

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

**Our Vision**

*"To be the lead service commission in the provision, management and development of competent human resource for the Public Service".*

**Our Mission**

*"To transform the public service to become professional, efficient and effective for the realization of national development goals".*

**DECLARATION OF VACANCIES  
MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY - MAIN  
CAMPUS, KAKAMEGA TOWN**

Pursuant to the provisions of Section 35(1)(a) (v) of the Universities Act, 2012 (Amended 2018), the Public Service Commission invites applications from suitably qualified persons to be considered for appointment to the following positions: -

**A) VICE CHANCELLOR - ONE (1) POST**

**Remuneration:**

**Basic Salary:** - Ksh.420,567 – Ksh.744,078 p.m.

**House Allowance:** - Ksh.92,042 p.m.

**Medical Cover** } As may be provided by the University

**Other Management Allowances** }

**Terms of Service:**

Five (5) years Contract (Renewable Once) subject to satisfactory performance).

**For appointment to this position, a candidate must;**

- (i) be a Kenyan citizen;
- (ii) be a holder of an earned PhD degree from a reputable university as well as a full professor of a university recognized in Kenya;
- (iii) have had at least fifteen (15) years academic and research experience at a senior level;
- (iv) have served successfully with demonstrable results as a substantive Principal of a Constituent College or as a Deputy Vice Chancellor of a University for at least three (3) years;
- (v) have proven scholarly record demonstrated by publications in internationally peer reviewed journals, books and book chapters in their areas of specialization, and supervision of Masters and Doctoral students;
- (vi) have excellent understanding of the government's financial and fiscal policies, strategic planning and Vision 2030, Human Resource Management and Public

- Procurement and Asset Disposal Processes;
- (vii) have demonstrable experience in networking, fundraising, resource mobilization, attraction of research grants as well as consultancy in the development of a University;
  - (viii) have demonstrable record of leadership and implementation of academic, administrative, planning and financial programmes, development of strategic institutional linkages, staff and student exchange;
  - (ix) have excellent understanding of current trends in University education and training globally and the factors and conditions shaping development of university education in Kenya;
  - (x) have excellent organizational, communication and interpersonal skills;
  - (xi) be a registered member of professional association/s, where applicable, and be of good standing; and
  - (xii) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution.

### **Core Competencies**

The following core competencies will be required:

- (i) excellent organizational, interpersonal and effective communication skills as well as logical and sound decision-making ability;
- (ii) creativity and innovation;
- (iii) be visionary and result oriented; and
- (iv) be firm, fair, accountable and transparent in the conduct of one's duties.

### **Duties and Responsibilities**

The Vice Chancellor is the Chief Executive Officer and the academic and administrative head of the University. He/she will be answerable to the University Council for the following duties and responsibilities as set out in the Universities Act 2012, the MMUST Charter 2013 and Statutes;

- (i) providing strategic, innovative and creative direction and leadership to the University by competitively positioning and representing the University nationally, regionally and internationally;
- (ii) developing and recommending to Council strategies, business plans, annual budgets and establishing proper monitoring control systems and procedures;
- (iii) be responsible for the implementation of the Council's decisions and resolutions.
- (iv) overall responsibility of managing, directing, organizing and administering of programmes of the University.
- (v) coordinating the development and implementation of the academic and administrative policies of the University in accordance with the University's master plan and the strategic plan;
- (vi) promoting efficiency and good order of the University including staff and student welfare, conduct and discipline and ensure enforcement of the Statutes and regulations;
- (vii) providing innovative and creative leadership in the areas of academics, finance,
- (viii) planning and development; general administration; research and partnership.

- (ix) facilitating and maintaining cooperation with government institutions, regulatory agencies, local and international institutions of higher learning and other stakeholders.
- (x) any other responsibilities as may be assigned or delegated by the Council as provided for in the Universities Act 2012, University Charter, 2013 and Statutes.

## B) DEPUTY VICE CHANCELLOR (ACADEMIC & STUDENTS AFFAIRS) - ONE (1) POST

### Remuneration:

**Basic Salary:** - Ksh.336,478-Ksh.470,711 p.m.

**House allowance:** - Ksh.82,589 p.m.

**Medical Cover**  
**Other Management Allowances** } As may be provided by the University

### Terms of Service:

Five (5) years Contract (Renewable once) subject to satisfactory performance).

### For appointment to this position, a candidate must;

- (i) be Kenyan citizen;
- (ii) be a holder of an earned PhD from a reputable University as well as a full professor or associate professor of a university recognized in Kenya;
- (iii) have had at least ten (10) years academic and research experience with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization and supervision of Masters' and Doctoral students;
- (iv) have served successfully in a Senior Administrative and Management position at the level of a either Dean/Director or Deputy Principal of a Constituent College/Principal of a Campus College in a University or in other comparable level(s) for at least three (3) years;
- (v) have successfully demonstrated ability and competence in administrative and academic leadership in an academic and research environment;
- (vi) have had a successful record of leadership in development and implementation of academic programmes at University level;
- (vii) have excellent understanding of current national, regional and global trends in University education and training globally and the factors and conditions shaping development of University education in Kenya;
- (viii) be a team player with excellent organizational, communication and interpersonal skills and have a capacity to work effectively with students and stakeholders;
- (ix) show good understanding of University functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;
- (x) have good understanding of the national policies and strategies governing University education training in Kenya;
- (xi) demonstrate capacity to initiate and facilitate the development of relevant and quality market and society driven academic programmes;

- (xii) be a registered member of professional association/s, where applicable, and be of good standing;
- (xiii) have demonstrated ability to attract research and consultancy grants, and other awards; and
- (xiii) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution.

