



**TOM MBOYA UNIVERSITY**  
KNOWLEDGE FOR SUSTAINABLE INNOVATION ENTERPRISE

**VACANCY ADVERTISEMENT**

In pursuit of its mission and mandate, the University invites applications from qualified candidates to fill the following advertised positions.

**ACADEMICS**

<b>Position</b>	<b>Reference Number</b>	<b>Grade</b>	<b>No. of Positions</b>
<b>PROFESSOR (Architecture)</b>	<b>TMU/ACA/01/26</b>	<b>GRADE 15A</b>	<b>One (1) Position</b>
<b>Requirements for Appointment</b> Must have: <ul style="list-style-type: none"><li>i). An earned Ph.D or equivalent degree qualification in the relevant field from an accredited and recognized university</li><li>ii). At least three (3) years of teaching experience at the university as an Associate Professor or equivalent; and research experience</li><li>iii). A minimum of sixty (60) equivalent publication points since attaining Associate Professorship or equivalent, of which at least forty (40) should be from refereed scholarly journals</li><li>iv). Supervised a minimum of five (5) post-graduate students to completion, at least two at doctoral level</li><li>v). Registered with the relevant professional body (<i>where applicable</i>)</li><li>vi). Attracted research or development funds as an Associate Professor or equivalent</li></ul>			
<b>ASSOCIATE PROFESSOR (Aquatic and Fishery Science / Blue Economy)</b>	<b>TMU/ACA/02/26</b>	<b>GRADE 14A</b>	<b>One (1) Position</b>
<b>Requirements for Appointment</b> Must have: <ul style="list-style-type: none"><li>i). An earned Ph.D or equivalent degree qualification in the relevant field from an accredited and recognized university</li><li>ii). At least three (3) years of teaching experience at the university as a Senior Lecturer, or Senior Researcher /Industry experience or equivalent</li><li>iii). A minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty-two (32) should be from refereed scholarly journals</li><li>iv). Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student</li><li>v). Attracted research or development funds as a Senior Lecturer/Senior Research Fellow</li><li>vi). Registered with the relevant professional body (<i>where applicable</i>)</li></ul>			
<b>SENIOR LECTURER (Architecture)</b>	<b>TMU/ACA/03/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Civil Engineering)</b>	<b>TMU/ACA/04/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Chemical Engineering)</b>	<b>TMU/ACA/05/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Marine Engineering)</b>	<b>TMU/ACA/06/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Software Engineering)</b>	<b>TMU/ACA/07/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>

