



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-

PWANI 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 vacant positions.

1. VICE - CHANCELLOR- ONE (1) POST

Basic Salary:	Ksh: 474, 919 - 617,394 pm
House Allowance:	Ksh: 88,540 pm
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 from a reputable university and be at the level of a full Professor;
- (ii) have at least ten (10) years of academic and research experience in a senior leadership role in an academic institution or research organization;
- (iii) should have served substantively with demonstrable results at least as a Principal of a Constituent University College or as a Deputy Vice Chancellor of a university, or in other similar institutions at comparable levels;
- (iv) should have published in internationally recognized peer reviewed journals in their areas of specialization;
- (v) have some understanding of government financial and fiscal policies, strategic planning and vision 2030, human resource management, procurement and asset disposal legal requirements;

- (vi) have excellent understanding 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;
- (vii) be a leader with potential to plan, develop and implement academic programs and develop strategic institutional linkages;
- (viii) must demonstrate effective communication, persuasive and interpersonal skills, as well as strategic, logical, sound decision making ability;
- (ix) have an understanding of the importance of networking, fundraising and resource mobilization in the development of the university; and
- (x) be of the highest ethical standards, integrity, accountability and professionalism, teamwork and good stewardship and comply with the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

The Vice Chancellor will be the Chief Executive Officer of the University and will be responsible for implementation of the Council's resolutions. His/her duties and responsibilities will include:-

- (i) providing strategic direction and leadership to the University and represent the University nationally, regionally and internationally;
- (ii) having overall responsibility on the direction, organization and the administration of programs of the university;
- (iii) 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;
- (iv) being the academic and administrative head of the university;
- (v) maintaining efficiency and harmony of the university and ensuring enforcement of the statutes and regulations;
- (vi) providing innovative and creative leadership in the areas of academics, finance, planning and development, general administration, research and partnerships; and
- (vii) playing a key role in the facilitation and maintenance of linkages with government/regulatory agencies and other local/international institutions of higher learning.

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

Basic Salary:	Ksh: 427,427 - 547,106 pm
House Allowance:	Ksh: 82, 725 pm
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 from a reputable university and be at the level of either a Professor or Associate Professor;
- (ii) have at least eight (8) years progressive experience in a senior university leadership/management position such as Dean/Director, Principal of a Campus/Deputy Principal of a university college;
- (iii) be a well published and academic leader in his/her area of specialization and a recognized scholar as evidenced by refereed journals publications and university level books.
- (iv) have demonstrated competence in academic leadership in an academic/research environment;
- (v) have excellent understanding 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 skills, capacity and determination to initiate and facilitate the development of relevant and quality market and society driven academic programmes;
- (vii) have excellent organizational, interpersonal and communication skills;
- (viii) be registered with and be an active member of professional association/s in his or her profession; and
- (ix) be of the highest ethical standards, integrity and professionalism in compliance with the requirements of Chapter Six of the Constitution

Duties and Responsibilities

The Deputy Vice-Chancellor (Academic and Students Affairs) is in charge of the academic division of the university. His/her duties and responsibilities will include:-

- (i) providing leadership in the management of Academic Affairs to enhance high academic standards;
- (ii) promoting learning, research and innovations within the institutions;

- (iii) overseeing the preparation and implementation of academic programmes and regulations;
- (iv) coordinating teaching, research and academic support for all academic programmes;
- (v) coordinating the management of examinations, post-graduate studies and research, development of library, information and ICT services and the admissions of students;
- (vi) maintaining collaboration and linkages with local and international institutions of higher learning for academic research and innovations programmes;
- (vii) ensuring that the University Senate is properly advised in the development of programmes in conformity to national and international standards and legally recognized professional bodies;
- (viii) ensuring the University constantly adopts innovative and modern systems for delivery of academic programmes including e-learning and distance education; and
- (ix) co-ordination of the student welfare activities

3. DEPUTY VICE-CHANCELLOR (RESEARCH AND EXTENSION) - ONE (1) POST

Basic Salary:	Ksh: 427,427 - 547,106 pm
House Allowance:	Ksh: 82, 725 pm
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 a PhD and be either a Professor or Associate Professor;
- (ii) have at least eight (8) years progressive experience in a senior university leadership/management position such as Dean/Director, Principal of a Campus/Deputy Principal of a university college;
- (iii) be a well published and academic leader in his/her area of specialization and a recognized scholar as evidenced by refereed journals publications and university level books.
- (iv) have demonstrated competence in research leadership in an academic/research environment;
- (v) have excellent understanding 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 skills, capacity and determination to initiate and facilitate the development of programmes to promote research, innovations and creativity among the students and academic staff;
- (vii) have demonstrated ability in networking, fund-raising and management of research funds;
- (viii) have excellent organizational, interpersonal and communication skills; and
- (ix) be of the highest ethical standards, integrity and professionalism in compliance with the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

Duties and responsibilities of the Deputy Vice-Chancellor (Research and Extension) of the university will include:-

- (i) having the overall responsibility of the direction, organization and administration of research programmes in the university;
- (ii) being responsible for promoting and coordinating research, scientific publications, innovations, extension and technology transfer to the community;
- (iii) maintaining collaboration and linkages with both local and international institutions of higher learning for academic research and innovation programmes;
- (iv) coordinating workshops and seminars for outreach programmes on technology transfers;
- (v) promoting knowledge dissemination to meet the needs of the university and the community through publications and exhibitions;
- (vi) mobilizing and soliciting financial support for research and community extensions through fundraising and activities from industries, business companies and research organizations; and
- (vii) ensuring effective accountability to the Vice-Chancellor for proper management of the Division of Research and Extension

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- Pwani University”;

OR

“Application for the position of Deputy Vice Chancellor (Academic and Students Affairs) - Pwani University”

OR

“Application for the position of Deputy Vice Chancellor (Research and Extension) - Pwani University” 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:
pwani2023@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