



**TAITA TAVETA UNIVERSITY**  
**DECLARATION OF VACANCIES 25<sup>TH</sup> APRIL 2023**

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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 is an Academic Centre of Excellence with a special focus on Mining and Mineral Processing Engineering. TTU aspires to enhance and expand its academic programs, grow student enrolment in niche areas and harness its human resource capacity. In this regard, the University is seeking to recruit suitably qualified and experienced individuals to fill the following positions:

**A. ADMINISTRATIVE POSITIONS**

**1. REGISTRAR (ACADEMIC, RESEARCH AND OUTREACH) (GRADE 15) - REF NO: TTU/REG/ARO/04/2023 (ONE [1] POST)**

**1.1 REQUIREMENTS**

- a) Must possess a PhD in Management related field from a recognized University
- b) Must have at least ten (10) years relevant cumulative work experience, three (3) of which must have been served substantively with demonstrable results in the position of a Deputy Registrar Grade 14 or at a comparable level of Senior Management position in an accredited University or comparable institution.
- c) Must possess relevant professional qualification and be in good standing. Those with Certified Secretary [CS] or Certified Human Resource Professional [CHRP] shall have added advantage.
- d) Must have knowledge and demonstrable experience in data and records management and preferably student's records management.
- e) Must have demonstrable knowledgeable and competence in management information and communication technologies.
- f) Must have attended a leadership course from a reputable organization in the last eight (8) years.
- g) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

**OR**

- a) Must possess a Master's degree in Public Administration, Business Administration, Human Resource Management or any other relevant area from an accredited University.
- b) Must have at least twelve (12) years relevant cumulative work experience, four (4) of which must have been served substantively with demonstrable results in the

- position of a Deputy Registrar Grade 14 or at a comparable level of Senior Management position in an accredited University or comparable institution.
- c) Must possess relevant professional qualification and be in good standing. Those with Certified Secretary [CS] or Certified Human Resource Professional [CHRP]) shall have added advantage.
  - d) Must have knowledge and demonstrable experience in data and records management and preferably student's records management.
  - e) Must have demonstrable knowledgeable and competence in management information and communication technologies.
  - f) Must have attended a leadership course from a reputable organization in the last eight (8) years.
  - g) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

## 1.2 DUTIES AND RESPONSIBILITIES

The Main Duties and responsibilities of the Registrar (Academic, Research and Outreach) will include but not limited to:

- a) Provide leadership for the staff assigned to the Office of the Registrar Academic, Research and Outreach and foster a stimulating work environment that embraces diversity and motivates staff to provide University stakeholders with excellent service.
- b) Declaring the academic status of each student in line with the statutory guidelines, rules and regulations of the University;
- c) Ensuring integrity, accuracy and security of academic records, production and issuance of official academic transcripts and original certificates;
- d) As a Member of the University Senate make critical decisions and provide guidance to the Senate on management of students' affairs, admissions, examination and Graduation.
- e) Supervise implementation of Policies, Rules and Regulations governing academics, research and outreach in the university;
- f) Managing the retention, archiving, retrieval, security and control, integrity, and privacy of all permanent academic records and data for all current and former University students;
- g) Supervise the processes for the articulation of transfer credits, graduation and certification of Honorary degrees, enrolment and degree verification, production of official transcripts, and diplomas;
- h) Declaring programmes and programme capacities for student placements and admissions;
- i) Preparing, publishing and implementing the academic calendar (semester/trimester) schedules;
- j) Planning, developing, formulating and facilitating all activities related to the admissions, enrolment records, registration of students, teaching, research,

community outreach, examinations, processing of results, certification and welfare and timely communication to stakeholders;

- k) Provide direction in the development and management of procurement plan, work plan and budget for the office of the University Registrar;
- l) Develop and cause approval of policies and procedures on planning, development and management of Research, Innovation, partnerships, intellectual property rights and Outreach programmes;
- m) Develop, maintain and upgrade the University's academic information infrastructures including academic records archives, on-line student database, university website and other electronic databases and information systems;
- n) Participate in development of the University strategic plan and implement the parts relating to academics, research and outreach; review policy exception requests from faculties.
- o) Coordinate dissemination of research findings and publications;
- p) Develop and publish major University information documents including, but not limited to, University Catalogues, graduation lists and class schedules;
- q) Counsel and advise students, faculty, and staff on academic matters;
- r) Assist the Deputy Vice-Chancellor Academic, Research and Outreach in the general administration of the division;
- s) Provide secretarial services to relevant Senate committees related to academic matters including preparation of documents in prescribed format, recording and timely circulation of minutes, following up on matters arising and any other matter pertaining to the success of Senate meetings;
- t) Communicate, follow-up and implement decisions of Senate and Senate Committees;
- u) Investigating, analysing, resolving and reviewing student disputes related to records, registration, examinations and certification; and
- v) Any other duties as may be assigned from time to time.