<b>SENIOR LECTURER (Pharmacy)</b>	<b>TMU/ACA/08/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Nursing)</b>	<b>TMU/ACA/09/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Cyber Security and Forensics)</b>	<b>TMU/ACA/10/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Data Science)</b>	<b>TMU/ACA/11/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Public Health)</b>	<b>TMU/ACA/12/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Environmental Planning and Management)</b>	<b>TMU/ACA/13/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (International Relations)</b>	<b>TMU/ACA/14/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Governance and Public Policy)</b>	<b>TMU/ACA/15/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Sustainable Blue Economy)</b>	<b>TMU/ACA/16/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Education in Technology)</b>	<b>TMU/ACA/17/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Food Science)</b>	<b>TMU/ACA/18/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Forensic Science)</b>	<b>TMU/ACA/19/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Project Management)</b>	<b>TMU/ACA/20/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Remote Sensing/ GIS/ Geomatics)</b>	<b>TMU/ACA/21/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>SENIOR LECTURER (Building Technology/ Building Science)</b>	<b>TMU/ACA/22/26</b>	<b>GRADE 13A</b>	<b>One (1) Position</b>
<b>Requirements for Appointment</b>			
Must have:			
i). An earned Ph.D or equivalent degree qualification in the relevant field from an accredited and recognized university			
ii). At least three (3) years teaching / research experience at the university level as a lecturer/Research Fellow or six (6) years research / industry experience;			
iii). A minimum of thirty-two (32) publication points as a Lecturer or equivalent, of which at least twenty-four (24) should be from refereed scholarly journals			
iv). Supervised a minimum of three (3) post-graduate students to completion as a Lecturer or equivalent			
v). Registered with the relevant professional body ( <i>where applicable</i> )			
<b>LECTURER (Architecture)</b>	<b>TMU/ACA/23/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Civil Engineering)</b>	<b>TMU/ACA/24/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Chemical Engineering)</b>	<b>TMU/ACA/25/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Marine Engineering)</b>	<b>TMU/ACA/26/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Software Engineering)</b>	<b>TMU/ACA/27/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Pharmacy)</b>	<b>TMU/ACA/28/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Nursing)</b>	<b>TMU/ACA/29/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Cyber Security and Forensics)</b>	<b>TMU/ACA/30/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Data Science)</b>	<b>TMU/ACA/31/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Public Health)</b>	<b>TMU/ACA/32/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Environmental Planning and Management)</b>	<b>TMU/ACA/33/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (International Relations)</b>	<b>TMU/ACA/34/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Governance and Public Policy)</b>	<b>TMU/ACA/35/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Sustainable Blue Economy)</b>	<b>TMU/ACA/36/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Education in Technology)</b>	<b>TMU/ACA/37/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Food Science)</b>	<b>TMU/ACA/38/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Ecotourism, Hotel and Institutional Management)</b>	<b>TMU/ACA/39/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Remote Sensing/GIS/Geomatics)</b>	<b>TMU/ACA/40/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Medical Laboratory Sciences)</b>	<b>TMU/ACA/41/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Building Technology/ Building Science)</b>	<b>TMU/ACA/42/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>

<b>LECTURER (Religion)</b>	<b>TMU/ACA/43/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Criminology)</b>	<b>TMU/ACA/44/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (History)</b>	<b>TMU/ACA/45/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Kiswahili)</b>	<b>TMU/ACA/46/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (English)</b>	<b>TMU/ACA/47/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>
<b>LECTURER (Literature)</b>	<b>TMU/ACA/48/26</b>	<b>GRADE 12A</b>	<b>Two (2) Positions</b>

**Requirements for Appointment**

Must have:

- i). An earned Ph.D or equivalent degree qualification in the relevant field from an accredited and recognized university
- ii). At least three (3) years teaching at the university level or in research or industry;
- iii). A minimum of twenty-four (24) publication points, of which at least sixteen (16) should be from refereed scholarly journals
- iv). Registered with the relevant professional body (*where applicable*)

## ADMINISTRATION

<b>Position</b>	<b>Reference Number</b>	<b>Grade</b>	<b>No. of Positions</b>
<b>SENIOR SYSTEMS ADMINISTRATOR</b>	<b>TMU/ADM/01/26</b>	<b>GRADE 13</b>	<b>One (1) Position</b>

**Requirements for Appointment**

Must have:

- i). Minimum twelve (12) years' cumulative relevant work experience, out of which three (3) must have been at the level of a Systems Administrator Grade 12 or equivalent
- ii). Master's degree in Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems or equivalent qualification from a recognized and accredited institution
- iii). Bachelor's degree in Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognized and accredited institution
- iv). Relevant technical and professional certification from a recognized institution
- v). Registered with the relevant professional body with a valid membership/practicing license

**Duties and Responsibilities**

- Coordinate the development, implementation, and review of the University's ICT policies, strategies, regulations, standards and procedures
- Advise management on the institutionalization of effective ICT governance structures
- Ensure compliance with good governance practices in ICT management
- Spearhead the development and implementation of the division's strategic plans, budgets and performance contracts
- Review ICT policies, strategies and plans to align with the University's automation priorities
- Recommend the University-wide ICT budget and allocate ICT resources among user departments
- Monitor and evaluate the performance of ICT projects to ensure their success
- Oversee service providers in the development and implementation of appropriate ICT infrastructure
- Facilitate the development of frameworks and formats for digitizing University records and procedures
- Consolidate the University's operating systems by adopting cost-effective technology solutions and optimizing cloud spending
- Coordinate network design, planning, installation and maintenance
- Promote digital infrastructure to enhance the University's service delivery
- Streamline operational processes through digital solutions, including automation tools, cloud services and data analytics
- Facilitate the development and maintenance of the University's website and other customer-facing systems

