

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Lecturer II or in a comparable & relevant position for a minimum period of three (3) years;
- (ii) A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Diagnostic Sciences, Rehabilitative Sciences, Health Records and Information Technology, Public Health or any other relevant field from a recognized institution; and
- (iii) Been registered by the relevant professional body where applicable;
- (iv) Developed at least one (1) teaching manual;
- (v) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

(NOTE: The Grades of Lecturer II / Lecturer I, Scale M10/M11 form a Common Establishment for relevant Degree holders)

7. **DEPUTY REGISTRAR, SCALE M14 (4 POSTS)**

Ref. No. KMTTC/QP- 12/ IAD/AS 7/2019

(a) **Job summary**

The duties and responsibilities at this level will entail: coordinating the design, development and review of curriculum; mobilization of resources for research activities; coordination of research activities in the college; coordination of college examinations; compiling of academic reports; coordination of curriculum and admission of students; maintenance of students discipline and welfare; advising on best management and administration of students affairs; initiating collaboration and partnership in examinations with relevant institutions; development and maintenance of ethics and professional conduct and standards in the college.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Principal Lecturer or in a comparable & relevant position for a minimum period of three (3) years;
- (ii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iii) Attended a senior management course lasting for not less than four (4) weeks from a recognized institution;

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- (iv) Published at least one (1) Publication in a peer research/review journal within the last three (3) years;
- (v) Been registered by the relevant professional body where applicable;
- (vi) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

8. PRINCIPAL LIBRARIAN, SCALE M13 (1 POST)
Ref. No. KMTC/QP- 12/ IAD/AS 8/2019

(a) Job Summary

Duties and responsibilities at this level will include: financial and administrative management of Library services and facilities; ensuring implementation of work programmes; information retrieval and dissemination; budgeting for Library services; coordinating the establishment of Information centres in the institution; training, supervising and guiding technical staff.

(b) Professional qualifications and experience

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Librarian or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized Institution;

OR

A Diploma in Library studies or Information Science or their recognized equivalent qualifications from a recognized institution;

- (iii) A Senior Management Course lasting not less than four (4) weeks;
- (iv) A Certificate in Computer Applications; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

9. CHIEF LIBRARIAN, SCALE M12 (1 POST)
Ref. No. KMTC/QP- 12/ IAD/AS 9/2019

(a) Job Summary

Duties at this level will involve: ensuring smooth and efficient running of the Library Services; preparing work plans for library staff and coordinating their activities; preparing departmental quarterly reports; ensuring the training and development of library staff, including staff appraisal.

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(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Librarian or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized Institution;

OR

A Diploma in Library studies or Information Science or their recognized equivalent qualifications; and a Supervisory Skills Course from a recognized institution;

- (iii) A Certificate in Computer Applications; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

10. PRINICIPAL ADMINISTRATIVE OFFICER, SCALE M13 (1 POST)

Ref. No. KMTC/QP- 12/ IAD/SS 1/2019

(a) **Job Summary**

Duties at this level will entail: implementing policies on maintenance of buildings and equipment; preparation of briefs, policies and memos; handling parliamentary queries; review, disseminate and implement college administrative policies; coordination of disaster management and emergency response; supervision of transport; provision of office accommodation; preparation of Budget, Quarterly and Annual reports.

(b) **Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Chief Administrative Officer in a comparable and relevant position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Social Sciences or its equivalent from a recognized institution;
- (iii) Have a Senior Management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Be proficient in Computer Applications; and
- (v) Have demonstrated merit and ability as reflected in work performance and results.

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11. **CHIEF ADMINISTRATIVE OFFICER, SCALE M12 (2 POSTS)**
Ref. No. KMTC/QP- 12/ IAD/SS 2/2019

(a) **Job Summary**

Duties at this level will entail: maintenance of buildings and equipment; supervision of security activities; ensuring provision of general cleanliness; supervision of transport; maintenance of records of all college assets and properties including title deeds, log books, insurance covers and provision of office accommodation; overseeing telephone, registry, secretarial and general office services; preparation of Budget, Quarterly and Annual reports.

