



TAITA TAVETA UNIVERSITY

ANNOUNCEMENT FOR VACANCIES

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 Mombasa–Nairobi highway in Taita Taveta County. The University, touted 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 an educated and transformed society in sustainability of natural resources and her mission to be a University for research, education, teaching, and community services in management of mineral and natural resources for sustainable development. In this regard, the University is seeking to recruit suitably qualified and experienced individuals to fill the following positions:

A. ACADEMIC POSITIONS

1. School of Science and Informatics (SSI)

1.1 Department of Informatics and Computing

- a) Professor (Grade 15) Ref No. TTU/AC/P/12/2020/ Associate Professor (Grade 14) Ref No. TTU/AC/AP/12/2020 in ICT [One (1) Post]
- b) Lecturer (Grade 12) Ref No. TTU/AC/LEC/12/2020 in ICT [One (1) Post]
- c) Technologist I (Grade 8) in GIS [One (1) Post] Ref No. TTU/AC/TE/12/2020

1.2 Department of Maths, Statistics and Physical Sciences

Senior Lecturer (Grade 13) Ref No. TTU/AC/SL/12/2020/ Lecturer (Grade 12) Ref No. TTU/AC/LEC/12/2020 in Chemistry [One (1) Post]

1.3 Department of Education

- a) Senior Lecturer (Grade 13) Ref No. TTU/AC/SL/12/2020/ Lecturer (Grade 12) Ref No. TTU/AC/LEC/12/2020 in Education Communication and Technology [One (1) Post]
- b) Senior Lecturer (Grade 13) Ref No. TTU/AC/SL/12/2020/ Lecturer (Grade 12) Ref No. TTU/AC/LEC/12/2020 in Mathematics Education [One (1) Post]

B. ADMINISTRATIVE POSITIONS:

1. Department of Internal Audit

Chief Internal Auditor (Grade 15) Ref: TTU/ADM/CIA/12/2020/ Deputy Chief Internal Auditor (Grade 14) Ref: TTU/ADM/DCIA/12/2020 [one (1) post]

2. Office of the Vice Chancellor

Deputy Chief Legal Officer (Grade 13) Ref: TTU/ADM/DCLO/12/2020 [one (1) post]

3. Directorate of Finance

- a) Accountant I (Grade 12) Ref: TTU/ADM/AI/12/2020 [one (1) post]

4. Department of Procurement

- a) Senior Procurement Officer (Grade 12) 12 Ref: TTU/ADM/PO/12/2020 [one (1) post]

- b) Procurement Assistant/Senior Stores Clerk II (Grade 5) Ref: TTU/ADM/PA/12/2020 [one (1) post]

5. Students Welfare

Dean of Students (Grade 15) Ref: TTU/DOS/ARO/12/20/ Deputy Dean of Students (Grade 14) Ref: TTU/DDOS/ARO/12/2020 [one (1) post]

C. REQUIREMENTS FOR EACH OF THE ABOVE POSITIONS:

1. PROFESSOR – GRADE 15 Ref No. TTU/AC/P/12/2020

A professor MUST have;

- a. An earned PhD or equivalent degree qualification in the relevant field from accredited and recognized university.
- b. At least three (3) years teaching experience as an Associate Professor or equivalent; and research experience.
- c. At least 8 publications in refereed journals or a minimum of sixty (60) equivalent publication points since attaining Associate Professorship or equivalent;
- d. Supervised a minimum of five (5) postgraduate students to completion, at least two (2) at doctoral level;
- e. Registered with relevant professional body; and
- f. Attracted research or development funds as an Associate Professor or equivalent

2. ASSOCIATE PROFESSOR – GRADE 14 Ref No. TTU/AC/AP/12/2020

An Associate Professor MUST have;

- a. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- b. At least three (3) years teaching experience at the University as a Senior Lecturer; or Senior Researcher/Industry experience or equivalent;
- c. Have a minimum of six (6) articles in refereed journals or minimum cumulative score of Forty-Eight (48) equivalent publication points since appointment as Senior Lecturer;
- d. Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student
- e. Attracted research or development funds as a Senior Lecturer/Senior Research Fellow
- f. Registered with relevant professional body

3. SENIOR LECTURER – GRADE 13: Ref No. TTU/AC/SL/12/2020

A Senior Lecturer MUST have;

- a. 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.
- b. At least three (3) years of teaching experience at the university level as a Lecturer or six (6) years research/industry experience.
- c. 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;
- d. Supervised at least three (3) post-graduate students at either Masters or PhD level to completion as a Lecturer or equivalent;
- e. Registered with the relevant professional body (where applicable).

