



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

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**VACANCY ADVERTISEMENT**

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

**ACADEMICS**

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**ASSOCIATE PROFESSOR - GRADE 14 A - One (1) Position - TMU/ACA/01/25**

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**Area of Specialization:** Statistics

**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 of teaching experience at the university as a Senior Lecturer, or Senior Researcher /Industry experience or equivalent
- 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
- iv). Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student
- v). Attracted research or development funds as a Senior Lecturer/Senior Research Fellow
- vi). Registered with the relevant professional body (*where applicable*)

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**ASSOCIATE PROFESSOR - GRADE 14 A - One (1) Position - TMU/ACA/02/25**

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**Area of Specialization:** Aquatic and Fishery Science / Blue Economy

**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 of teaching experience at the university as a Senior Lecturer, or Senior Researcher /Industry experience or equivalent
- 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
- iv). Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student
- v). Attracted research or development funds as a Senior Lecturer/Senior Research Fellow
- vi). Registered with the relevant professional body (*where applicable*)

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**ASSOCIATE PROFESSOR - GRADE 14 A - One (1) Position - TMU/ACA/03/25**

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**Area of Specialization:** Accounting/ Finance

**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 of teaching experience at the university as a Senior Lecturer, or Senior Researcher /Industry experience or equivalent
- 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
- iv). Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student
- v). Attracted research or development funds as a Senior Lecturer/Senior Research Fellow
- vi). Registered with the relevant professional body (*where applicable*)

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**SENIOR LECTURER - GRADE 13 A - One (1) Position - TMU/ACA/04/25**

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**Area of Specialization:** Law

**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 / 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 (*where applicable*)

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**SENIOR LECTURER - GRADE 13 A - One (1) Position - TMU/ACA/05/25**

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**Area of Specialization:** Medical Laboratory

**Requirements for Appointment**

Must have:

- vi). An earned Ph.D or equivalent degree qualification in the relevant field from an accredited and recognized university
- vii). At least three (3) years teaching / research experience at the university level as a lecturer/Research Fellow or six (6) years research / industry experience;
- viii). 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
- ix). Supervised a minimum of three (3) post-graduate students to completion as a Lecturer or equivalent
- x). Registered with the relevant professional body (*where applicable*)

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**SENIOR LECTURER - GRADE 13 A - One (1) Position - TMU/ACA/06/25**

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**Area of Specialization:** Forensic Science

**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 / 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 (*where applicable*)

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**SENIOR LECTURER - GRADE 13 A - One (1) Position - TMU/ACA/07/25**

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**Area of Specialization:** Surveying, Mapping and Geomatics Engineering

**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 / 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 (*where applicable*)

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**SENIOR LECTURER - GRADE 13 A - One (1) Position - TMU/ACA/08/25**

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**Area of Specialization:** Land and Estates Management

**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 / 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 (*where applicable*)

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**SENIOR LECTURER - GRADE 13 A - One (1) Position - TMU/ACA/09/25**

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**Area of Specialization:** Educational Foundations/Curriculum

**Requirements for Appointment**

Must have:

- vi). An earned Ph.D or equivalent degree qualification in the relevant field from an accredited and recognized university
- vii). At least three (3) years teaching / research experience at the university level as a lecturer/Research Fellow or six (6) years research / industry experience;
- viii). 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
- ix). Supervised a minimum of three (3) post-graduate students to completion as a Lecturer or equivalent
- x). Registered with the relevant professional body (*where applicable*)

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**LECTURER - GRADE 12 A - One (1) Position - TMU/ACA/10/25**

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**Area of Specialization:** Actuarial Science

**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*)

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**LECTURER - GRADE 12 A - One (1) Position - TMU/ACA/11/25**

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**Area of Specialization:** Project Management

**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*)

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**LECTURER - GRADE 12 A - One (1) Position - TMU/ACA/12/25**

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**Area of Specialization:** Biochemistry

**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

**DEPUTY REGISTRAR (Academics) - GRADE 14 -One (1) Position - TMU/ADM/01/25**

## **Requirements for Appointment**

Must have:

