



TURKANA UNIVERSITY COLLEGE
(A constituent college of Masinde Muliro University of Science and Technology)
Office of the Deputy Principal (Administration, Finance and Planning)

EXTERNAL ADVERTISEMENT

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

ACADEMIC STAFF

SCHOOL OF SCIENCE AND TECHNOLOGY

1. LECTURER, SCALE XII: (REF: TUC/AC: 1/20/05/2025)-ONE (1) POSITION

Qualifications

The applicant:

- I. Must have a PhD in Physics or a related field from an accredited and recognized University;
- II. Must have at least three (3) years teaching experience at University level or in research or in industry; and
- III. Must have a minimum of twenty-four (24) publication points, of which at least sixteen (16) should be from refereed scholarly journals.
- IV. Should be registered with a relevant professional body (where applicable).

The successful candidate is expected to teach and supervise students at both undergraduate and postgraduate levels. They are also expected to engage in research, outreach and consultancy services.

2. TUTORIAL FELLOW, SCALE XI: (REF: TUC/AC: 2/20/05/2025) -ONE (1) POSITION

The applicant:

- I. Must have a Master's degree in Physics or a related field from an accredited and recognized University;
- II. Should be registered for a Doctor of Philosophy (PhD) degree in Physics or a related field;
- III. Should be registered with a relevant professional body (where applicable).

SCHOOL OF EDUCATION AND SOCIAL SCIENCES

LECTURER, SCALE XII, (REF: TUC/AC/3/20/5/2025)-ONE (1) POSITION

Qualifications and Experience

The applicant:

- I. Must have a PhD in Social Work or a related field from an accredited and recognized University;
- II. Must have at least three (3) years teaching experience at University level or in research or in industry; and
- III. Must have a minimum of twenty-four (24) publication points, of which at least sixteen (16) should be from refereed scholarly journals.
- IV. Should be registered with a relevant professional body (where applicable).

The successful candidate is expected to teach and supervise students at both undergraduate and postgraduate levels. They are also expected to engage in research, outreach and consultancy services.

NON-ACADEMIC STAFF

I. PUBLIC RELATIONS ASSISTANT I SCALE IX (9), (REF: TUC/NA/1/20/5/2025) - ONE (1) POSITION

Qualifications and Experience

The applicant:

- I. Must have a Bachelors Degree in Journalism & Mass Communication or other related fields with three (3) years working experience three (3) of which as Public Relations Assistant Scale 8 or its equivalent.
- II. Must be registered with a relevant professional body.
- III. Must be ICT Competent (provide evidence)

Duties and Responsibilities

- I. Participate in brainstorming and planning sessions.
- II. Assist in and execution of Public Relations (PR) events, campaigns etc.
- III. Suggest innovative ideas in brainstorming sessions
- IV. Provide assistance organization and execution of different events
- V. Draft and design different type of Public Relation content such as media announcements, newsletters and speeches
- VI. Edit and proofread press releases, videos and presentations
- VII. Examine and document media coverage and track relevant Public Relations metrics
- VIII. Maintain contact databases and mailing lists with updates
- IX. Create project-specific media lists to support PR team
- X. Responsible for the press clip archive and scanning of materials for periodical reports
- XI. Perform a variety of different administrative tasks

2. SENIOR PROCUREMENT/SUPPLIES ASSISTANT I SCALE VIII (8), (REF: TUC/NA/2/20/5/2025) -ONE (1) POSITION

Qualifications and Experience

The applicant:

- I. Must have Bachelor's Degree in Procurement and Supplies Management **OR**

- II. Must a Higher Diploma in Purchasing and Supplies Chain Management with six (6) years working experience three (3) of which as Senior Procurement/Supplies Assistant Scale 7 or its equivalent OR
- III. Must have a Diploma in Purchasing and Supplies Chain Management with nine (9) years working experience three (3) of which as Senior Procurement/Supplies Assistant Scale 7 or its equivalent.
- IV. Should be registered with a relevant professional body.
- V. Must be ICT Competent (provide evidence)

