

REPUBLIC OF KENYA



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 VACANCY
LAIKIPIA UNIVERSITY - NYAHURURU**

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 position.

DEPUTY VICE CHANCELLOR (ADMINISTRATION, FINANCE AND PLANNING)

Basic Salary:	- Ksh.336,478.00 – Ksh.470,711.00 p.m.
House Allowance	- Ksh. 82,704 p.m
Medical Cover & Other Allowances:	- As be provided by the University
Terms of Service:	- Five (5) years contract (Renewable) subject to satisfactory performance.

For appointment to this position, a candidate must:

- (i) be a Kenyan citizen;
- (ii) be a full Professor or an Associate Professor with an earned Doctorate degree from a University recognized by the Kenya Commission for University Education;
- (iii) have had at least ten (10) years of experience in senior administrative, financial and/planning level at a university, equivalent academic and or research;
- (iv) have leadership experience in a modern university environment;
- (v) possess proven capacity to promote learning, teaching, research and planning in a university;
- (vi) be registered with, and be an active member of a relevant professional associations;
- (vii) possess an outstanding and internationally recognized scholarship record as evidenced by peer-refereed journal publications and university level books or book chapters;
- (viii) have ability and leadership skills to effectively co-ordinate the finance, planning and development functions in the university;
- (ix) have excellent understanding of the Kenya Vision 2030 and the Big 4 Agenda;
- (x) possess demonstrable knowledge of strategic planning in physical development;
- (xi) demonstrate ability to attract research grants and other awards;

- (xii) be familiar with the national education laws and policies and current trends in higher education world-wide; and
- (xiii) meet the requirements of Chapter Six of the Constitution.

Note: possesses of additional professional qualifications such as MBA, CPA/CPS or other recognized professional qualifications in administration, management and finance will be considered an added advantage.

Core Competences

The following core competences shall be required:

- (i) ability and leadership skills to effectively co-ordinate administrative, finance and planning functions in the university;
- (ii) knowledge of strategic planning in education planning;
- (iii) be conversant with financial planning and accounting;
- (iv) demonstrate ability to attract funds to the university;
- (v) 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;
- (vi) being a visionary, creative, innovative and result oriented leader; and
- (vii) excellent organizational, interpersonal and effective communication skills;

Duties and Responsibilities

An officer at this level will be responsible to the Vice Chancellor for discharge of the Administration, Finance and Planning Division functions. Specific duties and responsibilities include:

- (i) providing overall direction and organization of the division;
- (ii) being in charge of general conduct and discipline of staff;
- (iii) providing advice to the university management and ensure compliance with statutory and legal requirements;
- (iv) ensuring effective accountability to the vice chancellor for the proper management of the university;
- (v) ensuring sound financial controls;
- (vi) ensuring timely preparation and implementation of the university's budget estimates and operational budget;
- (vii) ensuring prompt preparation of statutory reports related to the office; and
- (viii) any other duties as determined by Council to further objectives of the university

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. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for Deputy Vice Chancellor (Administration, Finance and Planning) - Laikipia University” and delivered to:

THE SECRETARY/CEO
Public Service Commission
Commission House
P.O Box 30095-00100
NAIROBI.

4. Online applications may be submitted via email to: university2019@publicservice.go.ke

All applications should reach the Public Service Commission on or before 20th August 2019 latest by 5.00 p.m. (East African Time)