

THARAKA

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UNIVERSITY

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COLLEGE

(A Constituent College of Chuka University)

OFFICE OF THE PRINCIPAL

JOB VACANCIES

Tharaka University College is an institution of higher learning which since inception has charted a clear pathway to academic excellence. Tharaka University College, located at the heart of mineral-rich Tharaka near Gatunga town, invites suitably qualified, highly competent and self-driven candidates to fill the following positions:

A) TEACHING POSITIONS

FACULTY OF HUMANITIES AND SOCIAL SCIENCES			
1.	Senior Lecturer in Kiswahili Grade 13	1 Post	Ref: TUC/AD/01/02/20
2.	Senior Lecturer in History Grade 13	1 Post	Ref: TUC/AD/02/02/20
3.	Senior Lecturer in Literature Grade 13	1 Post	Ref: TUC/AD/03/02/20
4.	Senior Lecturer in Linguistics Grade 13	1 Post	Ref: TUC/AD/04/02/20
5.	Lecturer in Kiswahili Grade 12	1 Post	Ref: TUC/AD/05/02/20
6.	Lecturer in History Grade 12	1 Post	Ref: TUC/AD/06/02/20
7.	Lecturer in Literature Grade 12	1 Post	Ref: TUC/AD/07/02/20
8.	Lecturer in Geography Grade 12	1 Post	Ref: TUC/AD/08/02/20
9.	Lecturer in Linguistics Grade 12	1 Post	Ref: TUC/AD/09/02/20
10.	Lecturer in Criminology and Security Studies Grade 12	1 Post	Ref: TUC/AD/10/02/20
11.	Lecturer in Community Development/Social Work Grade 12	1 Post	Ref: TUC/AD/11/02/20
12.	Lecturer in Sociology Grade 12	1 Post	Ref: TUC/AD/12/02/20
13.	Lecturer in Leadership and Public Administration Grade 12	1 Post	Ref: TUC/AD/13/02/20
14.	Lecturer in Religion Grade 12	2 Posts	Ref: TUC/AD/14/02/20
15.	Lecturer in Philosophy Grade 12	1 Post	Ref: TUC/AD/15/02/20
16.	Lecturer in Library Science Grade 12	1 Post	Ref: TUC/AD/16/02/20
17.	Lecturer in Journalism and Mass Communication Grade 12	1 Post	Ref: TUC/AD/17/02/20
18.	Assistant Lecturer in Geography	1 Post	Ref: TUC/AD/18/02/20
19.	Assistant Lecturer in Criminology and Security Studies	1 Post	Ref: TUC/AD/19/02/20
20.	Assistant Lecturer in Community Development/ Social Work	1 Post	Ref: TUC/AD/20/02/20
21.	Assistant Lecturer in Sociology	1 Post	Ref: TUC/AD/21/02/20
22.	Assistant Lecturer in Leadership and Public Administration	1 Post	Ref: TUC/AD/22/02/20
23.	Assistant Lecturer in Philosophy	1 Post	Ref: TUC/AD/23/02/20

24.	Assistant Lecturer in Library Science	1 Post	Ref: TUC/AD/24/02/20
25.	Assistant Lecturer in Journalism and Mass Communication	1 Post	Ref: TUC/AD/25/02/20
FACULTY OF SCIENCE, ENGINEERING AND TECHNOLOGY			
26.	Lecturer in Statistics	1 Post	Ref: TUC/AD/26/02/20
27.	Lecturer in Computer Science	1 Post	Ref: TUC/AD/27/02/20
28.	Lecturer in Mathematics	1 Post	Ref: TUC/AD/28/02/20
29.	Lecturer in Chemistry	1 Post	Ref: TUC/AD/29/02/20
30.	Lecturer in Cell Biology and Genetics	1 Post	Ref: TUC/AD/30/02/20
31.	Lecturer in Microbiology	1 Post	Ref: TUC/AD/31/02/20
32.	Lecturer in Animal Physiology	1 Post	Ref: TUC/AD/32/02/20
33.	Lecturer in Ecology	1 Post	Ref: TUC/AD/33/02/20
34.	Lecturer in Botany	1 Post	Ref: TUC/AD/34/02/20
35.	Lecturer in Physics	1 Post	Ref: TUC/AD/35/02/20
36.	Lecturer in Actuarial Science	1 Post	Ref: TUC/AD/36/02/20
37.	Assistant Lecturer in Statistics	1 Post	Ref: TUC/AD/37/02/20
38.	Assistant Lecturer in Computer Science	1 Post	Ref: TUC/AD/38/02/20
39.	Assistant Lecturer in Mathematics	1 Post	Ref: TUC/AD/39/02/20
40.	Assistant Lecturer in Chemistry	1 Post	Ref: TUC/AD/40/02/20
41.	Assistant Lecturer in Cell Biology and Genetics	1 Post	Ref: TUC/AD/41/02/20
42.	Assistant Lecturer in Microbiology	1 Post	Ref: TUC/AD/42/02/20
43.	Assistant Lecturer in Animal Physiology	1 Post	Ref: TUC/AD/43/02/20
44.	Assistant Lecturer in Ecology	1 Post	Ref: TUC/AD/44/02/20
45.	Assistant Lecturer in Botany	1 Post	Ref: TUC/AD/45/02/20
46.	Assistant Lecturer in Physics	1 Post	Ref: TUC/AD/46/02/20
FACULTY OF BUSINESS STUDIES			
47.	Lecturer in Procurement and Logistics Management	1 Post	Ref: TUC/AD/47/02/20
48.	Lecturer in Marketing	1 Post	Ref: TUC/AD/48/02/20
49.	Lecturer in Entrepreneurship	1 Post	Ref: TUC/AD/49/02/20
50.	Lecturer in Finance	1 Post	Ref: TUC/AD/50/02/20
51.	Lecturer in Agribusiness	1 Post	Ref: TUC/AD/51/02/20
52.	Lecturer in Accounting	1 Post	Ref: TUC/AD/52/02/20
53.	Lecturer in Human Resource Management	1 Post	Ref: TUC/AD/53/02/20
54.	Lecturer in Economics	1 Post	Ref: TUC/AD/54/02/20
55.	Assistant Lecturer in Procurement and Logistics Management	1 Post	Ref: TUC/AD/55/02/20
56.	Assistant Lecturer in Insurance and Risk Management	1 Post	Ref: TUC/AD/56/02/20
57.	Assistant Lecturer in Marketing	1 Post	Ref: TUC/AD/57/02/20
58.	Assistant Lecturer in Entrepreneurship	1 Post	Ref: TUC/AD/58/02/20
59.	Assistant Lecturer in Finance	1 Post	Ref: TUC/AD/59/02/20
60.	Assistant Lecturer in Agribusiness	1 Post	Ref: TUC/AD/60/02/20
61.	Assistant Lecturer in Accounting	1 Post	Ref: TUC/AD/61/02/20
62.	Assistant Lecturer in Human Resource Management	1 Post	Ref: TUC/AD/62/02/20

