

# 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 VACANCIES

### GARISSA UNIVERSITY

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 positions.

#### VICE CHANCELLOR

<b>Basic Salary:</b>	- Ksh.420,567.00 – Ksh.774,078.00 p.m.
<b>House Allowance</b>	- Ksh.92,042.00 p.m
<b>Medical Cover &amp; Other Allowances:</b>	- A s be provided by the University
<b>Terms of Service:</b>	- 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 twelve (12) years of administrative, academic and research experience at senior level of at least University Deputy Vice Chancellor, Dean, Principal of University College or equivalent in an academic or research institutions;
- (iv) have published in ten (10) internationally peer-reviewed journal(s) and presented in the international conference(s);
- (v) have knowledge and experience in structural, legislative and regulatory framework for administering university education;
- (vi) be an accomplished scholar with proven track-record and demonstrated

- evidence in formulating and managing academic programs, supervising and mentoring Masters and PhD students;
- (vii) have outstanding internationally recognized record of scholarship and academic leadership;
  - (viii) have work experience, knowledge and skills in academic administration and financial management of a university;
  - (ix) have demonstrated experience in stakeholder management, networking, harnessing grants, fundraising and resource mobilization including building solid partnerships and linkages;
  - (x) have proven excellent organizational, persuasive, interpersonal and effective communication skills to manage complex, diverse stakeholders and unstable security environment;
  - (xi) have demonstrated high ethical standards, integrity, transparency and accountability, professionalism, teamwork and stewardship; and
  - (xii) comply with the requirements of Chapter Six of the Constitution of Kenya (2010).

### **Core Competencies**

The following core competences will be required: -

- (i) Excellent organizational, interpersonal and effective communication skills as well as logical and sound decision-making ability;
- (ii) Creativity and innovation;
- (iii) Visionary and results oriented; and
- (iv) Firm, fair, accountable and transparent in conduct of requisite duties.

### **Duties and Responsibilities**

As per the Charter and Statutes of Garissa University, and direct supervision by the University Council the Vice Chancellor shall:

- (i) be responsible for providing overall leadership, management, strategic direction and organization and administration programs of the university;
- (ii) develop and recommend to Council policies, strategies and business models and plans, annual budgets and prepare mandatory statutory reports;
- (iii) be responsible for implementing Council resolutions and decisions;
- (iv) promote efficiency and good order of the university including staff welfare, conduct and discipline and ensure enforcement of statutes and regulations governing operations of various university sections and departments;
- (v) be responsible for and custodian of all legal instruments of authority for the University;
- (vi) be responsible for facilitating cooperation with other government institutions, regulatory agencies together with local, national and international institutions of

- higher learning; and
- (vii) Any other duties as may be assigned or delegated by the Council as provided by the University Act, 2012, Garissa University Charter and statutes.

### **DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)**

<b>Basic Salary:</b>	<b>- Ksh.336,476.00 – Ksh.460,332.00 p.m.</b>
<b>House Allowance</b>	<b>- Ksh.76,934.00 p.m</b>
<b>Medical Cover &amp; Other Allowances:</b>	<b>- A s be provided by the University</b>
<b>Terms of Service:</b>	<b>- Five (5) years contract (Renewable) subject to satisfactory performance.</b>

#### **For appointment to this post, 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' experience in senior academic and management level at a University, equivalent academic and or research institutions;
- (iv) demonstrate having published in five (5) internationally peer-reviewed journal(s) and presented in the international conference(s);
- (v) demonstrate knowledge and experience in structural, legislative and regulatory framework for administering University education;
- (vi) be an accomplished scholar with proven track-record and demonstrated evidence in formulating and managing academic programs, supervising and mentoring Masters and PhD students;
- (vii) have an outstanding international recognized record of scholarship and academic leadership;
- (viii) have work experience, knowledge and skills in academic administration, curriculum development and management at a University level;
- (ix) have understanding and working level of computer and relevant softwares;
- (x) have demonstrated experience in stakeholder management, networking, harnessing grants, fundraising and resource mobilization including building solid partnerships and linkages;
- (xi) have capacity to promote learning, teaching and research in a university;
- (xii) have demonstrated high ethical standards, integrity, transparency and accountability, professionalism, teamwork and stewardship; and
- (xiii) have complied with the requirements of Chapter Six of the Constitution of Kenya

(2010).

