

THARAKA

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UNIVERSITY

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OFFICE OF THE VICE CHANCELLOR

VACANCIES/REPLACEMENT

Tharaka University, situated in the heart of the mineral-rich Tharaka region near Marimanti town, is an institution of higher learning committed to promoting academic excellence since its establishment. We are now extending an invitation to exceptionally qualified, highly skilled, and motivated individuals to join our dedicated team in the following roles:

A) ACADEMIC DIVISION POSITIONS

FACULTY OF HEALTH SCIENCES			
1.	Lecturer in Nursing	3 Posts	Ref: TUN/AD/01/09/24
2.	Lecturer in Clinical Medicine	3 Posts	Ref: TUN/AD/02/09/24
3.	Lecturer in Nutrition and Dietetics	3 Posts	Ref: TUN/AD/03/09/24
FACULTY OF LAW			
4.	Dean	1 Post	Ref: TUN/AD/04/09/24
5.	Lecturer in Law	3 Posts	Ref: TUN/AD/05/09/24
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES			
6.	Lecturer in Literature	2 Posts	Ref: TUN/AD/06/09/24
7.	Lecturer in Psychology	1 Post	Ref: TUN/AD/07/09/24
8.	Lecturer in Philosophy	2 Posts	Ref: TUN/AD/08/09/24
9.	Lecturer in Sociology	1 Post	Ref: TUN/AD/09/09/24
10.	Lecturer in Kiswahili	2 Posts	Ref: TUN/AD/10/09/24
11.	Lecturer in Linguistics	2 Posts	Ref: TUN/AD/87/09/24
12.	Lecturer in Journalism and Mass Communication (Production)	1 Post	Ref: TUN/AD/11/09/24
13.	Assistant Lecturer in Psychology	1 Post	Ref: TUN/AD/12/09/24
14.	Assistant Lecturer in Journalism and Mass Communication	1 Post	Ref: TUN/AD/13/09/24
15.	Assistant Lecturer in Linguistics	1 Post	Ref: TUN/AD/14/09/24
16.	Assistant Lecturer in Literature	1 Post	Ref: TUN/AD/15/09/24
17.	Assistant Lecturer in Kiswahili	2 Posts	Ref: TUN/AD/16/09/24
18.	Assistant Lecturer in Geography	1 Post	Ref: TUN/AD/17/09/24
19.	Assistant Lecturer in Criminology and Security Studies	1 Post	Ref: TUN/AD/18/09/24
20.	Assistant Lecturer in Home Science	1 Post	Ref: TUN/AD/19/09/24

21.	Assistant Lecturer in Music	1 Post	Ref: TUN/AD/20/09/24
DEPARTMENT OF BASIC SCIENCES			
22.	Lecturer in Pure Mathematics	1 Post	Ref: TUN/AD/21/09/24
23.	Lecturer in Physics	2 Posts	Ref: TUN/AD/22/09/24
24.	Lecturer in Chemistry	2 Posts	Ref: TUN/AD/82/09/24
25.	Lecturer in Statistics	1 Post	Ref: TUN/AD/23/09/24
26.	Lecturer in Actuarial Science	1 Post	Ref: TUN/AD/81/09/24
27.	Assistant Lecturer in Chemistry	2 Posts	Ref: TUN/AD/83/09/24
28.	Assistant Lecturer in Physics	2 Posts	Ref: TUN/AD/84/09/24
29.	Technologist - Physics	1 Post	Ref: TUN/AD/24/09/24
30.	Technologist - Chemistry	1 Post	Ref: TUN/AD/80/09/24
31.	Technologist - Media	1 Post	Ref: TUN/AD/91/09/24
DEPARTMENT OF COMPUTER SCIENCE			
32.	Lecturer in Computer Science	1 Post	Ref: TUN/AD/25/09/24
33.	Assistant Lecturer in Computer Science	2 Posts	Ref: TUN/AD/26/09/24
34.	Graduate Assistant in Computer Science	4 Posts	Ref: TUN/AD/27/09/24
35.	Computer Technician - Computer Science	1 Post	Ref: TUN/AD/28/09/24
DEPARTMENT OF DRYLAND AND NATURAL RESOURCES			
36.	Lecturer in Crop Science	1 Post	Ref: TUN/AD/29/09/24
37.	Lecturer in Animal Science	1 Post	Ref: TUN/AD/30/09/24
38.	Lecturer in Zoology	2 Posts	Ref: TUN/AD/85/09/24
39.	Lecturer in Botany	2 Posts	Ref: TUN/AD/88/09/24
40.	Assistant Lecturer in Zoology	2 Posts	Ref: TUN/AD/86/09/24
41.	Assistant Lecturer in French (Language)	1 Post	Ref: TUN/AD/31/09/24
42.	Assistant Lecturer in Agricultural Engineering	1 Post	Ref: TUN/AD/32/09/24
43.	Assistant Lecturer in Food Science	1 Post	Ref: TUN/AD/33/09/24
44.	Assistant Lecturer in Textiles Industry	1 Post	Ref: TUN/AD/34/09/24
45.	Assistant Lecturer in Crop Science	1 Post	Ref: TUN/AD/35/09/24
46.	Assistant Lecturer in Health Records	1 Post	Ref: TUN/AD/36/09/24
47.	Assistant Lecturer in Animal Science	1 Post	Ref: TUN/AD/37/09/24
48.	Assistant Lecturer in Botany	2 Posts	Ref: TUN/AD/89/09/24
49.	Graduate Assistant Crop Science	1 Post	Ref: TUN/AD/38/09/24
50.	Graduate Assistant Nursing	1 Post	Ref: TUN/AD/39/09/24
51.	Field Technologist (Animal and Crop Sciences)	1 Post	Ref: TUN/AD/40/09/24
52.	Technologist (Biology)	1 Post	Ref: TUN/AD/41/09/24
53.	Hospitality Laboratory Assistant	1 Post	Ref: TUN/AD/42/09/24
54.	Animal Health Laboratory Assistant	1 Post	Ref: TUN/AD/43/09/24
DEPARTMENT OF BUSINESS STUDIES			
55.	Lecturer in Marketing	1 Post	Ref: TUN/AD/44/09/24
56.	Lecturer in Finance	1 Post	Ref: TUN/AD/45/09/24
57.	Lecturer in Insurance	1 Post	Ref: TUN/AD/46/09/24
58.	Assistant Lecturer in Insurance	1 Post	Ref: TUN/AD/47/09/24
DEPARTMENT OF EDUCATION			
59.	Lecturer in Education Management	1 Post	Ref: TUN/AD/48/09/24
60.	Lecturer in Education Psychology	1 Post	Ref: TUN/AD/49/09/24