63.	Assistant Lecturer in Economics	1 Post	Ref: TUC/AD/63/02/20
FACULTY OF AGRICULTURE AND ENVIRONMENTAL STUDIES			
64.	Lecturer in Hospitality and Tourism Management	1 Post	Ref: TUC/AD/64/02/20
65.	Lecturer in Animal Science	1 Post	Ref: TUC/AD/65/02/20
66.	Lecturer in Crop Science	1 Post	Ref: TUC/AD/66/02/20
67.	Lecturer in Geology	1 Post	Ref: TUC/AD/67/02/20
68.	Assistant Lecturer in Hospitality and Tourism Management	1 Post	Ref: TUC/AD/68/02/20
69.	Assistant Lecturer in Animal Science	1 Post	Ref: TUC/AD/69/02/20
70.	Assistant Lecturer in Crop Science	1 Post	Ref: TUC/AD/70/02/20
71.	Assistant Lecturer in Geology	1 Post	Ref: TUC/AD/71/02/20
FACULTY OF EDUCATION			
72.	Lecturer in Education Management	1 Post	Ref: TUC/AD/72/02/20

ADMINISTRATIVE AND TECHNICAL POSITIONS

1.	Assistant Registrar Grade 12	2 Posts	Ref: TUC/AD/73/02/20
2.	Assistant Librarian I Grade 12	1 Post	Ref: TUC/AD/74/02/20
3.	Senior Students Counsellor II Grade 11	1 Post	Ref: TUC/AD/75/02/20
4.	Assistant Librarian II Grade 11	1 Post	Ref: TUC/AD/76/02/20
5.	Clerk of works/ Senior Maintenance Officer I Grade 11	1 Post	Ref: TUC/AD/77/02/20
6.	Security Officer I Grade E/F	1 Post	Ref: TUC/AD/78/02/20
7.	Assistant Internal Auditor II Grade E/F	1 Post	Ref: TUC/AD/79/02/20
8.	Student Counsellor I Grade E/F	2 Posts	Ref: TUC/AD/80/02/20
9.	Clinical Officers I Grade E/F	1 Post	Ref: TUC/AD/81/02/20
10.	Assistant Chief Technologist Grade E/F	1 Post	Ref: TUC/AD/82/02/20
11.	Assistant Accountant Grade E/F	1 Post	Ref: TUC/AD/83/02/20
12.	Assistant Farm Manager Grade E/F	1 Post	Ref: TUC/AD/84/02/20
13.	Pharmaceutical Technologist Grade C/D	1 Post	Ref: TUC/AD/85/02/20
14.	Media Technologist Grade D	1 Post	Ref: TUC/AD/86/02/20
15.	Administrative Assistants	5 Posts	Ref: TUC/AD/87/02/20
16.	Webmaster Grade C/D	1 Post	Ref: TUC/AD/88/02/20
17.	Senior Accounts Assistant I Grade C/D (1 POST)	1 Post	Ref: TUC/AD/89/02/20
18.	Network Administrator Grade C/D	1 Post	Ref: TUC/AD/90/02/20
19.	Games/Sport Officer III Grade C/D	1 Post	Ref: TUC/AD/91/02/20
20.	Senior Clerk Grade A/B	4 Posts	Ref: TUC/AD/92/02/20
21.	Accounts Assistant I Grade A/B	1 Post	Ref: TUC/AD/93/02/20
22.	Assistant Catering Officer Grade A/B	1 Post	Ref: TUC/AD/94/02/20
23.	Library Assistants II Grade A/B	2 Posts	Ref: TUC/AD/95/02/20
24.	Farm/Livestock Assistant Grade A/B	1 Post	Ref: TUC/AD/96/02/20
25.	Cooks Grade A/B	4 Posts	Ref: TUC/AD/97/02/20
26.	Clerks Grade IV	5 Posts	Ref: TUC/AD/98/02/20
27.	Computer Attendant Grade IV	1 Post	Ref: TUC/AD/99/02/20

