



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.

1.	INTERNAL AUDITOR I	SCALE XII (12)	ONE (1) POST	REF: TUC/NT: 01/23/05/2024	RE-ADVERTISEMENT
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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 (provide evidence).

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: 02/23/05/2024	RE-ADVERTISEMENT
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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 (provide evidence).

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: 03/23/05/2024	RE-ADVERTISEMENT
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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 (provide evidence).

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 manual (hard copy) or electronic 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 electronic applications should be sent to the following e-mail address of the Deputy Principal, Administration, Finance and Planning office: dpafp@tuc.ac.ke;
- All manual 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 **2nd July, 2024 latest by 5.00 p. m (East African Time).**

NOTE

- THOSE WHO HAD APPLIED ARE ADVISED TO RE-APPLY.**
- TURKANA UNIVERSITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.**
- ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**