



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

ALUPE 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. 744,078p.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 professor and holder of an earned PhD from a university recognized in Kenya;
- (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 Deputy Principal/Principal of a Constituent University College or as a Deputy Vice-Chancellor of a university;
- (iii) have demonstrable knowledge in the structural, legislative and regulatory framework for managing a university;
- (iv) 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;
- (v) 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;

- (vi) possess a proven track record of continuing research and publications in peer reviewed journals, monographs, book chapters and books;
- (vii) have demonstrable experience in networking and fundraising;
- (viii) have demonstrable experience in transformative and strategic leadership;
- (ix) have a good understanding and demonstrable management capacity and experience of university governance structures;
- (x) have an excellent understanding of 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;
- (xi) have demonstrated ability and experience in managing student affairs, planning, development and implementing academic programmes, infrastructural growth and strategic institutional linkages;
- (xii) have excellent organizational, interpersonal and communication skills;
- (xiii) have demonstrated ability to network, mobilize training and research grants towards the development of the university;
- (xiv) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution; and
- (xv) be registered with, and be an active member of professional associations in the profession (where applicable).

Core Competencies

The following core competencies shall be required:

- (i) firm, fair and transparent style of management;
- (ii) ability to espouse and promote the national values and principles of governance;
- (iii) be a visionary and result oriented leader;
- (iv) strong communication and reporting skills;
- (v) strong managerial skills and ability to lead teams;
- (vi) strong interpersonal and negotiation skills;
- (vii) strong mentoring, coaching and leadership skills;
- (viii) strategic thinking;
- (ix) ability to work under pressure and meet strict deadlines; and
- (x) creative and innovative ability to bring about change for the sustainable growth of the university.

Core values and attributes

- (i) ability to portray and uphold positive national and international image and work in a multi-cultural environment with sensitivity to and respect for diversity;
- (ii) promote project and protect the image of the university;
- (iii) a visionary and result-oriented individual;

- (iv) excellent organizational, interpersonal and communication skills;
- (v) capacity to work under pressure to meet deadlines;
- (vi) firm, fair, communicative and transparent management style;
- (vii) ability to initiate, implement, monitor and evaluate academic and research programmes and policies;
- (viii) creative and innovative ability to bring about change for the sustainable growth of the university; and
- (ix) ability to exercise soft power by detecting and dissipating tensions and by negotiating, mediating and arbitrating conflict.

Duties and Responsibilities

The Vice-Chancellor shall report to the University Council. His/her duties and responsibilities will 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 and corporate 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 (ACADEMICS, RESEARCH AND STUDENT AFFAIRS) – ONE (1) POST

Basic Salary:	Ksh. 427,427 – Ksh. 547,106 p.m.
House Allowance:	Ksh: 82,704 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 at least an associate professor with an earned PhD from a university recognized in Kenya;
- (ii) have at least eight (8) years of academic and research experience at senior lecturer position in a university setting with a demonstrated capacity for leadership and academic excellence;
- (iii) have at least six (6) years of progressive experience in a senior university leadership/management position such as Dean of a School/Deputy Principal/Principal of a Constituent College/Deputy Vice-Chancellor;
- (iv) possess an outstanding and internationally recognized scholarly record as evidenced by peer-refereed journal publications and university level books or book chapters and supervision of masters and doctoral students;
- (v) have ability and leadership skills to effectively co-ordinate teaching, research and student affairs functions in the university;
- (vi) have the capacity to promote learning in competitive environment through commitment to academic excellence;
- (vii) possess demonstrable knowledge of Performance Contracting and Quality Management System and strategic planning in academic development of the university;
- (viii) have demonstrated ability to attract research grants and other awards;
- (ix) have excellent understanding of current trends in university education and training globally and the factors and conditions shaping development of university education in Kenya;
- (x) have demonstrated competence in academic leadership in an academic/research environment;
- (xi) demonstrates capacity to initiate and facilitate the development of relevant and quality market demand and society driven academic programmes;
- (xii) have excellent analytical, problem solving, decision making, team building, organizational, interpersonal and communication skills;
- (xiii) demonstrate ability to analyse complex problems, interpret operational needs and develop integrated creative solutions;
- (xiv) have knowledge and understanding of computerized management information systems, applications and tools;

- (xv) have strong interpersonal skills and ability to effectively communicate with a wide range of stakeholders;
- (xvi) comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity; and
- (xvii) be registered with, and be an active member of professional associations in the profession (where applicable).

