TURKANA UNIVERSITY COLLEGE

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

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

16th November, 2026

INTERNAL ADVERTISEMENT

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

ACADEMIC STAFF

SCHOOL OF BUSINESS AND ECONOMICS

1. **SENIOR LECTURER (BUSINESS ADMINISTRATION), SCALE XIII: (REF: TUC/AC: 1/16/11/2026)-ONE (1) POSITION**

   Qualifications

   The applicant should:

   i. Have a PhD in Business Administration or its equivalent in a relevant field from an accredited and recognized University
   ii. Have at least three (3) years of teaching experience at university level as a lecturer or six (6) years of research/industry experience;
   iii. Have a minimum of twenty-four (32) publication points as a Lecturer or equivalent of which at least twenty-four (24) should be from refereed scholarly journals;

iv. Supervised at least three (3) post-graduate students to completion as a Lecturer or its equivalent.

v. Be registered with a relevant professional body (where applicable).

SCHOOL OF SCIENCE AND TECHNOLOGY

2. LECTURER (PHYSICS): SCALE XII: ONE (1) POSITION: REF (TUC/AC:2/16/11/2026)

Qualifications

The applicant should:

i. Have a PhD in Physics or its equivalent in a relevant field from an accredited and recognized University

ii. Have at least three (3) years teaching experience at university level or in research or in industry;

iii. Have a minimum of twenty-four (24) publication points, of which at least sixteen (16) should be from refereed scholarly journals.

iv. Be registered with a relevant professional body (where applicable).

NON-ACADEMIC STAFF

3. SENIOR ASSISTANT LIBRARIAN - SCALE 13 (REF: TUC/NAC:1/16/11/2026)- ONE (1) POSITION

Qualifications

The applicant should:

i. Have a Master's Degree in Library and Information Sciences or its equivalent with nine (9) years working experience three (3) of which as Assistant Librarian Scale 12 or its equivalent.

ii. Be Registered with relevant professional body.

iii. Be ICT Competent.

4. STUDENT COUNSELOR - SCALE 12 (REF: TUC/NAC:2/16/11/2026)- ONE (1) POSITION

Qualifications

The applicant should:

i. Have Master's Degree in Counseling Psychology, Psychology, Guidance and Counseling or Psychiatry with nine (9) years working experience three (3) of which as Senior Assistant Students Counselor Scale 11 or its equivalent **OR**

ii. Have a Bachelor's Degree or its equivalent in Counseling Psychology, Psychology, Guidance and Counseling or Psychiatry with twelve (12) years working experience three (3) of which as Senior Assistant Students Counselor Scale 11 or its equivalent.

iii. Be registered with relevant professional body.

iv. Be ICT Competent.

5. SYSTEMS ADMINISTRATOR I - SCALE 12 (REF: TUC/NAC:3/16/11/2026)- ONE (1) POSITION

Qualifications

The applicant should:

i. Have a Master's Degree in Information & Communication Technology (ICT) or related areas from a recognized University with 6 years working experience three (3) of which as System Administrator Scale 11 or its equivalent OR

ii. Have a Bachelor's Degree in Information & Communication Technology (ICT) or related areas from a recognized University with twelve (12) years working experience three (3) of which as Systems Administrator Scale 11 or its equivalent.

iii. Be a member of a recognized professional body.

6. **SENIOR ADMINISTRATIVE ASSISTANT II - SCALE 10 (REF: TUC/NAC:4/16/11/2026)- ONE (1) POSITION**

Qualifications

The applicant should:

i. Have a Bachelor's Degree with six (6) years working experience three (3) of which as Senior Administrative Assistant Scale 9 or its equivalent.
ii. Have a CPS II or a Diploma in a relevant field.
iii. Be registered with relevant professional body.
iv. Be ICT competent.

7. **SENIOR ADMINISTRATIVE ASSISTANT III - SCALE 9 (REF: TUC/NAC:5/16/11/2026)- FOUR (4) POSITIONS**

Qualifications

The applicant should:

i. Have Bachelor's Degree with three (3) years working experience as an Administrative Assistant Scale 8 or its equivalent.
ii. Be CPS II or a Diploma in a relevant field.
iii. Be registered with relevant professional body.
iv. Be ICT Competent

8. **ASSISTANT PROCUREMENT/SUPPLIES OFFICER II - SCALE 9 (REF: TUC/NAC:6/16/11/2026)- ONE (1) POSITION**

Qualifications

The applicant should:

i. Have a Bachelor's Degree in Procurement and Supplies Management with three (3) years working experience as Senior Procurement/Supplies Assistant Scale 8 or its equivalent **OR**
ii. Have a Higher Diploma in Purchasing and Supply Chain Management with nine (9) years working experience three (3) of which as Senior Procurement/Supplies Assistant Scale 8 or its equivalent. **OR**

iii. Have a Diploma in Purchasing and Supply Chain Management with twelve (12) years working experience three (3) of which as Senior Procurement/Supplies Assistant Scale 8 or its equivalent

iv. Be registered with the relevant professional body.

v. Be ICT Competent.

