



## TAITA TAVETA UNIVERSITY

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### ADMINISTRATIVE VACANCIES

Taita Taveta University (TTU) is a young dynamic fully fledged newly chartered public University in Kenya. It is strategically located near Voi Town, about 8 kilometers off the Mombasa–Nairobi highway in Taita Taveta County. The University, aspiring to be a home of ideas is a strategic player in national and regional development. It is an Academic Centre of Excellence with a special focus on Mining and Mineral Processing Engineering. TTU aspires to enhance and expand its academic programmes, grow student enrolment in niche areas and harness its human resource capacity in order to realize its strategic vision of being a premier institution in education, training, research, innovation and community outreach for sustainable development.

The Taita Taveta University Council requires visionary leadership to realise the goals and ambitions of the Institution. The Council therefore, invites applications from individuals who are suitably qualified and experienced with outstanding academic prowess to fill the following positions:

S/NO	POSITION	GRADE	REFERENCE
1.	Registrar (Administration, Finance and Planning)	15	TTU/REG/AFP/04/11/2016
2.	Deputy Registrar	14	TTU/DREG/05/11/2016
3.	Finance Officer	15	TTU/FO/06/11/2016
4.	Deputy Finance Officer	14	TTU/DFO/07/11/2016
5.	University Librarian	15	TTU/UL/08/11/2016
6.	Deputy University Librarian	14	TTU/DUL/09/11/2016
7.	Chief Internal Auditor	15	TTU/CIA/10/11/2016
8.	Deputy Chief Internal Auditor	14	TTU/DCIA/11/11/2016
9.	Chief Estates Manager	13	TTU/CEM/12/11/2016
10.	Senior Library Assistant I	10	TTU/SLA/13/11/2016
11.	Assistant Transport Officer	10	TTU/ATO/14/11/2016
12.	Maintenance Officer I	10	TTU/MOI/15/11/2016
13.	Assistant Internal Auditor I	10	TTU/AIA/16/11/2016
14.	Procurement Assistant/ Senior Stores Clerk II	5	TTU/PA/SSCII/17/2016

#### 1. Registrar (Grade 15)– Ref: TTU/REG/04/11/2016

##### REQUIREMENTS:

##### Must possess:

- PhD in Management related field
- Three (3) years' experience as Deputy Registrar or comparable position
- Conversant with Modern management techniques
- Must be Computer Literate
- Membership to relevant professional body

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**OR**

- a) Master's degree in Public Administration, Business Administration, Human Resource Management or any other relevant area
- b) Four (4) years' experience as a Deputy Registrar or comparable position.
- c) Conversant with Modern management techniques
- d) Must be Computer Literate
- e) Membership to relevant professional body

**2. Deputy Registrar (Grade 14) – Ref: TTU/DREG/05/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) PhD in Management related field
- b) Three (3) years' experience as Senior Assistant Registrar or comparable position
- c) Conversant with Modern management techniques
- d) Valid Certificate of Good Conduct
- e) Be Computer Literate
- f) Membership to relevant professional body

**OR**

- a) Master's degree in Public Administration, Business Administration, Human Resource Management or any other relevant area
- b) Three (3) years' experience as a Senior Assistant Registrar or comparable position.
- c) Conversant with Modern management techniques
- d) Me Computer Literate
- e) Membership to relevant professional body

**3. Finance Officer (Grade 15)– Ref: TTU/FO/02/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) PhD in Accounting/ Finance Option or equivalent
- b) CPA (K) or its equivalent
- c) Three (3) years' experience as Deputy Finance Officer or comparable position.
- d) Computer literacy in relevant areas
- e) ICPAK Membership or its equivalent
- f) Exemplary work performance.
- g) Valid Certificate of Good Conduct

**OR**

- a) Master's Degree (Accounting/ Finance) or its equivalent
- b) CPA (K) or its equivalent
- c) Four (4) years' experience as Deputy Finance Officer or comparable position.
- d) Exemplary work performance.
- e) Computer literacy in relevant areas
- f) ICPAK Membership or its equivalent
- g) Valid Certificate of Good conduct