### **1.3 TERMS OF SERVICE**

The Terms of Service for the positions shall be on Five (5) year Contract Term renewable once subject to satisfactory performance.

## **2. SENIOR ASSISTANT REGISTRAR /DEPUTY REGISTRAR (GRADE 13/14) - REF NO. TTU/ADM/SAR/DR/04/2023 (ONE [1] POST IN ADMINISTRATION, FINANCE AND PLANNING DIVISION)**

### **2.1 DEPUTY REGISTRAR (GRADE 14)**

#### **2.1.1 REQUIREMENTS**



- a) Must possess a PhD in Management related field;
- b) Must have at least nine (9) years relevant cumulative work experience, three (3) of which must have been served substantively with demonstrable results in the position of a Senior Assistant Registrar Grade 13 or at a comparable level of Senior Management position in an accredited University or comparable institution;
- c) Must possess relevant professional qualification and be in good standing. Those with Certified Secretary [CS] or Certified Human Resource Professional [CHRP]) shall have added advantage;
- d) Must have knowledge and demonstrable experience in data and records management and preferably personnel records management;
- e) Must have demonstrable knowledgeable and competence in management information and communication technologies;
- f) Must have attended a leadership course from a reputable organization in the last eight (8) years; and
- g) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

**OR**

- a) Must possess a Master's degree in Public Administration, Business Administration, Human Resource Management or any other relevant area;
- b) Must have at least ten (10) years relevant cumulative work experience, three (3) of which must have been served substantively with demonstrable results in the position of a Senior Assistant Registrar Grade 13 or at a comparable level of Senior Management position in an accredited University or comparable institution;
- c) Must possess relevant professional qualification and be in good standing. Those with Certified Secretary [CS] or Certified Human Resource Professional [CHRP]) shall have added advantage;
- d) Must have knowledge and demonstrable experience in data and records management and preferably personnel records management;
- e) Must have demonstrable knowledgeable and competence in management information and communication technologies;
- f) Must have attended a leadership course from a reputable organization in the last eight (8) years; and
- g) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

### **2.1.2 DUTIES AND RESPONSIBILITIES**

- a) Manage and supervise assigned administrative and operational functions of the Division;
- b) Co-ordinate development and implementation of Divisional work plans;
- c) Develop, cause approval and maintain appropriate framework and tools for staff performance appraisals;
- d) Handling of the institutional staff disciplinary matters;
- e) Prepare regular and commissioned management reports to inform key

- decision making and policy formulation;
- f) Responsible for the implementation of Divisional Strategic plans and Performance Contracting;
  - g) Co-ordinate the development and implementation of physical infrastructure and projects in the university;
  - h) Co-ordinate implementation of the quality management system in the Division;
  - i) Compile and analyse statistical data on the operations of the division for use in general planning, strategic planning and budgeting;
  - j) Monitor resource allocation and utilization in the division in line with the procurement plan of the university;
  - k) Interpret and enforce policies and regulations of the university on Finance, Planning and Development;
  - l) Oversee the routine maintenance of the university physical infrastructure, equipment and environment and ensure compliance with statutory requirements;
  - m) Co-ordinate and implement performance Contracting and Appraisal in the University;
  - n) Oversee effective Human Resource Service provision;
  - o) Co-ordinate the development and monitor implementation of Divisional budget and the procurement plan; and
  - p) Undertake any other duties, responsibilities and tasks that may be assigned by the Deputy Vice Chancellor, Administration, Finance and Planning or authorized officers.