9. SENIOR CLERICAL OFFFICER - SCALE 7 (REF: TUC/NAC:7/16/11/2026)- THREE (3) POSITIONS

Qualifications

The applicant should:

i. Have a Higher Diploma in Records Management, Information Management, Library Science with 3 years' work experience as Clerical Officer Scale 6 or its equivalent OR

ii. Have a Diploma in Records Management, Information Management, Library Science with six (6) years working experience with three (3) years working experience as Clerical Officer Scale 6 or its equivalent**. OR**

iii. Have a Certificate in Records Management, Information Management, Library Science with fifteen (15) years working experience with three (3) years working experience as Clerical Officer Scale 6 or its equivalent.

iv. Be ICT Competent.

10. CLERICAL OFFFICER - SCALE 6 (REF: TUC/NAC:8/16/11/2026)- ONE (1) POSITION

Qualifications

The applicant should:

i. Have a Higher Diploma in Records Management, Information Management, Library Science **OR**

ii. Have a Diploma in Records Management, Information Management, Library Science with three (3) years working experience as Clerical Officer Scale 5 or its equivalent. **OR**

iii. Have a Certificate in Records Management, Information Management, Library Science with twelve (12) years working experience with three (3) of which as Clerical Officer Scale 5 or its equivalent.

iv. Be ICT Competent.

11. USER SUPPORT TECHNICIAN III - SCALE 6 (REF: TUC/NAC:9/16/11/2026)- ONE (1) POSITION

Qualifications

The applicant should:

i. Have a Diploma in Information & Communication Technology (ICT) with three (3) years relevant working experience.

12. FARM ATTENDANT I - SCALE 6 (REF: TUC/NAC:10/16/11/2026)- ONE (1) POSITION

Qualifications

The applicant should:

ii. Have a Diploma in relevant field with 3 years working experience as Farm Attendant II, Scale 5 or its equivalent.

iii. Be ICT Competent.

13. SENIOR DRIVER III - SCALE 5 (REF: TUC/NAC:11/16/11/2026)- ONE (1) POSITION

Qualifications

The applicant should:

i. Have a valid driving license with six (6) years working experience three (3) of which as Driver Scale 4 or its equivalent.

ii. Have a Suitability Test II for drivers.

iii. Have Occupational Trade Test II for drivers.

iv. Have a Defensive Driving Certificate from the Automobile Association (AA) of Kenya

v. Have a First Aid Certificate Course.

vi. Have a Certificate of Good Conduct.

14. DRIVER I - SCALE 4 (REF: TUC/NAC:12/16/11/2026)- ONE (1) POSITION

Qualifications

The applicant should:

i. Have a valid driving license with three (3) years working experience as Driver Scale 3 or its equivalent.
ii. Have a Suitability Test II for drivers.
iii. Have Occupational Trade Test II for drivers.
iv. Have a Defensive Driving Certificate from the Automobile Association (AA) of Kenya
v. Have a First Aid Certificate Course.
vi. Have a Certificate of Good Conduct.

15. DRIVER II - SCALE 3 (REF: TUC/NAC:13/16/11/2026)- TWO (2) POSITIONS

Qualifications

The applicant should:

i. Have a valid driving license with one (1) year working experience.
ii. Have a Suitability Test III for drivers.
iii. Have Occupational Trade Test III for drivers.
iv. Have a Defensive Driving Certificate from the Automobile Association (AA) of Kenya
v. Have a First Aid Certificate Course.
vi. Have a Certificate of Good Conduct.

16. OFFICE ASSISTANT II - SCALE 2 (REF: TUC/NAC:14/16/11/2026)- ONE (1) POSITION

Qualifications

The applicant should:

i. Have a 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. Have Kenya Certificate of Secondary Education (KCSE).
iii. Be ICT Competent.

APPLICATION MODE:

1. Applicants should submit manual (hard copy) or electronic applications.
2. All applications should be submitted together with detailed Curriculum Vitae, copy of ID/Passport, certified 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 associations, email address and telephone contact.
3. Candidates applying electronically should submit a soft copy of all the documents in one PDF file to the following address: dpafp@tuc.ac.ke
4. All manual applications should be submitted in a sealed envelope, clearly indicating the advert reference number of the position of interest on the envelope, to the following address:

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 30th November, 2026.

NOTE:

1. **TURKANA UNIVERSITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS' LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

2. **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**