



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service".

Our Mission

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

DECLARATION OF VACANCIES IN THE FOLLOWING PUBLIC UNIVERSITIES:

1. DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
2. KIBABII UNIVERSITY
3. TOM MBOYA UNIVERSITY COLLEGE

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 vacant positions in the following universities:

1. DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

DEPUTY VICE CHANCELLOR (ACADEMIC AFFAIRS AND RESEARCH) - ONE (1) POST

Basic Salary:	- Ksh.336,478 - Ksh.547,106 p.m.
House Allowance:	- Ksh.82, 704 p.m.
Leave Allowance:	- A s provided by the University
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 holder of an earned PhD and be either a Professor or an Associate Professor in technology academic background; and be well published;
- (ii) be a recognized scholar as evidenced by refereed journals publications, University level books as well as project grants and awards;
- (iii) have at least (8) years progressive experience in a senior university leadership/management position such as Dean/Director, Principal of a University College or Deputy Vice Chancellor of a chartered University or leadership in comparable levels;
- (iv) have demonstrated competence in leadership in an academic, research and innovation environment;

- (v) have outstanding knowledge of the 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 in Kenya;
- (vi) have understanding of the Government's academic, research, innovations, linkages and technology transfer, legal and policies framework, procedures and processes;
- (vii) have demonstrated record of leadership and competence in implementation of academic, research, innovations, linkages and technology transfer programmes;
- (viii) demonstrated experience and ability to integrate research, innovations, technology transfer and entrepreneurship in the academic programmes of a university;
- (ix) be a team player with excellent organizational, interpersonal and communication skills;
- (x) be registered with and be active members of professional associations in their profession; and
- (xi) be of highest ethical standards, integrity and professionalism and comply with the requirements of Chapter Six of the Constitution

Core Competences

The following core competences and skills will be required:

- (i) exemplary high level of professionalism and ethics in their work;
- (ii) visionary and innovative leadership;
- (iii) ability to promote formulation of solutions to complex problems and to build consensus for the same;
- (iv) ability to work with teams and to achieve results on tight timelines;
- (v) an entrepreneurial spirit and a supportive attitude to innovations and technological developments proposals

Duties and Responsibilities:

Duties and responsibilities of the Deputy Vice-Chancellor-Academic Affairs and Research will include:

- (i) assisting the Vice - Chancellor in the development and implementation of the University's policies;
- (ii) providing leadership in the management of Academic Affairs and Research to enhance high academic standards;
- (iii) overseeing management of examinations, post-graduate studies, research, development of library, students information management system and admissions of students;
- (iv) promoting adoption of innovative and modern systems for delivery of academic programmes including e-learning, distance education and e-library;
- (v) overseeing the students' welfare matters which include recreation, sports and games, catering, accommodation and counselling services;
- (vi) managing students disciplinary matters;
- (vii) undertaking performance appraisals of academic staff and other staff in the units reporting to him/her;

- (viii) actively seeking and maintaining the linkages, collaborations and extension programmes;
- (ix) being responsible for proper operations of all the units reporting to him/her; and
- (x) any other duties as may be assigned and delegated by the Vice-Chancellor.

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 within the application deadline.

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 Deputy Vice-Chancellor (Academic Affairs and Research) -Dedan Kimathi University of Technology” and delivered to:

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

6. Online applications may be submitted via email to: dekut2021@publicservice.go.ke

2. KIBABII UNIVERSITY

DEPUTY VICE - CHANCELLOR (ACADEMICS AND STUDENTS AFFAIRS) - ONE (1) POST

Basic Salary:	- Ksh.336, 476 - Ksh.460, 332p.m.
House Allowance:	- Ksh.76, 934 p.m.
Leave Allowance:	- As provided by the University
Medical Cover & Other Allowances:	- As 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 an Associate Professor with an earned PhD or its equivalent from a University recognized in Kenya;
- (ii) have at least eight (8) years progressive experience in a senior leadership/management position such as Dean/Director or Principal of a University College;
- (iii) have demonstrable leadership and management capacity including knowledge of Public Financial Management and Strategic People Management;
- (iv) have leadership experience in a modern university environment;
- (v) have capacity to promote learning and extension in a competitive environment;
- (vi) have ability and leadership skills to effectively co-ordinate academic functions;
- (vii) be an accomplished scholar with proven track record in formulating and managing academic programs and supervising and mentoring Masters and PhD students;
- (viii) have proven track record of research and published widely in peer reviewed journals, monographs and books;
- (ix) have knowledge of strategic planning in education development;
- (x) have proven capacity to promote learning, teaching, research and development in a university or an equivalent institution;
- (xi) be knowledgeable of national laws and policies in education;
- (xii) be of high ethical standards, integrity and professionalism and adhere to Chapter Six (6) of the Constitution on Leadership and Integrity; and
- (xiii) show evidence of attracting research grants/funds

Core Competencies

- (i) leadership skills and ability to effectively co-ordinate the academic, research and student affairs functions in the University;
- (ii) knowledge of strategic planning and education planning;
- (iii) ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (iv) being a visionary and result oriented leader;
- (v) excellent organizational, interpersonal and effective communication skills; and
- (vi) be a creative and innovative leader.