## **2.2 SENIOR ASSISTANT REGISTRAR (GRADE 13)**

### **2.2.1 REQUIREMENTS**

- a) Must possess a PhD in Management related field;
- b) Must have at least nine (9) years relevant cumulative work experience, three (3) of which must have been served substantively with demonstrable results in the position of an Assistant Registrar Grade 12 or at a comparable level of Senior Management position in an accredited University or comparable institution;
- c) Must possess relevant professional qualification and be in good standing. Those with Certified Secretary [CS] or Certified Human Resource Professional [CHRP] shall have added advantage;
- d) Must have knowledge and demonstrable experience in data and records management and preferably personnel records management;
- e) Must have demonstrable knowledgeable and competence in management information and communication technologies;
- f) Must have attended a leadership course from a reputable organization in the last eight (8) years; and
- g) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

OR

- a) Must possess a Master's degree in Public Administration, Business Administration, Human Resource Management or any other relevant area;
- b) Must have at least ten (10) years relevant cumulative work experience, three (3) of which must have been served substantively with demonstrable results in the position of an Assistant Registrar Grade 12 or at a comparable level of Senior Management position in an accredited University or comparable institution;
- c) Must possess relevant professional qualification and be in good standing. Those with Certified Secretary [CS] or Certified Human Resource Professional [CHRP] shall have added advantage;
- d) Must have knowledge and demonstrable experience in data and records management and preferably personnel records management;
- e) Must have demonstrable knowledgeable and competence in management information and communication technologies;
- f) Must have attended a leadership course from a reputable organization in the last eight (8) years; and
- g) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

### **2.2.2 DUTIES AND RESPONSIBILITIES OF SENIOR ASSISTANT REGISTRAR**

- a) Manage and supervise assigned administrative and operational functions of the Division;
- b) Co-ordinate development and implementation of Department work plans and programmes;
- c) Develop, cause approval and maintain appropriate framework and tools for staff performance appraisals;
- d) Prepare regular and commissioned management reports to inform key decision making and policy formulation;
- e) Responsible for the implementation of Divisional Strategic plans and Performance Contracting;
- f) Co-ordinate the development and implementation of physical infrastructure and projects in the university;
- g) Monitor resource allocation and utilization in the department as per the approved departmental procurement plan;
- h) Participate in preparing, implementing and monitoring of the divisional budget and procurement plan;
- i) Interpret and enforce policies and regulations of the university on Finance, Planning and Development;
- j) Prepare working papers, reports and briefs designed to aid in the process of planning, policy formulation and problem solving;
- k) Develop and operationalize a platform for creation of awareness on the existing university policies to the staff and other stake holders;



- l) Oversee the routine maintenance of the university physical infrastructure, equipment and environment and ensure compliance with statutory requirement;
- m) Co-ordinate and implement performance Contracting and Appraisal of the department;
- n) Managing institutional staff development, oversee effective Human Resource Service provision and handling of the institutional staff disciplinary matters;
- o) Collect, analyse and compile data on issues affecting the University; and
- p) Undertake any other duties, responsibilities and tasks that may be assigned from time to time.

**3. SENIOR ACCOUNTANT/ SENIOR INTERNAL AUDITOR (GRADE 13) - REF NO: TTU/ADM/SA/SIA/04/2023 (ONE [1] POST)**

**3.1 REQUIREMENTS**

**3.1.1 SENIOR ACCOUNTANT/SENIOR INTERNAL AUDITOR - GRADE 13**

- a) Must possess PhD in Accounting/ Finance Option or its equivalent;
- b) Must have at least nine (9) years relevant cumulative work experience in financial management or audit , three (3) of which must have been served substantively with demonstrable results in the position of Accountant I/Internal Auditor I Grade 12 or at a comparable level of Senior Management position in an accredited University or comparable organization;
- c) Must possess professional qualification specifically CPA (K) or its equivalent and be in good standing in membership with the professional body (ICPAK or its equivalent);
- d) Must have demonstrable knowledgeable and competence in relevant management information and communication technologies;
- e) Must possess working knowledge of computerized financial management systems and practical experience in use of ERP Systems;
- f) Must have attended a leadership course from a reputable organization in the last eight (8) years; and
- g) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

**OR**

- a) Must possess Master's Degree (Accounting/ Finance) or its equivalent;
- b) Must have at least ten (10) years relevant cumulative work experience in financial management, three (3) of which must have been served substantively with demonstrable results in the position of Accountant I Grade 12 or at a comparable level of Senior Management in an accredited University or comparable institution;
- c) Must possess professional qualification specifically CPA (K) or its equivalent and be in good standing in membership with the professional body (ICPAK or its equivalent);



