



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 VACANCY

TOM MBOYA 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 for the following position:

DEPUTY VICE-CHANCELLOR (ACADEMIC, RESEARCH 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 professor or an Associate Professor and a holder of an earned PhD from a university recognized in Kenya;
- (ii) have had at least ten (10) years of academic and research experience with scholarly record demonstrated by publication in peer reviewed journals or university level books in their areas of specialization;
- (iii) have at least six (6) years of progressive experience in a senior university leadership/management position as Head of Academic Department, Dean/Director, Deputy Principal (ARSA) of a Constituent College or Deputy Vice Chancellor (ARSA);
- (iv) be an accomplished scholar with proven track record in formulating and managing academic programmes;
- (v) have successfully supervised Masters and PhD students and mentoring academic colleagues;
- (vi) demonstrate ability to attract grants and resources for scholarship and research;
- (vii) demonstrate the ability to develop curricula and programmes;

- (viii) have demonstrable knowledge in Information Technology and understanding of E-Learning as a mode of teaching delivery;
- (ix) demonstrable processes led solutions to students' innovations;
- (x) be a team player with excellent organizational, communication and interpersonal skills and have capacity to work effectively with students and stakeholders;
- (xi) show good understanding of University functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;
- (xii) have a good understanding of the national policies and strategies governing University education and training in Kenya;
- (xiii) have an excellent understanding of the current trends in the University education, training and research nationally and globally;
- (xiv) be a registered member of professional association/s where applicable, and be of good standing; and
- (xv) satisfy the requirements of chapter six of the Constitution.

Core Competences

The following core competences and skills will be required:

- (i) excellent organizational, interpersonal and effective communication skills;
- (ii) firm, fair, accountable and transparent in the conduct of duties;
- (iii) ability to espouse and promote the national values and governance;
- (iv) visionary and result oriented leader;
- (v) logical and sound decision-making ability within the context of a dynamic environment;
- (vi) creativity and innovation;
- (vii) ability to work in a multicultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (viii) ability to initiate, implement, monitor and evaluate academic and research programs and policies;
- (ix) ability to exercise soft power by detecting and dissipating tension, negotiating, mediating and arbitrating conflict; and
- (x) ability to work under pressure and meet strict deadlines.

Duties and Responsibilities

Reporting to the Vice Chancellor, the Deputy Vice-Chancellor (Academics, Research and Students Affairs) will oversee academic, Research and Students Affairs Division of the University. Duties and responsibilities of the position will include:

- (i) coordinate the development of academic policies of the university in consultation with Faculty Board, the Academic Board and the Senate;
- (ii) formulating and providing policy guidelines on planning, development and management of academic programmes;

- (iii) overseeing the students welfare matters which include recreation, sports and games, catering, accommodation and counselling services;
- (iv) coordinate and manage examinations and the preparation of academic transcripts, certificates, diplomas and certificates;
- (v) develop research agenda with clear guidelines on research alliances and partnerships nationally and globally;
- (vi) develop and implement strategies to facilitate growth in revenue to support research innovation;
- (vii) provide strategic direction, leadership and management of the Centers, Departments, Institutes and Faculties that comprise the research and innovations portfolio;
- (viii) oversee the protection and commercialization of the innovations;
- (ix) working closely with the other Deputy Vice-Chancellor on staff development, training and research;
- (x) ensuring that the senate is properly advised in the development of academic programmes in conformity to ethical standards and legally recognised professional bodies;
- (xi) establish linkages with industry and business through local, national and international networks to leverage teaching and research outcomes and opportunities; and
- (xii) undertake such other functions and responsibilities assigned by the Vice Chancellor and University Council as may be necessary and in the interest of the University as per its rules and regulations.

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.

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 (Academic, Research and Students Affairs - Tom Mboya University” and delivered to:

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

Online applications may be submitted via email to: tmu2023@publicservice.go.ke

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

SECRETARY/CEO
PUBLIC SERVICE COMMISSION