Duties and Responsibilities:

The Deputy Vice Chancellor, Academics and Students Affairs will be the head of the Academic Division and will oversee all academic matters of the University. Working under the Vice-Chancellor, the duties and responsibilities of the position will include:-

- (i) formulating and providing policy guidelines on planning, development and management of academic programmes;
- (ii) preparing curricula/syllabuses, rules and regulations governing the implementation of academic programmes;
- (iii) formulating guidelines for effective management, implementation and evaluation of academic programmes;
- (iv) coordinating both continuous assessment and final examinations;
- (v) guiding Chairpersons of departments, Deans of faculties, Directors of schools or institutes and Managers of academic centres on the running of academic programmes;
- (vi) working closely with other Deputy Vice-Chancellors on staff development, training and research programmes;
- (vii) ensuring that the University Senate is properly advised in the development of academic programmes in conformity to ethical standards and legally recognized professional bodies;
- (viii) coordinating curriculum development to meet the human development needs of the country and region;
- (ix) ensuring effective accountability to the Vice-Chancellor for the proper management of the academic affairs division;
- (x) promoting and coordinating teaching and extension activities;
- (xi) maintaining collaboration and linkages with both local and international institutions of higher learning for academic, research and innovation programmes;
- (xii) overseeing the administration of students welfare services; and
- (xiii) any other duty as may be delegated by the Vice Chancellor

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 within the application deadline.

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 Deputy Vice-Chancellor (Academic and Students Affairs) - KIBABII UNIVERSITY” and delivered to:

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

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

3. TOM MBOYA UNIVERSITY COLLEGE (*A Constituent College of Maseno University*)

DEPUTY PRINCIPAL (ACADEMIC, RESEARCH & STUDENT AFFAIRS) - ONE (1) POST

Basic Salary:	- Ksh.380,410 – 490,729 p.m.
House Allowance:	- Ksh.76,934 p.m.
Leave Allowance:	- As provided by the University
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 Professor or Associate Professor and a holder of an earned PhD degree from a university recognized in Kenya;
- (ii) have had at least ten (10) years of academic research experience with scholarly record demonstrated by publication in peer reviewed journals or university level books in their areas of specialization;
- (iii) have served substantively for at least four (4) years with demonstrable results as dean or director and above in an accredited University recognized in Kenya. Experience in management of student affairs will be an added advantage;
- (iv) be an accomplished scholar with proven record in formulating and managing academic programmes;
- (v) have successfully supervised Masters and PhD students and mentoring academic colleagues;
- (vi) demonstrate ability to attract grants and resources for scholarship and research;
- (vii) demonstrated the ability to develop curricula and programmes;
- (viii) have demonstrable knowledge in Information Technology and understanding of E-Learning as a mode of teaching delivery;
- (ix) demonstrable processes led solutions to students innovations;
- (x) be a team player with excellent organizational, communication and interpersonal skills and have capacity to work effectively with students and stakeholders;
- (xi) show a good understanding of university functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;
- (xii) have a good understanding of the national policies and strategies governing university education and training in Kenya;
- (xiii) have an excellent understanding of the current trends in the University education, training and research nationally and globally;
- (xiv) be a registered member of professional association/s where applicable, and be of good standing; and
- (xiv) satisfy the requirements of Chapter Six of the Constitution

Core Competencies

The following core competencies and skills will be required:

- (i) excellent organizational, interpersonal and effective communication skills;
- (ii) firm, fair, accountable and transparent in the conduct of duties;
- (iii) ability to espouse and promote the national values and governance;
- (iv) visionary and result oriented leader;
- (v) logical and sound decision-making ability within the context of a dynamic environment;
- (vi) creativity and innovation;
- (vii) ability to work in multicultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (viii) ability to initiate, implement, monitor and evaluate academic and research programs and policies;
- (ix) ability to exercise soft power by detecting and dissipating tension, negotiating, mediating and arbitrating conflict; and
- (x) ability to work under pressure and meet strict deadlines

Duties and Responsibilities

Reporting to the Principal, the Deputy Principal (Academic, Research and Student Affairs) will oversee Academic, Research and Student Affairs Division of the University College. Specific duties and responsibilities will include:

- (i) coordinating the development of academic policies of the University College in consultation with Faculty Board, the Academic Board and the Senate;
- (ii) directing and organizing academic policies and programmes of the University college;
- (iii) coordinating and managing student 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 innovation;
- (vii) providing strategic direction, leadership and management of the centers, departments, institutes and faculties that comprise the research and innovation portfolio;
- (viii) overseeing the protection and commercialization and the innovations;
- (ix) establishing linkages with industry and business through local, national and international networks to leverage teaching and research outcomes and opportunities; and
- (xi) undertake 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 within the application deadline.

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 Deputy Principal (Academic, Research & Student Affairs)- Tom Mboya University College” and delivered to:

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

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

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