



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 - TURKANA UNIVERSITY COLLEGE

(A Constituent College of Masinde Muliro University of Science and Technology)

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 positions.

1. PRINCIPAL - ONE (1) POST

Basic Salary:	-Ksh.336, 478 - Ksh.547, 106 p.m.
House Allowance:	-Ksh. 82, 704 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 this position, a candidate must:

- (i) be a full Professor and holder of an earned PhD degree from a university recognized in Kenya;
- (ii) have had at least ten (10) years 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 an academic Dean or Director and above in a recognized University;
- (iv) have proven scholarly record demonstrated by continuing research and publications in internationally peer reviewed journals in their areas of specialization, supervision and mentoring of Masters and Doctoral students, and organization of conferences at national, regional and global levels;
- (v) have excellent understanding of the government financial and fiscal policies, strategic planning and Vision 2030, Human Resource Management and Public Procurement and Asset Disposal processes;
- (vi) have demonstrated experience in networking, consultancy and resource mobilization for research, scholarships and development;
- (vii) have demonstrated record of leadership and implementation of academic, administrative, planning and financial programmes, and development of strategic institutional linkages;

- (viii) have an excellent understanding of current trends in University education and training in Kenya and the factors and conditions shaping development of university education Kenya;
- (ix) be a team player with excellent Organizational, communication and interpersonal skills;
- (x) be a registered member of professional association/s where applicable, and be of good standing; 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) excellent organizational, interpersonal and effective communication skills;
- (ii) logical and sound decision-making ability within the context of a dynamic environment;
- (iii) creativity and innovation;
- (iv) visionary and result oriented;
- (v) firm, fair, accountable and transparent in the conduct of duties;
- (vi) ability to work in a multicultural and multi-ethnic group with sensitivity to and respect for diversity;
- (vii) ability to initiate implement, monitor and evaluate academic and research programs and policies; and
- (viii) ability to exercise soft power by detecting and dissipating tension, negotiating, mediating and arbitrating conflict

Duties and Responsibilities

The Principal is the Chief Executive Officer and the academic and administrative head of the University College and he/she will be answerable to the University College Council. Duties and responsibilities as set out in the Universities Act 2012, Turkana University Order and Statutes will include:

- (i) being the secretary to the University College Council and Chairperson of the College Academic Board and Management Board;
- (ii) providing strategic, innovative and creative direction and leadership to the University College by competitively positioning and representing the University College nationally, regionally and internationally;
- (iii) developing and recommending to Council strategies, business plans, annual budgets and establishing proper monitoring, control systems and procedures;
- (iv) responsible for the implementation of Councils decisions and resolutions;
- (v) managing, directing, organizing and administering programmes of the University College;
- (vi) coordinating the development and implementation of the academic and administrative policies of the University College in accordance with its master plan and the strategic plan;
- (vii) promoting efficiency and good order of the university including staff and student welfare, conduct and discipline;

- (viii) ensuring enforcement of the University College Statutes and regulations;
- (ix) providing innovative and creative leadership in the areas of academics, finance, planning and development; general administration; research and partnership;
- (x) facilitating and maintaining cooperation with government institutions, regulatory agencies, and local and international institutions of higher learning and other stakeholders; and
- (xi) any other responsibilities as may be assigned or designated by the Council as provided for in the Universities Act 2012, Turkana University College Order Statutes

DEPUTY PRINCIPAL (ADMINISTRATION, FINANCE AND PLANNING) - ONE (1) POST

Basic Salary:	- Ksh.325, 099 - Ksh.490, 729p.m.
House Allowance:	- Ksh.76, 934 p.m.
Medical Cover & Other Allowances:	- A s 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 a Professor or Associate Professor and a holder of earned PhD degree from a reputable university recognized in Kenya;
- (ii) have had at least eight (8) years of academic and research experience with scholarly record demonstrated by publication in internationally peer reviewed journals in their areas of specialization and supervision of Masters and Doctoral students;
- (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) have demonstrated ability and leadership skills to effectively coordinate planning, finance and administrative functions in a University environment;
- (v) have thorough knowledge of governance, government financial and fiscal policies, public finance management, human resource management, budgeting process, procurement laws, infrastructural development and governing laws;
- (vi) demonstrate ability to attract grants and resources for scholarship, research and development;
- (vii) be a team player with excellent organizational, communication and interpersonal skills and have 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 a 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; and
- (xii) satisfy the requirements of chapter six of the Constitution

Core competences:

- (i) The following core competences and skills will be required:
- (ii) excellent organizational, interpersonal and effective communication skills;
- (iii) logical and sound decision making ability within the context of a dynamic environment;
- (iv) creativity and innovation;
- (v) visionary and result oriented;
- (vi) firm, fair, accountable and transparent in the conduct of duties;
- (vii) ability to work in a multicultural and multi-ethnic group with sensitivity to and respect for diversity;
- (viii) ability to initiate implement, monitor and evaluate academic and research programs and policies; and
- (ix) ability to exercise soft power by detecting and dissipating tension, negotiating, mediating and arbitrating conflict

Duties and Responsibilities:

Reporting to the Principal, the Deputy Principal (Administration, Finance and Planning) will oversee Administration, finance and planning Division of the University College. Duties and responsibilities will 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 College 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 College may need and coordinating the preparation and implementation of the budget, financial statements management reports and ensuring that annual and medium-term expenditures are consistent with the budget and 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 ensuring proper enforcement of the statutes and regulations; and
- (viii) advising the Principal and Management Board on the University Colleges development needs with respect to students' facilities, infrastructure and human resource requirements

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 - Turkana University College”

OR

“Application for the position of Deputy Principal (Administration, Finance and Planning)- Turkana 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: tuc2021@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).