61.	Lecturer in Educational Curriculum and Instruction	1 Post	Ref: TUN/AD/50/09/24
62.	Lecturer in Educational Communication and Technology	1 Post	Ref: TUN/AD/51/09/24
63.	Assistant Lecturer in Education Management	1 Post	Ref: TUN/AD/52/09/24
64.	Assistant Lecturer in Education Psychology	1 Post	Ref: TUN/AD/53/09/24
65.	Assistant Lecturer in Educational Curriculum and Instruction	1 Post	Ref: TUN/AD/54/09/24
66.	Assistant Lecturer in Educational Communication and Technology	1 Post	Ref: TUN/AD/55/09/24
67.	Assistant Lecturer in ECDE	1 Post	Ref: TUN/AD/56/09/24
LIBRARY			
68.	University Librarian	1 Post	Ref: TUN/AD/57/09/24
69.	Systems Librarian	1 Post	Ref: TUN/AD/58/09/24

ADMINISTRATIVE DIVISION POSITIONS

70.	Security Officer	1 Post	Ref: TUN/AD/59/09/24
71.	University Lawyer	1 Post	Ref: TUN/AD/90/09/24
72.	Corporate Secretary	1 Post	Ref: TUN/AD/60/09/24
73.	Resource Mobilization Officer	1 Post	Ref: TUN/AD/61/09/24
74.	Public Communication/Public Relations Officer	1 Post	Ref: TUN/AD/62/09/24
75.	Human Resource Officer	1 Post	Ref: TUN/AD/63/09/24
76.	Deputy Registrar (Administration and Planning)	1 Post	Ref: TUN/AD/64/09/24
77.	Students Counsellor	3 Posts	Ref: TUN/AD/65/09/24
78.	Clerk of Works	1 Post	Ref: TUN/AD/66/09/24
79.	Internal Auditor	1 Post	Ref: TUN/AD/67/09/24
80.	Procurement Officer	1 Post	Ref: TUN/AD/68/09/24
81.	Administrative Assistants	10 Posts	Ref: TUN/AD/69/09/24
82.	Clerk	10 Posts	Ref: TUN/AD/70/09/24
83.	ICT Technicians	3 Posts	Ref: TUN/AD/71/09/24
84.	System Administrator	1 Post	Ref: TUN/AD/72/09/24
85.	Webmaster	1 Post	Ref: TUN/AD/73/09/24
86.	Radio Producer	2 Posts	Ref: TUN/AD/74/09/24
87.	Radio Presenter	2 Posts	Ref: TUN/AD/75/09/24
88.	Clinical Officer	3 Posts	Ref: TUN/AD/76/09/24
89.	Nurses	3 Posts	Ref: TUN/AD/77/09/24
90.	Games and Sports Officer	1 Post	Ref: TUN/AD/78/09/24
91.	Driver	6 Posts	Ref: TUN/AD/79/09/24

1. LECTURER GRADE 12

Responsible to: Chairperson of Department

This is the basic entry point to the University teaching and/or research career. 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, 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 interdisciplinary collaboration within and outside the department.
- viii. Participating in the 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 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.
- 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 the University level after obtaining a Master's degree.
- iv. Be registered with the relevant professional body (where applicable)
- v. **Must** have at least two (2) publications in refereed journals or one (1) book or 2 (two) book chapters in relevant areas.

