



TURKANA UNIVERSITY COLLEGE

(A constituent college of Masinde Muliro University
of Science and Technology)

(Office of the Deputy Principal (Administration, Finance and
Planning))



EXTERNAL ADVERTISEMENT

Turkana University College invites applications from suitably qualified candidates for the following vacant position:

HUMAN RESOURCE OFFICER/SENIOR ADMINISTRATIVE ASSISTANT II (HR), SCALE X

a) QUALIFICATIONS AND EXPERIENCE

The applicant:

- Must have a Bachelor's degree in Human Resource Management/Commerce/Business Management with six (6) years working experience, three (3) of which as Human Resource Officer Scale IX /Senior Administrative Assistant I or its equivalent.
- Must have CHRP II/CPS II or equivalent professional qualifications.
- Must be registered with a relevant professional body.
- Must be ICT competent (provide evidence).

b). DUTIES AND RESPONSIBILITIES

- Prepare human resource budgets .
- Establish proper reward systems by designing financial and non-financial rewards and sanctions.
- Ensure proper working conditions and employees' welfare.
- Ensure employee records are well maintained and properly managed.
- Maintain industrial peace in the University College in liaison with committees on discipline, staff welfare and safety among others.
- Coordinate the staff performance appraisal process.
- Responsible for the staff recruitment process.
- Handle correspondences on recruitment and training matters.
- Implement the resolutions of the training committee.
- Administration of staff terms of service.
- Handle induction and orientation matters.
- Perform any other duties that may be assigned from time to time.

Appointment to the position will be on **permanent and pensionable terms** subject to successful completion of probation.

APPLICATION MODE:

- Candidates should submit manual (hard copy) or electronic applications;
- All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents;
- The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles and membership of professional association, email address and telephone contacts;
- All electronic applications should be sent to the following e-mail address of the Deputy Principal, Administration, Finance and Planning office: dpafp@tuc.ac.ke;
- All manual applications should be submitted in a sealed envelope clearly marked: "Human Resource Officer/Senior Administrative Assistant II (HR)" and delivered to:

**The Deputy Principal (Administration, Finance & Planning),
Turkana University College,
P.O. Box 69 - 30500 LODWAR, KENYA.**

- All applications should reach the Deputy Principal (Administration, Finance & Planning) Office on or before **23rd Feb 2026** latest by **5.00 p. m (East African Time)**.

NOTE:

- TURKANA UNIVERSITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.**
- ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**