- Lead the design and implementation of strategies to safeguard and protect the University's data, information and systems
- Spearhead the design and implementation of security systems to secure ICT assets
- Implement and monitor best-practice information security processes
- Oversee the development, implementation and review of the ICT business disaster recovery strategy
- Facilitate capacity building of University staff in cybersecurity, data analytics and digital transformation
- Provide end-user ICT training, technical support services, and data management services
- Ensure the provision of email, internet and related services
- Scrutinize hardware and software license agreements and service-level agreements with Internet Service Providers, providing advice to the Management Board and Senate
- Oversee the development and maintenance of effective communication systems in the University
- Oversee the preparation and presentation of ICT status reports
- Recommend and implement quality of service measures to enhance service delivery for end users
- Coordinate in-house and outsourced ICT infrastructure projects to ensure alignment with University goals
- Address strategic and policy matters referred by the Management Board and Senate
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

<b>LEGAL OFFICER</b>	<b>TMU/ADM/02/26</b>	<b>GRADE 12</b>	<b>One (1) Position</b>
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**Requirements for Appointment**

Must have:

- i). Minimum nine (9) years' cumulative relevant work experience, out of which three (3) must have been at the level of a Legal Officer II Grade 11 or equivalent
- ii). Bachelor of Law Degree degree or equivalent qualification from a recognized and accredited institution
- iii). Post Graduate Diploma in Law from Kenya School of Law
- iv). Admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate
- v). Registered as a member of the Law Society of Kenya in good standing
- vi). Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Representing the University in court and other tribunals in which the University is a party
- Overseeing development and implementation of legal services policies, strategies, procedures and guidelines
- Providing guidance to the Council on their Job Descriptions and on matters of governance
- Assisting the Council in carrying out the following: Council members' induction and training
- Updating Council and committee charters; repairing Council work plans; Council evaluation; governance audit; and implementing the code of conduct and ethics; Ensuring the timely preparation and circulation of Council and committee papers and minutes
- Custodian of the seal of the organization and account to the Council for its use
- Establish and maintaining the conflict of interest and gift registers of the University
- Ensuring that annual returns are promptly filed with the relevant authorities
- Overseeing development, implementation and review of legal policies, strategies, regulations and procedures
- Providing legal opinion or advice on governance matters in the University
- Ensuring that the University is represented in court and all legal fora
- Overseeing the authentication of documents issued to the University as collateral, securities or support documents for loans and undertake conveyance
- Facilitating legal research, investigation, preparation of witnesses for pre-trial and hearing
- Facilitating the maintenance of an up-to-date record of gazetted matters which relate to the University
- Ensuring that the University complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance
- Overseeing the review of laws, by-laws and regulations relating to the University
- Overseeing litigation management by liaising with external lawyers to ensure adequate representation of the

University

- Spearheading the development and implementation of Department work plans, budget, performance contracts and ensuring compliance with Seniors of good governance
- Overseeing legal audits and ensuring compliance with good governance and code of ethics
- Spearheading the implementation of quality management and performance contracting processes
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

<b>ASSISTANT INTERNAL AUDITOR</b>	<b>TMU/ADM/03/26</b>	<b>GRADE 10</b>	<b>One (1) Position</b>
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**Requirements for Appointment**

Must have:

