

Applications are invited from persons qualified for positions described hereunder to reach the address below not later than **Friday 16th April, 2010**. Applications must be sent together with one copy of a detailed CV, copies of relevant certificates and testimonials. The reference number of the position applied for must be clearly indicated on the Application Letter.

Applications must be addressed to:

**The Principal
The Mombasa Polytechnic University College
P.O Box 90420 – 80100
MOMBASA**

Or e-mailed to:

principal@mombasapoly.ac.ke

POSITION: Deputy Principal (Administration, Finance and Planning) – Grade 16: REF. NO. MPUC/N/DP/ADMIN/01/2010: 1Post (READVERTISEMENT)

REQUIREMENTS: Earned PhD, relevant to management of a University. Should have at least eight (8) years post-qualification experience at Senior Management positions in a University, or any other large institution of outstanding and recognized scholarship. Background knowledge of Technical, Industrial, Vocational and Educational Training (TIVET) policies and practices shall be an added advantage.

JOB SUMMARY: Responsible to the Principal. Shall be in charge of the effective and efficient operations of the Administration, Planning and Finance functions of the University College.

POSITION: Deputy Principal (Academic Affairs) – Grade 16: REF. NO. MPUC/N/DP/ACAD/01/2010: 1Post

REQUIREMENTS: Earned PhD, relevant to management of academic activities of a University. Should have at least eight (8) years post-qualification experience at Senior Management positions of Academic and Students Welfare functions in a University, or any other large institution of outstanding and recognized scholarship. Background knowledge of Technical, Industrial, Vocational and Educational Training (TIVET) policies and practices shall be an added advantage.

JOB SUMMARY: Responsible to Principal. Shall be incharge of the effective and efficient operations of the Academic, Research, Industrial Linkages, and Students Welfare activities of the University College.

POSITION: Registrar (Administration, Finance and Planning) – Grade 15A: REF. NO. MPUC/N/REG/ADMIN/01/2010: 1Post (READVERTISEMENT)

REQUIREMENTS: Earned PhD, relevant to management of a University. Should have at least five (5) years post-qualification experience at Senior Management positions in a University, or any other large institution of outstanding and recognized scholarship. Background knowledge of Technical, Industrial, Vocational and Educational Training (TIVET) policies and practices shall be an added advantage.

JOB SUMMARY: Responsible to the Deputy Principal(Administration, Finance and Planning). Shall be coordinating Academic functions of the University College.

POSITION: Registrar (Academic Affairs) – Grade 15A: REF. NO. MPUC/N/REG/ACAD/01/2010: 1Post

REQUIREMENTS: Earned PhD, relevant to management of academic activities of a University. Should have at least five (5) years post-qualification experience at Senior Management positions in a University, or any other large institution of outstanding and recognized scholarship. Background knowledge of Technical, Industrial, Vocational and Educational Training (TIVET) policies and practices shall be an added advantage.

JOB SUMMARY: Responsible to the Deputy Principal (Academic Affairs). Shall be coordinating Academic functions of the University College.

POSITION: Internal Auditor –Grade 13N: REF. NO. MPUC/N/IA/01/2010: 1Post (READVERTISEMENT)

REQUIREMENTS: MBA(Finance/Accounting) with CPA(K) or recognized equivalent. Must be a member of ICPA(K). Should have at least five (5) years post-qualification experience as Deputy Internal Auditor at Grade 12 in a University/Research Organizations, or a position of equivalent responsibility in the industry.

JOB SUMMARY: Responsible to the Principal. Shall be incharge of Internal Audit functions of the University College.

POSITION: Procurement/Supplies Officer – Grade 13N: REF. NO. MPUC/N/PO/01/2010: 1Post (READVERTISEMENT)

REQUIREMENTS: Masters degree in Procurement/Supplies Management or relevant qualification with at least five (5) years post-qualification experience as Assistant Procurement/Supplies Officer in a University, or a position of equivalent responsibility in a large procurement department. Must be a member of the Kenya Institute of Supplies Management.

JOB SUMMARY: Responsible to the Deputy Principal (Administration, Finance and Planning). Shall be incharge of procurement and stores functions of the University College.

POSITION: Senior Accountant – Grade 13N: REF. NO. MPUC/N/SA/01/2010: 1 Post

REQUIREMENTS: M. Com/MBA (Finance/Accounting) with CPA(K) or recognized equivalent. Must be a member of ICPA (K). Should have at least five (5) years post-qualification experience as Accountant I at Grade 12 in a University, or in a position of equivalent responsibility in the industry.

JOB SUMMARY: Responsible to the Finance Officer. Shall be performing Finance functions of the University College.

POSITION: Deputy Internal Auditor –Grade 12N: REF. NO. MPUC/N/DIA/01/2010: 1Post

REQUIREMENTS: MBA(Finance/Accounting) with CPA(K) or recognized equivalent. Must be a member of ICPA(K). Should have at least five (5) years post-qualification experience as Assistant Internal Auditor at Grade 11 in a University, or a position of equivalent responsibility in a Research Organizations, or the industry.

JOB SUMMARY: Responsible to the Internal Auditor. Shall be ensuring effective and efficient operations of the auditing functions of the University College.

POSITION: Accountant II– Grade 11N: REF. NO. MPUC/N/ACC/01/2010: 2 Posts

REQUIREMENTS: B.Com. (Accounting) with CPA II/recognized equivalent or CPA(K). Should have at least five (5) years post-qualification experience as Senior Assistant Accountant I at Grade 10 in a University, or in a position of equivalent responsibility in the industry.

JOB SUMMARY: Responsible to the Finance Officer. Shall be in charge of either Budgetary and Vote Book Control, or General Ledger and Final Accounts of the University College.

POSITION: Network Administrator – Grade 10N: REF. NO. MPUC/N/NA/01/2010: 1Post (READVERTISEMENT)

REQUIREMENTS: Bachelors degree/Higher Diploma in Information Technology or related field with at least three (3)/five (5) years post-qualification experience in Information Systems respectively. Must have Windows NT, Novell, Unix and CCNA, certifications.

JOB SUMMARY: Responsible to the Director (Information Technology & Communication Systems – ITCS). Shall be in charge of efficient functioning of the Information Systems in the University College.

POSITION: Clinical Officer – Grade 10N: REF: NO. MPUC/N/CO/01/2010 : 1Post

REQUIREMENTS: Diploma in Clinical Medicine offered by KMTC, or any other recognized medical training institution, with at least five (5) years post-qualification experience at a busy hospital.

JOB SUMMARY: Responsible to the Dean of Students. Shall be incharge of all operations of the Health Unit of the University College.

POSITION: Procurement Assistant I – Grade 6N: REF. NO. MPUC/N/PA1/01/2010: 1Post

REQUIREMENTS: Diploma in Procurement/Supplies Management or relevant qualification from a recognized institution with at least five (5) years experience in a University, or a large procurement/supplies department. Must be a member of the Kenya Institute of Supplies Management.

JOB SUMMARY: Responsible to the Procurement/Supplies Officer). Assisting in completion of tasks in procurement and stores functions of the University College.

TERMS OF SERVICE: The Public Universities terms of services shall be applicable, including, salary scales, allowances, and other benefits.