



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

UNIVERSITY OF KABIANGA

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: 92,045 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 with an earned PhD from a recognized university;
- (ii) have at least 10 years of academic and research experience at senior level, demonstrable leadership in an academic and/or research institution, having served substantively with demonstrable results in the position of Principal of a Constituent College or as a Deputy Vice-Chancellor of a university;
- (iii) demonstrable knowledge in structural, legislative and regulatory framework for managing a university;
- (iv) have an understanding of the national policies and strategies governing university financing, education and training in Kenya;
- (v) demonstrate an understanding of strategic planning and performance management;
- (vi) have supervised and mentored students in masters and PhD degree programmes in addition to being an accomplished scholar with proven track record in continuing research and publications on pertinent contemporary issues;

- (vii) possess a proven track record of continuing research and publications in peer reviewed journals, monographs, book chapters and books;
- (viii) have demonstrable experience in networking and fundraising;
- (ix) have demonstrable experience in transformative and strategic leadership;
- (x) demonstrate an understanding of the factors and conditions shaping the development of Higher Education in Kenya;
- (xi) have a good understanding of the national policies and strategies governing university financing, publication and training in Kenya;
- (xii) have an excellent understanding of the current trends in the higher education training globally and in Kenya as well as the legal requirements governing university education;
- (xiii) be a registered member of good understanding in a professional associations/s in his/her profession;
- (xiv) demonstrate 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 Management of Human Resources;
- (xv) demonstrate an understanding of the Government's Development Plans, Vision 2030 and the relevant legislation guiding higher education in Kenya;
- (xvi) demonstrate an understanding of Leadership and Integrity as well as compliance with the requirements of Chapter Six (6) of the Constitution of Kenya.

Core Competencies

The following core competencies shall be required:

- (i) visionary and result oriented leader;
- (ii) sensitive to and respect for diversity to uphold a positive national image;
- (iii) firm, fair, accountable and transparent in conduct of duty as well as demonstrating organizational excellent communication and interpersonal skills;
- (iv) ability to portray and uphold positive national and international image and work in a multi-cultural environmental with sensitivity to and respect for diversity;
- (v) ability to initiate, implement, monitor and evaluate academic and research programmes and policies;
- (vi) creative and innovative ability to bring about change for the sustainable growth of the university;
- (vii) ability to exercise soft skills by detecting and dissipating tensions through negotiating, mediating and arbitrating disputes and conflicts; and
- (viii) ability to embrace information and communication technology in the efficient and effective management of a university

Duties and Responsibilities

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

- (i) being the Accounting and Chief Executive Officer of the university;
- (ii) being the academic and administrative head of the university;
- (iii) being responsible to the council for maintaining and promoting the academic image of the university;
- (iv) overseeing the implementation of policies, strategies and programmes of the university;
- (v) implementing council decisions and resolutions;
- (vi) providing a strategic, innovative and creative direction and leadership to the university by competitively positioning and representing the university nationally, regionally and internationally;
- (vii) organizing and administering programmes of the university;
- (viii) facilitating and maintaining cooperation with government institution, regulatory agencies, local and international institutions of higher learning and other stakeholders;
- (ix) providing leadership in enhancing e-learning as well as harmonizing it with traditional face to face on campus learning programmes;
- (x) directing and organizing the administration of programmes of the university;
- (xi) undertaking public relations, fund-raising and general development of the university;
- (xii) chairing the senate and the university management board; and
- (xiii) carrying out any other responsibilities as may be assigned or delegated by the council as provided for in the Universities Act 2012, the University Charter and Statutes

2. DEPUTY VICE-CHANCELLOR (ADMINISTRATION AND FINANCE) - ONE (1) POST

Basic Salary:	Ksh. 427,427 – Ksh. 547,106 p.m.
House Allowance:	Ksh: 80,539 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 with an earned PhD from a recognized university;
- (ii) have had at least ten (10) years administration and research experience with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization;

- (iii) have served successfully in a senior administrative and management position at the level of either a Dean/Director or Deputy Principal of a Constituent College/ Principal of a Campus College in a university or in other comparable level(s) for at least five (5) years;
- (iv) must have mentored and supervised master's and doctoral students;
- (v) evidence of professional training in leadership, management and governance;
- (vi) demonstrate evidence of innovative and creative leadership in areas of Administration, Governance, Resource Mobilization and Human Resource Management;
- (vii) have a proven record and evidence of resource mobilization and fundraising;
- (viii) demonstrate ability to network and coordinate with development partners in mobilizing resources for university development;
- (ix) have a successful track record in the management of financial, human and physical resources;
- (x) demonstrate a high degree of result-oriented performance characterized by foresight, strategic thinking and service delivery;
- (xi) proven experience in change management and transformation of ideas into desired outcomes;
- (xii) conversant with relevant laws, regulations and policies in higher learning institutions;
- (xiii) demonstrate an understanding of government's development plans, vision 2030 and relevant legislations guiding higher education in Kenya;
- (xiv) have an understanding of the national policies and strategies governing university financing, education and training in Kenya;
- (xv) demonstrate an understanding of the factors and conditions shaping the development of higher education in Kenya;
- (xvi) be a registered member of professional body/bodies in his/her profession, where applicable, and be of good standing; and
- (xvii) demonstrate an understanding of leadership and integrity as well as compliance with the requirements of Chapter Six (6) of the Constitution of Kenya

Core Competences

The following core competencies will be required:

- (i) visionary and a result oriented leader;
- (ii) ability to work with minimum supervision to meet strict deadlines;
- (iii) sensitive to and respect for diversity to uphold a positive national image;
- (iv) firm, fair, accountable and transparent in the conduct of duty;
- (v) demonstrate organizational communication and interpersonal skills;
- (vi) am entrepreneurial acumen and a supportive attitude to innovations and emerging technologies; and
- (vii) creative and innovative ability to bring about change for the sustainable growth of the university

Duties and Responsibilities

The duties and responsibilities of the Deputy Vice Chancellor Administration and Finance will include:-

- (i) ensuring effective accountability to the Vice-Chancellor for proper management and implementation of Administration and Finance activities in the university;
- (ii) providing leadership and advisory role on matters Leadership & Governance, Administration and Human Resource;
- (iii) developing and implementing strategies for resource mobilization, fundraising and financial sustainability;
- (iv) implementing and coordinating alternative revenue growth strategies in line with the overall university strategy;
- (v) enforcing the implementation of various funds development policies across the university community;
- (vi) cultivating a culture of fundraising and philanthropy among the university's key internal and external stakeholders;
- (vii) coordinating the implementation, monitoring and evaluation of activities stipulated in the performance contract for the division;
- (viii) providing leadership to the university's management in the development of Human Resource strategies;
- (ix) ensuring Business Process Re-engineering for satisfactory customer experience;
- (x) providing strategic leadership and ensuring effective management of the University Master Plan;
- (xi) maintaining an efficiency, optimal and good order of the university staffing including their welfare, conduct, discipline and performance;
- (xii) pursuing the establishment of linkages and building strategic partnerships with other universities, public and private sector organizations;
- (xiii) overseeing the preparation and implementation of the budget, financial reports and implementation of management recommendations and ensuring the achievement of annual and medium-term financial goals in consistent with the university's strategic plan;
- (xiv) developing and implementing appropriate procedures and ensuring compliance with all statutory and legal requirements in general administration and finance within the university; and
- (xv) any other duties that may be assigned by the Vice-Chancellor from time to time

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- University of Kabianga ”

OR

“Application for the position of Deputy Vice Chancellor (Administration and Finance - University of Kabianga ” 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: uok2023@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**