



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 - UNIVERSITY OF KABIANGA

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:

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

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|----------------------------------------------|--------------------------------------------------------------------------------------|
| Basic Salary: | - Ksh.427, 427 - Ksh.547, 206p.m |
| House Allowance: | - Ksh.80, 529p.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 Professor or an Associate Professor with an earned PhD from a University recognized in Kenya;
- (ii) have at least ten (10) years academic and research experience with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization and supervision of Master's and Doctoral students;
- (iii) have served successfully in a Senior Administrative and Management position at the level of either Dean/Director or Deputy Principal of a Constituent College/Principal of a Campus College in a University or in other Comparable level(s) for a period of at least seven (7) years;
- (iv) demonstrated evidence of innovative and creative leadership in areas of planning, resource mobilization, research , human and physical resource management;
- (v) demonstrated a wide experience in University administration with a strong profile in research and infrastructural development;

- (vi) demonstrated an understating of Government's Development Plans, Vision 2030 and relevant legislations guiding Higher Education in Kenya;
- (vii) have an understating of the national policies and strategies governing University financing, education and training in Kenya;
- (viii) demonstrated an understanding of Strategic Planning and Performance Management;
- (ix) demonstrated an understanding of the ISO Quality Management System;
- (x) Provide evidence of Academic leadership in a research environment, networking and ability to attract funds to the University;
- (xi) have an understating of the factors and conditions shaping the development of Higher Education in Kenya;
- (xii) be registered member of professional association/s in his/her profession where applicable and be of good standing; and
- (xiii) demonstrated an understanding of leadership and integrity as well as compliance with the requirements of Chapter Six (6) of the Constitution of Kenya

Core competences

The following core competences and skills will be required:

- (i) visionary and result oriented leader;
- (ii) ability to work with minimum supervision to meet strict deadlines;
- (iii) sensitive to and respect diversity to uphold positive national image;
- (iv) firm, fair accountable and transparent in conduct of duty; and
- (v) demonstrate organizational communication and interpersonal skills

Duties and Responsibilities:

Duties and responsibilities will include:-

- (i) ensuring effective accountability to the Vice- Chancellor for proper management and implementation of planning, research and development activities in the University;
- (ii) providing advisory role on matters of Planning, Research and Development;
- (iii) providing innovative leadership and guidance in the areas of Planning, Research and Development;
- (iv) initiating and coordinating the implementation and monitoring of the Strategic Plan;
- (v) preparing development plans for the University in line with the Strategic Plan and Master plan;
- (vi) coordinating the implementation and monitoring and evaluation of the development Plans;
- (vii) planning and developing human resources to ensure efficient performance and delivery of services in line with the University's Plans;
- (viii) coordinating the preparation of the Annual Performance contract;
- (ix) coordinating the implementation, monitoring and evaluation of activities stipulated in the Performance Contract and ensuring that Performance Contracts report and follow-ups are submitted to the relevant authorities within the stipulated period;
- (x) providing leadership in the maintenance and adherence to ISO Standards;

- (xi) providing leadership to the University's Senate in the development of research programmes;
- (xii) mobilizing resources for research ;
- (xiii) promoting and coordinating research and providing support to the researchers in the University;
- (xiv) promoting and coordinating academic publications, innovations and technology transfer;
- (xv) promoting leadership in the development of extension and outreach programmes to relevant stakeholders;
- (xvi) establishing and maintaining collaborations and linkages with local and international institutions of higher learning and industry for research and innovation; and
- (xvii) any other duties that may be assigned by the Vice-Chancellor from time to time

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
 - (vi) Recommendations from relevant professional bodies and associations.
3. The applicants should also request their referees to submit their confidential reports 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 (Planning, Research and Development) - University of Kabianga” 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: **uok2021@publicservice.go.ke**

All applications should reach the Public Service Commission on or **before 5th January 2022 latest by 5.00 p.m.** (East African Time).