(b) **Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Senior Administrative Officer or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Social Sciences or its equivalent from a recognized institution;

OR

A Diploma in Business Administration or part II of the Certified Public Secretaries Examination or its equivalent qualification from a recognized Institution; and a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

- (iii) Be proficient in Computer Applications; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results;

12. **SENIOR ADMINISTRATIVE OFFICER, SCALE M11 (2 POSTS)**
Ref. No. KMTC/QP- 12/ IAD/SS 3/2019

(a) **Job Summary**

Duties at this level will entail: maintenance of buildings and equipment; supervision of security activities; ensuring provision of general cleanliness; supervision of transport; maintenance of records of all college assets and properties including title deeds, log books, insurance covers and provision of office accommodation; overseeing telephone, registry, secretarial and general office services; preparation of Budget, Quarterly and Annual reports.

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(b) **Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Administrative Officer I or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) Have a Bachelor's Degree in Social Sciences or its equivalent from a recognized institution;

OR

A Diploma in Business Administration or part II of the Certified Public Secretaries Examination or its equivalent qualification from a recognized Institution; and

- (iii) Be proficient in Computer Applications; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results;

13. CHIEF ACCOUNTANT, SCALE M12 (3 POSTS)

Ref. No. KMTC/QP- 12/ IAD/SS 4/2019

(a) **Job Summary**

Work at this level involves: organization and management of the Finance / Accounts unit, directing, controlling and co-ordinating both routine and non-routine accounting matters; interpretation and implementation of financial policies, budgeting, management accounting methods and financial returns, and be responsible for training and development of Finance /Accounts staff under him or her.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Accountant or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelors Degree in Commerce (Accounting or finance option) from a recognized Institution and Part II of the Certified Public Accountant Examination or its recognized equivalent qualification from a recognized institution;

OR

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification; and

A Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

- (iii) Demonstrated merit and ability as reflected in work performance and results.

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14. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER, SCALE M12 (1 POST)

Ref. No. KMTC/QP- 12/ IAD/SS 5/2019

(a) Job Summary

An officer at this level will be involved in various human resource management activities, which will include: recruitment, appointment, promotion, remuneration, training, development and welfare of staff for the college. In addition, the officer will be responsible for development, interpretation and updating of human resource management policies and procedures in conjunction with the Heads of Departments within KMTC.

(b) Professional qualifications and experience

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Human Resource Management Officer or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelors Degree in any of the following fields: Sociology, Public/ Business Administration, Human Resource/ Human resource Management and part II of CPS or a Diploma in Human Resource Management or Industrial Relations from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

15. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER, SCALE M11 (3 POSTS)

Ref. No. KMTC/QP- 12/ IAD/SS 6/2019

(a) Job Summary

Duties and responsibilities will involve: coordinating human resource activities, which will include: recruitment, deployment, training and development of staff, discipline, Industrial Relations and staff welfare. The officer will also supervise staff working under him/her.

(b) Professional qualifications and experience

For appointment to this grade, an officer must have:

- (i) Served in the grade of Human Resource Management Officer I or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in any of the following fields: Sociology, Public/ Business Administration, Human resource Management and Part I of CPS **OR** a Diploma in Human Resource Management or Industrial Relations from a recognized institution; and;
- (iii) Demonstrated merit and ability as reflected in work performance and results.

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16. **EXECUTIVE SECRETARY, SCALE M12 (3 POSTS)**
Ref. No. KMTC/QP- 12/ IAD/SS 7/2019

(a) **Job Summary**

An officer at this level will be attached to the office of the Chief Executive or one of the senior offices in the institution and will perform secretarial duties. Work at this level will include: management of the office; supervision, deployment, training, inducting, counseling, mentoring and offering of professional advice to secretarial staff. The officer may also be called upon to assist in managing the secretarial function.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Personal Secretary or any other relevant and comparable position for a minimum period of three (3) years;
- (ii) A Bachelors degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized institution;

OR

Passed the following subjects from the Kenya National Examinations Council:

- (a) Typewriting III (minimum 50 w.p.m) / Computerized Document Processing III;
- (b) Shorthand III (120 w.p.m.);
- (c) Business English III/Communication II;
- (d) Commerce II;
- (e) Secretarial Duties II;
- (f) Office management III /Office Administration and Management III;

OR

A Diploma /Higher Diploma in Secretarial Studies from the Kenya National Examination Council or its equivalent from a recognized institution;

- (iii) A certificate in computer applications from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

17. **SENIOR PERSONAL SECRETARY, SCALE M11 (2 POSTS)**
Ref. No. KMTC/QP- 12/ IAD/SS 8/2019

(a) **Job Summary**

Duties and responsibilities at this level will entail: recording dictation in shorthand and transcribing it in typewritten form; typing from drafts, manuscripts or recording from dictation machine; processing data; operating office equipment; attending to visitors/clients; handling telephone calls and

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