2. ASSISTANT LECTURER GRADE 11

Responsible to: Chairperson of Department

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

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, evaluating, 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 and the Department.
- v. Initiating, planning, and conducting research.
- vi. Developing teaching and learning materials.
- vii. Participating in the 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 the 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 officers, Dean of Faculty, or Chair of Department as deemed necessary by such officers.

Qualification Requirements:

For appointment to this grade, one must;

- (i) Have a Masters from a recognized academic institution.
- (ii) Be registered or registerable with the relevant professional body (where applicable)
- (iii) Should also demonstrate potential for University teaching and/or research by registering for PhD studies

3. GRADUATE ASSISTANTS GRADE 10

Duties and Responsibilities

Responsible to the Chair of the Department, a Teaching/Research Assistant:

- i. Provides administrative support for Continuous Assessment Tests (CATs),
- ii. Supervises laboratory practicals, grades laboratory reports, CATs, and tutorials
- iii. Should register for a higher degree
- iv. Enforces safety in the laboratories
- v. Keeps records of student grades on laboratory practicals and assignments
- vi. Assists in the administrative and research activities as may be assigned by the Chairperson of the Department.

Academic / Professional Requirements

For appointment to this grade a candidate;

- i. **Must** have a Bachelor's degree of Upper Second-Class Honors level and above or equivalent in a relevant field, from a recognized University.
- ii. Should also demonstrate potential for university teaching and/or research by registering for a Masters Degree.

4. DEAN, FACULTY OF LAW GRADE 12 Ref: TUN/AD/04/09/24

Responsible to: Deputy Vice-Chancellor ARSA

Duties and Responsibilities:

- i. Provide visionary leadership to develop and enhance the faculty's academic programmes, and strategic initiatives that align with the University's mission and objectives.
- ii. Ensure the continuous improvement and academic excellence of the faculty's academic programmes, ensuring they remain current and relevant to the legal profession, both locally and internationally.

- iii. Promote professional growth and development for faculty members, enhancing their leadership, teaching capabilities, and transferable skills through various support mechanisms and training initiatives.
- iv. Spearhead scholarly activities, including research, publications, and academic consultancy, to advance the field of law and the faculty's reputation in the legal academic community.
- v. Deliver lectures, mentor students, and implement effective support systems to ensure student success and excellence in their legal studies.
- vi. Manage productive relationships with external stakeholders, including legal professionals, alumni, law firms, and governmental bodies, to strengthen the faculty's relevance and impact.
- vii. Ensure that the faculty adheres to statutory regulations, accreditation standards, and best practices while maintaining accountability to University leadership.

Academic / Professional Requirements

For appointment to this grade, the candidate must have:

- i. **Must** have an earned Ph.D. degree in the relevant area or its equivalent from a recognized academic institution.
- ii. At least 3 years of experience in teaching, research, and scholarly publications in reputable, peer-reviewed law journals.
- iii. Proven experience in University administration, such as heading a department or faculty

5. UNIVERSITY LIBRARIAN GRADE 15

Ref: TUN/AD/57/09/24

Responsible to: Deputy Vice-Chancellor (ARSA)

Duties and Responsibilities

- i. Overall, in charge of the department.
- ii. Advise the University Management board and other users on matters pertaining to the library.
- iii. Guiding the selection and acquisition of informational materials for teaching and research.
- iv. Present university library utilization report to management.
- v. Responsible for proper deployment of professional senior library staff.
- vi. Responsible for all staff matters in the department.
- vii. Responsible for the implementation of University policies and procedures relevant to the department.
- viii. Responsible for the formulation, planning and control of the departmental budget.
- ix. Responsible for formulation and implementation of the departmental strategic plan.
- x. Any other duties assigned by the immediate supervisor.

Qualification Requirements;

For appointment to this grade a candidate:

- i. **Must** have an earned PhD in the relevant field with four publications in refereed journals

OR

- ii. **Must** have a Master's degree in the relevant field with four publications since the last promotion plus 5 years' experience as Deputy University Librarian.
- iii. **Must** be Computer literate
- iv. **Must** have an Exemplary work performance
- v. **Must** have 3 years' experience as a Deputy University Librarian.

6. SYSTEMS LIBRARIAN GRADE 9

Ref: TUN/AD/58/09/24

Responsible to: Section Head

Duties and Responsibilities:

- i. Oversee library system administration, configuration, and maintenance (Koha, OJS, DSpace, antiplagiarism tools, and the website), ensuring seamless integration and accurate metadata management.
- ii. Lead the implementation and evaluation of new technologies and system upgrades to enhance digital library services.
- iii. Implement cybersecurity measures and conduct regular audits to protect library systems and user data.
- iv. Provide training and support to staff and students on digital systems, and maintain documentation for system use and troubleshooting.
- v. Diagnose and resolve technical issues, ensuring minimal disruption to library services.
- vi. Manage and monitor secure remote access to library resources, addressing any issues promptly.

