



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".

VACANT POSITIONS IN RONGO UNIVERSITY

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 vacant positions.

1. DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS) (ASA) - ONE (1) POST

Basic Salary:	- Ksh. 336, 478 – Ksh.521, 502 p.m.
House Allowance:	- Ksh. 82, 704 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
Location:	- Main Campus, Rongo

For appointment to this position, a candidate must:

- (i) be a Professor or Associate Professor and holder of an earned Doctorate Degree or equivalent qualification from a university recognized in Kenya;
- (ii) have at least nine (9) years of progressive experience in a senior university leadership/management position such as Dean/Director, Deputy Principal/Principal of a Constituent College/Deputy Vice-Chancellor;
- (iii) have thorough knowledge in the structural, legislative and regulatory framework for administering University Education in Kenya;
- (iv) have a good understanding of Governance structures, Government financial and fiscal policies, strategic planning and Vision 2030, human resource management,

- thorough public finance management: budgeting, procurement and asset disposal legal requirements, further supported by relevant trainings and certificates;
- (v) be a recognized scholar as evidenced by the number of successfully supervised postgraduate students, attracted research grants/awards, recent publications in internationally recognized journals and university level books;
 - (vi) be familiar with national, regional and global trends in higher education;
 - (vii) demonstrate proven experience in policy making, strategic planning, developing and implementation of relevant and quality market driven academic programmes; institutional linkages and strategic management for the promotion of scholarship;
 - (viii) have excellent organizational, interpersonal and communication skills;
 - (ix) be a registered member and demonstrate active involvement in professional associations;
 - (x) demonstrate ability in networking, fundraising, resource mobilization and fund management;
 - (xi) have a good track record of successful change management;
 - (xii) meet the requirements of Chapter Six of the constitution; and
 - (xiii) be of highest ethical standards, integrity, accountability and professionalism, teamwork and stewardship, and comply with the requirements of Chapter Six of the constitution.

Core Competencies

The following core competencies and skills will be required for the position of the Deputy Vice Chancellor (Academic and Student Affairs):

- (i) 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;
- (ii) be a visionary and result oriented thinker;
- (iii) excellent organizational, interpersonal and communication including ICT skills;
- (iv) capacity to work under pressure to meet strict deadlines; and
- (v) firm, fair, accountable and transparent management style

Duties and Responsibilities

The Deputy Vice Chancellor (Academic and Student Affairs) will be one of the Principal Assistants to the Vice Chancellor, the head of the Academic and Student Affairs Division of the University and will be responsible for the management of academic and student matters in a results oriented and timely manner to achieve the university's goals, objectives and agreed performance targets. This will include:-

- (i) delivering university teaching which includes inter alia planning for academic programs, preparation of syllabi and their regulations, timetables, examinations, certificates and transcripts, graduation, library services, students' attachment and training of Academic staff;
- (ii) delivering university training and research strategy through effective management of research and extension services;

- (iii) coordination of students affairs which include admissions and records, student welfare (recreational, sports and games), catering and accommodation services, counseling and discipline;
- (iv) managing academic support services which include library services, coordination of the allocation of resources for academic purposes and safety in teaching areas;
- (v) development and implementation of academic policies of the university in accordance with the university's Master Plan and Strategic plans;
- (vi) working closely with the other Deputy Vice Chancellor on academic staff appraisals, development, training and research;
- (vii) advising the university Senate in the development of academic programmes in conformity with ethical standards and legally recognized professional bodies;
- (viii) providing secretariat to the Senate and its relevant committees on academic matters;
- (ix) providing secretariat for the Honorary Degrees Committee of Council; and
- (x) carrying out such other duties as may be assigned or delegated by the Vice Chancellor from time to time

2. DEPUTY VICE CHANCELLOR (ADMINISTRATION, FINANCE AND PLANNING) (AFP) - ONE (1) POST

Basic Salary:	- Ksh. 336, 478 – Ksh.521, 502 p.m.
House Allowance:	- Ksh. 82, 704 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
Location:	Main Campus Rongo.