### **Core Competencies**

The following core competences shall be required:-

- (i) High levels of professionalism and ethics;
- (ii) Managing and leading teams;
- (iii) Excellent organizational, interpersonal and effective communication skill as well as logical and sound decision making ability;
- (iv) Creativity and innovation
- (v) Visionary, innovative and results oriented; and
- (vi) Firm, fair, accountable and transparent in conduct of requisite duties.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Vice Chancellor for discharge of the academic and students' affairs function. Specific duties and responsibilities include:

- (i) implementing policy matters pertaining to admission of students, learning and teaching processes, examinations, academic staff planning and development, academic staff recruitment, training appraisal, academic quality assurance, and student development services (mentoring, student health, attachment and internship, career services);
- (ii) advising the Senate on all aspects of learning and research programmes in line with requisite professional, national and international standards;
- (iii) providing leadership in planning for academic resources and having oversight responsibility for the University's academic development strategy and policy regarding student quality and demographics, staff development, programme development, learning and teaching, examinations, academic information resources, student discipline, academic staff discipline;
- (iv) overseeing students' activities including games and sports, clubs and societies, Student Council;
- (v) overseeing and monitoring the performance of Registrar's office, Dean of Students, Deans of Schools, Faculties or Institutes, Strategy and Quality Assurance; Library Services and mentoring Services;
- (vi) development, implementation, promotion and evaluation of research, innovation, extension and industrial linkage activities, strategies and policies;
- (vii) being the Chairperson of all the relevant Senate committees on Academic and Student Affairs;
- (viii) mobilizing resources for academic programmes and requisite physical facilities and formulating rules governing use of those resources.

## DEPUTY VICE-CHANCELLOR (FINANCE, ADMINISTRATION AND PLANNING)

<b>Basic Salary:</b>	<b>- Ksh.336,476.00 – Ksh.460,332.00 p.m.</b>
<b>House Allowance</b>	<b>- Ksh.76,934.00 p.m</b>
<b>Medical Cover &amp; Other Allowances:</b>	<b>- As be provided by the University</b>
<b>Terms of Service:</b>	<b>- Five (5) years contract (Renewable) subject to satisfactory performance.</b>

### **For appointment to this post, 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 institutions;
- (iv) demonstrate having published in five (5) internationally peer-reviewed journal(s) and presented in the international conference(s);
- (v) demonstrate knowledge and experience in structural, legislative and regulatory framework for financial, administration and/or planning in education and other sectors;
- (vi) have a track record of successful development and management of strategic and physical plans in a large institution of high learning or research institution;
- (vii) have work experience, knowledge and skills in academic administration and financial management of a University;
- (viii) demonstrated experience in stakeholder management, networking, harnessing grants, fundraising and resource mobilization including building solid partnerships and linkages;
- (ix) have knowledge of national financial laws and policies in management of higher education;
- (x) have understanding and working level of computer and relevant softwares;
- (xi) have proven excellent organizational, persuasive, interpersonal and effective communication skills to manage complex, diverse stakeholders and unstable security environment;
- (xii) demonstrate high ethical standards, integrity, transparency and accountability, professionalism, teamwork and stewardship; and
- (xiii) have complied with the requirements of Chapter Six of the Constitution of

### **Core Competencies**

The following core competences shall be required

- (i) High levels of professionalism and ethics;
- (ii) Managing and leading teams;
- (iii) Excellent organizational, interpersonal and effective communication skill as well as logical and sound decision making ability;
- (iv) Creativity and innovation;
- (v) Visionary, innovative and results oriented; and
- (vi) Firm, fair, accountable and transparent in conduct of requisite duties

### **Duties and Responsibilities**

An officer at this level will be responsible to the Vice Chancellor for discharge of finance, administration and planning division function. Specific duties and responsibilities include:

- (i) providing strategic direction and focus of personnel policy, development and management and finance and physical planning by the University;
- (ii) advising the Vice-Chancellor on all matters concerning personnel policy, development and management of the University;
- (iii) development and implementation, promotion and evaluation of the university's finance and investment strategy;
- (iv) Overseeing the financial strategy and planning, the budgeting process, financial management (including cash management), as well as controlling and risk management, monitoring revenue margins and employee productivity;
- (v) Overseeing the management of construction projects including the corresponding relations to the public and political authorities as well as the management of the real estate portfolio;
- (vi) establishment of internal control system (ICS), comprising all financially relevant processes and measures designed to ensure compliance with proper accounting and financial reporting principles;
- (vii) recruitment, performance management and remuneration of the staff members;
- (viii) undertaking estates management and physical planning of the University;
- (ix) ensuring safety, security and environmental protection;
- (x) ensuring adherence to the Constitution of Kenya 2010 and to the prevailing Public Procurement and Disposal Act and Procedures; and
- (xi) Chairing all the relevant University Management Board committees on Finance, Administration and Planning and such other committees as 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
  - (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 Vice Chancellor - Garissa University"**

**OR**

**"Application for Deputy Vice Chancellor (Academic and Students' Affairs) - Garissa University"**

**OR**

**"Application for Deputy Vice Chancellor (Finance, Administration and Planning) - Garissa University"**

**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](mailto:university2019@publicservice.go.ke)

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