



# THE TECHNICAL UNIVERSITY OF KENYA

## VACANCY ANNOUNCEMENTS

**T**HE Technical University of Kenya (TU-K) is one of the special public universities in Kenya providing education and training. At the same time, it engages in research and innovation that is focused on application of technological knowledge and skills in the solution of societal problems. The University invites applications from suitable and qualified persons to fill the following positions:-

### MANAGER, ESTATE AND SPACE MANAGEMENT GRADE XIII – REF/NO. AD/0001/16

While working under the Director, Property and Infrastructure, the Manager, Estate and Space Management will be responsible for the planning and administration of functions relating to Property and Utilities, Environment and Maintenance Services of the University.

Applicants should be Kenyan citizens with a degree in Engineering, Architecture, Surveying, Building Economy or Land Economy or equivalent from a recognized university, together with the relevant post graduate and professional qualifications. They should be team-builders with demonstrable leadership skills, and have at least seven years relevant administrative experience, five of which at a senior level in a large educational institution or Government Department. They must be registered with their respective registration boards and be computer literate.

### ASSISTANT REGISTRAR – GRADE XII (REF/NO. AD/0002/16)

Applicants should be Kenyan citizens with a degree in social sciences from a recognised university. They should in addition possess relevant postgraduate and professional qualifications. They should be team players, with demonstrable leadership and communication skills, and have at least five years administrative experience, three of which must be at a senior level in a University, Government Department or equivalent institution. They must also be computer literate with good interpersonal and report writing skills.

### RECORDS MANAGER / ARCHIVIST GRADE XII – REF/NO. AD/0003/16

The Records manager will be under the general direction of the Director, Human Resource Services and be responsible for the management and administration of university human resource records and related services. He will also be expected to review existing records management systems and establish and administer appropriate records management programmes in line with best practices.

Applicants should be Kenyan citizens with a Masters Degree in Information Science /Archives and Records Management or equivalent from a recognized university. They should be team players with demonstrable leadership skills, and have at least six years relevant experience, three of which at a level of Assistant Records Manager/Assistant Archivist in a large education institution or government department. They must be registered with their professional association and be competent in RMIS.

### RECORDS OFFICERS GRADE VIII/IX – REF/NO. AD/0004/16

The Records Officer will be under the general direction of the Records Manager and assist in the administration of university human resource records and related services as well as in the management of systems and administration of appropriate management of record programmes in line with best practices.

Applicants should be Kenyan citizens with a Bachelors degree in Information Science/Archives and Records Management or equivalent from a recognized university. They should be team players with demonstrable leadership skills, and have at least three years relevant experience, in a large education institution or government Department. They must be registrable with their professional association and be competent in RMIS.

Those with relevant Masters degree will have an added advantage.

### SENIOR SECRETARY GRADE IX/X – REF/NO. AD/0005/16

Applicants should be Kenyan citizens with a Bachelors degree in Humanities/Social Sciences or its equivalent from a recognised University. They should also possess a Diploma in Office Management or its equivalent and Secretarial skills, including Typewriting III (50 WPM), Shorthand III (120 wpm) or Audio-Typewriting III.

The applicants should have at least 3 years relevant working experience as Secretary, an excellent command of both written and spoken English and be computer literate.

Persons with Higher Diploma in Office Management or its equivalent; Certificates in Typewriting III (50 WPM), Business English III, Commerce II, Secretarial Duties II, Office Management III, Shorthand III (120 wpm) or Audio-Typewriting III; Certificates in Word Processing, Spreadsheets and Data Base Management packages and at least 6 years relevant working experience, 3 of which must be at the level of Secretary grade VII/VIII. The applicants must also be Computer literate.

### SECRETARY GRADE VII/VIII – REF/NO. AD/0006/16

Applicants should be Kenyan citizens with a Bachelors degree in Humanities/Social Sciences or its equivalent from a recognised University. They should also possess a Diploma in Office Management or its equivalent; Secretarial skills, including Shorthand III (120 wpm) or Audio-Typewriting III; an excellent command of both written and spoken English and must be Computer literate. The applicants should have at least 3 years relevant working experience.

Persons with Higher Diploma in Office Management or its equivalent; Certificates in Typewriting Stage III (50 wpm), Business English III, Commerce II, Office Management III, Shorthand III (120 wpm) or Audio-Typewriting III; Certificates in Word Processing, Spreadsheets and Data Base Management packages and 3 years relevant working experience as Assistant Secretary may also apply.

Persons with Diploma in Office Management or its equivalent; Certificate in Business English III, Commerce II, Office Management III, Shorthand III (120 wpm), Audio-Typewriting III; Certificates in Word Processing, Spreadsheets and Data Base Management packages and at least 6 years relevant working experience, 3 of which must be at the level of Assistant Secretary grade V/VI. The applicants must also be Computer literate.

### ASSISTANT SECRETARY GRADE V/VI – REF/NO. AD/0007/16

Applicants should be Kenyan citizens with Diploma in Office Management or its equivalent. They should have Certificates in Typewriting Stage III (50 WPM), Business English III; Commerce II; Secretarial Duties II, Office Management III; Shorthand II; Audio-Typewriting II; Certificates in a Word processing; Spreadsheets and Data Base Management packages. They should have at least 3 years relevant working experience.

#### TERMS AND CONDITIONS OF SERVICE

Successful candidates will be offered a competitive remuneration package which includes basic salary, relevant allowances and medical cover as per the Technical University of Kenya medical scheme and the Kenya Government Public Service guidelines. The salary entry point will depend on qualifications and experience of the candidate.

#### APPLICATION GUIDELINES

Applicants should submit ten (10) copies of application letters accompanied by copies of relevant certificates and testimonials, a curriculum Vitae (detailing academic qualifications, work and professional experience, leadership, membership to professional associations, e-mail addresses and telephone contacts) and copies of their national identity card.

Applicants should forward their documents indicating their current designation, salary and other benefits, and addresses of three (3) referees. The reference number of the post applied for should be clearly indicated on the envelop and in the applicant's cover letter. All applications should be addressed to: The Vice Chancellor on the address below:

The Technical University of Kenya | P. O. Box 52488-00200 Nairobi, Kenya, so as to be received NOT LATER THAN Friday, 19<sup>th</sup> February 2016.

The Technical University of Kenya is an equal-opportunity employer. Women and persons with disability are especially encouraged to apply.