- i). Minimum fifteen (15) years' cumulative relevant work experience, out of which three (3) must have been at the level of Senior Assistant Registrar (Academics) grade 13 or equivalent
- ii). Master's degree in any of the following disciplines: Education/ Social Sciences/ Business Administration or equivalent qualification from a recognized and accredited institution
- iii). Bachelor's degree in any of the following disciplines: Education/ Social Sciences/ Business Administration or equivalent qualification from a recognized and accredited institution
- iv). Certified Secretary (CS) Final or equivalent qualification from accredited examination body
- v). Registered with the relevant professional body with a valid membership/practicing license
- vi). Proficiency in the relevant computer applications

## **Duties and Responsibilities**

- Provide overall direction, coordination, and smooth running of the academic department within the University
- Supervise, coach, and mentor staff within the academic department
- Ensure the effective coordination and implementation of academic affairs across the University
- Spearhead and supervise the admissions and examination processes
- Facilitate the issuance of student certificates and transcripts
- Coordinate the formulation and implementation of the strategic plan for the division in alignment with University objectives
- Set and oversee the implementation of Performance Contract (PC) targets within academic department
- Oversee adherence to Quality Management Standards (QMS) for performance management systems
- Provide secretariat support to the University Senate and standing committees of the Senate
- Facilitate secretariat services for the student disciplinary process, student orientation, and graduation
- Circulate Senate resolutions and ensure proper documentation
- Ensure timely submission of reports within the academic department
- Serve as the custodian of all records within the academic department
- Exercise overall control and oversight of the Student Management Information System
- Plan, formulate and manage the departmental budget to ensure efficient use of resources
- Facilitate the clearance of students to vie for student elections
- Coordinate and implement quality audits to maintain high standards in academic services
- Coordinate the marketing of academic programs to attract and retain students
- Develop, evaluate and oversee academic systems and processes in line with best practices
- Coordinate scheduling, meetings and appointments for key university functions
- Analyze and review reports for effective decision-making
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

**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 an Accountant Grade 12 or equivalent
- ii). Master's degree in any of the following disciplines: Commerce, Accounting, Finance or equivalent qualification from a recognized and accredited institution
- iii). Bachelor's degree in any of the following disciplines: Commerce, Accounting, Finance or equivalent qualification from a recognized and accredited institution
- iv). Certified Public Accountant CPA(K) or equivalent qualification from accredited examination body
- v). Registered with the relevant professional body with a valid membership/practicing license
- vi). Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Developing, reviewing and coordinating the implementation of accounting policies, strategies, regulations, guidelines, and procedures
- Overseeing the preparation of annual financial statements and ensuring their accuracy and compliance
- Authorizing payments and ensuring all disbursements adhere to financial regulations and institutional policies
- Coordinating the development and monitoring of departmental work plans to align with the university's objectives
- Reviewing financial management reports and advising management on the university's financial performance
- Validating and approving the administration of all tax and statutory compliance matters, including payroll management
- Ensuring the timely and accurate payment of goods, works and services to maintain operational efficiency
- Reviewing for submission the periodic financial reports to The National Treasury and Planning
- Monitoring adherence to the approved budget to prevent overspending and ensure financial accountability
- Approving monthly bank reconciliation statements for accuracy and completeness
- Facilitating resource mobilization initiatives to enhance the university's financial sustainability
- Coordinating the implementation of quality management procedures and performance contracting processes
- Leading the preparation and review of the university's budget
- Facilitating timely responses to audit queries and implementing corrective measures
- Mentoring and coaching staff to build capacity and enhance performance
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

