



TAITA TAVETA UNIVERSITY
ANNOUNCEMENT FOR VACANCIES JANUARY, 2020

Taita Taveta University (TTU) is a dynamic Public University in Kenya established in 2016 under the Universities Act 2012. It is strategically located near Voi Town and about 8 kilometers off the–Nairobi - Mombasa highway, in the scenic Taita Taveta County. TTU, the Home of Ideas, is a strategic player in national and regional development and an Academic Centre of Excellence with a special focus on Mining and Mineral Processing Engineering. In order to further enhance our capacity in the delivery of high quality education, training, research, innovation and community outreach, the University is seeking to recruit suitably qualified and experienced individuals to fill the following positions:

ADMINISTRATIVE POSITIONS

1 Administration, Finance and Planning

- a) **Position:** Registrar (Administration, Finance and Planning) (Grade 15) [one (1) post]
Terms: Four (4) year performance based contract renewable once
Reference: TTU/RAFP/ADM/12/19
- b) **Position:** Chief Finance Officer (Grade 15) [one (1) post]
Terms: Four (4) year performance based contract renewable once
Reference: TTU/CFO/ADM/01/20

2 University Library

Position: Senior Librarian (Grade 13)/ Deputy University Librarian (Grade 14)/University Librarian (Grade 15) [one (1) post]
Reference: TTU/UL/ARO/01/20

3 Department of Internal Audit

Position: Chief Internal Auditor (Grade 15) [one (1) post]
Terms: Four (4) year performance based contract renewable once
Reference: TTU/CIA/ADM/01/20

4. Department of Security

Position: Deputy Chief Security Officer (Grade 13) [one (1) post]
Reference: TTU/DCSO/ADM/01/20

5. Students Welfare

Position: Dean of Students (Grade 15) [one (1) post]
Reference: TTU/DOS/ARO/01/20

6. Facilities Management Department

Position: Asset Management Officer (Grade 10) [one (1) post]

A. REQUIREMENT FOR EACH OF THE ABOVE POSITIONS:

1. Registrar (Administration, Finance and Planning) (Grade 15)

Requirements

1.1 Academic qualifications

- i. Must possess a PhD in Management related field
- ii. Three (3) years' experience as Deputy Registrar or comparable position
- iii. Possession of CPS will be an added advantage
- iv. Membership to relevant professional body

OR

- i. Must possess a Master's degree in Public Administration, Business Administration, Human Resource Management or any other relevant area
- ii. Three (3) years' experience as a Deputy Registrar or comparable position.
- iii. Conversant with Modern management techniques
- iv. Possession of CPS will be an added advantage
- v. Membership to relevant professional body

1.2 Work Experience

- i. Demonstrable awareness and knowledge of the quality management system based on ISO 9001:2015.
- ii. Knowledge of the current National and International Regulatory framework, policies and strategies governing Public/University.
- iii. Demonstrable knowledge and experience in planning, administrative and budgetary functions of the University
- iv. Demonstrable proficiency and experience in relevant ICT applications and use of Enterprise Resource Planning system
- v. Possession of good communication skills both written and verbal
- vi. Demonstrable knowledge and experience in monitoring, evaluation and reporting
- vii. Training and demonstrable experience in leadership and management.

2. Chief Finance Officer (Grade 15)

Requirements

2.1 Academic qualifications

Must Posses

- i. Must possess PhD in Accounting/ Finance Option or equivalent
- ii. Must possess CPA (K) or its equivalent
- iii. Three (3) years' experience as Deputy Finance Officer or comparable position.
- iv. Computer literacy in relevant areas
- v. ICPAK Membership or its equivalent
- vi. Exemplary work performance.
- vii. Valid Certificate of Good Conduct

OR

- i. Must possess Master's Degree (Accounting/ Finance) or its equivalent
- ii. Must possess CPA (K) or its equivalent
- iii. Four (4) years' experience as Deputy Finance Officer or comparable position.
- iv. Exemplary work performance.
- v. Computer literacy in relevant areas
- vi. ICPAK Membership or its equivalent
- vii. Valid Certificate of Good conduct