JOB SUMMARY

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

4. LECTURER – GRADE 12: Ref No. TTU/AC/LEC/12/2020

A Lecturer MUST have;

- a. An earned PhD in relevant field from an accredited and recognized university.
- b. At least teaching experience at a University.
- c. 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

5. CHIEF INTERNAL AUDITOR - GRADE 15 Ref: TTU/ADM/CIA/12/2020

Must possess;

- a. PhD in Accounting/ Finance Option
- b. Three (3) years' experience as Deputy Chief Internal Auditor or comparable position
- c. Must possess CPA (K) or its equivalent.
- d. Must have Computer literacy in relevant areas
- e. ICPAK Membership or its equivalent
- f. Valid Certificate of Good Conduct

OR

- a. Must possess Master's Degree (Accounting/ Finance)
- b. Must possess CPA (K) or its equivalent
- c. Three (3) years' experience as Deputy Internal Auditor or comparable position.
- d. Must be a member of ICPAK or its equivalent
- e. Exemplary work performance.
- f. Computer literacy in relevant areas
- g. Valid Certificate of Good Conduct

6. DEPUTY CHIEF INTERNAL AUDITOR - GRADE 14 Ref: TTU/ADM/DCIA/12/2020

Must possess;

- a. PhD in Accounting/ Finance Option
- b. Three (3) years' experience as Senior Internal Auditor or comparable position
- c. Must possess CPA (K) or its equivalent.
- d. Must have Computer literacy in relevant areas
- e. ICPAK Membership or its equivalent
- f. Valid Certificate of Good Conduct

OR

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

7. DEPUTY CHIEF LEGAL OFFICER - GRADE 13 Ref: TTU/ADM/DCFO/12/2020

- a) Must have a PhD in Law
- b) Three (3) years' experience as a Senior Legal Officer or comparable position
- c) Must possess CPS (K)
- d) Must be a Commissioner of Oaths
- e) Certificate of Good Conduct
- f) Must be Computer Literate

OR

- a) Must possess Master's degree in Law or any other relevant area
- b) Three (3) years' experience as a Senior Legal Officer or comparable position

- c) Must possess CPS (K)
- d) Must be a Commissioner of Oaths
- e) Certificate of Good Conduct
- f) Exemplary work performance
- g) Must be Computer Literate

8. ACCOUNTANT I - GRADE 12 Ref: TTU/ADM/AI/12/2020

8.1 Academic and professional qualifications

- a. Must possess a PhD in (Accounting/ Finance)
- b. Three (3) years' experience as Accountant II or comparable position
- c. Must possess CPA Part 2 or its equivalent
- d. Exemplary work performance
- e. Computer literacy in relevant areas and Valid Certificate of Good conduct

OR

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

8.2 Work Experience

- a. Demonstrable awareness and knowledge of the quality management system based on ISO 9001:2015;
- b. Knowledge of the current National financial and audit regulatory framework, policies and strategies governing Public/University finance management and governance;
- c. Demonstrable experience in planning, administrative and budgetary functions of the University;
- d. Demonstrable proficiency and experience in relevant ICT applications and use of Enterprise Resource Planning system;
- e. Possession of good communication skills both written and verbal;
- f. Demonstrable knowledge and experience in financial management, accounting and reporting (specifically International Public Accounting Standards [IPSAS]);
- g. Demonstrable knowledge experience and achievement in resource mobilization; and
- h. Demonstrable knowledge in asset management.