28.	Waiters Grade IV	4 Posts	Ref: TUC/AD/100/02/20
29.	Drivers Grade III	3 Posts	Ref: TUC/AD/101/02/20
30.	Security Guard II Grade III	6 Posts	Ref: TUC/AD/102/02/20
31.	Plumber II Grade III	1 Post	Ref: TUC/AD/103/02/20
32.	Lock Smith II Grade III	1 Post	Ref: TUC/AD/104/02/20
33.	Electrician II Grade III	1 Post	Ref: TUC/AD/105/02/20

1. SENIOR LECTURER GRADE 13

Responsible to: Chairperson of Department

This is a supervisory grade and the appointee shall be expected to provide academic and research leadership to members of lower cadres.

The candidates who meet the required qualifications in their areas of specialization may apply.

Duties and Responsibilities:

The responsibilities of a Senior Lecturer are as follows:

- i. Teaching and evaluation of undergraduate and postgraduate students
- ii. Setting, moderating, administering, processing and marking examinations
- iii. Academic advising and mentoring undergraduate and postgraduate students.
- iv. Articulating the Vision and Mission of the University College and the Department.
- v. Initiating, planning and conducting research.
- vi. Developing teaching and learning materials.
- vii. Supervising postgraduate's students in research activities.
- viii. Participating in preparation of Department and Faculty development plans.
- ix. Organizing and supervising educational activities for undergraduate students.
- x. Participating in preparation of Department and Faculty development plans.
- xi. Attending and participating in seminars, workshops, conferences in relevant fields.
- xii. Participating in planning, development, implementation and evaluation of curricula in the Department.
- xiii. Attending and Participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- xiv. May be assigned other duties and responsibilities by the Chief University College Officers, Dean of Faculty or Chair of Department as deemed necessary by such officers.

Qualification Requirements:

For appointment to this grade a candidate:

- i. **Must** have an earned Ph.D. degree or its equivalent in the relevant field from a recognized academic institution.
- ii. **Must** have at least three (3) years of university teaching at the level of a Lecturer.

- iii. **Must** have at least four (4) articles in refereed journals since becoming a Lecturer. **OR** at least one (1) refereed book in candidate's professional area published by recognized publishers, **plus** two (2) articles. **OR** at least (3) distinguished exhibition, performances or original creation, **plus** one (1) article in a refereed journal since becoming a lecturer.
- iv. Should show evidence of supervision of postgraduate students.
- v. Should have attended and contributed at learned conferences, seminars and workshops.
- vi. Should have evidence of affiliation with recognized and relevant professional bodies.
- vii. Should have evidence of contribution to University College life through active participation in Departmental and Faculty matters or meetings, student academic advising and committee membership.

2. LECTURER GRADE 12

Responsible to: Chairperson of Department

This is the basic entry point to the University College teaching and/or research career. The candidates who meet the required qualifications in their areas of specialization may apply.

Duties and Responsibilities:

The responsibilities of a Lecturer are as follows:

- i. Teaching and evaluation of undergraduate and postgraduate students
- ii. Setting, moderating, administering, processing and marking examinations (here and elsewhere)
- iii. Academic advising and mentoring undergraduate and postgraduate students.
- iv. Articulating the Vision and Mission of the University College, Department and the Faculty.
- v. Initiating, planning and conducting research.
- vi. Development of teaching and learning materials.
- vii. Supervising undergraduate and postgraduate students in research activities. Developing research proposals for funding. Participate in meetings and conferences related to research and building inter-disciplinary collaboration within and outside the department.
- viii. Participating in preparation of Department and Faculty strategic plans.
- ix. Organizing and supervising educational activities for undergraduate and postgraduate students.
- x. Attending and participating in seminars, workshops, conferences etc, in relevant fields.
- xi. Participating in administrative, academic and consultancy activities in the Department and other organizations.
- xii. Participating in planning, development, implementation and evaluation of curricula in the Department.
- xiii. Attending and participating in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- xiv. May be assigned or delegated other duties and responsibilities by the Chief University College Officers, Dean of Faculty or Chair of Department as deemed necessary by such officers.

Qualification Requirements:

For appointment to this grade a candidate:

- i. **Must** have an earned Ph.D. degree in the relevant area or its equivalent from a recognized academic institution.
- OR**
- ii. **Must** have a Master's degree from a recognized academic institution.
- iii. **Must** have at least three (3) years of teaching or research experience at University level after obtaining a Master's degree.
- iv. **Must** have at least two (2) publications in refereed journals or one (1) book or 2 (two) book chapters in relevant areas.

3. TUTORIAL FELLOW/ ASSISTANT LECTURER GRADE 11

Responsible to: Chairperson of Department

This is a training grade with potential for employment with Tharaka University College.