2.2 Work Experience

- i. Demonstrable awareness and knowledge of the quality management system based on ISO 9001:2015.
- ii. Knowledge of the current National financial and audit regulatory framework, policies and strategies governing Public/University finance management and governance.
- iii. Demonstrable experience in planning, administrative and budgetary functions of the University
- iv. Demonstrable proficiency and experience in relevant ICT applications and use of Enterprise Resource Planning system
- v. Possession of good communication skills both written and verbal
- vi. Demonstrable knowledge and experience in financial management, accounting and reporting.
- vii. demonstrable knowledge, experience and achievements in resource mobilization
- viii. demonstrable knowledge and experience in asset management
- ix. Training and demonstrable experience in leadership and management.

3. Senior Librarian (Grade 13)

Must possess:

- i. PhD in Library and Information Science or other related course from a recognised university
- ii. Three (3) relevant experience as Librarian or comparable position
- iii. Membership of a relevant Professional Body
- iv. Relevant competencies in ICT applications, Library Management Systems and e-information
- v. Exemplary work performance
- vi. Valid Certificate of Good Conduct

OR

- i. Masters in Library and Information Studies or equivalent from a recognized institution
- ii. Evidence of independent Research in Information Science
- iii. Three (3) relevant experience as Librarian or comparable position
- iv. Membership of a relevant Professional Body
- v. Relevant competencies in ICT applications, Library Management Systems and e-information
- vi. Exemplary work performance
- vii. Valid Certificate of Good Conduct

4. Deputy University Librarian (Grade 14)

Must possess:

- i. PhD in Information Science with evidence of substantial publication
- ii. Three (3) years' experience as Senior Librarian or its equivalent
- iii. Evidence of independent research in Library and Information Studies with at least one (1) Scholarly paper.
- iv. Membership of a relevant Professional Body
- v. Relevant competencies in ICT applications, Library Management Systems and e-information
- vi. Exemplary work performance
- vii. Valid Certificate of Good Conduct

OR

- i. Masters in Information Science and have evidence of substantial publication
- ii. Three (3) years' experience as Senior Librarian or its equivalent
- iii. Membership of a relevant Professional Body
- iv. Relevant competencies in ICT applications, Library Management Systems and e-information
- v. Exemplary work performance
- vi. Valid Certificate of Good Conduct

5. University Librarian(Grade 15)

Must possess:

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

OR

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

6. Chief Internal Auditor (Grade 15)

6.1 Academic qualifications

- i. Must possess PhD in Accounting/ Finance Option
- ii. Must possess CPA (K) or its equivalent
- iii. Four (4) years' experience as Deputy Chief Internal Auditor or comparable position.
- iv. ICPAK Membership or its equivalent
- v. Computer literacy in relevant areas
- vi. Valid Certificate of Good Conduct
- vii. Exemplary work performance.

OR

- i. Must possess Master's Degree (Accounting/ Finance) or its equivalent
- ii. Must possess CPA (K) or its equivalent
- iii. Four (4) years' experience as Deputy Chief Internal Auditor or comparable position.
- iv. Exemplary work performance.
- v. Computer literacy in relevant areas
- vi. ICPAK Membership or its equivalent
- vii. Valid Certificate of Good conduct

6.2 Working experience

- i. Demonstrable awareness and knowledge of the quality management system based on ISO 9001:2015.
- ii. Knowledge of the current National financial and audit regulatory framework, policies and strategies governing Public/University finance management and governance.
- iii. Demonstrable proficiency and experience in relevant ICT applications and use of Enterprise Resource Planning system
- iv. Possession of good communication skills both written and verbal
- v. Demonstrable knowledge in Information systems, financial and academic audit.
- vi. Demonstrable knowledge and experience in performance contract management.
- vii. Training and demonstrable experience in leadership and management.