For appointment to this position, a candidate must:

- (i) be a Professor or Associate Professor and holder of an earned Doctorate Degree or equivalent qualification from a university recognized in Kenya;
- (ii) have at least nine (9) years of progressive experience in a senior university leadership/management position such as Dean/Director, Deputy Principal/Principal of a Constituent College/Deputy Vice-Chancellor;
- (iii) be familiar with current national, regional and global trends in provision of higher education;
- (iv) have excellent interpersonal and communication skills, highest ethical standards, integrity and professionalism;
- (v) have thorough knowledge of governance, government financial and fiscal policies, strategic planning, public finance management, human resource

- management, budgeting process, procurement laws, infrastructural development and governing laws, further supported by relevant trainings and certificates;
- (vi) show evidence of having dealt with human resource matters;
 - (vii) possess vast experience in decision making in finance and supported by relevant testimonials;
 - (viii) be a recognized scholar as evidenced by the number of postgraduate students supervision and publications, research grants, recent publications;
 - (ix) demonstrate experience in policy making in finance, strategic planning and development;
 - (x) have good track record of change management;
 - (xi) have thorough knowledge in the structural, legislative and regulatory framework for administering university education in Kenya;
 - (xii) be a registered member and demonstrate active involvement in professional associations;
 - (xiii) demonstrate ability in networking, fundraising, resource mobilization and fund management;
 - (xiv) have a good track record of successful change management;
 - (xv) meet the requirements of Chapter Six of the constitution.

Core Competencies

The following core competencies and skills will be required for this position.

- (i) 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;
- (ii) be a visionary and result oriented thinker;
- (iii) excellent organizational, interpersonal and communication skills;
- (iv) capacity to work under pressure to meet strict deadlines;
- (v) have firm, fair, accountable and transparent management style;
- (vi) evidence of resource mobilization and attracting grants from reputable donors

Duties and Responsibilities

The Deputy Vice Chancellor (Administration, Finance and Planning) will be one of the Principal Assistants to the Vice Chancellor, the head of the Administration, Finance and Planning Division of the University and will be responsible for the management of physical and financial resources, infrastructural and development matters in a results oriented and timely manner to achieve the university's goals, objectives and agreed performance targets. This will include:-

- (i) organizing and directing the financial matters of the university;
- (ii) carrying out the day-to-day business of the division;

- (iii) developing of and recommending to the Council the long term university finance strategy, business plans and annual operating budgets, and establishing proper internal monitoring and control procedures;
- (iv) coordinating and preparing business related proposals, reports and other submissions for consideration by council;
- (v) ensuring that there is effective communication between the division, university management and Council on finance and development matters;
- (vi) Fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- (vii) ensuring compliance with the laws of the country and government regulations;
- (viii) coordination, development and implementation of sound financial, administrative policies and strategies in order to realize the strategic objectives of the university in accordance with the university Master Plan and Strategic Plan and to ensure efficient performance and delivery of service in the university;
- (ix) organizing and directing the administration and financial aspects of the university;
- (x) maintaining efficiency and good order of the university and ensuring proper enforcement of the statutes and regulations;
- (xi) providing innovative and creative leadership in the areas of finance, human resources, planning, infrastructural development and community linkages;
- (xii) coordinating the design and implementation of appropriate human resource system which will attract, develop and retain competitive human resource capital;
- (xiii) providing guidance to the Vice-Chancellor and the Management Board on the human resource, procurement, policy formulation, legal services, planning, ICT and financial matters regarding the university; and
- (xiv) performing other duties as may be assigned 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) 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 Student Affairs) - Rongo University;

OR

“Application for the position of Deputy Vice Chancellor (Administration, Finance and Planning) - Rongo 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: ru2022@publicservice.go.ke

All applications should reach the Public Service Commission on or before **30th May, 2022** latest 5.00 p.m. (East African Time).

SECRETARY/CEO
PUBLIC SERVICE COMMISSION