The candidates who meet the required qualifications in their areas of specialization may apply.

Duties and Responsibilities:

The responsibilities of an Assistant Lecturer/Junior Research Fellow are as follows:

- i. Teaching, evaluation and mentoring undergraduate students.
- ii. Setting, administering and marking examinations (here and elsewhere)
- iii. Pursuing higher degrees.
- iv. Articulating the Vision and Mission of the University College and the Department.
- v. Initiating, planning and conducting research.
- vi. Developing teaching and learning materials.
- vii. Participating in preparation of Department and Faculty development plans.
- viii. Organizing and supervising educational activities for undergraduate students.
- ix. Attending and participating in seminars, workshops and conferences in relevant fields.
- x. Participating in administrative, academic and consultancy activities in the Department and other Organizations.
- xi. Participating in planning, development, implementation and evaluation of curricula in the Department.
- xii. Participating in Departmental meetings and other activities for effective and efficient management of the Department and Faculty.
- xiii. May be assigned other duties and responsibilities by the Chief University College officers, Dean of Faculty or Chair of Department as deemed necessary by such officers.

Qualification Requirements:

For appointment to this grade one must;

- (i) Has a Masters degree or its equivalent.
- (ii) Should also demonstrate potential for University teaching and/or research by registering for Ph.D. studies

B) ADMINISTRATIVE AND TECHNICAL POSITIONS

1. ASSISTANT REGISTRAR GRADE 12 (2 POSTS)

REF: TUC/AD/73/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. May be In-charge of a section.
- ii. Supervise staff in their section.
- iii. Supervise data processing for administrative planning.
- iv. Supervise administrative information processing and dissemination.
- v. Supervise administrative communication with staff and student's.
- vi. Supervise administrative records management.
- vii. Supervise general office services.
- viii. Ensure implementation of university college policies and procedures.
- ix. Taking minutes in meetings and ensure timely implementation of decisions.
- x. Ensure proper maintenance of records.
- xi. Prepare budget and strategic plans.
- xii. Any other duties assigned by immediate supervisor.

Qualification Requirements:

- i. Must have Master's degree in either public administration, Business administration, Human Resource Management from a recognized institution or its equivalent
- ii. Must have Bachelor's degree from a recognized institution.
- iii. Knowledge of management information system.
- iv. Computer literate.
- v. Exemplary work performance and 3 years' experience as Senior Administrative Assistant I or equivalent.

2. ASSISTANT LIBRARIAN 1 GRADE 12 (1 POST) REF: TUC/AD/74/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Supervise staff under the section.
- ii. Identify and acquire publishers and manufacturers catalogues selection.
- iii. Solicit for inspection copies from publishers.
- iv. Maintain and coordinate book selection with teaching departments.
- v. Provide feedback on selection made by teaching departments.
- vi. Source and procure selected materials, stores and equipment.
- vii. Catalogue and classify library materials.
- viii. Maintain and distribute accession lists.
- ix. Register and compile user profiles.
- x. Charge and implement fines on over-dues, losses and damages.
- xi. Facilitate inter library loans services, information and reference services.
- xii. Loan operations establishing and maintaining national collections.
- xiii. Compile journal holdings.
- xiv. Compile user statistics.

- xv. Any other duties assigned by immediate supervisor.

Qualification Requirement:

- i. Masters in library and information studies or its equivalent from recognized institution.
- ii. Be Computer literate
- iii. Exemplary work performance

Experience: 3 years' experience as Assistant Librarian II or its equivalent.

3. SENIOR STUDENTS COUNSELLOR II GRADE 11 (1 POST) REF: TUC/AD/75/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Prepare and develop comprehensive counseling plan.
- ii. Prepare and administer questionnaires for new students for use in counseling.
- iii. Liaise with academic advisors in identifying the students who need counseling and make the necessary arrangements to help them.
- iv. Prepare and keep accurate records of counseling services at the university college.
- v. Recommend to the university Management those students who may need further assistance.
- vi. Recommend students for work study program.
- vii. Supervise staff under them.
- viii. Any other duties assigned by immediate supervisor.

Qualification Requirement:

- i. Masters in counselling Psychology or any other relevant field
- ii. Computer literacy
- iii. Exemplary work performance

Experience: 3 years' experience as a student counsellor I or equivalent.

4. ASSISTANT LIBRARIAN II GRADE 11 (1 POST) REF: TUC/AD/76/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Supervise staff under the section.
- ii. Identify and acquire publishers and manufacturers catalogues selection.
- iii. Solicit for inspection copies from publishers.
- iv. Maintain and coordinate book selection with teaching departments.
- v. Provide feedback on selection made by teaching departments.
- vi. Source and procure selected materials, stores and equipment.
- vii. Catalogue and classify library materials.
- viii. Maintain and distribute accession lists.
- ix. Register and compile user profiles.
- x. Charge and implement fines on over-dues, losses and damages.
- xi. Facilitate inter library loans services, information and reference services.
- xii. Loan operations establishing and maintaining national collections.
- xiii. Compile journal holdings.

- xiv. Compile user statistics.
- xv. Any other duties assigned by immediate supervisor.