**4. Deputy Finance Officer (Grade 14) – Ref: TTU/DFO/02/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) PhD in Accounting/ Finance Option
- b) CPA (K) or its equivalent.
- c) Computer literacy in relevant areas
- d) ICPAK Membership or its equivalent
- e) Valid Certificate of Good Conduct

**OR**

- a) Master's Degree (Accounting/ Finance) or its equivalent
- b) CPA (K) or its equivalent
- c) Three (3) years' experience as Senior Accountant or comparable position.
- d) Exemplary work performance.
- e) Computer literacy in relevant areas
- f) ICPAK Membership or its equivalent
- g) Valid Certificate of Good conduct

**5. University Librarian (Grade 15) – Ref: TTU/UL/08/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) PhD in Library and Information Science
- b) Member of a relevant Professional Body
- c) Three (3) years' experience as Deputy University Librarian or comparable position in a large academic Library
- d) Relevant competences in ICT applications, Library Management Systems and e-information
- e) Evidence of independent research in Library and Information Studies with at least two(2) scholarly papers
- f) Exemplary work performance
- g) Valid Certificate of Good Conduct

**OR**

- a) Masters in Information Science and have evidence of substantial publication
- b) Member of a relevant Professional Body
- c) Four (4) years' experience as Deputy University Librarian or comparable position in a large academic Library
- d) Relevant competences in ICT applications, Library Management Systems and e-information
- e) Exemplary work performance
- f) Valid Certificate of Good Conduct

**6. Deputy University Librarian (Grade 14) – Ref: TTU/DUL/09/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) PhD in Information Science with evidence of substantial publication
- b) Three (3) years' experience as Senior Assistant Librarian I or its equivalent

- c) Evidence of independent research in Library and Information Studies with at least one (1) Scholarly paper.
- d) Membership of a relevant Professional Body
- e) Relevant competencies in ICT applications, Library Management Systems and e-information
- f) Exemplary work performance
- g) Valid Certificate of Good Conduct

**OR**

- a) Masters in Information Science and have evidence of substantial publication
- b) Three (3) years' experience as Senior Assistant Librarian I or its equivalent
- c) Membership of a relevant Professional Body
- d) Relevant competencies in ICT applications, Library Management Systems and e-information
- e) Exemplary work performance
- f) Valid Certificate of Good Conduct

**7. Chief Internal Auditor (Grade 15)– Ref: TTU/CIA/10/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) PhD in Accounting/ Finance Option
- b) CPA (K) or its equivalent
- c) Three (4) years' experience as Deputy Chief Internal Auditor or comparable position.
- d) ICPAK Membership or its equivalent
- e) Computer literacy in relevant areas
- f) Valid Certificate of Good Conduct
- g) Exemplary work performance.
- h) Possession of CISA will be an added advantage

**OR**

- a) Master's Degree (Accounting/ Finance) or its equivalent
- b) CPA (K) or its equivalent
- c) Four (4) years' experience as Deputy Chief Internal Auditor or comparable position.
- d) Exemplary work performance.
- e) Computer literacy in relevant areas
- f) ICPAK Membership or its equivalent
- g) Valid Certificate of Good conduct
- h) Possession of CISA will be an added advantage

**8. Deputy Chief Internal Auditor (Grade 14) – Ref: TTU/DCIA/11/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) PhD in Accounting/ Finance Option
- b) Three (3) years' experience as Senior Internal Auditor or comparable position
- c) CPA (K) or its equivalent.

- d) Computer literacy in relevant areas
- e) ICPAK Membership or its equivalent
- f) Valid Certificate of Good Conduct
- g) Possession of CISA qualification will be an added advantage

**OR**

- a) Master's Degree (Accounting/ Finance)
- b) CPA (K) or its equivalent
- c) Three (3) years' experience as Senior Internal Auditor or comparable position.
- d) ICPAK Membership or its equivalent
- e) Exemplary work performance.
- f) Computer literacy in relevant areas
- g) Valid Certificate of Good Conduct
- h) Possession of CISA qualification will be an added advantage

