



TAITA TAVETA UNIVERSITY
ANNOUNCEMENT FOR VACANCIES MAY, 2023

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:

A. ACADEMIC POSITIONS

1. School of Education

Lecturer (Grade 12)/Senior Lecturer (Grade 13) in the following areas:

- a) English
- b) Literature
- c) History
- d) Religion
- e) Geography
- f) Kiswahili

2. School of Science and Informatics (SSI)

2.1 Department of Maths Statistics and Physical Sciences (MSPS)

Lecturer (Grade 12)/Senior Lecturer (Grade 13) in Physics

B. ADMINISTRATIVE POSITION:

Students Welfare Department

Dean of Students (Grade 15)

C. REQUIREMENTS FOR EACH OF THE ABOVE POSITIONS:

1. SENIOR LECTURER – Grade 13: Ref No. TTU/AC/SL/5/2023:

A Senior Lecturer MUST have;

- a. An earned PhD or equivalent degree qualification in the relevant field from a 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/thesis in the relevant disciplines.

2. LECTURER – Grade 12: Ref No. TTU/AC/LEC/5/2023:

A Lecturer MUST have;

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

3. DEAN OF STUDENTS -Grade 15: Ref No. TTU/AC/SADOS/5/2023

- a. Must possess a PhD in Education Administration or relevant field from accredited and recognized University.
- b. Three (3) years' experience as Deputy Dean of Students or comparable position
- c. Valid Certificate of Good Conduct
- d. Exemplary work performance
- e. Proficiency and experience in computer applications, including financial and data management software.
- f. A strong understanding of higher education institution policies.
- g. Experience with student matters both from a classroom and outside classroom perspectives.
- h. Familiarity with budget processes and policies and policies implementation in the University systems.
- i. Excellence in generating consensus on solutions.

OR

- a. Must possess a Master's degree in Education Administration from accredited and recognized University.
- 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
- f. Proficiency and experience in computer applications, including financial and data management software.
- g. A strong understanding of higher education institution policies.
- h. Experience with student matters both from a classroom and outside classroom perspectives.
- i. Familiarity with budget processes and policies and policies implementation in the University systems.
- j. Excellence in generating consensus on solutions

JOB SUMMARY

- a. Provide leadership in the Dean of Students Office in line with the vision, mission, core values and strategic focus of the University.
- b. Coordination of student discipline system on academic and non- academic matters
- c. Student Governance and Advisory Services: Oversee Student Elections to ensure they are in line with the respective constitutions and the relevant university policies and procedures as well as facilitate Student Leadership Development Programs.
- d. Orientation programs: Manage first years and international student's orientation programs.
- e. International Students Services: Oversee the management of Study abroad programs and International students exchange and integration programs as well as the provision of basic services to international students.
- f. Student Communications: Play an advisory role to student's leaders and provide a link to administration to ensure effective communication and management of student issues.
- g. Student Welfare: Provide overall coordination of both the local and international students' welfare activities. This includes overseeing Student Housing & Student Activities programs to provide an environment conducive to learning, healthy cultural exchange and the development of character, life skills and talent.

- h. Policy Review and Implementation: Conduct periodic reviews of relevant student policies and procedure manuals and ensure policy directives are adhered to.
- i. Assess the needs of the student body and respond in a timely and effective manner
- j. Provide support to students on issues related to the institution policies, department processes, and student services
- k. Conduct regular department evaluations to determine efficiency, prepare annual reports and, if required, recommend solutions for improvement.
- l. Oversight students counseling support services.
- m. Serve as an ex-officio member of the University Students Council as well as the liaison between the University administration and the Student Council.
- n. Develop and maintain appropriate networks and collaboration with other Universities, and related organizations on issues and matters of mutual interest.

MODE OF APPLICATION

1. Send soft copy application to the email address: dvc-afp@ttu.ac.ke
2. Send one (1) hard copy of the application letter, accompanied by detailed curriculum vitae (with your telephone number and email address), copies of relevant academic and professional certificates, National Identity card, testimonials and other relevant supporting documents.
3. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, publications, awards, scholarships, funding, membership of professional association, linkages and community service, email address and telephone contacts;
4. Kindly remember specify the position applied for and quote the reference number on both the envelope and the application letter.
5. The applications must reach the undersigned through the address below on or before **Wednesday, 31st May, 2023**.
6. Shortlisted candidates will be required to present originals of the following documents during the interviews:
 - a. National Identity Card;
 - b. Academic and Professional Certificates and transcripts;
 - c. Any other supporting documents and testimonials; and
7. Clearances from the following bodies:
 - a. Kenya Revenue Authority;
 - b. Ethics and Anti-Corruption Commission;
 - c. Higher Education Loans Board;
 - d. Any of the Registered Credit Reference Bureaus;
 - e. Directorate of Criminal Investigations (Police Clearance Certificate)
8. Recommendations from three (3) referees should be sent separately to the address below.
The Deputy Vice Chancellor (Administration, Finance & Planning)
Taita Taveta University
P. O. Box 635 – (80300), VOI
Email: dvc-afp@ttu.ac.ke
9. Taita Taveta University is an Equal opportunity employer.
10. Women and Persons with Disability are highly encouraged to apply.
11. Only shortlisted applicants will be contacted.
12. Taita Taveta University does not levy any fees for job application; and
13. Canvassing will lead to automatic disqualification