Qualification Requirements:

- i. Masters in library and information studies or its equivalent from recognized institution.
- ii. Be Computer literate
- iii. Exemplary work performance

Experience: 3 years' experience as Senior Library Assistant I or its equivalent

5. CLERK OF WORKS/ SENIOR MAINTENANCE OFFICER I GRADE 11 (1 POST)
REF: TUC/AD/77/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Co-ordinate preparation of design and estimate cost of works.
- ii. Co-ordinate supervision of building works.
- iii. Coordinate preparation of progress reports on building works.
- iv. Liaise with contractors and consultants on building works.
- v. Responsible for quality assurance of building works.
- vi. Co-ordinate staff training and development and other personnel matters.
- vii. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

- i. Bachelor's degree/ higher diploma in the relevant field or its equivalent from recognized institution.
- ii. Exemplary work performance

Experience: 3 years' experience Senior Maintenance officer II or equivalent

6. SECURITY OFFICER I GRADE E/F (1 POST)
REF: TUC/AD/78/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Supervise staff under them.
- ii. Ensure security of all visitors of the University and making reports thereof.
- iii. Enforcement of traffic discipline.
- iv. Making regular security surveys/reports summaries on campus security
- v. Prevent and report any theft or loss of Tharaka University College properties.
- vi. Handle welfare matters of security staff such as Uniforms, leave roster, off-duty, and duty roster.
- vii. Carry out investigation of all security cases in the University College.
- viii. Compile security reports.
- ix. Collect and gather Intelligence report.
- x. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

- i. Attained rank of Inspector of Police

OR

- ii. Bachelor's Degree in the relevant field from recognized institution
- iii. Exemplary work performance

Experience: 3 years' experience as Security Officer II or equivalent

7. ASSISTANT INTERNAL AUDITOR II GRADE E/F (1 POST) REF: TUC/AD/79/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Vouch payroll and verify accuracy of records and financial transactions
- ii. Collect and compile data for audit reports
- iii. Implement audit plans and programmes.
- iv. Verify the value of assets and liability.
- v. Implement internal audit policies.
- vi. Supervise and guide assigned staff.
- vii. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

For appointment to this grade the candidate:

- i. **Must** have Bachelor's degree in Commerce (Accounting) or its equivalent and CIA I or CPA part I

OR

- i. **Must** have CPA(K) or CIA (Certified Internal Audit) or CISA (Certified Information System Auditor)
- ii. **Must** be Computer Literate in computerized auditing
- iii. Should show exemplary work performance
- iv. Should have experience of 2 years' as Senior Audit Assistant 1

8. STUDENT COUNSELLOR I GRADE E/F (2 POSTS)

REF: TUC/AD/80/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Provide counseling services at the University College.
- ii. Coordinate activities of the Peer Counselors' in the University College.
- iii. Organize the student orientation exercises to familiarize them with various services at the University College.
- iv. Keep accurate records of counselling sessions with the students.
- v. Supervise staff under them.
- vi. Any other duties assigned by immediate supervisor.

Qualification Requirements:

- i. Bachelor's degree in Guidance and Counselling or its equivalent
- ii. Computer literacy
- iii. Exemplary work performance

Experience: 3 years as a student counsellor II or equivalent

9. CLINICAL OFFICERS I GRADE E/F (1 POST) REF: TUC/AD/81/02/20

Responsible to: Head of Section

Duties and responsibilities

- i. Supervise staff under them.
- ii. Examine, diagnose and treat patients in the University College clinics. Filter and refer patients appropriately.
- iii. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

- i. Diploma in Clinical Medicine and Surgery.
- ii. Registered by clinical Officers Board.
- iii. Exemplary work performance.

Experience: 3 year experience as a Clinical Officer II or equivalent

10. ASSISTANT CHIEF TECHNOLOGIST GRADE E/F (1 POST) REF: TUC/AD/82/02/20

Responsible to: Head of Section

Duties and responsibilities

- i. Supervise Medical Laboratory Technicians
- ii. Ensure quality techniques and efficiency of reporting, recording and postage of laboratory results.
- iii. Perform general laboratory procedures for pathological investigation.
- iv. Guide and assist medical laboratory technologists and technicians.
- v. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

- i. Diploma in Medical Laboratory Science.
- ii. Exemplary work performance.

Experience: 2 years' experience as a Senior Technologist I or equivalent

11. ASSISTANT ACCOUNTANT GRADE E/F (1 POST) REF: TUC/AD/83/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Supervise staff under them.
- ii. Prepare financial reports.
- iii. Maintain accountable documents (Register)
- iv. Maintain and update assets register.
- v. Supervise the preparation of cash books and bank reconciliation statements.
- vi. Ensure the remittance of all statutory deductions as per the law.
- vii. Any other duties that may be assigned by immediate supervisor.

Qualification Requirements:

For appointment to this grade the candidate:

- i. **Must** have Bachelor's degree in Commerce (Accounting option) or its equivalent and CPA part I

- ii. **Must** have a certificate in Computer Assisted Accounting Packages
- iii. Should show exemplary work performance
- iv. Should have experience of 2 years' as senior account assistant 1

12. ASSISTANT FARM MANAGER GRADE E/F (1 POST) REF: TUC/AD/84/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Supervising all farm workers.
- ii. Coordinating farm activities.
- iii. Budgeting for production.
- iv. Marketing of farm produce.
- v. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

Must have a Bachelor's degree in agriculture or equivalent with 3 years' relevant work experience and exemplary work performance in farm operations.

