



## 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

### MACHAKOS 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:

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

<b>Basic Salary:</b>	<b>Ksh: 427,427 - 744,078 p.m</b>
<b>House Allowance:</b>	<b>Ksh: 87, 925p.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 holder of an earned PhD from a University recognized in Kenya and serving as either a Professor or an Associate Professor for at least six (6) years in areas of interest to Machakos University preferably in Science, Technology, Engineering and Mathematics (STEM);
- (ii) 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 or as a Deputy Vice- Chancellor of a University
- (iii) be a recognized scholar as evidenced by refereed journal publications, University level books as well as recipients of project grants and awards, and have a proven track record of mentoring academic staff to senior positions;

- (iv) have demonstrated management capacity including knowledge of the legal and governance instruments governing public universities and strategic people management;
- (v) have demonstrable experience in networking with other institutions and fundraising from funding agencies and lobbying government bodies;
- (vi) have demonstrable experience in transformative and strategic leadership and is able to adjust quickly to the emerging changes and needs of the industry and national priorities;
- (vii) have a proven track record in managing of an institution's projects to completion; and
- (viii) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution.

### **Core Competencies**

The following core competencies and skills will be required for the position of Vice-Chancellor:

- (i) ability to portray and uphold positive national and international image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) ability to prudently manage the university resources;
- (iii) ability to initiate new projects and follow them to completion;
- (iv) promote project and protect the image of the University;
- (v) a visionary and result oriented individual;
- (vi) excellent organizational, international and communications skills;
- (vii) capacity to work under pressure, to manage crisis and challenges;
- (viii) firm, fair communicative and transparent management style;
- (ix) ability to initiate, implement, monitor and evaluate academic and research programmes and policies;
- (x) creative and innovative ability to bring about change for the sustainable growth of the university; and
- (xi) ability to exercise soft power by detecting and dissipating tensions and by negotiating, mediating and arbitrating conflicts.

### **Duties and Responsibilities**

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

- (i) being the accounting officer of the University;
- (ii) being the academic and administrative head of the University;
- (iii) having overall responsibility for the direction, organization, administration and programmes of the University;

- (iv) having overall responsibility for all policy matters on academic affairs, finance and resource allocation, planning, coordination, physical and human resources, external relations, security, research and intellectual property, quality assurance, audit, fund raising and the general development and advancement of the University;
- (v) spearheading the development of the strategic plan of the University and recommending the same to Council for approval;
- (vi) having responsibility over the legal matters of the University;
- (vii) safeguarding, promoting and giving due priority to the educational aims of the University;
- (viii) fostering collegial governance within the University and in its relationship with the Council and the Chancellor;
- (ix) being the Secretary to the Council;
- (x) being the Chairperson of the Management Board, Senate and any other University Committee as may be provided in the Statutes;
- (xi) as the Chairperson of the Senate, being an ex-officio member of every Committee of Senate;
- (xii) in consultation with Senate, the Management Board and the Chancellor, determining the date of graduation, when degrees of the University shall be conferred and diplomas, certificates and other credentials awarded;
- (xiii) appointing Chairpersons of Department, Directors of Centres and Institutes as provided for in the Statutes; and
- (xiv) creating and maintaining a depository of relevant Government Circulars.

### DEPUTY VICE CHANCELLOR (ADMINISTRATION, PLANNING AND FINANCE - ONE (1) POST - (READVERTISEMENT)

<b>Basic Salary:</b>	-	<b>Kshs.427,427 - Kshs.547,106 p.m.</b>
<b>House Allowance:</b>	-	<b>Kshs.82,704 p.m.</b>
<b>Leave Allowance:</b>	-	<b>As provided by the University</b>
<b>Medical Cover &amp; Other Allowances:</b>	-	<b>As provided by the University</b>
<b>Terms of Service:</b>	-	<b>Five (5) years contract renewable once subject to satisfactory performance</b>
<b>Locations:</b>	-	<b>Main Campus, Machakos</b>