Academic / Professional Requirements

For appointment to this grade, the candidate must have:

- i. Bachelor's degree in Information Science or equivalent.
- ii. A master's degree in Information Science or a related field will be an added advantage.
- iii. Demonstrated experience in managing library systems, network management, server management, and IT management within a library setting.

7. TECHNOLOGIST GRADE 8

Responsible to: Section Head

Duties and Responsibilities.

- i. Prepare, conduct, and supervise practical classes or courses.
- ii. Participate in research and student projects.
- iii. Service and maintain scientific equipment as per the operational instruction manuals.
- iv. Ensure that equipment spare parts and supplies are available.
- v. Assess, determine, and evaluate requirements for assigned practical work.
- vi. Any other duties assigned by the immediate supervisor.

Academic / Professional Requirements

- i. Must have a Bachelor's degree/ higher diploma in the relevant field from a recognized institution.
- ii. Registered and licensed by the relevant regulatory body

- iii. Proficiency in laboratory techniques, data analysis, and quality assurance
- iv. Exemplary work performance.

Experience: 1 years experience as a Technologist or equivalent

8. LABORATORY ASSISTANT GRADE 5

Responsible to: Section Head

Duties and Responsibilities:

- i. Ensure that all equipment is clean and kept in their rightful places before and after practical classes.
- ii. Assist in arranging practical classes.
- iii. Ensure that all equipment, instruction manuals, laboratory manuals, catalogues, and their records are properly stored.
- iv. Any other duties assigned by immediate supervisor.

Academic / Professional Requirements

For appointment to this grade, the candidate must have:

- i. Diploma in the relevant field from a recognized institution.
- ii. Computer literacy
- iii. Exemplary work performance.

Experience: 1-year experience as laboratory Assistant I or equivalent

B) ADMINISTRATIVE DIVISION POSITIONS

1. SECURITY OFFICER GRADE 8

Ref: TUN/AD/59/09/24

Reports to: Senior Security officer

Duties and Responsibilities

- i. supervise the guards in the performance of their duties.
- ii. Collect intelligence reports and general surveillance/ compile security reports
- iii. Security of students, i.e., monitoring student's complaints and dealing with their issues.
- iv. Any other duties that may be assigned by the immediate supervisor.
- v. In charge of fire equipment and organizing fire drills.
- vi. Ensure the security of university visitors
- vii. Investigation work.
- viii. Keep a record of all occurrences.
- ix. Assist formulation, planning, and control of the departmental budget in his/her docket
- x. Assist in planning and organizing training for security staff in his/her docket

Academic / Professional Requirements

For appointment to this grade, the candidate must have:

- i. Attained the rank of Inspector of Police
- OR**
- ii. Bachelor's Degree in the relevant field from a recognized institution
 - iii. Exemplary work performance.
 - iv. Certification in CPP, CISSP, CSMP, or CFE will be an added advantage

Experience: 1 year of security service.

2. LAWYER

GRADE 12 Ref: TUN/AD/90/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Provide legal advice and guidance on various legal matters, including contracts and policies.
- ii. Represent the University in court proceedings and manage litigation.
- iii. Ensure compliance with education, labour, and data protection laws.
- iv. Draft, review, and negotiate contracts and legal agreements.
- v. Manage dispute resolution processes, including mediation and arbitration.
- vi. Conduct legal research and provide training to staff on key legal issues.
- vii. Liaise with external counsel and manage external legal engagements.

Qualification Requirements:

- i. **Must** have a Bachelor's degree in Law from a recognized institution.
- ii. **Must** be an Advocate of the high court of Kenya and a member of LSK
- iii. **Demonstrate** knowledge of the Kenya Corporate law

Experience: 1 year in legal practice.

3. CORPORATE SECRETARY

GRADE 12 Ref: TUN/AD/60/09/24

Responsible to: Vice-Chancellor

Duties and Responsibilities

- i. Ensure compliance with governance regulations and statutory requirements.
- ii. Advise the University Council on corporate governance best practices.
- iii. Maintain accurate records of Council meetings, minutes, and resolutions.
- iv. Oversee the execution of contracts and legal documents on behalf of the University.
- v. Act as the communication link between the Council, management, and stakeholders.
- vi. Organize orientation and training for new Council members.
- vii. Assist in identifying legal risks and ensuring risk management strategies are followed.

Qualification Requirements:

- iv. **Must** have a Bachelor's degree in Law, Business, Public Administration, or a related field from a recognized institution.
- v. Possession of a Certified Public Secretary (CPS) certification will be an added advantage

- vi. **Demonstrate** knowledge of the Kenya Corporate law

Experience: At least 3 years of experience in governance, corporate secretarial roles, or legal advisory.

