



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service".

Our Mission

"To transform the public service for efficient and effective service delivery".

DECLARATION OF VACANCY

KAIMOSI FRIENDS UNIVERSITY COLLEGE (KAFUCO)

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

DEPUTY PRINCIPAL ACADEMIC AND STUDENTS AFFAIRS (ASA)

Basic Salary:	- Ksh. 347,855– Ksh. 408,077 p.m.
House Allowance:	-Ksh. 74, 786 p.m.
Leave Allowance:	-Ksh. 30, 000p.a.
Medical Cover & Other Allowances:-	A s provided by the University College
Terms of Service	-Five (5) years contract (Renewable once) subject to satisfactory performance.

For appointment to this position, a candidate must:

- (i) be a Professor or Associate Professor and a holder of earned Doctorate from a University recognized in Kenya;
- (ii) have at least eight (8) years of academic research experience at a senior level at a University or equivalent institution with demonstrable leadership and management capacity;
- (iii) have served substantively for at least four (4) years with demonstrable results as academic dean or director and above in a university recognized in Kenya;
- (iv) have proven scholarly record demonstrated by publications in internationally peer refereed journals, or university level books;
- (v) be an accomplished scholar with proven track record in formulating and managing academic programmes, successfully supervised Masters and PhD students and mentoring postgraduate and academic colleagues;

- (vi) have supervised postgraduate students;
- (vii) demonstrate the ability to attract project grants or awards;
- (viii) demonstrate the ability to develop curricula, programmes and projects;
- (ix) demonstrate competence in administrative and financial leadership in an academic and research environment;
- (x) have a good understanding of the government's financial and fiscal policies, strategic planning and Vision 2030 flagship projects, Public Procurement and Disposal Act;
- (xi) have an excellent understanding of the current trends in the University education, training and research nationally and globally;
- (xii) demonstrate an understanding ability to communicate effectively and possess excellent interpersonal skills; and
- (xiii) comply with chapter six (6) of the Constitution of Kenya 2010.

Core Competences

The following core competencies will be required:

- (i) firm, fair, accountable and transparent style of management;
- (ii) ability to espouse and promote the national values and governance;
- (iii) visionary and result oriented leader;
- (iv) excellent organizational, interpersonal and effective communication skills; and
- (v) ability to work under pressure and meet strict deadlines

Duties and Responsibilities

The Deputy Principal will report to the Principal and shall:

- (i) coordinate the development of academic policies of the University College in consultation with the Academic Board and the Senate;
- (ii) direct and organize academic policies and programmes of the University College;
- (iii) coordinate and manage student affairs;
- (iv) coordinate and manage examinations and the preparation of academic transcripts, certificates, diplomas and degrees;
- (v) develop research agenda with clear guidelines on research alliances and partnerships nationally and internationally;
- (vi) develop and implement strategies to facilitate growth in revenue to support research innovation;
- (vii) provide strategic direction, leadership and management of the centers and departments that comprise the research and innovation portfolio;
- (viii) oversee the protection and commercialization of the innovations;
- (ix) establish linkages with industry and business through local, national and international networks to leverage research outcomes and opportunities; and
- (x) perform such other functions and responsibilities assigned by the Principal and University Council as may be necessary and in the interest of the University College as per its rules and regulations.

INTERESTED APPLICANTS ARE REQUIRED TO NOTE:

1. The names of shortlisted candidates shall be published on the Commission's website;
2. 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 and associations.
3. Recommendations from at least three (3) referees should be sent separately to the address below.

MODE OF APPLICATION

1. Candidates may submit manual (hard copy) or electronic (online) 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, publications, awards, scholarships, funding, membership of professional association, linkages and community service, email address and telephone contacts.
4. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for Deputy Principal, Academic and Students Affairs- Kaimosi Friends University College” and delivered to:

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

5. Online applications may be submitted via email to: kafuco2020@publicservice.go.ke

All applications should reach the Public Service Commission on or before 19th October 2020 latest by 5.00 p.m. (East African Time).