### **Core Competencies**

The following core competencies will be required:

- (i) excellent organizational, interpersonal and effective communication skills as well as logical and sound decision-making ability;
- (ii) creativity and innovation;
- (iii) be visionary and result oriented; and
- (iv) be firm, fair, accountable and transparent in the conduct of one's duties.

### **Duties and Responsibilities**

Reporting to the Vice Chancellor, the Deputy Vice Chancellor (Academic and Students Affairs) will be in charge of Academic matters and Students Affairs of the University. Specific duties and responsibilities include:

- (i) the overall responsibility of direction, organization and administration of learning programmes in the University;
- (ii) overseeing the development and implementation of academic programmes and regulations in line with national and regional regulatory standards;
- (iii) overseeing the formulation, implementation and monitoring of policies, rules and regulations, guidelines and procedures on planning, development and management of academic activities and programmes;
- (iv) promoting activities that attract local and international students;
- (v) advising Senate in the development of learning programmes in conformity with national and international standards and legally recognized professional bodies;
- (vi) coordinating Student affairs including, admissions, accommodation, discipline and Welfare activities;
- (vii) coordinating the management of and preparation of syllabi and their regulations, timetables, examinations, students' attachment, and Library services; and
- (viii) planning and mobilizing resources for teaching by allocating academic facilities, e.g. lecture halls, labs, workshops, and other teaching facilities as well as the formulation of rules governing their allocation and utilization.

## C) DEPUTY VICE CHANCELLOR (ADMINISTRATION & FINANCE) - ONE (1) POST

### Remuneration

Basic Salary: - Ksh.336,478-Ksh.470,711 p.m.

House Allowance: - Ksh.82,589 p.m.

Medical Cover }  
Other Management Allowances } As may be provided by the University

### Terms of Service

Five (5) years Contract (Renewable once) subject to satisfactory performance).

### For appointment to this position, a candidate must;

- (i) be Kenyan citizen;
- (ii) be a holder of an earned PhD from a reputable university as well as a full professor or associate professor of a university recognized in Kenya;
- (iii) have had at least ten (10) years academic and research experience with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization and supervision of Masters and Doctoral students;
- (iv) have served successfully in a Senior Administrative and Management position at the level of a either Dean/Director or Deputy Principal of a Constituent College/Principal of a Campus College in a university or in other comparable level(s) for at least three (3) years;
- (v) have demonstrated ability and leadership skills to effectively coordinate planning and finance and administrative functions in a University environment;
- (vi) be a team player with excellent organizational, communication and interpersonal skills and have a capacity to work effectively with, students and stakeholders;
- (vii) show good understanding of university functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;
- (viii) have good understanding of the national policies and strategies governing university education training in Kenya;
- (ix) be familiar with current national, regional and global trends in provision of university education;
- (x) have thorough knowledge of governance, government financial and fiscal policies, strategic planning, public finance management, human resource management, budgeting process, procurement laws infrastructural development and governing laws, further supported by relevant trainings and certificates;
- (xi) be a registered member of professional association/s, where applicable, and be of good standing;
- (xii) demonstrate ability in networking and capacity to mobilize resources and expand physical facilities necessary to cater for the increasing student enrolment and academic programmes; and

- (xiv) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution.

### **Core Competencies**

The following core competencies will be required:

- (i) excellent organizational, interpersonal and effective communication skills as well as logical and sound decision-making ability;
- (ii) creativity and innovation;
- (iii) be visionary and result oriented; and
- (iv) be firm, fair, accountable and transparent in the conduct of one's duties.

### **Duties and Responsibilities**

Reporting to the Vice Chancellor, the Deputy Vice Chancellor (Administration and Finance) will oversee Administration and Finance Division of the university. Specific duties and responsibilities include:

- (i) establishing and maintaining workable systems for regular measurement, monitoring and evaluation of performance, quality, relevance and efficiency of all human resource, rewards management, finance, planning and development programmes;
- (ii) providing innovative and creative leadership in the areas of Human Resource, Finance, Procurement and Physical resource management;
- (iii) overseeing the implementation of all sectoral policies and appropriate procedures to ensure efficient performance and delivery of services in the university in line with the strategic plan;
- (iv) coordinating the design, development, implementation and maintenance of appropriate human resource policies, procedures and systems to attract, develop and retain qualified and experienced staff;
- (v) mobilizing resources that the University may need and coordinating the preparation and implementation of the budget, financial statements management reports and ensuring that both annual and medium-term expenditures are consistent with the strategic plan;
- (vi) ensuring the development, implementation and review of quality management systems, operational procedures and manuals in the division;
- (vii) maintaining efficiency and good order of the university including staff welfare, conduct and discipline and ensure proper enforcement of the Statutes and regulations; and
- (viii) advising the Vice Chancellor and Management Board on the university's development needs with respect to students' facilities, infrastructure and human resource requirements.

