terms of service
- Handle induction and orientation matters
- Perform any other duties that may be assigned from time to time.

### 3. LEGAL OFFICER SCALE XII (12) ONE (1) POST (REF: TUC/NT: 03/15/09/2023)

#### RE-ADVERTISEMENT

##### a) QUALIFICATIONS AND EXPERIENCE

The applicant:

- 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.

- Must be an Advocate of the High Court of Kenya and Commissioner of Oaths.
- Must be a registered member of the Law Society of Kenya and be of good standing
- Must have a current practicing certificate.
- CPS (K)/CS will have an added advantage
- Must be ICT Competent.

##### b) 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.
- 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 action points.
- Ensure compliance with the applicable laws, regulations and codes of ethics.
- Ensure statutory compliance through regular monitoring and implementation of legal, regulatory and policy requirements.
- Representing the University College in all types of suits
- Offer legal advice to the University College
- Draft, update and review contracts and other legal documentation
- Filing of statutory returns, council records, and college assets registers
- Conduct Training needs assessment for the council members and implement appropriate interventions to meet statutory and regulatory requirements
- Organize for effective Council and Committee evaluation

#### TERMS OF SERVICE

Appointment to the position will be on permanent and pensionable terms subject to successful completion of probation.

#### APPLICATION MODE:

- Candidates should submit ten (10) manual (hard copy) applications;
- All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents;
- The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles and membership of professional association, email address and telephone contacts;
- All applications should be submitted in a sealed envelope clearly marked: "Application for the position Applied" and delivered to:

**The Deputy Principal (Administration, Finance & Planning)**  
**Turkana University College**  
**P.O. Box 69 - 30500**  
**LODWAR, KENYA.**

- All applications should reach the Deputy Principal (**Administration, Finance & Planning**) Office on or before **30<sup>th</sup> October, 2023 latest by 5.00 p. m (East African Time)**

#### NOTE

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