Duties and Responsibilities

- I. Preparation of performance contract reports to be presented to the performance monitoring and evaluation unit for forwarding to the public procurement oversight authority to ensure procurement activities comply with the statutory regulations.
- II. Ensure effective purchase of all goods and services required for facilitation of efficient execution of daily duties.
- III. Supervision of stores on a daily basis for effective stock management in order to facilitate implementation of effective and efficient University College operations.
- IV. Floatation of quotation to the prequalified suppliers when need arises to ascertain or get prices for listed items for comparison purpose to the prevailing market prices.
- V. Open quotations to ensure transparency by ensuring the contents of the quotation box are not interfered with before the opening ceremony.
- VI. Evaluation of quotation or tender to ascertain the most responsive tenders as per the specifications.
- VII. Raise of purchase requisition note for internal documentation process and final preparation of the local purchase order to form a basis of contact between the supplier and the University College.
- VIII. Preparation of a contract agreement for binding the university and contactor.
- IX. Draft and implement the floatation of tender invitation to supply the University College with goods, services and works for procurement purpose.
- X. Any other duties assigned by your immediate supervisor.

**3. SENIOR ACCOUNTS ASSISTANT I SCALE VIII (8), (REF: TUC/NA/3/20/5/2025)
-ONE (1) POSITION**

Qualifications and Experience

The applicant:

- I. Must have a Bachelors Degree in Finance, Accounting or Business Administration and CPA Part I. **OR**
- II. Must have Part III of the Certified Public Accountants (CPA) examinations or its recognized equivalent **OR**
- III. Must have Part II of the Certified Public Accountants (CPA) with six (6) years working experience three (3) of which as Senior Accounts Assistant Scale 7 or its equivalent.
- IV. Must be a member of a recognized professional body.
- V. Must be ICT Competent in Accounting Software (provide evidence).

Duties and Responsibilities

- I. Engraving/tagging all University College assets for identification.
- II. Updating University College asset register.
- III. Assist in filing of income and VAT returns.
- IV. Vouching of receipts and reviewing effectiveness of internal controls.
- V. Process payments and ensure payment vouchers are properly coded.
- VI. Assist the accountant with posting processed payments to the General Ledger (GL).
- VII. Assist in carrying out bank reconciliations and other final accounts functions as directed.
- VIII. Assist senior accounts staff with various tasks such as preparing budgets and annual accounts.
- IX. Preparation and management of payroll confidential records filling.
- X. Reconcile accounts payables and receivables ledger to ensure that all payments and receipts are accounted for accurately and posted properly.
- XI. File all financial and other documents for safe custody and future references.
- XII. Review weekly cash collection schedules and ensure all collection for the week have been banked intact and reconciled to original source documents.

- XIII. Monitor monthly departmental expenditure to avoid spending beyond allocated budget.
- XIV. Daily Bank Receipts posting.
- XV. Assist with Audit checks and resolving discrepancies.
- XVI. Maintaining register for accountable documents and ensure their safe custody.
- XVII. Preparation of routine performance reconciliation schedules and reports.
- XVIII. Prepare routine weekly and monthly reconciliations for all accounts.
- XIX. Any other duties assigned by your immediate supervisor.

4. SENIOR AUDIT ASSISTANT I SCALE VIII (8), (REF: TUC/NA/4/20/5/2025) -ONE (1) POSITION

Qualifications and Experience

The applicant:

- I. Must have a Bachelors Degree in Finance, Accounting or Business Administration and CPA Part I **OR**
- II. Must have Part III of the Certified Public Accountants (CPA) examinations or its recognized equivalent **OR**
- III. Must have Part II of the Certified Public Accountants (CPA) with six (6) years working experience three (3) of which as Senior Audit Assistant Scale 7 or its equivalent.
- IV. Must be registered with a relevant professional body
- V. Must be ICT Competent in Accounting Software (provide evidence)

Duties and Responsibilities

- I. Ensure control management regarding financial reliability and compliance by making sure that directions and regulations are strictly adhered to.
- II. Determine the scope of internal audit.
- III. Prepare and presents reports that clearly reflects the audit results.
- IV. Obtain, analyze, and evaluate accounting documentation, reports, and data
- V. Act objectively by giving independent advice in order to ensure legality and achieve organizational goals.
- VI. Improve on existing open communication with the management and the Audit Committee.
- VII. Review of accounting for imprests (Advances to staff).
- VIII. Assist to document the audit process and prepare audit findings.
- IX. Assist to follow-up on the audit assignments given to other auditors.

