



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 VACANCIES

Pursuant to the provisions of Section 35(1)(a) (v) of the Universities Act, 2012 amended through Statute Law (Miscellaneous Amendments) Act No. 18 of 2018, the Public Service Commission invites applications from suitably qualified persons to be considered for appointment to the following positions:

UNIVERSITY OF NAIROBI

CORRECTION OF ADVERTISEMENT

DEPUTY VICE CHANCELLOR (FINANCE, PLANNING AND DEVELOPMENT) ONE (1) POST

Basic Salary:	- Ksh.338, 478.00 – Ksh.470, 711.00 p.m.
House Allowance	- Ksh.120,000 p.m.
Medical Cover & Other Allowances:	- As provided by the University
Terms of Service:	-Five (5) years contract with eligibility for renewal for one further term subject to satisfactory performance.

For appointment to this position, a candidate must:

- (i) be a full Professor and holder of an earned Doctorate Degree or equivalent qualification from a University recognized in Kenya;
- (ii) have had at least ten (10) years of academic and managerial experience at a senior level at a University or equivalent institution with demonstrable leadership and management capacity and competence in financial management;
- (iii) have excellent understanding of the government's financial and fiscal policies, strategic planning and Vision 2030, Public Finance Management, Human Resource Management and Public Procurement and Asset Disposal Processes;
- (iv) have thorough knowledge in the structural, legislative and regulatory framework for administering University Education in Kenya;
- (v) have demonstrable record of strategic leadership in formulation and implementation of academic, administrative, planning and financial programmes, development of strategic institutional linkages;

- (vi) have demonstrable experience in networking, fundraising and resource mobilization for research, scholarships and development;
- (vii) have demonstrable understanding of and be able to promote and enhance the existing and emerging technological innovations for better learning and management of the university;
- (viii) be a team player with excellent organizational, communication and interpersonal skills;
- (ix) be a registered member of professional association(s), where applicable, and be of good standing;
- (x) have an impeccable disciplinary record in public and/or private sector(s); and
- (xi) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution

Core Competences

The following core competences and skills will be required:

- (i) ability to portray and uphold positive national image and work in a multicultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) visionary thinker and result oriented;
- (iii) excellent organizational, interpersonal and effective communication skills;
- (iv) outstanding organization development skills, entrepreneurial acumen and business process re-engineering competencies;
- (v) logical and sound decision-making abilities within the context of a dynamic environment;
- (vi) creativity and innovation abilities with a strong implementation, monitoring and evaluation focus;
- (vii) negotiation and conflict resolution skills; and
- (viii) firm, fair, accountable and transparent in the conduct of duties.

Duties and Responsibilities

As per the Charter and Statutes of the University of Nairobi and under the direction of the Vice Chancellor, the Deputy Vice Chancellor (Finance, Planning and Development) will be the head of Finance, Planning and Development Division of the University. The duties and responsibilities as set out in the University of Nairobi Charter 2013 and Statutes shall include:

- (i) management of Finance, Assets and Development Plans;
- (ii) being in charge of designing, modeling and managing long-term financial and physical plans;
- (iii) being in charge of optimal utilization and investments of the University's finances and assets;
- (iv) being in charge of annual budgeting, planning, monitoring and management strategies;
- (v) provision of accurate and current financial information to support decision making;
- (vi) responsibility for appropriate finance management policies and procedures in conformity with the Constitution of Kenya and relevant laws;
- (vii) any such functions pertaining to Finance, Planning and Development; and
- (viii) such other duties and responsibilities as may be assigned or delegated by the Vice Chancellor in accordance with Statute III of the University of Nairobi Statutes.

DEPUTY VICE CHANCELLOR (HUMAN RESOURCE AND ADMINISTRATION) ONE (1) POST

Basic Salary:	-Ksh.338,478.00 – Ksh.470,711.00 p.m.
House Allowance:	-Ksh.120,000 p.m.
Medical Cover & Other Allowances:	- As provided by the University
Terms of Service:	-Five (5) years contract with eligibility for renewal for one further term subject to satisfactory performance.