13. MEDIA TECHNOLOGIST GRADE D (1 POST) REF: TUC/AD/85/02/20

Duties and Responsibilities

- i. Work in radio, television, movie and recording studios; and University College buildings.
- ii. Operate, maintain, produce, and troubleshoot audio-visual equipment and materials.
- iii. Schedule and assist with the usage of equipment to enhance meetings, lectures, and seminars.
- iv. Provide instruction in the use of media and computer technology within the workplace
- v. Set up and use audio-visual and computer media equipment.
- vi. Set up, operate, and maintain the equipment for radio and television broadcasts, concerts, sound recordings, movies and in office and University College buildings as necessary.

Qualification Requirements:

- i. Bachelor's degree in Radio/Television Broadcasting or its equivalent from recognized institution.
- ii. Exemplary work performance.
- iii. 2 years' experience as TV/Radio Technologist or equivalent.

14. ADMINISTRATIVE ASSISTANT GRADE D (5 POSTS) REF:TUC/AD/86/01/20

Responsible to: Section Head

Duties and Responsibilities

This is the entry and training point for the officers in this cadre. The entrants are exposed to various University College Departments to familiarize with procedures, policies and regulations on administration and management. An officer at this level is required to: -

- i. Supervise staff under them.
- ii. Assist in the implementation of administrative functions of the department or sections.
- iii. Taking minutes in section, departments and University College committees.

- iv. Any other duties assigned by immediate supervisor.

Qualification Requirements:

- i. Must have a Bachelor's degree from a recognized institution
- ii. Must be Computer literate.
- iii. Exemplary work performance.
- iv. 1 year experience in Administrative Duties would be an added advantage.

15. PHARMACEUTICAL TECHNOLOGIST GRADE C/D (1 POST)
REF:TUC/AD/87/01/20

Responsible to: Head of Section

Duties and responsibilities

- i. Supervise staff under them.
- ii. Dispensing drugs.
- iii. Drugs management and purchasing of drugs and related substances.
- iv. Preparation of drugs.
- v. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

- i. Diploma in Pharmaceutical Technology.
- ii. Exemplary work performance.

Experience: 1 year experience in Pharmaceutical work.

16. WEBMASTER GRADE C/D (1 POST) REF: TUC/AD/88/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Maintain the University College web presence by posting new content in a timely manner.
- ii. Make periodic improvements to the website and intranet.
- iii. Track site usage statistics including monitoring and analyzing performance.
- iv. Monitor frequently asked questions and database.
- v. Test the website across browsers, operating systems, devices and take appropriate remedial action for deviations noticed.
- vi. Identify, diagnose and fix website problems including broken links, typographical errors and formatting inconsistencies.
- vii. Optimize loading speeds and capacity of the website and intranet.
- viii. Propose and oversee the implementation of security measures to safeguard the website.
- ix. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

- i) Diploma in Graphic Design, Information Technology, Computer Science, Business IT or related from a recognized Institution.
- ii) Proficient in HTML/CSS, XML, Knowledge of SQL and JavaScript is preferred.

Experience: 1 year experience in Webmaster work.

17. SENIOR ACCOUNTS ASSISTANT I GRADE C/D (1 POST) REF:TUC/AD/89/02/20

Responsible to: Section Head

Duties and Responsibilities

- x. Supervises and oversees staff under them.
- xi. Prepare and balance cash books.
- xii. Prepare bank reconciliation statements.
- xiii. Prepare sales and purchases day book.
- xiv. Summarize statutory deductions.
- xv. Preparation and maintenance of general ledger accounts.
- xvi. Preparation of monthly financial reports.
- xvii. Any other duties as may be assigned by immediate supervisor.

Qualification Requirements:

For appointment to this grade the candidate:

- i. **Must** have CPA Part II with 3 years' experience as Senior Accounts Assistant II
OR
- ii. **Must** have Bachelor's degree in Commerce (Accounting Option), for direct appointment
- iii. **Must** have a certificate in Computer Assisted Accounting packages
- iv. Should show exemplary work performance.

18. NETWORK ADMINISTRATOR GRADE C/D (1 POST) REF:TUC/AD/90/02/20

Responsible to: Section Head

Duties and responsibilities

- i. To manage the helpdesk system.
- ii. Follow-up on reported faults
- iii. To quantify the faults reported.
- iv. Ensuring staff mailing system is running effectively.
- v. Assign intranet and e-mail accounts to staff members.
- vi. Carrying out staff needs assessment.
- vii. Coordination of staff training on ICT
- viii. Any other duties that may be assigned by the immediate supervisor.

Qualification requirements:

- i. Bachelor's degree in ICT or its equivalent from recognized institution.
OR
 - ii. Diploma in ICT from recognized institution and 3 years' experience.
 - iii. Exemplary work performance.
- Experience: 2 years in ICT practice.