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

- (i) be a Professor or Associate Professor for at least three (3) years and holder of an earned Doctorate Degree or equivalent qualification from a university recognized in Kenya;
- (ii) have at least six (6) years administrative experience at a senior level in a university leadership/management position such as Dean/Director, Deputy Principal/Principal of a Constituent College/Deputy Vice-Chancellor;

- (iii) be a recognized scholar as evidenced by the number of postgraduate students supervision and publications, research grants, recent publications;
- (iv) demonstrate thorough understanding of Kenya's governance and business processes for the enrichment of the University's ability to contribute significantly to national development and achievement of Vision 2030;
- (v) be familiar with national, regional and global trends in higher education;
- (vi) have excellent interpersonal and communication skills, highest ethical standards, integrity and professionalism;
- (vii) have thorough knowledge of Governance structures, Government financial and fiscal policies, strategic planning and Vision 2030, human resource management; thorough public finance management: budgeting, procurement and asset disposal legal requirements, further supported by relevant trainings and certificates;
- (viii) 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;
- (ix) have a demonstrable experience in transformative leadership;
- (x) show evidence of having dealt with human resource matters;
- (xi) possess vast experience in decision making in finance, supported by relevant testimonials;
- (xii) demonstrate experience in policy making in finance, strategic planning and development;
- (xiii) have thorough knowledge in the structural, legislative and regulatory framework for administering University Education in Kenya;
- (xiv) be a registered member and demonstrate active involvement in professional associations;
- (xv) have proven ability to coordinate and network with development partners in fundraising, fund management, mobilizing resources for sustainable growth and development of the University;
- (xvi) have a good track record of successful change management; and
- (xvii) meet requirements of Chapter Six of the Constitution

### **Core Competencies**

The following core competencies and skills will be required for the position of the Deputy Vice-Chancellor (Administration, Planning and Finance):

- (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) be a visionary and result oriented thinker;
- (iii) excellent organizational, interpersonal and communication skills;
- (iv) capacity to work under pressure to meet strict deadlines;
- (v) have firm, fair, accountable and transparent management style; and
- (vi) evidence of resource mobilization and attracting grants from reputable donors

## **Duties and Responsibilities**

Reporting to the Vice-Chancellor, the Deputy Vice Chancellor (Administration, Planning and Finance) will be one of the Principal Assistants to the Vice Chancellor, the head of the Administration, Planning and Finance Division of the University. He/she will be responsible for the management of physical and financial resources, infrastructural and development matters in a result oriented and timely manner to achieve the University's goals, objectives and agreed performance targets. Duties and responsibilities will include: -

- (i) establishing and maintaining workable systems for regular measurement, monitoring and evaluation of performance, quality, relevance and efficiency of all human resource, rewards management, finance, planning and development programmes;
- (ii) organizing and directing the administration and financial aspects of the University;
- (iii) developing and recommending to the Vice-Chancellor the long term University finance strategy, business plans and annual operating budgets, and establishing proper internal monitoring and control procedures;
- (iv) provide innovative and creative leadership in the areas of planning, human resource management, financial and physical resource management;
- (v) oversee the implementation of all sectoral policies and appropriate procedures to ensure efficient performance and delivery of services in the University in line with the strategic plan;
- (vi) coordinate the preparation and implementation of the University budget, preparation of financial statements and management reports for presentation to the University Management Board;
- (vii) coordinate the design, implementation, maintenance and development of appropriate human resource policies, procedures and systems that attract, develop and retain qualified and experienced human resources;
- (viii) maintain efficiency and good order of the University and ensure proper enforcement of the Statutes and Regulations;
- (ix) providing innovative and creative leadership in the areas of finance, human resources, planning, infrastructural development and community linkages;and
- (x) providing guidance to the Vice-Chancellor and the Management Board on the human resource, policy formulation, planning and financial matters regarding the University

### **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 – Machakos University”**

**OR**

**“Application for the position of Deputy Vice Chancellor (Administration, Planning and Finance) – Machakos University” 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: [mks@publicservice.go.ke](mailto:mks@publicservice.go.ke)

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

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**