For appointment to this position, a candidate must:

- (i) be a full Professor and holder of an earned Doctorate degree or equivalent qualification from a University recognized in Kenya;
- (ii) have had at least ten (10) years of academic and managerial experience at a senior level at a University or equivalent institution with demonstrable leadership and management capacity and competence in finance management;
- (iii) have excellent understanding of the government's financial and fiscal policies, strategic planning and Vision 2030, Public Finance Management, Human Resource Management and Public Procurement and Asset Disposal processes;
- (iv) have thorough knowledge in the structural, legislative and regulatory framework for administering University Education in Kenya;
- (v) have demonstrable record of strategic leadership in formulation and implementation of academic, administrative, planning and financial programmes, development of strategic institutional linkages;
- (vi) have demonstrable experience in networking, fundraising and resource mobilization for research, scholarships and development;
- (vii) have demonstrable understanding of and be able to promote and enhance the existing and emerging technological innovations for better learning and management of the university;
- (viii) be a team player with excellent organizational, communication and interpersonal skills;
- (ix) be a registered member of professional association(s), where applicable, and be of good standing;
- (x) have an impeccable disciplinary record in public and/or private sectors; and
- (xi) 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 and skills will be required:

- (i) ability to portray and uphold positive national image and work in a multicultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) visionary thinker and result oriented;
- (iii) excellent organizational, interpersonal and effective communication skills;
- (iv) outstanding organization development skills, entrepreneurial acumen and business process re-engineering competencies;
- (v) logical and sound decision-making abilities within the context of a dynamic environment;
- (vi) creativity and innovation abilities with a strong implementation, monitoring and evaluation focus;

- (vii) negotiation and conflict resolution skills; and
- (viii) firm, fair, accountable and transparent in the conduct of duties

Duties and Responsibilities

As per the Charter and Statutes of the University of Nairobi and under the direction of the Vice Chancellor, the Deputy Vice Chancellor (Human Resource and Administration) will be the head of Human Resource and Administration Division of the University. The duties and responsibilities as set out in the University of Nairobi Charter 2013 and Statutes shall include:

- (i) strategic management of human resource and general administration matters;
- (ii) responsibility for human resource management policies and procedures in conformity with the Constitution of Kenya 2010, the Universities Act, the Charter, the Statutes and any other pertinent written law in Kenya;
- (iii) chairing the appointments committee:
 - for non-teaching staff within the University's central administration up to the level of grade thirteen (13)
 - for non-teaching staff in the rest of the university at the level of grade eleven (11), twelve (12) and thirteen (13);
 - as indicated in Statutes IV,5(i) and (ii) in the absence of the Deputy-Vice Chancellor (Academic Affairs) or on account of other exigencies of service;
- (iv) may sit, if he/she wishes, in all appointment committees and his/her endorsement with reference to the Vice Chancellor and University Council shall be sought for all appointments within respective colleges;
- (v) any other functions pertaining to Human Resource and Administration; and
- (vi) such other duties and responsibilities as may be assigned or delegated by the Vice Chancellor in accordance with Statute III of the University of Nairobi Statutes

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;
 - (d) Recommendations from relevant professional bodies and associations; and
 - (e) 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)
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. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for Deputy Vice Chancellor (FPD) - University of Nairobi”

OR

“Application for Deputy Vice Chancellor (HRA) - University of Nairobi”

and delivered to:

THE SECRETARY/CEO
Public Service Commission
4th Floor Commission House
Off Harambee Avenue
P.O Box 30095-00100

NAIROBI.

4. Online applications may be submitted via email to: uon2021@publicservice.go.ke

All applications should reach the Public Service Commission on or before 3rd March, 2021 latest by 5.00 p.m. (East African Time)

NB. *The advertisement carried in the Daily Nation of 9th February, 2021 is hereby cancelled*