



# 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:-

### **CHIEF FINANCIAL OFFICER: GRADE 16 – REF/NO.AD/0001/15 (RE-ADVERTISED)**

The Chief Financial Officer reports to the Vice-Chancellor and is responsible for the financial and accounting functions, including: (i) Financial Planning, Financial Accounting and Financial Control, (ii) Providing strategic direction, organisation and management of the Finance Department (iii) Ensuring compliance with statutory obligations and external financial reporting requirements, and (iv) Liaising with internal and external auditors.

Applicants should be Kenyan citizens with a Bachelor's degree in Accounting, Finance, Economics or equivalent, from a recognised university. They should also have a relevant PhD or Masters' degree, with at least fifteen years of work experience, the last five of which should be at the level of Finance Officer or a comparable position in a university or in an equivalently large organisation. Applicants must be Certified Public Accountants (CPA) or possess equivalent professional accounting professional qualification.

They should demonstrate competency in modern and international financial management information systems and possess high managerial and administrative capabilities. Candidates should possess strong mathematical, computing, and analytical skills. This is a leadership position within the executive management, and therefore, requires a highly motivated and self-driven person with good communication skills. The job holder is also required to be results-oriented, creative, persuasive and proactive, so as to establish unity of purpose within the Finance Department.

The candidates should be fully compliant with the provisions of Chapter 6 of the Constitution of Kenya.

### **DIRECTOR, HEALTH AND WELLNESS SERVICES: GRADE 15 – REF/NO. AD/0002/15**

The Director, Health and Wellness Services, will be responsible to the Vice-Chancellor and Management through the office of the Deputy Vice Chancellor Administration, Planning and Infrastructure for the planning and general management as well as day to day administration of functions of the University health and wellness services.

Applicants should be Kenyan citizens with a MBChB or its equivalent, and a relevant Masters degree from a recognized university. A Postgraduate qualification in Health Management Systems is an added advantage. They should have at least twelve (12) years post internship working and administrative experience, three (3) of which must be at Principal Medical Officer level or equivalent. They must be registered with the Kenya Medical Practitioners and Dentists' Board.

In addition, they should be team-builders with demonstrable leadership, analytical and communication skills, be knowledgeable in all major areas of medical practice; and demonstrate clear understanding of the relevant government regulations.

### **TERMS AND CONDITIONS OF SERVICE**

*Successful candidates will be offered a competitive remuneration package which includes basic salary, and 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. The appointment at Grade 16 will be for a contractual period of five years, renewable once subject to satisfactory performance.*

### **APPLICATION GUIDELINES**

*Applicants should submit ten (10) copies of application letter accompanied by 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 a national identity card.*

*They should provide names, telephone numbers and contact addresses of at least three referees who are knowledgeable about the applicant's competence and area of specialization. The applicants should request their referees to submit their references directly to the undersigned.*

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

*Applications and referees' confidential reports on the applicant's suitability for the relevant position addressed to the undersigned should be received on or before 12<sup>th</sup> February, 2015.*

**The Vice-Chancellor | The Technical University of Kenya | P. O. Box 52428 – 00200, NAIROBI |  
Tel: +254 (020) 343672, 2249974, 2251300, 341639**

<http://www.tukenya.ac.ke>

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