



## **TAITA TAVETA UNIVERSITY**

### **ANNOUNCEMENT FOR VACANCIES FEBRUARY, 2026**

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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–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. 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 individual to fill the following positions:

#### **A. ACADEMIC POSITIONS**

##### **1. SCHOOL OF BUSINESS, ECONOMICS & SOCIAL SCIENCES**

**LECTURER (GRADE 12)/SENIOR LECTURER (GRADE 13) in HISTORY** discipline  
area: REF. NO. TTU/AC/L/01/02/2026 - **(One [1] Post)**

##### **2. SCHOOL OF EDUCATION**

**2.1 LECTURER (GRADE 12)/SENIOR LECTURER (GRADE 13)** in the following  
discipline areas:

- a) Philosophy of Education/ Sociology of Education / Comparative Education  
REF. NO. TTU/AC/SL/L/02/02/2026 - **(Two [2] Posts)**
- b) Subject Methods (History/Religious Studies/Geography/Business Studies)  
REF. NO. TTU/AC/SL/L/02/02/2026 - **(Two [2] Posts)**
- c) Sports/Physical Education  
REF. NO. TTU/AC/SL/L/01/02/2026 - **(One [1] Post)**
- d) Subject Methods (Biology/Agriculture)  
REF. NO. TTU/AC/SL/L/01/02/2026 - **(One [1] Post)**

#### **2.2 REQUIREMENTS FOR EACH OF THE ABOVE POSITIONS**

##### **2.2.1 LECTURER – Grade 12:**

A Lecturer **MUST** have;

- a. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University.
- b. Registered with the relevant professional body (where applicable).

##### **2.2.2 SENIOR LECTURER – Grade 13:**

A Senior Lecturer **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 of teaching experience at the university level as a Lecturer or six (6) years of research/industry experience.

- c. Have a minimum of four (4) articles in refereed journals or 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).

## **B. ADMINISTRATIVE POSITIONS**

### **3. SCHOOL OF SCIENCE AND INFORMATICS**

#### **3.1 CHIEF TECHNOLOGIST (GRADE 12) CHEMISTRY – RE-ADVERTISEMENT REF NO: TTU/AD/MSPS/CT/01/02/2026 - (ONE [1] POST)**

##### **REQUIREMENTS**

Must possess the following qualifications:

- a) Masters' degree in a relevant area from a recognized institution (Chemistry, Analytical Chemistry, Industrial Chemistry/ Applied Physics, Physics, Electronics Engineering, Electrical Engineering/ Applied Biology, Botany, Zoology) or its equivalent
- b) Three (3) years' experience as Senior Technologist I or comparable position
- c) Must have hands- on experience on Laboratory equipment
- d) Must have experience in designing and running practical classes
- e) Must have the knowledge of setting up a Laboratory and equipment trouble- shooting, installation and calibration.
- f) Must demonstrate strong Leadership skills
- g) Must be computer literate
- h) Valid Certificate of Good Conduct
- i) Must be registered with relevant professional body
- j) Exemplary work performance

#### **3.2 TECHNOLOGIST II – (GRADE 7) IN CIVIL ENGINEERING discipline area.**

REF NO: TTU/AD/CEE/TII/01/02/2026 (ONE [1] POST)

##### **REQUIREMENTS FOR THE ABOVE POSITION**

- a) Must possess a Higher National Diploma in relevant technical field from a recognized institution or its equivalent
- b) Three (3) years' work experience as Technologist III or comparable position
- c) Must be computer literate
- d) Valid Certificate of Good Conduct

OR

- a) Diploma in relevant technical field from a recognized institution or its equivalent
- b) Five (5) years' work experience as Technologist III or comparable position
- c) Must be computer literate
- d) Valid Certificate of Good Conduct
- e) Exemplary work performance

#### **4. STUDENTS WELFARE DEPARTMENT**

##### **PRINCIPAL STUDENT COUNSELLOR (GRADE 12) RE-ADVERTISEMENT – REF NO: TTU/AD/SW/PSC/01/02/2026 (ONE [1] POST)**

###### **REQUIREMENTS**

- a) Must possess a PhD degree in Counseling Psychology or relevant field from a recognized institution.
- b) Three (3) years' experience as Senior Student Counsellor I or comparable position
- c) Demonstrable experience in program development, crisis intervention, and psychosocial support.
- d) Registered with the Kenya Counselling and Psychological Association (KCPA) or Counselors and Psychologists' Board or any other recognized professional body.
- e) Must be computer literate
- f) Valid Certificate of Good Conduct
- g) Exemplary work performance

OR

- a) Must possess a Master's degree in Counseling Psychology or Guidance and Counseling from a recognized institution.
- b) Five (5) years' experience as Senior Student Counsellor I or comparable position
- c) Demonstrable experience in program development, crisis intervention, and psychosocial support.
- d) Registered with the Kenya Counselling and Psychological Association (KCPA) or Counselors and Psychologists' Board or any other recognized professional body.
- e) Valid Certificate of Good Conduct
- f) Must be computer literate
- g) Exemplary work performance