- d) Must be conversant with modern financial reporting systems;
- e) Must have demonstrable knowledgeable and competence in management information and communication technologies;
- f) Must possess working knowledge of computerized financial management systems and practical experience in use of ERP Systems;
- g) Must possess demonstrable knowledge of and experience in the public finance management regulatory framework;
- h) Must possess demonstrable understanding of effective internal controls, risk management and governance aspects of public finance;
- i) Must possess demonstrable experience in resource mobilization and prudent management;
- j) Must have attended a leadership course from a reputable organization in the last eight (8) years; and
- k) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

### **3.1.3 DUTIES AND RESPONSIBILITIES**

- a) Provision of accurate and timely financial/audit reports, consolidation of annual budgets, monitoring revenue and asset inventory management, debt management and grants management;
- b) Establish and review the financial/audit systems and controls to ensure compliance with relevant laws, set standards and regulations;
- c) Preparation and/or presentation of statutory reports to the University Council and/or other government agencies;
- d) Directing, controlling and coordinating of both routine and non-routine accountancy/audit matters;
- e) Advising on all financial/audit policies as well as ensuring that sound accounting/audit principles and controls are applied on all transactions;
- f) Supervision and mentoring of staff under one's jurisdiction;
- g) Conduct financial/audit analysis of the University transactions to determine and/or assure compliance; and
- h) Performing any other duty as may be assigned from time to time.

## **4. LEGAL OFFICER (GRADE 11) -REF NO: TTU/ADM/LO/04/2023 (ONE [1] POST)**

### **4.1 REQUIREMENTS**

- a) Must possess Master's degree in Law;
- b) Three (3) years' experience as a Legal Assistant I Grade 10 or comparable position
- c) Must have four (4) years post – admission experience in civil and criminal litigation, commercial law, labour law, insurance law and conveyance;
- d) Must be an advocate of the High Court of Kenya with a current practicing certificate;
- e) Must be commissioner of Oaths or qualifies to be admitted as commissioner of Oaths;



- f) Must be registered with LSK;
- g) Must have demonstrable knowledgeable and competence in relevant management information and communication technologies;
- h) Demonstrable track record of exemplary work performance;
- i) Knowledge and experience in corporate communication and international relations will be an added advantage;
- j) Applicants with Certified Secretary [CS] shall have an added advantage; and
- k) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

**OR**

- a) Must possess Bachelor's degree in Law;
- b) Three (3) years' experience as a Legal Assistant I Grade 10 or comparable position;
- c) Must have five (5) years post – admission experience in civil and criminal litigation, commercial law, labour law, insurance law and conveyance;
- d) Must be an advocate of the High Court of Kenya with a current practicing certificate;
- e) Must be registered with LSK;
- f) Must be commissioner of Oaths or qualifies to be admitted as commissioner of Oaths;
- g) Must have demonstrable knowledgeable and competence in relevant management information and communication technologies;
- h) Demonstrable track record of exemplary work performance;
- i) Knowledge and experience in corporate communication and international relations will be an added advantage;
- j) Applicants with Certified Secretary [CS] shall have added advantage; and
- k) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

#### **4.2 DUTIES AND RESPONSIBILITIES**

The Main Duties and responsibilities of the Legal Officer will include but not limited to:

- a) Provision and handling of all in-house legal matters of the University;
- b) Protecting the University from possible litigation by offering legal counsel to the University Management and Council;
- c) Preparing briefs and documents to be used as evidence in Courts;
- d) Preparing updates for the Management in relation to the reviews and interpretation of University Statutes;
- e) Drafting of charges for staff and students violating the regulations governing the conduct and discipline of staff and students in the University;
- f) Exercising due diligence and research to ensure the University complies with applicable laws;
- g) Formulation and guidance on the preparation and execution of documents such as Memoranda of Understanding and Collaboration Agreements;

- h) Attending courts and ensuring that witnesses attend court sessions when called upon to do so and briefing the University Management on the development of litigations;
- i) Providing of secretariat services to the University Council and its Committees;
- j) Ensuring legal compliance of the University processes;
- k) Performing any other duty assigned by the Vice Chancellor from time to time.

