



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

SOUTH EASTERN KENYA 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 positions:

1. VICE - CHANCELLOR- ONE (1) POST

Basic Salary:	Ksh. 474,919 – Ksh. 617,394 p.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 full professor and holder of an earned PhD from a university recognized in Kenya;
- (ii) have at least ten (10) years relevant work experience, five (5) of which must be at senior management at the level of Principal of a Constituent University College or a Deputy Vice Chancellor of a University or equivalent position.
- (iii) be a recognized scholar as evidenced by refereed journal publications, university level books as well as project grants, intellectual property rights and awards and a proven track record of mentoring academic staff and supervising postgraduate students;
- (iv) have demonstrable competence in academic leadership in an academic/research environment;
- (v) be registered with, and be an active member of professional associations in the profession (where applicable);
- (vi) have demonstrated management capacity including knowledge of legal and governance instruments governing public universities and strategic people management;

- (vii) have demonstrable experience in networking with other institutions and fundraising;
- (viii) have demonstrable experience in transformative and strategic leadership;
- (ix) be registered with, and be an active member of professional associations in the profession (where applicable);
- (x) have done a leadership course lasting not less than four (4) weeks cumulatively; and
- (xi) fulfil the requirements of Chapter 6 of the Constitution of Kenya, 2010

Core Competencies

- (i) 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;
- (ii) ability to prudently utilize university resources;
- (iii) be visionary, innovative and result oriented;
- (iv) have excellent organizational, interpersonal and communication skills;
- (v) capacity to work under pressure and to meet strict deadlines;
- (vi) firmness, fairness, accountability and transparency in management; and
- (vii) ability to promote, project and protect the image of the University.

Duties and Responsibilities

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

- (i) being the academic and administrative head of the university;
- (ii) overall responsibility for managing, directing, organizing and administering of programmes of the university;
- (iii) being the accounting officer of the university;
- (iv) being the secretary to the university council;
- (v) being the chairperson of the University Management Board, Senate and any other university committees as may be provided in the Statutes;
- (vi) developing and recommending to the council strategies, business plans, annual budgets and establishing proper monitoring and control systems and procedures;
- (vii) responsible for the implementation of the council's decisions and resolutions;
- (viii) coordinating the development and implementation of the academic and administrative policies of the university in accordance with the university's master plan and the strategic plan;
- (ix) promoting efficiency and good order of the university including staff and student welfare, conduct and discipline and ensuring enforcement of the statutes and regulations;
- (x) responsible for fund raising and resource mobilization for the university;
- (xi) cultivating relevant networks and collaborations to advance university objectives;

- (xii) providing innovative and creative leadership in the areas of academics, finance, planning and development, general administration, research and partnership;
- (xiii) facilitating and maintaining cooperation with government institutions, regulatory agencies, local and international institutions of higher learning and other stakeholders; and
- (xiv) any other responsibilities as may be assigned or delegated by the council as provided for in the Universities Act, 2012, University Charter, 2013 and Statutes

2. DEPUTY VICE-CHANCELLOR (ACADEMIC, RESEARCH AND INNOVATION) – 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 full professor or associate professor and holder of an earned PhD from a university recognized in Kenya;
- (ii) have at least eight (8) years relevant work experience, five (5) of which must be at a senior management at the level of Dean or Director of a school or Faculty or University Directorate, or Principal of a University Campus or Constituent College, or Deputy Principal of a University Constituent College, or Deputy Vice-Chancellor or equivalent;
- (iii) be a recognized scholar as evidenced by refereed journal publications, university level books as well as project grants, intellectual property rights and awards and a proven track record of mentoring academic staff and supervising postgraduate students;
- (iv) have demonstrable competence in academic leadership in an academic/research environment;
- (v) be familiar with current national, regional and global trends in provision of university education;
- (vi) have excellent interpersonal and communication skills, highest ethical standards, integrity and professionalism, as well as good track record of successful change management;
- (vii) have thorough knowledge of the structural, legislative and regulatory framework for administering university education in Kenya;
- (viii) be registered with, and be an active member of professional associations in the profession (where applicable);
- (ix) leadership course lasting not less than four (4) weeks cumulatively;
- (x) demonstrate ability in networking, fundraising, resource mobilization and fund management; and

- (xi) must meet the requirement of Chapter Six of the Constitution of Kenya, 2010.

Core Competences

- (i) strong analytical skills;
- (ii) communication skills;
- (iii) strategic and innovative thinking;
- (iv) strong interpersonal skills;
- (v) ability to mobilize resources;
- (vi) negotiation skills;
- (vii) excellent decision maker; and
- (viii) good understanding of Corporate Governance and Management

Duties and Responsibilities

The duties and responsibilities of the Deputy Vice Chancellor (Academic, Research and Innovation) will include:-

- (i) formulating and implementing policies and procedures on planning, development and management of academic activities, research, innovation, commercialization of research outputs and outreach programmes;
- (ii) coordinating and ensuring development and review of curricula in line with market demand, and regional and national regulatory bodies;
- (iii) creating and maintaining an environment which promotes and secures good and quality teaching, effective learning and achievement of the highest possible academic standards, good behaviour and discipline amongst the students body;
- (iv) ensuring that the university attains a high level of competitiveness in its academic programmes;
- (v) planning and advising on the recruitment and development of all teaching and technical staff;
- (vi) overseeing students welfare and ensuring availability of adequate resources for students;
- (vii) coordinating, preparing and reviewing the university academic calendar, prospectus and other academic oriented publications;
- (viii) overseeing the management of the university library;
- (ix) ensuring availability of suitable and adequate resources for proper delivery of training, research, innovation and outreach programmes;
- (x) overseeing development of the university research agenda and coordinating research, innovation and outreach activities;
- (xi) coordinating collaboration with industry, other institutions of higher learning, research institutes, development partners, professional associations and other institutions with common interests;
- (xii) assisting the Vice-Chancellor in developing and reviewing of the University Statutes;
- (xiii) ensuring that staff in the division meet performance contract targets; and
- (xiv) any other duties that may be assigned 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.

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 - South Eastern University of Kenya”

OR

“Application for the Position of Deputy Vice-Chancellor (Academic, Research and Innovation) - Southeastern University of Kenya” and delivered to:

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

6. Online applications may be submitted via email to: seku2023@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**