**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

**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 an Assistant Librarian Grade 11 or equivalent
- ii). Master's Degree in Library and Information Science or equivalent qualification from a recognized and accredited institution
- iii). Bachelor's Degree in Library and Information Science or equivalent qualification from a recognized and accredited institution
- iv). Registered with the relevant professional body with a valid membership/practicing license
- v). Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Serving as the custodian of academic resources for the university to ensure accessibility and preservation
- Regularly reviewing academic resources and preparing detailed reports for management.
- Developing proposals for the formulation and review of library policies to align with university goals
- Implementing approved library policies and ensuring compliance with established guidelines
- Coordinating all library services across the university to ensure seamless operations
- Preparing and submitting proposals for the acquisition of library materials to enhance resource availability
- Overseeing the acquisition, conservation, and organization of library research materials
- Managing and operating library services to meet the diverse needs of users
- Ensuring adherence to professional library standards and best practices
- Managing and maintaining a conducive reading environment for library users
- Establishing and facilitating the effective use of the university's e-Library resources
- Promoting networking and exchange of library materials with other institutions, both locally and internationally
- Developing proposals for the acquisition and conservation of specialized library research materials.
- Enhancing the provision of library support services to improve user experience
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

**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

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**SECURITY OFFICER - GRADE 8 - One (1) Position - TMU/ADM/06/25**

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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 Security Officer Grade 7 or equivalent
- ii). Bachelor Degree in Criminology, Security Science or equivalent from recognized and accredited institution
- iii). 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
- iv). Clearance from the Directorate of Criminal Investigations (Police Clearance Certificate)
- v). 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

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**SECRETARY - GRADE 8 - One (1) Position - TMU/ADM/07/25**

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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 Secretary Grade 7 or equivalent
- ii). Bachelor's degree in any of the following disciplines: Secretarial Studies, Business Office Management or equivalent qualifications from a recognized and accredited
- iii). Diploma in Secretarial Studies or equivalent qualifications from a recognized and accredited institution
- iv). Proficiency in the relevant computer applications

**Duties and Responsibilities**

- Taking oral dictation and preparing accurate and timely documents
- Utilizing e-office tools to research, process and manage data effectively
- Operating and maintaining office equipment to ensure efficiency
- Attending to visitors and clients while managing inquiries and complaints professionally
- Handling telephone calls and managing office communication channels
- Coordinating schedules, meetings, and appointments to ensure efficient time management
- Making travel arrangements and coordinating logistics for official trips
- Managing office protocol and etiquette to ensure a professional working environment
- Ensuring the security of office records, equipment, and documents, including classified materials
- Safeguarding the integrity and confidentiality of data
- Establishing and monitoring procedures for record-keeping, correspondence, and file movements
- Maintaining an up-to-date filing system and retrieving documents as needed
- Preparing responses to routine correspondence in a timely manner
- Managing petty cash and performing other administrative services as assigned
- Supervising and providing guidance to assigned staff to ensure optimal performance
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

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**LABORATORY TECHNOLOGIST (Physics) - GRADE 8 - One (1) Position - TMU/ADM/08/25**

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**Requirements for Appointment**

Must have:

- i). Minimum six (6) years' cumulative relevant work experience at the grade of Laboratory Technician 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 collecting teaching materials for laboratory sessions
- Maintaining and updating laboratory records, including chemicals, plastic and glassware, equipment and other consumables
- Conducting laboratory practicals and demonstrations for undergraduate students
- Ensuring laboratory equipment and machines are in proper working condition

- Collecting, preparing, and setting up machines and equipment for experiments and practicals
- Servicing, repairing, testing and maintaining laboratory machines and equipment
- Supervising and training junior laboratory staff, students and attachees involved in laboratory work
- Ensuring the safe use, handling and disposal of chemicals and laboratory waste
- Overseeing the cleaning, maintenance and re-calibration of laboratory and workshop equipment
- Receiving, processing, and analyzing samples as required
- Managing laboratory inventory and implementing quality assurance standards
- Participating in research projects and supporting related laboratory activities
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

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**FARM ASSISTANT - GRADE 6 - One (1) Position - TMU/ADM/09/25**

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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 Farm Assistant Grade 5 or equivalent
- ii). Diploma in a relevant field from a recognized and accredited institution
- iii). Proficiency in the relevant computer applications
- iv). Knowledge in animal husbandry or related areas will be an added advantage