- i). Minimum six (6) years' cumulative relevant work experience, out of which three (3) must have been at the level of Assistant Internal Auditor Grade 9 or equivalent
- ii). Bachelor's degree in any of the following disciplines: - Accounting, Finance, Commerce, Economics, Business Administration, Business Management or equivalent qualification from a recognized and accredited institution
- iii). Certificate in any of the following: Part II of the Certified Internal Auditor (CIA), Part II of the Certified Public Accountants (CPA) Examination, Part II of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution
- iv). Registered with relevant professional body (where applicable)
- v). Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Implementing fraud investigation and anti-corruption policies, guidelines strategies and plans
- Analyzing data on financial records, systems and processes
- Undertaking comprehensive audits at the University
- Stocktaking and undertaking risk assessment, corruption risk assessment and anti-corruption awareness activities
- Reviewing internal controls in the University; Evaluating the adequacy of system controls and recommending improvements
- Carrying out audit checks and identifying any accounting errors; Undertaking spot-checks and cash surveys
- Undertaking audit investigations
- Carrying out audit follow-ups on implementation of recommendations on audit reports
- Assessing compliance with internal policies, tax regulations and other statutory guidelines
- Implementing Quality Assurance and Improvement Programme (QAIP)
- Consolidating primary audit reports/queries on the University's financial statement
- Carrying out compliance tests
- Monitoring and evaluating audit reports.
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

<b>ASSISTANT ACCOUNTANT</b>	<b>TMU/ADM/04/26</b>	<b>GRADE 10</b>	<b>Two (2) Positions</b>
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**Requirements for Appointment**

Must have:

- i). Minimum six (6) years' cumulative relevant work experience, out of which three (3) must have been at the level of Assistant Accountant Grade 9 or equivalent
- ii). Bachelor's degree in any of the following disciplines: - Accounting, Finance, Commerce, Economics, Business Administration, Business Management or equivalent qualification from a recognized and accredited institution
- iii). Certificate in any of the following: Part II of the Certified Public Accountants (CPA) Examination, Part II of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution

- iv). Registered with relevant professional body (where applicable)
- v). Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Implementing accounting policies, strategies, regulations, guidelines and procedures
- Coordinating management accounting and preparation of financial statements and Accounts
- Ensuring implementation of financial controls and regulations
- Authorizing payments within the prescribed limits
- Coordinating preparation of financial and accounting work plans and budgets
- Ensuring consolidation of cash flow projections; Ensuring timely provision of accounting financial reports;
- Compiling and maintaining inventory of all bank accounts and approved signatures
- Interpreting financial policies, regulations and procedures
- Ensuring invoicing and accounting of University services
- Maintaining and updating of accounting records; Reconciling creditors, and debtors' accounts
- Validating monthly bank reconciliations statements
- Ensuring that all payments are within the approved University budgetary provisions
- Monitoring and reviewing of inventory transactions
- Updating vote heads for various Departments
- Preparing budget estimates for the university
- Developing the departmental work plans
- Participating in quality management and performance contracting processes
- Maintaining asset register
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

**ASSISTANT PROCUREMENT OFFICER**

**TMU/ADM/05/26**

**GRADE 10**

**One (1) Position**

**Requirements for Appointment**

Must have:

- i). Minimum six (6) years' cumulative relevant work experience, out of which three (3) must have been at the level of Senior Procurement Assistant Grade 9 or equivalent
- ii). Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognized and accredited institution
- iii). Relevant technical and professional certification from a recognized institution
- iv). Registered with the relevant professional body with a valid membership/practicing license
- v). Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Developing, reviewing and implementing procurement policies, strategies, regulations and procedures to ensure efficient supply chain management
- Coordinating the purchasing and control of materials to support operational needs
- Preparing and maintaining the procurement manual and templates for streamlined operations
- Overseeing internal auditing and evaluation of procurement processes to enhance compliance and efficiency
- Coordinating the identification and disposal of unserviceable, obsolete and surplus stores and equipment
- Ensuring the effective use and management of the e-Procurement system for transparent and efficient transactions
- Monitoring compliance with regulatory requirements and ethical standards related to the procurement of goods, services and works
- Consolidating procurement budgets and plans to align with institutional goals and objectives
- Ensuring the safe custody and proper storage of procured goods
- Coordinating the preparation, maintenance, transfer and valuation of the institutional assets register
- Overseeing periodic stock-taking and stock audits to maintain accurate inventory records

- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

<b>CLERK OF WORKS</b>	<b>TMU/ADM/06/26</b>	<b>GRADE 10</b>	<b>One (1) Position</b>
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**Requirements for Appointment**

Must have:

- Minimum six (6) years' cumulative relevant work experience, out of which three (3) must have been at the level of Grade 9 or equivalent
- Bachelor's degree in any of the following disciplines: - Building Technology, Civil Engineering, Construction Management or equivalent qualification from a recognized and accredited institution
- Relevant technical and professional certification from a recognized institution
- Registered with the relevant professional body with a valid membership/practicing license
- Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Plan, schedule and oversee construction projects, ensuring they are delivered on time, within scope and budget, while adhering to professional building specifications, engineering standards and statutory regulations
- Assist in the preparation, review and monitoring of project budgets, cost estimates and financial progress reports, including verification of monthly progress returns and payment certificates
- Administer building contracts, monitor contractors' performance and participate in tender evaluation and pre-construction meetings as required
- Inspect construction work, advise on technical issues, ensure compliance with quality, safety and regulatory standards, and recommend corrective measures when necessary
- Supervise maintenance, repairs, refurbishments and alterations to existing buildings, including estimation and management of required materials and conduct valuations where necessary
- Prepare technical reports, progress updates and maintain accurate records of all projects, contracts, maintenance activities and expenditures
- Provide technical guidance and advice to University management, liaising with architects, engineers, contractors, suppliers and other stakeholders
- Participate in policy formulation and the development of standards for University construction, maintenance, sustainability and environmental compliance
- Supervise and mentor junior technical staff, ensuring professional standards and effective team performance
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

<b>SECURITY OFFICER</b>	<b>TMU/ADM/07/26</b>	<b>GRADE 8</b>	<b>One (1) Position</b>
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**Requirements for Appointment**

Must have:

- Minimum six (6) years' cumulative relevant work experience, out of which three (3) must have been at the level of Security Officer Grade 7 or equivalent
- Bachelor Degree in Criminology, Security Science or equivalent from recognized and accredited institution
- Certificate of clean record of discharge from the relevant disciplined service at the level of Sergeant/Inspector/Warrant Officer in Police Service/Kenya Defense Forces
- Clearance from the Directorate of Criminal Investigations (Police Clearance Certificate)
- Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Developing and enforcing security policies and standards in alignment with the University's operational framework
- Monitoring and evaluating the implementation of the security strategy to ensure compliance with policies, processes and procedures that support the University's objectives

- Coordinating and conducting security audits to identify vulnerabilities and recommend corrective measures
- Gathering and analyzing intelligence to develop preventive strategies that enhance the security of the University's assets and operations
- Training and monitoring outsourced security service providers to ensure they meet University security objectives and performance standards
- Developing and delivering security training programs and sensitization initiatives to promote compliance with security standards and policies
- Planning and coordinating responses to security incidents, investigating violations and contributing to disciplinary or legal actions as necessary
- Maintaining an up-to-date database of security incidents and trends, generating reports for management decision-making and action
- Initiating and implementing programs and measures to prevent and address encroachments on University property
- Participating in quality assurance programs to uphold and improve security standards
- Preparing and managing the budget and procurement plan for the security section
- Mentoring, coaching and developing security staff to enhance their skills and performance
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

<b>TECHNOLOGIST (Surveying/GIS/Geomatics)</b>	<b>TMU/ADM/08/26</b>	<b>GRADE 8</b>	<b>One (1) Position</b>
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**Requirements for Appointment**

Must have:

