



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service".

Our Mission

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

DECLARATION OF VACANCIES

UNIVERSITY OF ELDORET

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 for the following positions:

1. VICE - CHANCELLOR- ONE (1) POST

Basic Salary:	Ksh. 474,919 - Ksh. 744, 078p.m.
House Allowance:	Ksh: 87,925 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 professor and holder of an earned PhD from a university recognized in Kenya;
- (ii) have demonstrable knowledge in the structural, legislative and regulatory framework for managing a university;
- (iii) have at least ten (10) years of academic and research experience at senior level, demonstrable leadership 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/ College or as a Deputy Vice-Chancellor of a university;
- (iv) have demonstrated management capacity including knowledge of the Public Finance Management Act, the Public Procurement and Asset Disposal Act and Strategic People Management;
- (v) have supervised and mentored students in Masters and Ph.D. 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;
- (ix) be registered with and be an active member of a professional association; and
- (x) 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 environment 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) demonstrate excellent organizational, interpersonal and communication skills;
- (v) capacity to work under pressure and meet deadlines;
- (vi) demonstrate a 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 skills by detecting and dissipating tensions and by negotiating, mediating and arbitrating conflicts.

Duties and Responsibilities

The Vice-Chancellor shall report to the University Council. 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) overseeing the implementation of policies, strategies and programmes of the university;
- (v) being the Secretary to Council;
- (vi) implementing Council decisions and resolutions;
- (vii) providing strategic, innovative and creative direction and leadership to the university by competitively positioning and representing the University nationally, regionally and internationally;

- (viii) facilitating and maintaining cooperation with government institutions, 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 administering the 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 committees as per the UOE Statutes; 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, 2013 and UOE Statutes.

2. DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENTS AFFAIRS) - ONE (1) POST

Basic Salary:	Ksh. 427,427 - Ksh. 547,106 p.m.
House Allowance:	Ksh: 82,407 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 PhD and be at the level of either a professor or an Associate Professor;
- (ii) be a recognized scholar as evidenced by refereed journals publications, university level books as well as project grants and awards;
- (iii) have at least eight (8) years progressive experience in a senior university leadership/management position such as Dean/Director, Principal of a University College or Deputy Vice-Chancellor of a chartered university or leadership in comparable levels;
- (iv) have demonstrated competence in leadership in an academic, research and innovation environment;
- (v) have outstanding knowledge of the current trends in university education and training in Kenya and globally and a broad awareness of the factors and conditions shaping the development of university education in Kenya;
- (vi) have understanding of the Government's academic, research, innovations, linkages and technology transfer, legal and policies framework, procedures and processes;
- (vii) have demonstrated leadership and competences in implementation of academic, research, innovations, linkages and technology transfer programmes;

- (viii) demonstrated experience and ability to integrate research, innovations, technology transfer and entrepreneurship in the academic programmes of a university;
- (ix) be a team player with excellent organizational, interpersonal and communication skills;
- (x) registered and active member of a professional association; and
- (xi) be of highest ethical standards, integrity and professionalism and comply with the requirements of Chapter Six of the Constitution.

Core Competences

The following core competences and skills will be required:

- (i) exemplary high level of professionalism and ethics;
- (ii) leadership skills and ability to effectively coordinate the academic and students' affairs functions in the university;
- (iii) 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;
- (iv) visionary, result oriented and innovative leadership;
- (v) ability to promote formulation of solutions to complex problems and to build consensus for the same;
- (vi) ability to work with teams and meet deadlines; and
- (vii) knowledge of strategic planning and education planning.

Duties and Responsibilities

The Deputy Vice-Chancellor (Academics and Students' Affairs) will be the head of the Academic Division and will oversee all academic matters of the university. Working under the Vice-Chancellor, the duties and responsibilities of the position will include:

- (i) formulating and providing policy guidelines on planning, development and management of academic programmes;
- (ii) preparing curricula/syllabuses, rules and regulations governing the implementation of academic programmes;
- (iii) formulating guidelines for effective management, implementation and evaluation of academic programmes;
- (iv) promoting adoption of innovative and modern systems for delivery of academic programmes including e-learning, distance education and e-library;
- (v) overseeing the students' welfare matters which include recreation, sports and games, catering, accommodation and counselling services;
- (vi) coordinating both continuous assessment and final examinations;
- (vii) guiding heads of departments, Deans of Schools and Academic Directors on the running of academic programmes;

- (viii) working closely with the other Deputy Vice-Chancellor on staff development, training and research;
- (ix) ensuring that the senate is properly advised in the development of academic programmes in conformity to ethical standards and legally recognised professional bodies;
- (x) managing students; disciplinary matters;
- (xi) undertaking performance appraisals of academic staff and other staff in the division;
- (xii) actively seeking and maintaining linkages, collaboration and extension programmes with both local and international institutions of higher learning for academic programmes;
- (xiii) being responsible for proper operations of all the units reporting to him/her;
- (xiv) being secretary to the senate; and
- (xv) perform any other duties as may be assigned and delegated 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 Vice Chancellor - University of Eldoret;

OR

“Application for the position of Deputy Vice Chancellor (Academic and Students Affairs) - University of Eldoret” 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: uoe2023@publicservice.go.ke

All applications should reach the Public Service Commission on or before **20th March, 2023 latest 5.00 p.m. (East African Time).**

SECRETARY/CEO
PUBLIC SERVICE COMMISSION