#### **5. DIRECTORATE OF ADMINISTRATION, PLANNING AND DEVELOPMENT**

##### **5.1 SENIOR ADMINISTRATIVE ASSISTANT I (GRADE 11) – TTU/AD/APD/SAA/02/02/2026 (TWO [2] POSTS)**

###### **REQUIREMENTS**

- a) Must possess a Master's degree in Public Administration, Business Administration, Human Resource Management or any other relevant area
- b) Three (3) years' experience as Senior Administrative Assistant II or comparable position in human resource management, asset management or data and records management, or public relations, corporate communication and international relations.
- c) Conversant with Modern management best practices, including performance management and productivity measurement.
- d) Demonstrable track record of exemplary work performance.
- e) Valid Certificate of Good Conduct
- f) Computer Literate

**5.2 SECRETARIAL ASSISTANT II (GRADE 3) – TTU/AD/APD/SAII/01/02/2026 (ONE [1] POST)**

**REQUIREMENTS**

- a) Must possess KCSE Certificate
- b) Possession of qualifications in Office administration or management from a recognized institution, will be an added advantage.
- c) Three (3) years' experience as Secretarial Assistant III or comparable position
- d) Must possess Typing I (30 w.p.m.) from a recognized Institution
- e) Must possess Office Practice I from a recognized Institution
- f) Computer literate
- g) Valid Certificate of Good Conduct

**6. DEPARTMENT OF LIBRARY**

**6.1 LIBRARY ATTENDANT I (GRADE 4) – TTU/AD/LIB/LAI/01/02/2026 (ONE [1] POST)**

**REQUIREMENTS**

- a) Must possess KCSE Certificate
- b) Certificate in Library and Information Studies
- c) Three (3) years' experience as Library Attendant II or comparable position
- d) Exemplary work performance
- e) Valid Certificate of Good Conduct

**6.2 LIBRARY ATTENDANT III (GRADE 2) – TTU/AD/LIB/LAIII/01/02/2026 (ONE [1] POST)**

**REQUIREMENTS**

- a) Must possess KCSE Certificate
- b) Three (3) years' experience as Library Attendant IV or comparable position
- c) Exemplary work performance  
Valid Certificate of Good Conduct

**7. DEPARTMENT OF INTERNAL AUDIT**

**SENIOR INTERNAL AUDIT ASSISTANT I (GRADE 8) – REF NO: TTU/AD/IA/SIAAI/01/02/2026 (ONE [1] POST)**

**REQUIREMENTS**

- a) Must possess a Bachelor of Commerce Degree in Accounting/ Finance Option or its equivalent
- b) Must possess CPA Part 1 or its equivalent
- c) Three (3) years' experience as Senior Internal Audit Assistant II or comparable position
- d) Valid Certificate of Good Conduct
- e) Must have Computer literacy in relevant areas.

OR

- a) Must possess CPA (K) or its equivalent
- a) Five (5) years' experience as Senior Internal Audit Assistant II or comparable position
- b) Valid Certificate of Good Conduct
- c) Must have Computer literacy in relevant areas.
- d) Exemplary work performance

**8. TAITA TAVETA UNIVERSITY ENDOWMENT FUND**

**PROJECT ASSISTANT/ACCOUNTANT (ONE (1) YEAR CONTRACT, RENEWABLE) – REF NO: TTU/EF/PAA/01/02/2026 (ONE [1] POST)**

**Remuneration:** Equivalent to University Grade 8

**REQUIREMENTS**

- a) Must possess a Bachelor of Commerce Degree with specialization in Finance/Accounting.
- b) Knowledge and at least one year experience in handling diverse clients.
- c) Demonstrable knowledge in budgeting and financial record keeping
- d) Experience with data entry and data management systems
- e) Demonstrable knowledge in social media management.
- e) Valid Certificate of Good Conduct

**C. TERMS OF SERVICE**

The Terms of Service for the positions shall be on Permanent and Pensionable Terms. However, the Terms of Service for the Position of Project Assistant/Accountant shall be on a one-year contract, renewable subject to satisfactory performance. The successful candidates will be entitled to applicable allowances as approved by the University Council.

**D. 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 addressed to the Deputy Vice Chancellor (Administration, Finance and Planning), accompanied by detailed curriculum vitae (with your telephone number and email address), copies of relevant academic and professional certificates, testimonials and other relevant supporting documents.
3. Applicants should specify the position applied for and quote the reference number on both the envelope and the application letter.
4. The application, in the prescribed modes, must be received by **Tuesday, 17<sup>th</sup> March, 2026 at 5:00 pm.**
5. Recommendations from two (2) 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)**

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 applications.
13. Canvassing will lead to automatic disqualification.