



# THE TECHNICAL UNIVERSITY OF KENYA

## VACANCY ANNOUNCEMENT

AS a technical university, the Technical University of Kenya (TU-K) is one of the special public universities in Kenya whose strategic objective are teaching and learning, research and innovation, and community service and extension. Beyond this, TU-K offers education and training that is focused on application of technological knowledge and skills. The University is also keen on research with a bias on applicability of such research in solving immediate and future anticipated societal problems, the guiding factor of this research being innovativeness. Research is also a guiding principle in everything that the institution is involved in, especially in the management and administration of its courses and resources. The Technical University of Kenya invites applications for the following academic and administrative positions:

### 1. ASSOCIATE PROFESSORS (REF/NO. AC/0001/14)

Applicants should have an earned and relevant PhD degree from a recognised university with the necessary teaching experience at both undergraduate and postgraduate levels, in their respective areas of specialisation. They should have served as Senior Lecturers in a university or equivalent.

They should also have extensive and relevant research experience as evidenced by scholarly publications. The successful applicants will be required to teach at both undergraduate and postgraduate levels in addition to carrying out relevant research in their areas of specialization. They will be required to provide leadership in the School as well as participate in other Departmental and University assignments. The University wishes to recruit Associate Professors in the following areas:

- 1. School of Electrical and Electronic Engineering:**  
*Automation and Control, Electrical and Power, Electronics and Computer, Telecommunications and Information*
- 2. School of Infrastructure and Resource Engineering:**  
*Biosystems and Environmental Engineering, Civil and Construction, Mining and Minerals, Engineering Economics and Management*
- 3. School of Mechanical and Process Engineering:**  
*Aerospace and Aviation, Chemical and Petroleum, Industrial and Manufacturing, Mechanical and Mechatronic*
- 4. School of Creative Arts and technologies:**  
*Design and Creative Media, Fashion and Textile Technology, Music and Performing Arts, Printing and Media Technology*

### 2. UNIVERSITY SECRETARY – GRADE XV (REF/NO. AD/0001/14)

The University Secretary shall be responsible to the Vice-Chancellor for the management and administration of the University Secretariat including governance and executive support, integrity and equity, and legal and corporate compliance. Applicants should be Kenyan citizens with a relevant Ph.D degree from a recognized university with at least twelve years' working experience. Alternatively, they should possess relevant Masters' degree with at least fifteen years' administrative experience. They must be Certified Public Secretaries or equivalent, and should have served as a Deputy Registrar or equivalent. In addition, they should be team-builders with demonstrable leadership, communication and report-writing skills.

### 3. DIRECTOR, AUDIT AND RISK MANAGEMENT – GRADE XV (REF/NO. AD/0002/14)

The Director, Audit and Risk Management shall be responsible to the Vice-Chancellor and Management for the day-to-day administration of the internal audit functions of the University. The appointee will also provide leadership in risk management, and in this role, will also report to Council and serve as the Secretary to the Council Audit Committee.

Applicants should be Kenyan citizens with a Ph.D degree from a recognized university, and have at least twelve years' work experience, five of which should be at senior position in a university or equivalent. Alternatively, they should possess a relevant Masters' degree with at least fifteen years' administrative experience. In addition, they must hold a Bachelors degree in Finance, Economics or Accounting, and be fully qualified auditors and registered members of the Institute of Certified Public Accountants of Kenya or equivalent.

The candidate should be a mature person with demonstrable leadership and communication skills and have a clear understanding of the entire finance function.

### 4. DIRECTOR, SUPPLY CHAIN OPERATIONS – GRADE XV (REF NO. AD/0003/14)

The Director, Supply Chain Operations shall be responsible to the University Management for the day to day running of supply chain operations of the institution, and is therefore expected to have a clear and comprehensive understanding of procurement and supply chain functions in an academic institution.

Applicants should be Kenyan citizens with a Ph.D degree from a recognized university, and have at least twelve years' relevant experience, five of which should be at a senior position in a university or equivalent. Alternatively, they should possess a relevant Masters' degree with at least fifteen years' administrative experience. They should have professional training at postgraduate level in procurement, purchasing or supplies, and should be registered by the relevant professional body. They must also have computer and excellent communication skills.

This is a leadership position that requires a dynamic, self-motivated and mature person with capacity to manage and direct procurement activities. He/she must be of high integrity and must have ability to work under pressure and meet strict guidelines.

### 5. ASSISTANT EXECUTIVE SECRETARY – GRADE XI (REF/NO. AD/0004/14)

The Assistant Executive Secretary will be assigned duties within the University Senior Management and will be responsible for the management and general administration of one of the offices. Applicants must be Kenya citizens with a relevant degree from a recognized university together with necessary secretarial qualifications. They should be team-builders with demonstrable leadership skills and have at least six years' administrative experience, three of them at senior level in a university or equivalent. They must have a good command of both written and spoken English, excellent communication, interpersonal and report writing skills together with the relevant computer applications. Those with relevant Diploma and at least nine years' experience will also be considered.

#### TERMS AND CONDITIONS OF SERVICE

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

#### APPLICATION GUIDELINES

Applications 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 are invited from persons qualified for the positions described above.

They should provide names, telephone numbers and contact addresses of at least three referees who are knowledgeable about the applicant's competence and respective areas of specialization. The applicants should request their referees to submit their references directly to the undersigned. Applications and referees' confidential reports on the applicant's suitability for the position should be sent to the undersigned to be received on or before **12<sup>TH</sup> MARCH 2014**.

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