



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:

- i. 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.
- ii. Must have CHRP II/CPS II or equivalent professional qualifications.
- iii. Must be registered with a relevant professional body.
- iv. Must be ICT competent (provide evidence).

b). DUTIES AND RESPONSIBILITIES

- i. Prepare human resource budgets .
- ii. Establish proper reward systems by designing financial and non-financial rewards and sanctions.
- iii. Ensure proper working conditions and employees' welfare.
- iv. Ensure employee records are well maintained and properly managed.
- v. Maintain industrial peace in the University College in liaison with committees on discipline, staff welfare and safety among others.
- vi. Coordinate the staff performance appraisal process.
- vii. Responsible for the staff recruitment process.
- viii. Handle correspondences on recruitment and training matters.
- ix. Implement the resolutions of the training committee.
- x. Administration of staff terms of service.
- xi. Handle induction and orientation matters.
- xii. 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:

1. Candidates should submit manual (hard copy) or electronic applications;
2. 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;
3. 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;
4. 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;
5. 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.**

6. 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:

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