7. Deputy Chief Security Officer (Grade 13)

Must Possess;

- i. Must possess PhD in Security Studies or in any other relevant field
- ii. Three (3) years' experience as a Security Officer I or comparable position
- iii. Valid Certificate of Good Conduct
- iv. Must be Computer literate

OR

- i. Must possess Master's degree in Security Management, criminology or any other security related course.
- ii. Three (3) years' experience as a Security Officer I or comparable position
- iii. Exemplary Work Performance
- iv. Valid Certificate of Good Conduct
- v. Must be Computer literate

OR

- i. Commissioned Officer in the Disciplined Forces at the level of Major or the equivalent of Superintendent of Police or Administration Police
- ii. Three (3) years' experience Security Officer I or equivalent position.

- iii. Exemplary Work Performance
- iv. Valid Certificate of Good Conduct
- v. Must be Computer literate

8. Dean of Students (Grade 15)

- i. Must possess a PhD in Education Administration or relevant field
- ii. Three (3) years' experience as Deputy Dean of Students or comparable position
- iii. Valid Certificate of Good Conduct
- iv. Must be computer literate
- v. Exemplary work performance

OR

- i. Must possess a Master's degree in Education Administration
- ii. Four (4) years' experience Senior Assistant Dean of Students I or comparable position
- iii. Valid Certificate of Good Conduct
- iv. Must be computer literate
- v. Exemplary work performance

9. Position: University Asset Manager – Grade 10

9.1 Academic Qualification

- i. Master's degree in accounting/finance, real estate or related field is required.
- ii. Valid Certificate of Good Conduct
- iii. Computer literacy in relevant areas
- iv. Valid Certificate of Good Conduct

OR

- i. Must possess Bachelor of Commerce Degree Accounting/ Finance Option, real estate or its equivalent
- ii. Must possess CPA Part 2 or its equivalent
- iii. Three (3) years' experience as Assistant Accountant II or comparable position
- iv. Exemplary work performance
- v. Computer literacy in relevant areas
- vi. Valid Certificate of Good Conduct
- vii. Qualification as a Certified Public Accountant (CPA-K)

9.2 Working experience

- i. A minimum of three (3) years of progressively responsible professional experience in accounting, finance, budget or administration, real estate management.
- ii. Experience in implementing ERP systems and in accounting for fixed assets under the International Public Sector Accounting Standards (IPSAS).
- iii. Demonstrable knowledge and understanding of the regulatory framework guiding public Assets management.
- iv. Experience in project management skills
- v. Demonstrable knowledge of tools and techniques for asset verification

How to Apply:

1. Your application should indicate the job Title and the reference number.
2. Send soft copy application to the email address: dvc-afp@ttu.ac.ke and one (1) hard copy of the application letter, accompanied by detailed curriculum vitae (signed on all pages), copies of certified academic and professional certificates, National ID card, current pay slip (if any) and other relevant testimonials. Provide your mobile numbers, email address and names of three (3) referees (who should send their recommendation letters directly to the undersigned in sealed envelope) to the address below:

The Deputy Vice Chancellor (Administration, Finance & Planning)

Taita Taveta University

P.O. Box 635-80300, VOI

3. In addition, applicants must also submit valid and current clearance certificates from the following:
 - a) Kenya Revenue Authority
 - b) Higher Education Loans Board
 - c) Ethics and Anti-Corruption Commission
 - d) Credit Reference Bureau
 - e) Certificate of Good Conduct from the Kenya Directorate of Criminal Investigations
4. The application should reach on or before **7th February, 2020 by 5 pm.**

NOTE:

1. Successful candidates for the position of Registrar Administration Finance and Planning and Chief Finance Officer and Chief Internal Auditor shall be engaged on **a contract basis of four (4) years Renewable once upon satisfactory appraisal.**
2. The successful candidate for the position of **Deputy Chief Security Officer** shall be eligible for appointment as **Head of Security Department respectively.**
3. Taita Taveta University is an Equal opportunity employer;
4. Only qualified and shortlisted applicants will be contacted;
5. Persons with disability are encouraged to apply;
6. Taita Taveta University does not levy any fees for job application.
7. Canvassing will lead to automatic disqualification.
8. All Successful candidates will report from 1st July 2020 except for the Registrar, Administration Finance and Planning and Chief Finance Officer who will be required to report from 1st June, 2020.