



**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY
(MMUST)**

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Office of the Deputy Vice Chancellor (Administration & Finance)

INTERNAL ADVERTISEMENT

VACANCY

In pursuit of its mission to provide excellent University education, training and research through integrating science, technology and innovation into quality programmes to suit the needs of a dynamic world, Masinde Muliro University of Science & Technology invites applications from suitably qualified candidates for the following vacant position.

PRINCIPAL TVET – GRADE XIII

The Principal shall be answerable to the Vice Chancellor through the Deputy Vice Chancellor (A&SA) and will oversee the running of the TVET Institute including the development of an effectively coordinated and harmonized TVET system that is capable of producing quality skilled human resource with the right attitudes and values required for growth and prosperity of the various sectors of the economy in line with TVET Act, 2013.

Responsibilities

- Mobilizing resources for the institutions;
- Developing and reviewing programmes for training and to make representations thereon to the Board;
- Regulating the admission and exclusion of trainees from the institutions, subject to Kenya National qualifications framework (KNQF);
- Approving collaboration or association with other institutions and industries in and outside Kenya subject to prior approval by the TVETA Board;
- Working with HR in recruiting and appointing trainers from among qualified professionals and practicing trades persons in relevant sectors of industry;
- Determining suitable terms and conditions of service for support staff, trainers and instructors and remunerating the staff of the institutions, in consultation with Management and TVETA;
- Formulating regulations governing University's conduct and discipline of the staff and trainees;
- Preparing comprehensive annual reports on all areas of their mandate, including education and training services and submit the same to TVETA;
- Providing for the welfare of the trainees and staff of the institutions;
- Encouraging, nurturing and promoting democratic culture, dialogue and tolerance in the institutions; and
- Discharging all other relevant functions as may be assigned by the appointing authority from time to time.

*Res Adm
Request approved.
14/10/2025*

Minimum Requirements

The minimum requirements for appointment as Principal TVET shall be as follows;

- A Masters degree in a relevant field with a Diploma or higher qualifications in TVET related field.
- Be a member of a relevant professional body (TVETA) with a valid Trainers License or evidence of application.
- Must have strong financial management orientation;
- A good communicator with good planning and organization skills and ability to exercise sound judgements;
- Ability to supervise a team and deliver well under pressure and meet deadlines;
- Proficiency in Microsoft computer applications;
- Self-motivated team player with good inter-personal and communication skills.

Tenure of Service

The person appointed to this position shall hold office on Contract terms of service for a period of five (5) years.

How to apply

- Applications should be accompanied by a detailed Curriculum Vitae, motivation for the position and certified copies of relevant academic and professional certificates, national identity card or passport, testimonials, copies of certificates, e-mail addresses and telephone contacts and any other relevant supporting documents.
- The successful candidate must submit valid clearances from;
 1. Kenya Revenue Authority
 2. Higher Education Loans Board
 3. Ethics and Anti-Corruption Commission
 4. Directorate of Criminal Investigation (Certificate of Good Conduct)
 5. Registered Credit Reference Bureau
- They should also provide names, telephone numbers and contact addresses of three referees.
- One (1) copy of the application and referees' confidential reports on the applicants' suitability for the post should be sent via registered mail or courier marked with the reference number on the left hand corner of the envelope to the under-signed. **A ONE PDF running document of the application** to be sent to recruitmentvtoct2025@mmust.ac.ke.
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education.

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Applications should be received on or before **Tuesday, 4th November, 2025** addressed to:

Deputy Vice Chancellor Administration and Finance
Masinde Muliro University of Science and Technology
P.O. Box 190-50100
KAKAMEGA

**MMUST IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH DISABILITIES ARE
ENCOURAGED TO APPLY**

MMUST does not levy any fee in the processing, recruitment & selection of applicants.

The University reserves the right not to make any appointments at any stage of the recruitment exercise.