4. RESOURCE MOBILIZATION OFFICER

GRADE 12 Ref: TUN/AD/61/09/24

Responsible to: DVC AFP&D

Duties and Responsibilities:

- i. Develop and implement fundraising strategies to secure financial resources, grants, and donations for the university.
- ii. Prepare compelling grant proposals and funding applications for submission to government agencies, foundations, and other funding sources.
- iii. Cultivate and maintain relationships with donors, sponsors, and funding partners to ensure ongoing support and collaboration.
- iv. Identify and research potential funding opportunities, including government grants, international donors, and corporate sponsorships.
- v. Assist in the development of project budgets and financial plans for grant applications.
- vi. Prepare regular reports on fundraising activities, grant utilization, and outcomes.
- vii. Collaborate with University departments and faculty to align resource mobilization efforts with academic and research priorities.
- viii. Organize fundraising events and campaigns to engage the university community and external stakeholders.
- ix. Advocate for the university's funding needs and priorities with relevant stakeholders, both locally and internationally.
- x. Ensure compliance with donor requirements and regulations.
- xi. Perform any other resource mobilization-related duties as assigned by the immediate supervisor.

Qualification Requirements:

- i. **Must** have a Master's degree from a recognized academic institution
- ii. **Must** have a Bachelor's degree in Business Administration, Economics, Development Studies, or a related field from a recognized institution.
- iii. Relevant professional qualifications or certifications in fundraising or resource mobilization will be an added advantage.
- iv. At least 3 years of experience in resource mobilization, fundraising, or related fields.
- v. Demonstrated ability to develop successful grant proposals.
- vi. Knowledge of fundraising best practices and donor relationship management and familiarity with Kenyan and international funding agencies and donors.

5. PUBLIC COMMUNICATION/PUBLIC RELATIONS OFFICER

GRADE 11

Ref: TUN/AD/62/09/24

Reports to: Senior Public Relations Officer

Duties and Responsibilities

- i. Coordinate the preparation and dissemination of corporate publicity information materials like posters, banners, calendars, diaries, prospectus, and monthly update newsletters.
- ii. Producing content for different platforms, including social media, websites, newsletters, and brochures.
- iii. Supervise staff under his/ her section.
- iv. Coordinate the coverage of University activities
- v. Ensure posting of all advertising both internally and externally
- vi. Coordinate and participate in organizing University exhibitions and marketing activities.
- vii. Develop, implement, and maintain plans to manage potential crises.
- viii. Organize events such as product launches, press conferences, and community initiatives.
- ix. Write, edit, and proofread articles, speeches, and other editorial content to ensure clarity, accuracy, and alignment with organizational standards.
- x. Ensuring consistency in how Tharaka University's brand is presented to the public
- xi. Provide training to improve internal communication skills within the University.

Academic/ Professional Requirements & Experience

For appointment to this grade a candidate:

- i. **Must** have a Master's Degree in a relevant field.
- ii. **Must** have a Bachelor's degree in Mass Communication or equivalent from a recognized institution.
- iii. **Must** be a member of a relevant professional body
- iv. Additional certifications in digital marketing, media relations, or communication strategies from recognized institutions will be an added advantage
- v. Should show exemplary work performance.

Experience: At least 3 years experience as a Senior Assistant Public Relations Officer 1 or equivalent.

6. HUMAN RESOURCE OFFICER GRADE 12 Ref: TUN/AD/63/09/24

Responsible to: Section Head

Duties and Responsibilities:

The Human Resource Officer will be responsible for providing essential support in various HR functions to ensure the efficient and effective operation of the university's human resources department. Key responsibilities include:

- i. Supervise and manage HR staff within the department.
- ii. Assist in the recruitment and selection process, including posting job vacancies, shortlisting candidates, and coordinating interviews.
- iii. Maintain accurate and up-to-date employee records and documentation.
- iv. Assist in managing employee benefits programs, including health insurance, leave, and retirement plans.
- v. Ensure compliance with University policies and labor laws in all HR processes and activities.

- vi. Coordinate training and development programs for university staff.
- vii. Support the performance appraisal process, including setting objectives, conducting evaluations, and providing feedback.
- viii. Handle employee inquiries, grievances, and disciplinary matters by university policies.
- ix. Prepare HR reports, letters, and documents as required.
 - x. Participate in the review and development of HR policies and procedures.
 - xi. Perform any other HR-related duties as assigned by the immediate supervisor.

Qualification Requirements:

- i. **Must** have a Master's degree from a recognized academic institution
- ii. Bachelor's Degree in Human Resource Management or a related field from a recognized institution.
- iii. Must be registered with IHRM Kenya
- iv. A Professional HR certification (e.g., CHRMP, HRBP) will be an added advantage
 - v. At least 3 years of relevant work experience in human resources.
 - vi. Strong knowledge of Kenyan labor laws and HR best practices.
 - vii. Excellent communication and interpersonal skills.
 - viii. Proficiency in MS Office applications.
 - ix. High degree of confidentiality and integrity.

