



TURKANA UNIVERSITY COLLEGE

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

Email: info@tuc.ac.ke, turkanaUniversity@gmail.com

Website: www.tuc.ac.ke

Telephone: 0724178505; 0789399751

P.O. Box 69-30500

Lodwar- Kitale Highway

KENYA

**OFFICE OF THE DEPUTY PRINCIPAL ADMINISTRATION, FINANCE AND
PLANNING**

INTERNAL ADVERTISEMENT

DATE: 15/08/2025

NON-ACADEMIC STAFF

I. OFFICE ASSISTANT II, SCALE II (REF: TUC/NA: 01/15/08/2025)

Qualifications

Applicants should have:

- I. Certificate in related areas of Social Sciences/Humanities or relevant area with three (3) years working experience as Office Assistant Scale 1 or its equivalent.
- II. KCSE Examination.
- III. ICT Competent.

Application Mode

Applicants should send 10 copies of their applications which include a cover letter, updated curriculum vitae, and copies of certificates and other relevant testimonials; to the undersigned on or before 5.00 P.M on 1st September, 2025.

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

TURKANA UNIVERSITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER