



TAITA TAVETA UNIVERSITY
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ADMINISTRATIVE VACANCIES

Taita Taveta University (TTU) is a dynamic fully fledged public institution of higher education and research in Kenya, strategically located near Voi Town, about 8 kilometers off the Mombasa - Nairobi highway in Taita Taveta County, with a staff and student population that mirrors Kenya's cultural and linguistic diversity. The University, a Centre of Excellence for Mining, Environmental Engineering and Resource Management has significantly increased its academic programmes and student enrolment. In order to fulfill its strategic vision of a premier institution in education, training, research, innovation and community outreach for sustainable development through enhanced Human Capacity, the University seeks to fill the following vacancies in the following schools/ Departments;

1. School of Business, Economics & Social Sciences (SBESS)

Position: Senior Lecturer/ Lecturer /Tutorial Fellow [One (1) Post]

Teaching area: Econometrics/Quantitative Economics

Position: Senior Lecturer/ Lecturer /Tutorial Fellow [One (1) Post]

Teaching area: Educational Foundation with specialization in Sociology of Education; History of Education, Philosophy of Education, or Comparative and International Education.

2. School of Science and Informatics (SSI)

Position: Senior Lecturer/ Lecturer /Tutorial Fellow [One (1) Post]

Teaching areas: Physical Chemistry/ Analytical Chemistry

3. Department of Finance

Position: Assistant Accountant I -Grade 10 [One (1) Post]

4. Department of Procurement

Position: Assistant Procurement Officer I/Suppliers Assistant II – Grade 8 [One (1) Post]

A. POSITION: Senior Lecturer – Grade 13: REF NO. TTU/AC/SL/08/2018:

REQUIREMENTS

A Senior Lecturer MUST have;

- i) An earned PHD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant field from an accredited and recognized university.
- ii) At least three (3) years of teaching experience at the university level as a Lecturer or six (6) years research/industry experience.



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- iii) A minimum of thirty two (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 at either Masters or PhD level to completion as a Lecturer or equivalent;
- v) Registered with the relevant professional body (where applicable).
- vi) For persons from Research Institutions, practice/Industry, the provisions in Table 4 shall apply.

JOB SUMMARY

Teaching at both undergraduate and postgraduate levels, supervision of graduate and postgraduate students and initiating research projects/theses in the relevant disciplines.

B. POSITION: Lecturer – Grade 12: REF NO. TTU/AC/LEC/08/2018:

REQUIREMENTS

A Lecturer MUST have;

- i) An earned PhD in **relevant field** from an accredited and recognized university.
- ii) At least teaching experience at a University.
- iv) Registered/registrable with the relevant professional body (where applicable)

JOB SUMMARY

Teaching at both undergraduate and post graduate levels, supervision of graduate students and initiating research projects in the relevant disciplines

C. POSITION: Tutorial Fellow – Grade 11: REF NO. TTU/AC/TF/08/2018:

REQUIREMENTS

A Tutorial Fellow MUST have;

- i) An earned Bachelor's and a Master's Degree in **relevant field** from an accredited and recognized university.
- ii) Teaching/research experience at a University or Research Institution.
- iii) Registered/registrable to pursue PhD in the area of specialization.
- iv) Registered/registrable with the relevant professional body (where applicable)

D. POSITION: Assistant Procurement Officer I/Suppliers Assistant II -Grade 8: REF NO. TTU/ADM/APOI/08/2018

- a) Must possess Bachelor's degree in Commerce, Procurement and Supplies Management or its equivalent.
- b) Must be registered with a relevant professional body
- c) Exemplary work performance
- d) Must be Computer Literate
- e) Valid Certificate of Good Conduct



OR

- a) Must possess Higher National Diploma in Procurement/Supplies Management from a recognized Institution
- b) Three (3) years' work experience as an Assistant Procurement Officer II or comparable position
- c) Must be registered with a relevant professional body
- d) Exemplary work performance
- e) Must be Computer Literate
- f) Valid Certificate of Good Conduct

E. POSITION: Assistant Accountant I -Grade 10: REF NO. TTU/ADM/AAI/08/2018

- a) Must possess Master's Degree in (Accounting/ Finance) or its equivalent
- b) Valid Certificate of Good Conduct
- c) Computer literacy in relevant areas
- d) Valid Certificate of Good Conduct

OR

- a) Must possess Bachelor of Commerce Degree Accounting/ Finance Option or its equivalent
- b) Must possess CPA Part 2 or its equivalent
- c) Three (3) years' experience as Assistant Accountant II or comparable position
- d) Exemplary work performance
- e) Computer literacy in relevant areas
- f) Valid Certificate of Good Conduct

Applications (both hard and soft) to be addressed to:

The Deputy Vice Chancellor (Administration, Finance & Planning)

TAITA TAVETA UNIVERSITY

P.O. Box 635 (80300)

VOI

Email address: dvc-afp@ttu.ac.ke

So as to reach him on or before **8th August, 2018**. Only successful applicants will be contacted. Canvassing will lead to automatic disqualification. Please specify the School/ Department and area of specialization (by indicating the reference number for the position on the envelope) in your application

NB: Applicants for the Teaching positions will be shortlisted where they best qualify.

*Taita Taveta University is an Equal opportunity employer. Only Successful applicants will be contacted
Women and Persons with Disability are encouraged to apply.*



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