- X. Strive to continuously develop knowledge in the department regarding rules, regulations, best practices, techniques and performance standards.
- XI. Check all accounting process and University College databases.
- XII. Regularly update University College accounts so as to function properly.
- XIII. Study and inspect budgets, financial statements and other related financial records.
- XIV. Help to review and offer solutions to internal audit issues.
- XV. Check and verify all accounting books and records in conformity with industry standards, best practices, and corporate guidelines.
- XVI. Ensure total compliance with regulatory guidelines and internationally accepted auditing standards.
- XVII. Participate in meetings with different departments in order to update audit findings and improve on the audit process.
- XVIII. Work in a team in order to achieve the aims and objectives of the University College.
- XIX. Recommend the best and proven ways for the University College to avoid fraud and reduce risks.
- XX. Supervise, train, and mentor staff, including interns on audit processes; and assess the performance of staff.
- XXI. Conduct risk assessments and also prepare risk registers for the University College.
- XXII. Evaluate the internal control of the University College.
- XXIII. Work harmoniously with external auditors as requested by the University College.

5. KITCHEN ASSISTANT SCALE 1, (REF: TUC/NA/5/20/5/2025) -ONE (1) POSITION

Qualifications and Experience

The applicant:

- I. Must have at least KCSE Level of Education or equivalent
- II. Must have a certificate in Institutional Management, Foods and Nutrition, or equivalent from a recognized institution
- III. Working experience as Hotel Attendant/Janitor/Kitchen Attendant/Dining Hall Attendant will be an added advantage.

Duties and Responsibilities

- I. Prepare meals following guidelines from your supervisor to ensure meals are prepared in line with the required standards and the set menu.
- II. Ensure that food is portioned and garnished to make it look attractive to the clients.
- III. Timely preparation of tea and snacks daily to meet clients' demands.
- IV. Assist in receiving materials in the kitchen regularly to ensure their availability for continuous production of food.
- V. Ensure kitchen cleanliness is maintained to avoid food contamination for healthy food production.

6. CLINICAL OFFICER II SCALE X (REF: TUC/NA/6/20/5/2025) -ONE (1) POSITION

Qualifications and Experience

The applicant:

- I. Must have a Higher National Diploma in Clinical Medicine/Surgery or Health field
OR
- II. Must have a Diploma in Clinical Medicine/Surgery or Health related areas with three (3) years' work experience as Clinical Officer Scale 9 or its equivalent.
- III. Must be registered by Clinical Officers Council of Kenya
- IV. Must be ICT competent (provide evidence).

Duties and Responsibilities

- I. Evaluation and examination of patients with common ailments and provision of treatment and counseling services.
- II. Participate in stakeholder sensitization activities.
- III. Promote preventive health at the facility.
- IV. Carry out minor surgical procedures as per training and skills.
- V. Refer patients and clients to appropriate health facilities.
- VI. Collect and compile clinical data.
- VII. Document and disseminate data to the relevant stakeholders.
- VIII. Assessing, preparing and presenting medico - legal reports.

TERMS OF SERVICE

Appointment to the positions of **Lecturer, Public Relations Assistant I and Senior Procurement/Supplies Assistant I** will be on permanent and pensionable terms subject to successful completion of probation. Appointment to positions of **Senior Accounts Assistant I, Senior Audit Assistant I, Kitchen Assistant Scale 1 and Clinical Officer II** will be on one-year contract. Appointment to the position of **Tutorial Fellow** will be on a two-year contract.

APPLICATION MODE:

1. 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.
2. 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.
3. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles and membership of professional association, email address and telephone contact.

The Deputy Principal (Administration, Finance & Planning)

Turkana University College

P.O. Box 69 - 30500

LODWAR, KENYA.

All applications should reach the Office of the Deputy Principal (Administration, Finance and Planning) on or before 5.00 P.M on 8th July, 2025.

NOTE:

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