9. SENIOR PROCUREMENT OFFICER - GRADE 12 Ref: TTU/ADM/PO/12/2020

- a) Must possess PhD in the relevant area
- b) Must be a Member of both Kenya Institute of Supplies Management (KISM) and/ or Chartered Institute of Purchasing and Supplies (MCIPS)
- c) Three (3) years' experience as a Procurement Officer I or equivalent position
- d) Exemplary work performance
- e) Must be Must be Computer Literate
- f) Certificate of Good Conduct

OR

- a) Must possess Master's degree with a bias in Procurement/Supplies Management.
- b) Three (3) years' experience as a Procurement Officer I or equivalent position
- c) Must have CIPS (Final Stage) from a recognized institution
- d) Must be a Member of Kenya Institute of Supplies Management (KISM)

- e) Must be Must be Computer Literate
- f) Certificate of Good Conduct

10. PROCUREMENT ASSISTANT/SENIOR STORES CLERK II

- **GRADE 5 Ref: TTU/ADM/PA/12/2020**

- a) Must possess Diploma in Procurement Supplies Management or equivalent qualification from a recognised Institution
- b) Must be registered with a relevant professional body
- c) Must be Computer Literate
- d) Certificate of Good Conduct

OR

- a) Must possess KCSE or equivalent with a mean grade of D+ with a minimum of D+ in English, Mathematics
- b) Must possess 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) Must be Computer literate;
- f) Exemplary work performance

11. DEAN OF STUDENTS - GRADE 15 Ref: TTU/DOS/ARO/12/2020

- a) Must possess a PhD in Education Administration, Counselling Education, Psychology, Social Sciences or relevant field or relevant field
- b) Three (3) years' experience as Deputy Dean of Students or comparable position
- c) Valid Certificate of Good Conduct
- d) Must be computer literate
- e) Exemplary work performance

OR

- f) Must possess a Master's degree in Education Administration, Counselling Education, Psychology, Social Sciences or relevant field or relevant field
- a) Four (4) years' experience Senior Assistant Dean of Students I or comparable position
- b) Valid Certificate of Good Conduct
- c) Must be computer literate
- d) Exemplary work performance

12. DEPUTY DEAN OF STUDENTS - GRADE 14 Ref: TTU/DDOS/ARO/12/2020

- g) Must possess a PhD in Education Administration, Counselling Education, Psychology, Social Sciences or relevant field or relevant field
- a) Three (3) years' experience Senior Assistant Dean of Students I or comparable position.
- b) Valid Certificate of Good Conduct
- c) Must be computer literate
- d) Exemplary work performance

OR

- a) Must possess a Master's degree in Education Administration, Counselling Education, Psychology, Social Sciences or relevant field or relevant field
- b) Three (3) years' experience as Senior Assistant Dean of Students I or comparable position
- c) Valid Certificate of Good Conduct
- d) Must be computer literate

- e) Exemplary work performance

13. TECHNOLOGIST 1 IN GIS - **GRADE 8 Ref No. TTU/AC/TE/12/2020**

i. Academic and work experience

- a) Be a holder of at least a BSc in Geo informatics/ Cartography/ GIS;
- b) Have formal training in GIS and possess strong GIS skills with GIS software
- c) Be computer literate
- d) Have hands on experience with GIS of not less than 6 months

ii. Duties & Responsibilities

- a) Will be involved in planning exercises to develop base maps, maps and land use plans;
- b) Gather, analyze and integrate spatial data for planning purposes
- c) Compile geographic data from a variety of sources including censuses, field observation & picking, satellite imagery, aerial photography and existing maps
- d) Prepare digital maps through digitization of existing map records
- e) Operate and maintain GIS system hardware, software, plotter, printer and GPS
- f) Store and retrieve relevant maps

How to Apply:

1. Your application should indicate the job reference number Department or Office or Directorate and for those applying for academic positions indicate the area of specialisation.
2. Send soft copy application to the email address: dvc-afp@ttu.ac.ke and two (2) 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 **18th January, 2021 at 3pm.**

Note:

1. Successful candidates for the position of Professor, Associate Professor and Senior Lecturer shall be eligible for appointment to the position of the **Dean of School**;
2. The successful candidate for Internal Audit shall be eligible for appointment as **Head of Internal Audit Department**;
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; and
7. Canvassing will lead to automatic disqualification.