



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service".

Our Mission

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

VACANT POSITION IN MOI 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 position.

DEPUTY VICE - CHANCELLOR, ADMINISTRATION, PLANNING AND STRATEGY- ONE (1) POST

Basic Salary:	Ksh. 427,427 - 547,106 p.m.
House Allowance:	Ksh: 82,704 p.m.
Leave Allowance:	As provided by the University
Medical Cover and Other Allowances:	As provided by the University
Terms of Service:	Five (5) year contract renewable once subject to satisfactory performance

For appointment to this position, a candidate must:

- (i) be a holder of an earned Doctorate Degree from a recognized university;
- (ii) be at least an Associate Professor of a university recognized in Kenya;
- (iii) have served as an Associate Professor for at least three (3) years;
- (iv) have at least six (6) years' administrative experience at senior level in a university setting, including being a Dean of School or Director of an academic or research unit;
- (v) have demonstrable information communication technology skills;
- (vi) comply with the requirements of Chapter Six of the Constitution of Kenya, 2010;
- (vii) demonstrate competence in administrative, planning and academic leadership in academic leadership in academic/research environment;
- (viii) demonstrate evidence of understanding of ISO Quality Management Systems;
- (ix) have a good understanding of University functions and procedures and have experience in financial, human resource, procurement policies, and strategic and master planning;

- (x) demonstrate evidence of outstanding ability to communicate effectively and possession of good interpersonal skills;
- (xi) have a good understanding of the national policies and strategies governing University education and training in Kenya;
- (xii) have a broad awareness of the factors and conditions shaping the development of higher education in Kenya;
- (xiii) have a track record of success on expansion of physical facilities to cater for increased academic programmes and students' enrolment;
- (xiv) have ability to monitor and evaluate progress in University policies and procedures, and identify control and process weaknesses, and possess skills to develop, document, communicate and implement strategies to address these aspects and revise approaches as necessary;
- (xv) have demonstrable ability to mobilize resources for the University; and
- (xvi) be a member of a professional body

Note: possession of a Certificate in Strategic Leadership or Management Course of not less than four (4) weeks' duration from a recognized institution will be an added advantage.

Duties and Responsibilities

Under the general direction of the Vice Chancellor, the Deputy Vice Chancellor, Administration, Planning and Strategy, shall be in charge of the functions of the division that include all human resources, planning and infrastructural development and maintenance, asset management, performance contracting, and quality management and standards. Duties and responsibilities will include:-

- (i) implementing the University Master Plan and Strategic Plan, which are linked to national policy documents such as Kenya Vision 2030, Medium Term Plan and sector performance standards;
- (ii) having overall responsibility of direction, organization, administration of activities within the Administration, Planning and Strategy Division;
- (iii) developing and implementing human resource and administrative policies, and appropriate procedures to ensure efficient performance and delivery of services;
- (iv) being responsible to the Vice-Chancellor for the general conduct and discipline of the staff;
- (v) coordinating the preparation of management reports and analysis for presentation to the University Management Board and University Council for decision making;
- (vi) coordinating the design, implementation, maintenance and development of appropriate human resources policies, procedures and systems, attracting, developing and retaining qualified and experienced human resources; and

- (vii) overseeing quality assurance, compliance to standards and performance contracting

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 (Administration, Planning and Strategy) – Moi 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:
mu2022@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