19. GAMES/SPORT OFFICER III GRADE C/D (1 POST) REF:TUC/AD/91/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Supervise staff under them.
- ii. Plan, organize and develop games and sports activities.
- iii. Oversee general care and maintenance of games facilities.

- iv. Coach and officiate various games activities among students.
- v. Responsible for students going for external fixtures.
- vi. Popularize sports and games activities among students.
- vii. Any other duties assigned by the immediate supervisor.

Qualification Requirements:

- i. Bachelor's Degree in physical education or its equivalent from recognized institution
- ii. Be Computer literate
- iii. Exemplary work performance

Experience: 1 year in sports administration

20. SENIOR CLERK GRADE A/B (4 POSTS) REF:TUC/AD/92/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. May supervise staff under them.
- ii. Receive correspondence / mail from various sources – internal and external.
- iii. Dispatch mail and other documents internally and externally.
- iv. Control and trace the movement of files and documents within the organization
- v. Open / close files as required.
- vi. Update and maintain files by filing documents.
- vii. Promptly retrieve and avail the required records and information.
- viii. Process document by performing computations and making the appropriate entries.
- ix. Prepare and administer documents and records as required.
- x. Any other duties that may be assigned by the Supervisor.

Qualification Requirements:

- i. Diploma in a relevant field from recognized institution
- ii. Exemplary work performance

Experience: 3 years as a Clerk I or equivalent

21. ACCOUNTS ASSISTANT I GRADE A/B (1 POST) REF:TUC/AD/93/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Receive and bank revenue.
- ii. Petty cash and cheque payments
- iii. Maintain ledger books and preparation of cash flow statements.
- iv. Any other duties assigned by immediate supervisor.

Qualification Requirements:

For appointment to this position the candidate must have

- i. **Must** have grade a mean of C Plain in KCSE or equivalent and at least C minus in mathematics at KCSE
- ii. **Must** have CPA I
- iii. **Must** have a certificate in Computer Literacy.
- iv. Should show exemplary work performance
- v. Should have 2 years' experience as an account assistant or its equivalent

vi.

22. ASSISTANT CATERING OFFICER GRADE A/B (1 POST)
REF:TUC/AD/94/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Ensure cleanliness in the kitchen.
- ii. Prepare and cost menu.
- iii. Coordinate kitchen operations.
- iv. Any other duties assigned by the immediate supervisor.

Qualification Requirements:

- i. Diploma in institutional management from recognized institution
- ii. Computer literacy
- iii. Exemplary work performance

Experience: 3 years in catering services

23. LIBRARY ASSISTANTS II GRADE A/B (2 POSTS) REF:TUC/AD/95/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Shelving books and shelves reading.
- ii. Issues and receive library materials.
- iii. File all the various library catalogue cards.
- iv. Compile list of over dues materials.
- v. Record and analyse work statistics.
- vi. Prepare book pockets/cards and affix them on relevant books and spine mark.
- vii. Dispatch books to respective destinations for further action.
- viii. Produce catalogue cards.
- ix. Compile accession lists.
- x. Photocopy materials for users.
- xi. Any other duties assigned by immediate supervisor.

Qualification Requirements:

- i. Diploma in library and information studies or its equivalent from recognized institution
- ii. Be Computer literate
- iii. Exemplary work performance

Experience: 3 years' experience as library services or equivalent.

24. FARM/LIVESTOCK ASSISTANT GRADE A/B (1 POST) REF:TUC/AD/96/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Responsible for feeding of animals.
- ii. Milking and keeping milk records.
- iii. Scouting for animal diseases.
- iv. Maintain cleanliness of the pens.

- v. Take care of crops including planting, weeding, apply fertilizer and pesticides.
- vi. Keeping all farm produce records.
- vii. Scouting for crop diseases.
- viii. Oversee irrigation.

Qualification Requirements:

- i. Should have KCSE C plain or its equivalent qualifications
- ii. Must be computer literate
- iii. Diploma/certificate in the relevant field will be an added advantage
- iv. 3 years' experience as farm/livestock assistant II or equivalent

25. COOKS GRADE A/B (4 POSTS) REF:TUC/AD/97/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. To prepare all types of foods as required by the customers.
- ii. To ensure cleanliness in the cooking area and cleaning of utensils in the kitchen.
- iii. Perform any other duties as assigned by the immediate supervisor.
- iv. Any other duty assigned by the immediate supervisor.

Qualification Requirements:

- i. KCSE Certificate C plain
- ii. Certificate in food and beverage production
- iii. Exemplary work performance

Experience 3 years' experience as Cook II

26. CLERKS GRADE IV (5 POSTS) REF:TUC/AD/98/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Receive correspondence / mail from various sources – internal and external.
- ii. Dispatch mail and other documents internally and externally.
- iii. Responding to all inquiries, welcoming visitors and making them comfortable, making and confirming appointments as directed.
- iv. Open / close files as required, update and maintain files by filing documents, control and trace the movement of files and documents within the organization.
- v. Promptly retrieve and avail the required records and information.
- vi. Prepare and administer documents and records as required.
- vii. Carrying out general office administration duties from time to time.
- viii. Keeps record and monitor stock levels of office supplies and makes requisition to replenish the stocks.
- ix. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

- i. KCSE Certificate with a minimum grade C- (minus)

- ii. Basic professional Certificate
 - iii. Exemplary work performance
- Experience:** 3 years as a Clerk III or equivalent

27. COMPUTER ATTENDANT GRADE IV (1 POST)

REF:TUC/AD/99/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Carry out entry and update records into computer.
- ii. Generate reports from computer
- iii. Ensure that the computer in use and its peripherals are in working condition, and report defects if any.
- iv. Co-ordinate training of other staff in computer usage.
- v. Any other duties that may be assigned by the immediate supervisor.