7. DEPUTY REGISTRAR (ADMINISTRATION AND PLANNING) GRADE 14

Ref: TUN/AD/64/09/24

Reports to: Registrar

Duties and Responsibilities

- ii. Allocate duties by developing job descriptions and rosters to ensure all staff under them are optimally engaged and all tasks are performed.
- iii. Assist in developing strategies, draft work plans, budgets, and procurement plans for approval by the Registrar for efficiency in service delivery in the division.
- iv. Participate in the development of policies to guide the operations of the University for consistency in decision-making and to promote fairness.
 - v. Participate in the implementation of decisions made by Management organs of the University for the realization of the University's objectives.
 - vi. Evaluate the performance of staff under them to measure productivity, motivate staff identify areas of improvement, and take necessary action.
 - vii. Participate in planning for resources for Institutional growth, reduce wastefulness, and minimize risks.
- viii. Prepare draft reports and make recommendations for necessary action and implementation.
- ix. Draft communication on Management decisions to stakeholders to provide feedback and for implementation.
 - x. Organize meetings and provide secretarial services to ensure proceedings of the meeting are accurately recorded
 - xi. Maintain records of correspondence, meetings, and operations for reference purposes and to support the decisions made.

- xii. Plan and participate in corporate publicity, marketing, and public relations activities to promote a positive image of the University.
- xiii. Participate in the Corporate Social Responsibility activities to enhance the image of the University.
- xiv. Participate in the promotion of community well-being through career advising, training, and environmental conservation for the realization of the University's mandate.
- xv. Any other duties assigned by immediate supervisor.

Academic/Professional Requirements

For appointment to this grade, the candidate must have:

- i. Must have a Master's degree in either public administration, Business administration, Economics, or Human Resource Management from a recognized institution or its equivalent.
- ii. Certification in CPS, HRM, PMP, or CHRP (K) or any management course is highly desirable
- iii. Affiliation to the relevant professional body is an added advantage
- iv. Computer literacy.
- v. Exemplary work performance and 3 years experience as a Senior Assistant Registrar or its equivalent.

8. STUDENT COUNSELLOR GRADE 11

Ref: TUN/AD/65/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Provide individual and group counselling to support students' mental, emotional, and academic well-being.
- ii. Respond to crises by offering immediate support and coordinating with relevant departments.
- iii. Promote mental health awareness through workshops, seminars, and educational campaigns.
- iv. Develop and implement counselling programs tailored to student needs.
- v. Collaborate with academic and administrative departments to address student welfare concerns.
- vi. Maintain confidential records and report on counselling activities to university management.

Academic/Professional Requirements

For appointment to this grade, the candidate must have:

- i. Must have a Master's degree in either Counseling Psychology, Guidance and Counseling or related fields from a recognized institution or its equivalent.
- ii. Registration with the Kenya Counsellors and Psychologists Association (KCPA) or similar professional body.
- iii. Exemplary work performance and 3 years as senior students' counsellor II or equivalent

9. CLERK OF WORKS GRADE 11

Ref: TUN/AD/66/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Co-ordinate preparation of design and estimate cost of works.
- ii. Coordinate 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. Coordinate staff training and development and other personnel matters.
- vii. Any other duties that may be assigned by the immediate supervisor.

Academic/Professional Requirements

For appointment to this grade, the candidate must have:

- i. Diploma or degree in construction management, civil engineering, or a related field.
- ii. Experience in construction site management.
- iii. Exemplary work performance and 3 years as Clerk of Works or equivalent

10. INTERNAL AUDITOR GRADE 11

Ref: TUN/AD/67/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Develop and implement annual audit plans for financial, operational, and compliance audits across university departments.
- ii. Identify and assess risks related to financial management, governance, and operational efficiency.
- iii. Review internal control systems in key areas like procurement, payroll, and revenue collection, recommending improvements.
- iv. Ensure compliance with statutory requirements, government regulations, and university policies.
- v. Audit financial statements, budget allocations, and university processes for accuracy and efficiency.
- vi. Prepare detailed audit reports and present findings to management, recommending corrective actions.
- vii. Monitor for fraud or financial irregularities and conduct investigations when necessary.
- viii. Work with departments and external auditors to address audit findings and ensure effective follow-up on corrective measures.

Academic/Professional Requirements

For appointment to this grade, the candidate must have:

- i. Bachelor's degree in Accounting, Finance, or related field.
- ii. Professional certifications such as CPA(K), ACCA, or CIA.
- iii. Proficiency in audit software and financial reporting systems.
- iv. Minimum 3-5 years of internal audit experience, preferably within a higher education institution or public sector.

11. PROCUREMENT OFFICER GRADE 9

Ref: TUN/AD/68/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Develop and implement the university's procurement plans in alignment with its budget and needs.

- ii. Identify, evaluate, and manage relationships with suppliers and vendors, ensuring the best terms and quality.
- iii. Oversee the preparation, issuance, and evaluation of tenders, ensuring compliance with public procurement laws and regulations.
- iv. Negotiate, draft, and manage procurement contracts, ensuring fulfilment of terms and conditions.
- v. Ensure all procurement activities adhere to university policies, the Public Procurement and Asset Disposal Act, and other legal requirements.
- vi. Monitor the receipt, storage, and distribution of goods, maintaining accurate records of inventory and university assets.
- vii. Ensure procurement processes achieve cost efficiency while maintaining quality standards.
- viii. Prepare procurement reports, documenting purchasing activities, supplier performance, and contract compliance.