Duties and Responsibilities

Duties and responsibilities of the Deputy Vice-Chancellor (Academics, Research and Student Affairs) will include:-

- (i) academic planning and development;
- (ii) development of academic policies and procedures;
- (iii) teaching and training which includes planning for academic programmes, preparation for syllabi/curricula and their regulations, timetables, examinations, certificates and transcripts and graduation, library services, students attachment and training of academic staff;
- (iv) working closely with the other Deputy Vice Chancellor on academic staff appraisals, development, training and research;
- (v) handling students affairs which include admissions and records, university students welfare(recreational, sports and games), counselling and discipline;
- (vi) offering academic support services which include library services, co-ordination of the allocation of resources for academic purposes and safety in teaching areas;
- (vii) being in charge of academic quality assurance;
- (viii) allocation of academic facilities such as buildings, rooms and offices in the university as well as the formulation of the rules governing their allocation and utilization;
- (ix) exercise such other powers and discharge other academic functions as are assigned to him/her by the Vice-Chancellor in accordance with the statutes;
- (x) being a member of Senate and University Management Board; and
- (xi) being a secretary to Senate.

3. DEPUTY VICE-CHANCELLOR (ADMINISTRATION, FINANCE AND DEVELOPMENT) - ONE (1) POST

Basic Salary:	Ksh. 427,427 - Ksh. 547,106 p.m.
House Allowance:	Ksh: 82,704 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 at least an associate professor with an earned PhD from a recognized university;
- (ii) have at least eight (8) years of academic and research experience at senior lecturer position in a university setting with a demonstrated capacity for leadership and academic excellence;
- (iii) have at least six (6) years of progressive experience in a senior university leadership/management position such as Dean of a School/Deputy Principal/Principal of a Constituent College/Deputy Vice-Chancellor;
- (iv) possess an outstanding and internationally recognized scholarly record as evidenced by peer-refereed journal publications and university level books or book chapters and supervision of masters and doctoral students;
- (v) possess demonstrable knowledge of Performance Contracting and Quality Management System and strategic planning in academic development of the university;
- (vi) have demonstrated ability to attract research grants and other awards;
- (vii) have excellent understanding of current trends in university education and training globally and the factors and conditions shaping development of university education in Kenya;
- (viii) have excellent analytical, problem solving, decision making, team building, organizational, interpersonal and communication skills;
- (ix) demonstrate ability to analyse complex problems, interpret operational needs and develop integrated creative solutions;
- (x) have knowledge and understanding of computerized management information systems, applications and tools;
- (xi) have strong interpersonal skills and ability to effectively communicate with a wide range of stakeholders;
- (xii) comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity;
- (xiii) demonstrate evidence of understanding of ISO Quality Management Systems;
- (xiv) have a good understanding of university functions and procedures and have experience in financial, human resource, procurement policies, strategic and master planning;

- (xv) have ability to monitor and evaluate progress in university policies and procedures, and identify control and process weakness, and possess skills to develop, document, communicate and implement strategies to address these aspects and revise approaches as necessary;
- (xvi) have demonstrable ability to mobilize resources for the university; and
- (xvii) be registered with, and be an active member of professional associations in the profession (where applicable).

Duties and Responsibilities

Under the general direction of the Vice-Chancellor, the Deputy Vice Chancellor, Administration, Finance and Development, shall be in charge of the functions of the division that include all human resources, planning and infrastructural development and maintenance, asset management, performance contracting, quality management and standards. Duties and responsibilities will include:-

- (i) implementing the University Master Plan and Strategic Plan, which are linked to national policy documents such as Kenya Vision 2030, Medium Term Plan and sector performance standards;
- (ii) having overall responsibility of direction, organizational, administration of activities within the Administration, Planning and Development division;
- (iii) developing and implementing human resource and administrative policies, and appropriate procedures to ensure efficient performance and delivery of services;
- (iv) being responsible to the Vice-Chancellor for the general conduct and discipline of the staff;
- (v) coordinating the preparation of management reports and analysis for presentation to the University Management Board and University Council for decision making;
- (vi) coordinating the design, implementation, maintenance and development of appropriate human resources policies, procedures and systems, attracting, developing and retaining qualified and experienced human resources; and
- (vii) overseeing quality assurance, compliance to standards and performance contracting.

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) 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) be a member of a professional body

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- Alupe University";

OR

"Application for the position of Deputy Vice Chancellor (Academics, Research and Student Affairs) - Alupe University"

OR

"Application for the position of Deputy Vice Chancellor (Administration, Finance and Development) - Alupe 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: alupe2023@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**