



## PUBLIC SERVICE COMMISSION

### Our Vision

*"A citizen-centric public service".*

### Our Mission

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

## RE-ADVERTISEMENT OF VACANT POSITION - CHUKA 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 position:

### VICE - CHANCELLOR- ONE (1) POST

<b>Basic Salary:</b>	<b>Ksh. 427,427 - Ksh. 744,078 p.m.</b>
<b>House Allowance:</b>	<b>Ksh: 87,925 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided by the University</b>
<b>Medical Cover and Other Allowances:</b>	<b>As provided by the University</b>
<b>Terms of Service:</b>	<b>Five (5) year contract renewable once subject to satisfactory performance</b>

### For appointment to this position, a candidate must:

- (i) be a professor and holder of an earned Doctorate Degree or equivalent qualification from a university recognized in Kenya;
- (ii) have at least 10 years of demonstrable leadership at senior level in an academic and/or research institution having served substantively with measurable results in the position of a Dean/Director, Principal of a Constituent University/College or as a Deputy Vice-Chancellor of a university;
- (iii) have demonstrable knowledge in the structural, legislative and regulatory framework for managing a university;
- (iv) have demonstrated management capacity including knowledge of the Public Finance Management Act No. 18 of 2012, the Public Procurement and Asset Disposal Act No. 33 of 2015 and Strategic People Management;
- (v) have supervised and mentored students in Masters and PhD Degree Programmes in addition to being an accomplished scholar with proven track record in continuing research and publications on pertinent contemporary issues;

- (vi) possess a proven track record of continuing research and publications in peer reviewed journals, monographs, book chapters and books;
- (vii) have demonstrable experience in networking and fundraising;
- (viii) have demonstrable experience in transformative and strategic leadership; and
- (ix) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution.

### **Core Competencies**

- (i) ability to portray and uphold positive national and international image and work in a multi- cultural environmental with sensitivity to and respect for diversity;
- (ii) promote project and protect the image of the university;
- (iii) a visionary and result-oriented individual;
- (iv) excellent organization, interpersonal and communication skills;
- (v) capacity to work under pressure to meet deadlines;
- (vi) firm, fair, communicative and transparent management style;
- (vii) ability to initiate, implement, monitor and evaluate academic and research programmes and policies;
- (viii) creative and innovative ability to bring about change for the sustainable growth of the university; and
- (ix) ability to exercise soft power by detecting and dissipating tensions and by negotiating, mediating and arbitrating conflict.

### **Duties and Responsibilities**

The Vice-Chancellor shall report to the University Council. His/her duties and responsibilities will include:-

- (i) being the Accounting and Chief Executive Officer of the university;
- (ii) being the academic and administrative head of the university;
- (iii) being responsible to the Council for maintaining and promoting the academic image of the university;
- (iv) oversee the implementation of policies, strategies and programmes of the university;
- (v) implementing Council decisions and resolutions;
- (vi) providing strategic innovative and creative direction and leadership to the university by competitively positioning and representing the University nationally, regionally and internationally;
- (vii) organizing and administering programmes of the university;
- (viii) facilitating and maintaining cooperation with government institution, regulatory agencies, local and international institutions of higher learning and other stakeholders;
- (ix) providing leadership in enhancing e-learning as well as harmonizing it with traditional face to face on campus learning programmes;
- (x) directing, organizing and the administration of programmes of the university;

- (xi) undertaking public relations, fund-raising and general development of the university;
- (xii) chairing the Senate and the University Management Board; and
- (xiii) carrying out any other responsibilities as may be assigned or delegated by the Council as provided for in the Universities Act 2012, University Charter and Statutes

### **INTERESTED APPLICANTS ARE REQUIRED TO NOTE:**

1. The Public Service Commission offers equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, WOMEN, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
2. The names of shortlisted candidates shall be published on the commission's website;
3. 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;
  - d. Recommendations from relevant professional bodies and associations;
4. 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 National ID, Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
3. Scanned copies of the documents must accompany the online applications.
4. The Curriculum Vitae should include information on academic qualifications, professional qualifications, leadership and management roles, publications, awards, scholarships, funding, membership in professional associations, 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 Vice-Chancellor - Chuka University"** and delivered to:

**THE SECRETARY/CEO**  
Public Service Commission  
4<sup>th</sup> Floor Commission House  
Off Harambee Avenue  
P.O Box 30095-00100

**NAIROBI**

6. Online applications may be submitted via email to: [cu2023@publicservice.go.ke](mailto:cu2023@publicservice.go.ke)

**Note: Those who had applied earlier need not apply.**

All applications should reach the Public Service Commission on or before **2<sup>nd</sup> February 2023** latest by 5.00 p.m. **(East African Time)**

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**