**9. Chief Estates Manager (Grade 13) – Ref: TTU/CEM/12/11/2016**

**REQUIREMENTS**

**Must possess:**

- a) PhD degree in Building Economics, Civil Engineering, Mechanical services or Architecture or any other relevant area
- b) Valid Certificate of Good Conduct
- c) Must be computer literate

**OR**

- a) Master's degree in the relevant field
- b) Three (3) years' experience as Estates Manager or comparable position
- c) Be registered with a relevant Professional body
- d) Valid Certificate of Good Conduct
- e) Must be computer literate
- f) Exemplary work performance

**10. Senior Library Assistant I (Grade 10) – Ref: TTU/SLA/13/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) Master's degree in Library and Information Studies or equivalent from a recognized institution
- b) Membership of a relevant Professional Body
- c) Relevant competencies in ICT applications, Library Management Systems and e-information;
- d) Valid Certificate of Good Conduct

**OR**

- a) Bachelor's degree in Library and Information Studies or equivalent from a recognized institution
- b) Three (3) years' experience as Senior Library Assistant II or comparable position
- c) Membership of a relevant Professional Body
- d) Relevant competencies in ICT applications, Library Management Systems and e-information

- e) Exemplary work performance
- f) Valid Certificate of Good Conduct

**11. Assistant Transport Officer (Grade 10)) – Ref: TTU/ATO/14/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) Master's degree in Mechanical Engineering (Automotive Option)
- b) Valid Certificate of Good Conduct
- c) Driving license Class A B C E and PSV licence
- d) Be Computer literate

**OR**

- a) Bachelor's degree in Mechanical Engineering (Automotive Option)
- b) Three (3) years' experience as Garage Foreman II or comparable position
- c) Valid Certificate of Good Conduct
- d) Must possess Driving license Class A B C E and PSV licence
- e) Must be Computer literate
- f) Exemplary work performance

**12. Maintenance Officer I (Grade 10)) – Ref: TTU/MO/15/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) Master's degree in Building Construction or any other relevant area
- b) Valid Certificate of Good Conduct
- c) Must be computer literate

**OR**

- a) Bachelor's degree in Building Construction or any other relevant area
- b) Three (3) years' work performance as Maintenance Officer II or comparable position
- c) Valid Certificate of Good Conduct
- d) Must be computer literate
- e) Exemplary work performance

**13. Assistant Internal Auditor I (Grade 10)) – Ref: TTU/AIA/16/11/2016**

**REQUIREMENTS:**

**Must possess:**

- a) Master's in Business Administration in (Accounting/ Finance) or its equivalent
- b) Be a Certified Internal Systems Auditor (CISA)
- c) Valid Certificate of Good Conduct
- d) Must have Computer literacy in relevant areas.

**OR**

- a) Bachelor of Commerce Degree Accounting/ Finance Option or its equivalent
- b) CPA Part 2 or its equivalent
- e) Be a Certified Internal Systems Auditor (CISA)
- c) Three (3) years' experience as Assistant Internal Auditor II or comparable position.
- d) Must have Computer literacy in relevant areas,

- e) Exemplary work performance
- f) Valid certificate of good conduct

**14. Procurement Assistant/Senior Stores Clerk II (Grade 5) – Ref: TTU/PA/SSCII/10/11/2016  
REQUIREMENTS:**

**Must possess:**

- a) Diploma in Procurement Supplies Management or equivalent qualification from a recognised Institution
- e) Membership of a relevant Professional Body
- b) Be Computer Literate
- c) Valid Certificate of Good Conduct

**OR**

- a) KCSE or equivalent
- b) Certificate in Supplies Management or its equivalent
- c) Three (3) years' experience as Procurement/Stores Clerk II or comparable position
- d) Valid Certificate of Good Conduct
- e) Be Computer literate;
- f) Exemplary work performance

Applications to be addressed to:

**The Deputy Vice Chancellor (Administration, Finance & Planning)  
TAITA TAVETA UNIVERSITY  
P.O. Box 635 (80300)  
VOI**

So as to reach him on or before **2<sup>nd</sup> December, 2016**. Only successful applicants will be contacted. Canvassing will lead to automatic disqualification.

*Taita Taveta University College is an Equal opportunity employer. Women and Persons with Disability are encouraged to apply.*