#### 4.3 TERMS OF SERVICE

Successful candidate for this position shall be appointed on permanent and pensionable basis and will be eligible for appointment as the Head of Corporate and Legal Affairs as per the University terms and conditions of appointment for Heads of Department.

#### 4.4 REMUNERATION

Consolidated salary (basic salary, house allowance and commuter allowance) shall be:

Ksh. 142,995 - Ksh. 180,439

### 5. ADMINISTRATIVE ASSISTANT II (GRADE 8) - REF NO: TTU/ADM/AA/04/2023 [THREE (3) POSTS]

#### 5.1 REQUIREMENTS

- a) Must possess a Bachelor's degree in Social Sciences, Business Administration, Human Resource Management, Public Administration or any other relevant area;
- b) Applicants with Knowledge and demonstrable experience in students admission, Enterprise Resource Planning (ERP) application, students examinations management, students records management, management of meetings, international relations, Council/ Board secretarial matters and in monitoring, evaluation and reporting;
- c) Conversant with Modern management techniques;
- d) Valid Certificate of Good Conduct; and
- e) Computer Literate.

OR

- a) Must possess a Higher Diploma in Business Administration, Human Resource Management, Public Administration or any other relevant area;
- b) Applicants with Knowledge and demonstrable experience in students admission, Enterprise Resource Planning application, students examinations management, students records management, management meetings, international relations, Council/ board secretarial matters and monitoring, evaluation and reporting;
- c) Three (3) years' experience in a comparable position;

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- d) Conversant with Modern Management techniques;
- e) Valid Certificate of Good Conduct;
- f) Computer Literate; and
- g) Exemplary work experience.

## **B. ACADEMIC POSITIONS - SCHOOL OF EDUCATION**

### **6. PROFESSOR/ASSOCIATE PROFESSOR (GRADE 15/GRADE 14) - REF NO: TTU/AC/P/AP/04/2023 (ONE [1] POST)**

#### **6.1 REQUIREMENTS**

##### **6.1.1 A PROFESSOR**

##### **MUST have;**

- a) An earned PhD or equivalent degree qualification in the relevant field from accredited and recognized university.
- b) Applicants who possess specialization in Education administration or Education Communication Technology or Chemistry /Physics Special teaching methods will have an added advantage.
- c) At least three (3) years teaching experience as an Associate Professor or equivalent; and research experience.
- d) At least 8 publications in refereed journals or a minimum of sixty (60) equivalent
- e) publication points since attaining Associate Professorship or equivalent;
- f) Supervised a minimum of five (5) postgraduate students to completion, at least two (2) at doctoral level;
- g) Registered with relevant professional body; and
- h) Attracted research or development funds as an Associate Professor or equivalent



### 6.1.2 ASSOCIATE PROFESSOR- GRADE 14

An Associate Professor MUST have the following:

- a) An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized university;
- b) Applicants who possess specialization in Education administration or Education Communication Technology or Chemistry /Physics Special teaching methods will have an added advantage.
- c) At least three (3) years teaching experience at the University as a Senior Lecturer; or Senior Researcher/Industry experience or equivalent;
- d) 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;
- e) Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student
- f) Attracted research or development funds as a Senior Lecturer/Senior Research Fellow
- g) Registered with relevant professional body

### 6.2 DURATION AND TERMS OF SERVICE

Successful candidate for this position shall be appointed on permanent and pensionable basis and will be eligible for appointment as the Dean School of Education as per the University terms and conditions of appointment for Deans of Schools.

### C. MODE OF APPLICATION

1. Send soft copy application to the email address: [dvc-afp@ttu.ac.ke](mailto: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 **Tuesday, 23rd 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
  - d. Clearances from the following bodies:



- i. Kenya Revenue Authority;
  - ii. Ethics and Anti-Corruption Commission;
  - iii. Higher Education Loans Board;
  - iv. Any of the Registered Credit Reference Bureaus;
  - v. Directorate of Criminal Investigations (Police Clearance Certificate);
7. 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](mailto:dvc-afp@ttu.ac.ke)**

8. Taita Taveta University is an Equal opportunity employer.
9. Women and Persons with Disability are highly encouraged to apply.
10. Only shortlisted applicants will be contacted.
11. Taita Taveta University does not levy any fees for job application; and
12. Canvassing will lead to automatic disqualification