- i). Minimum six (6) years' cumulative relevant work experience at level of Technician/ Technologist Grade 7 or equivalent
- ii). Bachelor's degree in a relevant field from a recognized and accredited institution
- iii). Diploma in a relevant field from a recognized and accredited institution
- iv). Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Preparing, maintaining and managing laboratory and field equipment, including total stations, GPS/GNSS receivers, GIS software, and other surveying instruments
- Conducting and supervising practical exercises, fieldwork and laboratory sessions for undergraduate and postgraduate students
- Collecting, processing and analyzing spatial and geospatial data to support teaching, research and applied projects
- Ensuring proper functioning, calibration, and maintenance of surveying and GIS equipment, including software and hardware troubleshooting
- Supervising and mentoring junior staff, students, and attachees engaged in laboratory or field work
- Maintaining accurate laboratory and field records, including inventories, consumables and quality assurance documentation
- Ensuring compliance with safety standards and proper handling of equipment and data during laboratory and field activities
- Supporting research projects, mapping and geospatial analysis, providing technical expertise and guidance
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

<b>TECHNOLOGIST (Building Technology /Building Science)</b>	<b>TMU/ADM/09/26</b>	<b>GRADE 8</b>	<b>One (1) Position</b>
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**Requirements for Appointment**

Must have:

- i). Minimum six (6) years' cumulative relevant work experience at the level of Technician/ Technologist Grade 7 or equivalent
- ii). Bachelor's degree in a relevant field from a recognized and accredited institution
- iii). Diploma in a relevant field from a recognized and accredited institution

iv). Proficiency in the relevant computer applications

#### **Duties and Responsibilities**

- Preparing and managing laboratory and workshop materials and equipment, including tools, machinery, consumables, and testing instruments
- Conducting and supervising practical exercises, laboratory sessions, and demonstrations for undergraduate and postgraduate students
- Maintaining, calibrating, and repairing laboratory and workshop equipment, ensuring proper functioning for teaching and research activities
- Supporting research projects, including the preparation, testing, and analysis of building materials and other practical investigations
- Supervising and mentoring junior laboratory staff, students, and attachees, promoting safe and efficient technical practices
- Ensuring compliance with safety and environmental standards, including proper handling and disposal of materials and laboratory waste
- Maintaining accurate records of laboratory experiments, equipment inventories, and consumables, and implementing quality assurance standards
- Assisting in the development of laboratory manuals, teaching aids, and technical documentation to support instructional programs
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

#### **Application Mode**

Applications should be accompanied by a detailed up to date curriculum vitae, certified true copies of academic and professional certificates, National Identity Card or Passport, together with testimonials and other relevant supporting documents.

Qualified candidates must submit **three (3) hard copies** of their application, clearly indicating the reference number of the position applied for to the address below and email scanned coloured copies of the same documents compiled into a single PDF file to [recruitment@tmu.ac.ke](mailto:recruitment@tmu.ac.ke). Applications must be received on or before **Tuesday 14<sup>th</sup> April, 2026 by 5:00 PM (1700hrs)**:

#### **Address to:**

The Vice-Chancellor  
Tom Mboya University  
P. O. BOX 199 - 40300  
**HOMA-BAY**

Recommendations from at least three (3) referees should be sent separately under sealed envelopes on or before the advertisement deadline to the email address above.

#### **Terms of Service**

Appointments to the advertised positions shall be on **Permanent and Pensionable or Contract terms**, as may be determined by the University, in accordance with the applicable Government regulations, University Statutes, and the University's Human Resource Policies and Procedures.

**NOTE:** Tom Mboya University (TMU) is an equal opportunity employer committed to inclusivity and diversity. The University welcomes applications from individuals of all genders, ethnic backgrounds, and persons living with disabilities. **Therefore, women, persons living with disabilities, marginalized groups and minorities are encouraged to apply.** Please note that canvassing will result in automatic disqualification. TMU does not charge any fees at any stage of the recruitment and selection process. Only shortlisted candidates will be contacted.

*Interested applicants should visit Tom Mboya University website: [www.tmu.ac.ke](http://www.tmu.ac.ke) to view detailed requirements.*