**Duties and Responsibilities**

- Formulate, develop and implement farm policies and strategies to ensure effective and efficient operations
- Oversee and implement livestock production and management activities
- Develop and implement day-to-day farm operations
- Ensure farm implements and equipment are well-maintained and operational
- Prepare and oversee the departmental budget and procurement plan to align with operational needs
- Ensure adherence to and maintenance of quality standards in all farm activities and operations
- Mentor, coach and develop staff in the unit to enhance their skills and productivity
- Advise on staff training and development programs
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

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**DRIVER - GRADE 5 - One (1) Position - TMU/ADM/10/25**

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**Requirements for Appointment**

Must have:

- i). Minimum six (6) years bus driving experience, preferably in a learning institution and demonstrable experience in operating a tractor
- ii). Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) and above or its equivalent qualification
- iii). A valid driving license (Class B, C1, C, D1, D2, D3, G)
- iv). A valid Public Service Vehicle (PSV) badge
- v). Suitability Test for Drivers Grade III conducted by the Ministry of Transport and Infrastructure
- vi). Occupational Trade Test I for Drivers conducted by the Ministry of Transport and Infrastructure
- vii). Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution
- viii). First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution.
- ix). Refresher Course for drivers within the last three (3) years from a recognized Institution.
- x). Clearance from the Directorate of Criminal Investigations (Police Clearance Certificate)

- xi). Be conversant with the layout of Kenya especially major towns
- xii). Proficiency in computer applications

### **Duties and Responsibilities**

- Operate motor vehicles as authorized
- Perform minor mechanical repairs and routine maintenance tasks
- Identify and report any abnormal operations or defects in the vehicle
- Ensure the security of the vehicle both on and off the road
- Guarantee the safety of passengers and/or goods during transit
- Maintain cleanliness of the assigned vehicle at all times
- Conduct routine checks on the vehicle's cooling system, oil, electrical systems, brakes and tire pressure
- Detect and report any malfunctioning vehicle systems promptly
- Carry out minor repairs, including oiling and greasing
- Maintain accurate and up-to-date work tickets for assigned vehicles
- Ensure timely reporting and follow-up of vehicle defects and necessary repairs
- Schedule and ensure routine servicing and maintenance of the vehicle
- Report accidents promptly and follow up on obtaining police abstracts
- Ensure vehicle inspection and maintain valid and updated insurance documents
- Maintain an updated inventory of the assigned vehicles
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

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**ARTISAN (Plumbing) - GRADE 4 - One (1) Position - TMU/ADM/11/25**

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### **Requirements for Appointment**

Must have:

- i). Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) and above or its equivalent qualification
- ii). Minimum six (6) years' cumulative relevant work experience, three (3) of which should have been at the grade of Artisan Grade 3 or in a comparable position
- iii). Trade Test Grade I Certificate in Plumbing from a recognized and accredited institution
- iv). Proficiency in computer applications.

### **Duties and Responsibilities**

- Maintaining records of repairs and maintenance for plumbing, mechanical works in buildings and other structures
- Conducting routine inspections and checks for repairs and maintenance of water, drainage, mechanical systems
- Preparing cost estimates and submitting requests for maintenance materials
- Supervising the cleaning and maintenance of plumbing tools, machines and equipment
- Supervising and overseeing repair and maintenance works to ensure quality standards
- Coordinating inspections and troubleshooting of building systems
- Making requisitions for materials required for plumbing and related works
- Overseeing the installation, maintenance, and operation of plumbing systems and related works.
- Testing plumbing equipment to ensure proper operation and functionality
- Interpreting technical drawings and blueprints for plumbing and related systems
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

**Requirements for Appointment**

Must have:

- i). Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) and above or its equivalent qualification
- ii). Minimum six (6) years' cumulative relevant work experience, three (3) of which should have been at the grade of Artisan Grade 3 or in a comparable position
- iii). Trade Test Grade I Certificate in Electrical from a recognized and accredited institution
- iv). Proficiency in computer applications