Qualification requirements:

For appointment to this grade the candidate must have:

- i. KCSE C plain
- ii. Diploma in ICT or its equivalent from recognized institution.
- iii. Exemplary work performance.

Experience: I year experience

28. WAITERS GRADE IV (4 POSTS)

REF:TUC/AD/100/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Take and forward orders from customers.
- ii. Serve food and drinks to customers.
- iii. Maintain cleanliness and order in the dining hall.
- iv. Any other duty assigned by the immediate supervisor.

Qualification Requirements:

- i. KCSE C plain Certificate or equivalent
- ii. Certificate in food and beverage production
- iii. Exemplary work performance

Experience: 3 years' experience as Waiter II

29. DRIVERS GRADE III (3 POSTS)

REF:TUC/AD/101/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Responsible for driving University College vehicles.
- ii. Maintains vehicle cleanliness.
- iii. Adhere closely to the High way code
- iv. Report any vehicle defects to immediate supervisor.
- v. Ensure work- tickets are duly authorized.

- vi. Observe vehicle preventive maintenance
- vii. Any other duties that may be assigned by immediate supervisor.

Qualification Requirements:

- i. KCSE C- certificate
- ii. Driving license class B/C/E with PSV endorsement
- iii. Passed occupational Trade test I for Drivers
- iv. Exemplary work performance

Experience: 3 years' experience as a driver II or equivalent

30. SECURITY GUARD II GRADE III (6 POSTS)

REF:TUC/AD/102/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Undertake day and night patrols.
- ii. To carry out perimeter checks.
- iii. Protect University College/ student property by physical guarding.
- iv. Escort student / staff offenders.
- v. Assist in firefighting.
- vi. Obtaining help by sounding alarm.
- vii. Inspection of building.
- viii. Dispatch security items
- ix. Traffic control.
- x. Patrol University College premises to detect signs of intrusion and ensure security of doors, windows and gates.
- xi. Undertake surveillance duties.
- xii. Recording events and incidence in day- to- day in the OB.
- xiii. Any other duties assigned by immediate supervisor.

Qualification Requirements:

- i. KCSE Certificate C Minus
- ii. On- the job training or service in the disciplined forces.

Experience: 3 years' experience

31. PLUMBER II GRADE III (1 POST)

REF:TUC/AD/103/02/20

Duties and Responsibilities

- i. Repair of plumbing in the University College.
- ii. Attending to new and old building for plumbing installation of pipe fitting in the University College.
- iii. Attending to repair of the sewer pipes in the University College.
- iv. Attending to repair of the sewer line, waste drainage and waste water pipes.
- v. Any other duties assigned by immediate supervisor.

Qualification Requirements:

- i. KCSE C plain

- ii. Government trade test III
 - iii. Exemplary work performance
- Experience:** 1 year experience in plumbing.

32. LOCK SMITH II GRADE III (1 POST) REF:TUC/AD/104/02/20

Responsible to: Section Head

Duties and Responsibilities

- i. Repair faulty locks as necessary
- ii. Fabricate spare – parts of locks
- iii. Assemble locks from spare- parts
- iv. Cut keys for locks
- v. Any other duties assigned by immediate supervisor.

Qualification Requirements:

- i. KCSE C minus
- ii. Government trade test certificate II
- iii. Exemplary work performance

Experience: 1 year experience as locksmith

33. ELECTRICIAN II GRADE III (1 POST) REF: TUC/105/02/20

Duties and responsibilities

- i. Installation of wiring in new buildings
- ii. Repair and service of all types of electrical machine.
- iii. Inspecting all distribution Boxes for safety purposes.
- iv. Maintenance of University College buildings electricity supply.
- v. Any other duties as may be assigned by the immediate supervisor.

Qualification requirement:

- i. KCSE C Minus or equivalent
- ii. Government trade test II
- iii. Exemplary work performance

Experience: 1 year experience in electrical work or equivalent.

METHOD OF APPLICATION

Applicants must submit ten (10) copies of application letters giving details of their age, Education and professional qualifications, detailed work experience, present post and salary, applicant's day telephone and email address, and enclosing duly certified copies of certificates and testimonials and giving names and addresses of three (3) referees who are knowledgeable about the applicants' competence accompanied by a detailed Curriculum Vitae.

Applicants should request their referees to write and send their confidential recommendation letters on their behalf directly to the undersigned. The name and the reference number of the position for which application is made should be clearly indicated on the envelope.

Applications should reach the undersigned not later than **Friday 6th March, 2020 at 5 p.m.**

**THE PRINCIPAL,
THARAKA UNIVERSITY COLLEGE
P.O BOX 193-60215
MARIMANTI**

Tharaka University College is an equal opportunity employer. Persons with disabilities are encouraged to apply.