



THE TECHNICAL UNIVERSITY OF KENYA

CAREER OPPORTUNITIES

The Technical University of Kenya (TU-K) is one of the technical universities in Kenya with the mandate to offer education and training that is focused on application of technological knowledge and skills as well as applied research.

The University has declared vacancies in its senior management ranks. Applications are therefore invited from suitably qualified persons to fill the positions of University Registrar & Chief Administrative Officer, University Secretary and Chief Legal Officer, and University Bursar & Chief Finance Officer.

1. UNIVERSITY REGISTRAR & CHIEF ADMINISTRATIVE OFFICER

The University Registrar and Chief Administrative Officer is responsible for the general administrative functions of the university, including Human Resource Management, health and wellness, planning, quality management and facilities and infrastructure management. The holder of this position reports to the Vice-Chancellor.

The candidate should have Bachelor's degree in Social Sciences or Engineering and Technology and a Master's degree in administration or its equivalent. A PhD in a relevant field will be an added advantage.

The candidate should further have extensive professional experience in administration with at least five (5) years at the level of Registrar or equivalent position in a university. In addition, he/she should have good analytical and communication skills and be computer literate.

The candidate should also:

- Have demonstrated networking and negotiation skills.
- Have ability to make challenging but rational decisions
- Be a team player with demonstrated ability to lead a team of professionals
- Be a good communicator with ability to lobby and influence people
- Have demonstrated networking and negotiation skills
- Be highly motivated and self-driven
- Be fully compliant with the provisions of Chapter Six of the Constitution.

2. UNIVERSITY SECRETARY AND CHIEF LEGAL OFFICER

The University Secretary and Chief Legal Officer is the head of the University Secretariat, and is responsible for issues of University governance, Council and Executive Management, and legal advice and compliance. The holder of this position reports to the Vice-Chancellor.

The Candidate should have a degree in law and Master's degree in an area of social sciences. He/She should also be a member of the Law Society of Kenya (LSK) in good standing. In addition, he/she should be an Advocate of the High court of Kenya, Commissioner of Oaths, and Notary Public.

Candidates for the position should have extensive professional experience in administration and legal practice, with at least five (5) years at the level of University Chief Legal Officer or equivalent. In addition, he/she should have good analytical and communication skills, and be computer literate. The candidate should also:

- Have demonstrated networking and negotiation skills
- Have ability to make challenging but rational decisions
- Be a team player with demonstrated ability to lead a team of professionals
- Have ability to lobby and influence people
- Be highly motivated and self-driven
- Be fully compliant with the provisions of Chapter six (6) of the constitution.

3. UNIVERSITY BURSAR AND CHIEF FINANCE OFFICER

The University Bursar and Chief Finance Officer is responsible for the Financial and Accounting service of the University. The holder of this position reports to the Vice-Chancellor.

The Candidate should have Bachelor's and Master's degrees in Finance, Accounting, or Economics from recognised universities and should be a Certified Public Accountant (CPA) in good standing. Candidates for this position should have extensive professional experience in the area of finance and accounting, with at least five (5) years at the level of Chief Accountant at a university or equivalent position. In addition, he/she should have good analytical and communication skills, and be computer literate.

The candidate should also:

- Have demonstrated networking and negotiating skills
- Have ability to make challenging but rational decisions
- Be a team player with demonstrated ability to lead a team of professionals
- Have ability to lobby and influence people
- Be highly motivated and self-driven
- Be fully compliant with the provisions of Chapter Six of the constitution.

TENURE AND APPOINTMENT

The appointment to these positions is tenable on contract for a period not exceeding five (5) years, or as maybe determined by the University Council with a possibility of renewal for a further term.

REMUNERATION

The remuneration shall be in line with the general wage structure in the Public University system in Kenya and shall be at Job Group XVI. In addition, there shall be attractive allowances and other benefits as approved by Council from time to time.

APPLICATION GUIDELINES

Applicants should submit both the hard copies (10) and the soft copies of their application letter accompanied by a similar number of copies of relevant certificates and testimonials, a curriculum vitae (detailing academic qualifications, work and professional experience, leadership, membership to professional associations, and community service, e-mail addresses and telephone contacts) and copies of national identity cards. Compliance with the provisions of Chapter Six of the Constitution requires attaching clearance certificates from:

- a) Kenya Revenue Authority
- b) Higher Education Loans Board
- c) Ethics and Anti-Corruption Commission
- d) Criminal Investigations Department
- e) Clearance from a credit reference bureau

Applicants should, in addition, provide names, telephone numbers and contact addresses of at least three (3) referees who are knowledgeable about the applicant's competence and area of specialization.

Applications and referees' confidential reports on the applicant's suitability for the position should be sent to the undersigned on or before **4th March 2022**. The reference number of the application should be clearly quoted on the envelopes and in the applicant's cover letters.

The Vice-Chancellor
The Technical University of Kenya
P. O. Box 52428 – 00200, NAIROBI
Email: vc@tukenya.ac.ke

NOTE: The Technical University of Kenya is an equal opportunity employer.