



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

KOITALEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

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 position:

1. PRINCIPAL - ONE (1) POST

Basic Salary Scale:	- Ksh.427, 427 - Ksh.547, 106 p.m.
Medical Cover & Other Allowances:	- As provided by the University College.
Terms of Service:	- Five (5) years contract (Renewable once) subject to satisfactory performance.

For appointment to the position, a candidate must:

- (i) be a full Professor and holder of an earned Doctorate degree from a university recognized in Kenya;
- (ii) have at least ten (10) years of hands-on academic and research experience at senior level and demonstrated leadership and management skills in an academic or research institution;
- (iii) have served substantively for eight (8) years with demonstrable results at least as academic Dean or Director and above in a University recognized in Kenya;
- (iv) be outstanding and internationally recognized scholar as evidenced by publications in internationally refereed journals or University level books (at least ten (10) in the last five years);
- (v) be an accomplished scholar with proven track record in formulating and managing academic programmes, successfully supervised Masters and Ph.D. students and mentoring postgraduate and academic colleagues;

- (vi) have a good understanding and demonstrable experience of governance structures, Public Finance management and fiscal policies, infrastructural growth, strategic planning and Vision 2030, performance management, human resource management and development, procurement and asset disposal legal requirements;
- (vii) have an excellent understanding of current trends in University education and training in Kenya and globally, and a broad awareness of the factors and conditions shaping the development of university education;
- (viii) have demonstrated ability and experience in managing student affairs and strategic institutional linkages;
- (ix) have excellent organizational, interpersonal and communication skills;
- (x) have demonstrated ability to network, fundraise, mobilize training and research grants towards the development of the University;
- (xi) be of high ethical standards, integrity, accountability, professionalism, teamwork and stewardship;
- (xii) applicants with postgraduate qualification in management sciences will have an added advantage; and
- (xiii) comply with Chapter Six (6) of the Constitution of Kenya 2010

Core Competencies

The following core competencies and skills will be required:

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

Duties and responsibilities:

The Principal will be responsible to Council for the efficient management of both human and material resources of the University College. Specific duties and responsibilities as provided in the Universities Act 2012 and the University College Statutes will include:

- (i) being the Chief Executive and Accounting Officer of the University College.
- (ii) being the academic and administrative head of the University College;
- (iii) having the overall responsibility for the direction, organization and administration of programmes of the University College;
- (iv) being the Chairperson of the Management and Academic Boards, and in that capacity provide regular, thorough and prompt communication to the Council and coordinate key technical, financial and administrative matters to Council;
- (v) making proposals and submitting reports to the Council for approval
- (vi) promoting partnerships and linkages including public-private partnerships;

- (vii) being responsible for fundraising and sustainable development of the University College;
- (viii) providing leadership in performance based management through development and application of a result based performance management system;
- (ix) putting in place effective administrative structures, processes and systems;
- (x) ensuring adherence of policies and systems of the University College; and
- (xi) undertaking such other duties and responsibilities as may be assigned or delegated by Council.

2. DEPUTY PRINCIPAL- ACADEMIC, STUDENTS AND FINANCIAL AFFAIRS- ONE (1) POST

Basic Salary Scale:	- Ksh.380, 410 - Ksh.490, 729p.m.
Medical Cover & Other Allowances:	- As provided by the University College.
Terms of Service:	-Five (5) years contract (Renewable once) subject to satisfactory performance.

For appointment to the 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 and research experience at senior level and demonstrated leadership and management skills in an academic or research institution;
- (iii) have served substantively for at least four (4) years with demonstrable results as academic dean or director and above in a recognized University;
- (iv) be outstanding and internationally recognized scholar as evidenced by publications in internationally refereed journal or University level books (at least eight (8) in the last five years);
- (v) be an accomplished scholar with proven track record in formulating and managing academic programmes, successfully supervised Masters and Ph.D. students and mentoring postgraduate and academic colleagues;
- (vi) demonstrate the ability to attract project grants or awards;
- (vii) have supervised postgraduate students;
- (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 government financial and fiscal policies, strategic planning and vision 2030 flagship projects, Public Procurement and Disposal Law;
- (xi) have an excellent understanding of the current trends in university education, training and research nationally and globally;
- (xii) demonstrate an outstanding 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 competences and skills will be required:

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

Duties and Responsibilities:

The Deputy Principal will be responsible to the Principal for the following duties and responsibilities:

- (i) coordinating the development of academic policies of the University College in consultation with the Academic Board and the Senate;
- (ii) directing and organizing academic programmes of the University College;
- (iii) coordinating and managing students affairs;
- (iv) coordinating and managing examinations and the preparation of academic transcripts, certificates, diplomas and degrees;
- (v) developing research agenda with clear guidelines on research alliances and partnerships nationally and internationally.
- (vi) developing and implementing strategies to facilitate growth in revenue to support research and innovation;
- (vii) providing strategic direction, leadership and management of the centres and departments that comprise the research and innovation portfolio;
- (viii) overseeing the protection and commercialization of the innovations;
- (ix) establishing linkages with industry and business through local, national and international networks to leverage research outcomes and opportunities;
- (x) providing leadership and direction in the management of University's College financial resources.
- (xi) overseeing projects and preparing periodic status reports;
- (xii) overseeing the implementation of financial and development policies
- (xiii) advising the Principal and the Management Board on financial status of the University College;
- (xiv) coordinating and overseeing the procurement process;
- (xv) undertaking such other responsibilities and duties as may be assigned or delegated by the Principal and Council.

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. Scanned copies of these documents must accompany the online application;
4. 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;
5. Manual applications should be submitted in a sealed envelope clearly marked:

**“Application for the Position of Principal - Koitalel Samoei University College”
OR**

“Application for the position of Deputy Principal (Academic, Students and Financial Affairs) - Koitalel Samoei University College” and delivered to:

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

6. Online applications may be submitted via email to: ksuc2021@publicservice.go.ke

All applications should reach the Public Service Commission on or before **22nd June 2021** latest by 5.00 p.m. (East African Time).