## D) DEPUTY VICE CHANCELLOR (PLANNING RESEARCH & INNOVATION) - ONE (1) POST

### Remuneration:

Basic Salary: - Ksh.336,478-Ksh.470,711p.m.

House Allowance: - Ksh.82,589 p.m.

Medical Cover  
Other Management Allowances } as per the University's provisions

### Terms of Service:

Five (5) years Contract (Renewable once) subject to satisfactory performance).

### For appointment to this position, a candidate must;

- (i) Be a Kenyan citizen;
- (ii) be a holder of an earned PhD from a reputable university as well as well as a full professor or associate professor of a university recognized in Kenya
- (iii) have had at least ten (10) years academic and research experience with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization and supervision of Masters and Doctoral students;
- (iv) have served successfully in a Senior Administrative and Management position at the level of a either Dean/Director or Deputy Principal of a Constituent College/Principal of a Campus College in a university or in other comparable level(s) for at least three (3) years;
- (v) have successfully demonstrated ability and competence in administrative and academic leadership in an academic and research environment;
- (vi) have a successful record of leadership in development and implementation of Research and extension programmes at University level;
- (vii) be a team player with excellent organizational, communication and interpersonal skills and have a capacity to work effectively with, students and stakeholders;
- (viii) show good understanding of university functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;
- (ix) have good understanding of the national policies and strategies governing university education training in Kenya;
- (x) be familiar with current national, regional and global trends in provision of university education;
- (xi) be a registered member of professional association/s, where applicable, and be of good standing;
- (xii) demonstrate ability in networking and capacity to mobilize resources and expand physical facilities necessary to cater for the increasing student enrolment and academic programmes and research activities; and
- (xiii) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution.

## Core Competencies

The following core competencies will be required:

- (i) excellent organizational, interpersonal and effective communication skills as well as logical and sound decision-making ability;
- (ii) creativity and innovation;
- (iii) be visionary and result oriented; and
- (iv) be firm, fair, accountable and transparent in the conduct of one's duties.

## Duties and Responsibilities

Reporting to the Vice Chancellor, the Deputy Vice Chancellor (Planning, Research and Innovation) will be in charge of Planning, Research and Innovation Division of the university. Specific duties and responsibilities include:

- (i) overall responsibility for direction, organization and administration of planning, research and innovation programmes;
- (ii) initiating, coordinating, implementation and monitoring of the strategic plan in line with master plans;
- (iii) providing innovative and creative leadership in the areas of planning, research and innovation;
- (iv) coordinating workshops and seminars for outreach programmes on technology transfer;
- (v) promoting knowledge and skills dissemination to meet the needs of the university, community and industry;
- (vi) mobilizing and soliciting financial support for research and community extension programmes;
- (vii) advising senate on the status of the development of research, extension and innovation programmes in conformity to national and international standards and legally recognized professional bodies; and
- (viii) creating and maintaining collaboration and linkage with industry and community both locally and internationally for research and innovation programmes.

## **E) INTERESTED APPLICANTS ARE REQUIRED TO NOTE THAT:**

- (i) The names of shortlisted candidates for each post shall be published on the Commission's website;
- (ii) Shortlisted candidates will be required to present originals of the following documents during the interviews:
  - (a) National Identity Card;
  - (b) Academic and Professional Certificates and transcripts;
  - (c) Any other supporting documents and testimonials; and
  - (d) Clearances from the following bodies:
    - (i) Kenya Revenue Authority;
    - (ii) Ethics and Anti-Corruption Commission;
    - (iii) Higher Education Loans Board;
    - (iv) Any of the Registered Credit Reference Bureaus;
    - (v) Directorate of Criminal Investigations (Police Clearance Certificate);and



- (e) Recommendations from relevant professional bodies (where applicable).

## **F) MODE OF APPLICATION**

- (i) Candidates may submit manual (hand copy) or electronic (online) applications.  
(ii) 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.  
(iii) Manual applications should be submitted in a sealed envelope clearly marked: -

“Application for **Vice Chancellor - MMUST**”

**OR**

“Application for **Deputy Vice Chancellor (Academic & Students Affairs) - MMUST**”

**OR**

“Application for **Deputy Vice Chancellor (Administration & Finance) - MMUST**”

**OR**

“Application for **Deputy Vice Chancellor (Planning Research & Innovation) - MMUST**” and **delivered** to:

**THE SECRETARY/CEO**  
Public Service Commission  
Commission House  
P.O Box 30095-00100  
**NAIROBI.**

- (iii) Online applications may be submitted via email to: [mmust2019@publicservice.go.ke](mailto:mmust2019@publicservice.go.ke)

**All applications should be received on or before 23<sup>rd</sup> April 2019 (latest by 5.00 p.m.)**