



THE TECHNICAL UNIVERSITY OF KENYA

VACANCY ANNOUNCEMENT

The Technical University of Kenya is a premier public university in Kenya that offers education and training with a focus on application of technological skills and knowledge for the real world. The University invites applications from suitably qualified persons to fill the following positions:

1. SENIOR ACCOUNTANT – GRADE XIII

Applicants should be Kenyan citizens with a degree in finance, economics or accounting together with relevant postgraduate qualifications from a recognised university. They must, in addition be qualified accountants holding CPA (K) and be registered members of the Institute of Certified Public Accountants of Kenya. They should be team-builders with demonstrable leadership and communication skills, and have at least ten years relevant experience five of which at senior level in a University, Government Department or equivalent institution. They must also be computer literate with good interpersonal and report writing skills.

2. EXECUTIVE SECRETARY - GRADE XII

The Executive Secretary position is established within the Office of the Vice-Chancellor. The holder is expected to provide general leadership for the office management responsibilities, as well as supervisory support to the other staff. The position requires persons of high integrity, dedication and initiative.

Applicants must be Kenya citizens with a relevant degree from a recognized university. They should have at least KCSE Mean Grade C or KCE Division III or equivalent qualification with a credit in English language. In addition, they should have sat and passed in the following subjects offered by the Kenya National Examination Council or an equivalent examining body: Business English III, Commerce II, Secretarial Duties II, Office Management III, Shorthand III (Minimum 120 wpm) or Audio-Typewriting III, and Typewriting 50 wpm. Applicants must be highly computer literate.

They should be team-builders with demonstrable leadership skills and have at least six (6) years work experience, three (3) of which must be at the level of Assistant Executive Secretary in a busy office in a large educational institution or Government Department. Those with relevant Higher Diploma in Office Management or equivalent and at least nine (9) years work experience three (3) of which must be at the level of Assistant Executive Secretary and the above secretarial courses will also be considered. They must have excellent communication and organizational skills.

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.

APPLICATION GUIDELINES

Applicants should submit ten (10 copies) of the 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 the 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. Applications and referees' confidential reports on the applicant's suitability for the relevant position should be addressed to the undersigned.

Application deadline: Friday, 21st October 2016.

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

The Vice-Chancellor | The Technical University of Kenya | P. O. Box 52428 – 00200, City Square, NAIROBI. | E-MAIL: vc@tukenya.ac.ke