Academic/Professional Requirements

For appointment to this grade, the candidate must have:

- i. Bachelor's degree in Procurement and Supply Chain Management, Business Administration, Commerce, or a related field.
- ii. Membership from the Chartered Institute of Procurement and Supply (CIPS) or Kenya Institute of Supplies Management (KISM).
- iii. Minimum of 3 years of relevant experience in procurement, preferably in a public institution or government setting.

12. ADMINISTRATIVE ASSISTANT GRADE D

Ref: TUN/AD/69/09/24

Responsible to: Section Head

Duties and Responsibilities

- i. Supervise staff under them.
- ii. Assist in the implementation of administrative functions of the department or sections.
- iii. Provide administrative support to faculty and administrative staff, including preparing reports, presentations, minutes and documentation
- iv. Manage calendars, schedule meetings, and coordinate appointments for university staff.
- v. Maintain accurate and organized records, including student records, staff files, and administrative documents.
- vi. Enter and update data in university databases and information systems.
- vii. Assist in planning and organizing university events, workshops, and conferences.
- viii. Distribute information to staff, students, and faculty as required.
- ix. 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.

1-year experience in Administrative Duties

13. CLERKS GRADE IV

Ref: TUN/AD/70/09/24

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 making them comfortable, and making and confirming appointments as directed.
- iv. Open/close files as required, update and maintain files by filing documents, and 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 records and monitors stock levels of office supplies and makes requisitions to replenish the stocks.
- ix. Any other duties that may be assigned by the immediate supervisor.

Qualification Requirements:

- i. Diploma certificate from a recognized institution
- ii. KCSE Certificate with a minimum grade of C- (minus)
- iii. Basic Professional Certificate
- iv. Exemplary work performance

Experience: 3 years as a Clerk III or equivalent

14. ICT TECHNICIANS

GRADE 5

Ref: TUN/AD/71/09/24

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.

Academic /professional requirements

For appointment to this grade, the candidate must have:

- i. Diploma in ICT or its equivalent from a recognized institution.
- ii. Exemplary work performance.

Experience: I year of experience

15. SYSTEM ADMINISTRATOR

GRADE 9

Ref: TUN/AD/72/09/24

Responsible to: Section Head

Duties and Responsibilities

- i. Coordinate, perform, and monitor database processes and operations.
- ii. Control and monitor database usage.

- iii. Provide guidance and procedures in systems installation, configuration, and maintenance of university servers.
- iv. Ensure ICT security (such as using firewalls).
- v. Plan, install, and maintain university servers.
- vi. Install and maintain data communication infrastructure and services.
- vii. Provide systems administration services for university servers.
- viii. Install, configure, optimize, and maintain the internet and intranet.
- ix. Undertake Database Administration, including database design and development.
- x. Plan, implement, and maintain university corporate databases and information systems.
- xi. Evaluate, install, test, and configure university databases.
- xii. Ensure database security.
- xiii. Perform database and mail backups, monitoring, tuning, and data recovery.
- xiv. Facilitate information systems developers with database issues.
- xv. Install and maintain database and mail servers.

Academic /professional requirements

For appointment to this grade, the candidate must have:

- i. Must have a Bachelor's degree from a recognized institution
- ii. Demonstrate experience with networks and ICT systems e.g ERP
- iii. Possession of applicable qualifications such as Microsoft, Cisco, SQL, MySQL, Oracle, C-Sharp, Python or its equivalent will be an added advantage

16. WEBMASTER

GRADE C/D Ref: TUN/AD/73/09/24

Responsible to: Section Head

Duties and Responsibilities

- i. Maintain the University's web presence by posting new content promptly.
- 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, and 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.

Qualification Requirements:

- i. Diploma in Graphic Design, Information Technology, Computer Science, Business IT, or related from a recognized Institution.
 - ii. Relevant certifications in web development will be an added advantage
- 1-year experience in managing websites

17. RADIO PRODUCER

GRADE 10 Ref: TUN/AD/74/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Develop creative and engaging radio content, including show ideas, segments, and features
- ii. Write scripts and create rundowns for radio shows, outlining the structure, timing, and content flow.
- iii. Coordinate with hosts, guests, and contributors to plan and schedule show segments.
- iv. Oversee technical aspects of radio production, including sound editing, mixing, and audio enhancement.
- v. Ensure high-quality audio production and adherence to broadcasting standards.
- vi. Coordinate logistics for radio shows, including booking guests, arranging interviews, and managing studio schedules.
- vii. Liaise with other university departments and external partners for collaboration on radio projects and events.
- viii. Develop promotional strategies to increase listenership and engagement with the university radio station.
- ix. Utilize social media, campus events, and other channels to promote radio shows and attract new audiences.

Academic /Professional Requirements

For appointment to this grade, the candidate must have:

- i. Bachelor's degree in Communication, Journalism, Media Studies, or a related field.
- ii. Courses or training in radio production, broadcasting, or multimedia journalism are advantageous.
- iii. Technical proficiency in audio editing software (e.g., Adobe Audition, Audacity) and production equipment is desirable.
- iv. Exemplary work performance.