**Duties and Responsibilities**

- Maintaining records of repairs and maintenance for electrical works in buildings and other structures
- Conducting routine inspections and checks for the repair and maintenance of electrical systems and related infrastructure
- Preparing cost estimates and submitting requests for electrical maintenance materials and tools
- Supervising the cleaning, maintenance, and servicing of electrical machines, tools, and equipment
- Overseeing repair and maintenance works to ensure compliance with safety and quality standards
- Coordinating inspections and troubleshooting of electrical systems in buildings and other structures
- Making requisitions for electrical materials and supplies as needed for maintenance and repairs
- Overseeing the installation, maintenance, and operation of electrical systems and related components
- Testing electrical equipment and systems to ensure proper functionality and compliance with safety standards
- Interpreting technical drawings, blueprints, and schematics for electrical installations and maintenance
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

**Requirements for Appointment**

Must have:

- i). Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) and above or its equivalent qualification
- ii). Minimum six (6) years' cumulative relevant work experience, three (3) of which should have been at the grade of Artisan Grade 3 or in a comparable position
- iii). Trade Test Grade I Certificate in Carpentry from a recognized and accredited institution
- iv). Proficiency in computer applications

**Duties and Responsibilities**

- Maintaining records of carpentry-related repairs and maintenance work
- Conducting routine inspections and checks to identify repair and maintenance needs for carpentry works
- Preparing cost estimates and submitting requisitions for carpentry materials and tools required for maintenance and repairs
- Supervising the cleaning, maintenance and servicing of carpentry tools, machines and equipment
- Overseeing repair and maintenance of carpentry works to ensure adherence to safety and quality standards
- Coordinating repair of carpentry-related issues in buildings and structures
- Interpreting technical drawings, blueprints and specifications for carpentry projects

- Ensuring compliance with safety regulations and proper functionality in carpentry installations and maintenance tasks
- Perform any other relevant duties and responsibilities as may be assigned by the supervisor from time to time

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**ARTISAN (Masonry) - GRADE 4 -One (1) Position - TMU/ADM/14/25**

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### **Requirements for Appointment**

Must have:

- i). Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) and above or its equivalent qualification
- ii). Minimum six (6) years' cumulative relevant work experience, three (3) of which should have been at the grade of Artisan Grade 3 or in a comparable position
- iii). Trade Test Grade I Certificate in Building and Construction from a recognized and accredited institution
- iv). Proficiency in computer applications

### **Duties and Responsibilities**

- Maintaining accurate records of repairs and maintenance for masonry works in buildings and other structures
- Conducting routine inspections to identify repair and maintenance needs for masonry and construction-related works
- Preparing cost estimates and submitting requisitions for masonry materials and tools required for maintenance and repairs
- Supervising the cleaning, servicing, and maintenance of masonry tools, machines, and equipment.
- Overseeing masonry repair and maintenance works to ensure compliance with safety and quality standards
- Coordinating troubleshooting and inspections of masonry works in buildings and other facilities
- Making requisitions for necessary masonry materials and supplies for repairs and construction tasks
- Overseeing the construction, repair and maintenance of walls, floors, pavements and other structures
- Interpreting technical drawings, blueprints and schematics for masonry and construction tasks
- Ensuring proper functionality and adherence to safety and quality standards in all masonry works
- 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 **ten (10) hard copies** of their application, clearly indicating the reference number of the position applied for, to the address below. Applications must be received on or before **Tuesday 4<sup>th</sup> February, 2025 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 address above.

Further to the above, candidates appointed to the above positions will be required to present valid clearance from the following institutions:

- Kenya Revenue Authority (Tax Compliance Certificate);
- Higher Education Loans Board (Clearance/Compliance Certificate);
- Ethics and Anti-Corruption Commission (Self-Declaration Form);
- Credit Reference Bureau (Credit Report and Certificate of Clearance); and
- Police Clearance Certificate.

### Terms of Service

The terms for the advertised positions will be on permanent and pensionable terms.

**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.*