



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

KISII 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) POSITION

Basic Salary:	Ksh. 474, 919 - KSh. 617,394 p.m.
House Allowance:	Ksh. 85, 623 p.m.
Leave Allowance:	As provided by the University
Cover & Other Allowances:	As provided by the University
Terms of Service:	Five (5) years 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 demonstrable leadership in an academic and/or research institution, having served substantively with demonstrable results in the position of a Principal of a Constituent College or as a Deputy Vice-Chancellor of a University;
- (iii) be a distinguished and recognized scholar as evidenced by high impact refereed journal publications, citations and university level books;
- (iv) have attracted research/project grants, community development funds and other awards;
- (v) have demonstrable experience in networking with other national and international institutions and fundraising from funding agencies;
- (vi) have demonstrated management capacity including knowledge of legal and governance instruments governing public universities and other laws such as the

Public Finance Management Act No. 18 of 2012, the Public Procurement and Asset Disposal Act No. 33 of 2015 and the Employment Act, 2007 among others;

- (vii) have supervised and mentored students in Masters and PhD Degree and mentored academic staff;
- (viii) have demonstrable experience and ability to implement academic programmes and manage student affairs;
- (ix) be a registered member of good standing of professional associations in their area of specialization;
- (x) have a proven track record in the management of development projects of an institution to completion;
- (xi) be of high ethical standards, integrity and accountability, teamwork and comply with the requirements of Chapter Six of the Constitution.

Core Competencies

- (i) prudence in the management of university resources;
- (ii) strategic and transformative thinking in order to bring about change for the sustainable growth of the university;
- (iii) strong critical thinking and problem-solving skills;
- (iv) ability to mentor, coach and lead teams;
- (v) ability to initiate new projects and follow them to completion;
- (vi) ability to uphold and protect the brand of the University;
- (vii) a visionary and result oriented individual;
- (viii) excellent organizational, institutional and communication skills;
- (ix) capacity to work under pressure, to manage emerging crisis and challenges;
- (x) firm, fair, communicative and transparent management style;
- (xi) ability to initiate, implement, monitor and evaluate academic and research programmes and policies

Duties and Responsibilities

The Vice Chancellor shall be the Chief Executive Officer of the University. He/she will be responsible to the university Council for overseeing both the administrative and academic arms of the university and providing leadership, guidance, managing personnel, financial resources and assets as per the University Statutes, Universities' Act, 2012, higher education legislations, policies and regulations. Specific duties and responsibilities at this level will include:

- (i) overseeing the development, review and implementation of university policies in line with Universities' Act 2012, the University Charter, University Statutes, Higher Education legislations and regulations, and the University's Strategic Plan;
- (ii) overseeing budget preparation for the University to ensure the University has adequate resources to achieve its mandate;
- (iii) overseeing the preparation of annual work plans to ensure the University has sufficient labour to achieve its mandate;

- (iv) overseeing the development of the university procurement plan to ensure timely and complete delivery of resources for the achievement of the mandate of the university;
- (v) overseeing external correspondence relating to university matters to facilitate timely feedback to stakeholders;
- (vi) driving overall university performance in line with formulated policies in order to maintain and advance the University Vision and Mission;
- (vii) building linkages through new and established collaborations with the university so as to ensure institutional outcomes meet international standards;
- (viii) overseeing recruitment, selection, and appointment and promotion process relating to university staff in line set guidelines to ensure competent and qualified human capital;
- (ix) being the Secretary to the university Council;
- (x) chairing the university senate and the management board on respective issues to ensure the university operates efficiently and effectively;
- (xi) overseeing general student welfare provision in line with formulated policies to ensure all students have a conducive learning environment; and
- (xii) ensuring the university staff demonstrate professionalism, transparency and accountability in performing their duties to enhance service delivery in accordance with the law and university requirements

2. DEPUTY VICE - CHANCELLOR (ADMINISTRATION, PLANNING AND FINANCE) - ONE (1) POSITION

Basic Salary:	Ksh.427, 427 - KSh. 547,106, p.m.
House Allowance:	Ksh.74, 920 p.m.
Leave Allowance:	As provided by the University
Cover & Other Allowances:	As provided by the University
Terms of Service:	Five (5) years 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 academic and research experience with a scholarly record demonstrated by publications in high impact internationally peer reviewed journals and citations in their areas of specialization and supervision of Masters and Doctoral Students;
- (iii) have served successfully in a Senior Administrative and Management positions at the level of a Dean/ Director/ Deputy Principal or a Constituent College/Principal of a Campus College in a University or in other comparable level(s) for at least five (5) years;
- (iv) have attracted research/project grants, community development funds and other awards;

- (v) be a team player with excellent organizational, communication and interpersonal skills and have capacity to work effectively with staff, students and other stakeholders;
- (vi) have good understanding of the national policies and strategies governing University education and training in Kenya;
- (vii) be a registered member of good standing of professional associations in their area of specialization;
- (viii) have capacity to mobilize resources and expand physical facilities necessary to cater for the increasing student enrollment and academic programmes;
- (ix) be of the highest ethical standards, integrity, accountability and professionalism and comply with the requirements of Chapter Six of the Constitution of Kenya.

Core Competencies

- a) prudence in the management of university resources;
- b) strong critical thinking and problem-solving skills;
- c) ability to portray and uphold positive national and international image and work in a multi-cultural environment with sensitivity to and respect for diversity;
- d) ability to initiate new projects and follow them to completion;
- e) excellent organizational, interpersonal and communication skills;
- f) ability to work under pressure, to manage emerging crisis and challenges;
- g) have ability and demonstrable leadership skills to effectively coordinate planning, financial and administrative function in a university environment; and
- h) have demonstrable collective bargaining skills in the public sector with experience of labour relation issues

Duties and Responsibilities

Duties and responsibilities of a Deputy Vice Chancellor (Administration, Planning and Finance) will include:-

- (i) developing, reviewing, and implementation of university policies on administration planning and finance.
- (ii) chairing the performance contracting, budget allocation, space allocation, alcohol and drug abuse, staff training and staff disciplinary (Job group 12 and below) committees.
- (iii) overseeing budget preparation for the administration, finance and planning division to ensure the division has adequate resources to achieve its mandate.
- (iv) overseeing preparation of annual procurement and work plans relating to the division to ensure the division has sufficient labour to achieve its mandate.
- (v) overseeing performance appraisal relating to subordinate staff to ensure staff are operating at optimal performance levels.
- (vi) guiding recruitment, selection, appointment and promotion process in line with set guidelines.

- (vii) offering secretariat services to the University Management Board (UMB)
- (viii) sitting and participating as a substantive member in the Senate and UMB
- (ix) advising the university Council, Vice-Chancellor and Management Board on the University's development needs with respect to facilities, infrastructure and other requirements.
- (x) overseeing general student welfare provision in line with formulated policies to ensure all students have a conducive learning environment; and
- (xi) building national and international linkages through new and established collaborations so as to ensure administration, planning and finance outcomes to meet international standards.

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- Kisii University”

OR

“Application for the position of Deputy Vice Chancellor (Administration, Planning and Finance) – Kisii 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: ksu2023@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