Experience: 3 years experience in radio production, content creation, or media-related roles is preferred.

18. RADIO PRESENTER

GRADE 8

Ref: TUN/AD/75/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Host radio shows, engaging listeners with a lively and interactive presentation style.
- ii. Conduct interviews, moderate discussions, and lead on-air conversations with guests and callers.
- iii. Deliver scripted content, news updates, announcements, and station promotions during shows.
- iv. Interact with listeners through phone calls, social media, and other platforms, soliciting feedback, questions, and song requests.
- v. Build rapport with the audience and cultivate a loyal listener base.
- vi. Research topics, current events, and guest backgrounds to prepare for on-air discussions and interviews.
- vii. Review show scripts, rundown, and content outlines provided by the producer.
- viii. Follow broadcasting regulations and station policies regarding content, language, and on-air conduct.
- ix. Maintain professionalism and ethical standards in all aspects of radio presentation.

Academic /Professional Requirements

For appointment to this grade, the candidate must have:

- i. Bachelor's degree in Communication, Journalism, Media Studies, or a related field.
- ii. Experience in broadcasting, voice modulation, and performance arts can be advantageous
- iii. Exemplary work performance.

Experience: 1-year experience as a radio presenter, DJ, or public speaker

19. CLINICAL OFFICER GRADE 10 Ref: TUN/AD/76/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Supervise junior Health workers.
- ii. Examine, Diagnose, and treat patients in the University clinics.
- iii. Conduct health education and promotion activities to encourage healthy lifestyles and disease prevention.
- iv. Organize and conduct routine health screenings for common conditions
- v. Maintain accurate and confidential medical records for all patients
- vi. Filter and refer patients appropriately.
- vii. Any other duties that may be assigned by the immediate supervisor.

Academic /Professional Requirements

For appointment to this grade, the candidate must have:

- v. Degree in Clinical Medicine and Surgery.
- vi. Registered by the Clinical Officers Council (COC) of Kenya.
- vii. Exemplary work performance.

Experience: 3 years experience in clinical practice.

20. NURSES GRADE 8 Ref: TUN/AD/77/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Plan, supervise, and coordinate nursing care.
- ii. Administer treatments, medications, and vaccinations as prescribed
- iii. Organize and participate in health promotion activities, including awareness campaigns on issues such as HIV/AIDS, reproductive health, and mental health.
- iv. Ensure availability of medical supplies and ensure the availability of necessary medications and equipment.
- v. Counselling clients, patients, and staff under him/her.
- vi. Provide support and guidance to students dealing with stress, substance abuse, or other health-related concerns
- vii. Any other duties that may be assigned by the immediate supervisor.

Academic /Professional Requirements

For appointment to this grade, the candidate must have:

- i. Diploma in Nursing
- ii. Must be registered and licensed with the Nursing Council of Kenya.

- iii. Exemplary work performance.

Experience: 1 year experience

21. GAMES AND SPORTS OFFICER

GRADE 8

Ref: TUN/AD/78/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Plan, organize, and develop games and sports activities.
- ii. Oversee general care and maintenance of games facilities.
- iii. Coach and officiate various games and activities among students.
- iv. Responsible for students going for external fixtures.
- v. Popularize sports and games activities among students.
- vi. Supervise staff under them.
- vii. Any other duties assigned by the immediate supervisor.

Academic/Professional Requirements

For appointment to this grade, the candidate must have:

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

Experience: 1 year in sports administration

22. DRIVER

GRADE IV

Ref: TUN/AD/79/09/24

Reports to: Section Head

Duties and Responsibilities

- i. Responsible for driving university vehicles.
- ii. Maintains vehicle cleanliness.
- iii. Ensure adherence to traffic rules and regulations while driving university vehicles.
- iv. Perform routine vehicle inspections to ensure that university vehicles are in good working condition.
- v. Report any vehicle defects to the immediate supervisor.
- vi. Ensure work- tickets are duly authorized.
- vii. Observe vehicle preventive maintenance
- viii. Be prepared to respond to emergencies while on duty, including providing first aid assistance and contacting emergency services if necessary.
- ix. Any other duties that may be assigned by the immediate supervisor.

Academic/Professional Requirement

For appointment to this grade, the candidate must have:

- i. K.C.S.E certificate

- ii. Driving license class D3 endorsement
- iii. Possess PSV badge
- iv. Passed suitability test for Drivers
 - v. Must have undergone defensive driving training in the last two years
 - vi. Relevant safety training programs will be considered an added advantage
 - vii. Exemplary work performance

Experience: 3 years experience as a driver II or equivalent

HOW TO APPLY

Applicants must apply online on the form provided on the website via <https://tharaka.ac.ke/careers/> Applications should reach the undersigned no later than **Friday 11th October, 2024 at 11:59 p.m.**

All applications should be addressed to the Vice-Chancellor.

Hard copies will not be considered.

Kindly note that only shortlisted candidates will be contacted

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