



## 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

### KARATINA 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

<b>Basic Salary:</b>	<b>Ksh. 474,919 – Ksh. 617,394 p.m.</b>
<b>House Allowance:</b>	<b>Ksh: 94,519, pm</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 degree from a university recognized in Kenya;
- (ii) be at least an Associate Professor in a recognized university;
- (iii) have at least ten (10) years of academic and research experience with scholarly record demonstrated by refereed journals, University level books as well as project grants and awards;
- (iv) have demonstrable leadership in an academic and /or research institution, having served substantively with measurable results in the position of a Deputy Vice-Chancellor, Dean/Director, Principal of a Constituent University/College or leadership in other institutions of comparable levels and for a period of not less than five (5) years;

- (v) have demonstrable knowledge in the structural, legislative and regulatory framework for managing a university;
- (vi) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue base of the university;
- (vii) have supervised and mentored students in Masters and PhD Degree Programmes;
- (viii) have demonstrated management capacity including experience in transformative and strategic leadership;
- (ix) be registered with, and be an active member of professional associations in the profession (Where applicable);
- (x) fulfil the requirements of Chapter Six of the Kenyan Constitution, 2010

### **Core Competencies**

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

- (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 programs 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. The Vice Chancellor shall also ensure reports are provided to all Regulatory and /or Overseeing Agencies in line with the compliance requirements of the applicable legislations. Duties and responsibilities of the Vice Chancellor are as set out in the Universities Act No. 42 of 2012 and they include:

- (i) being the Chief Executive Officer of the University;
- (ii) being the academic and administrative head of the University;

- (iii) having the overall responsibility for the direction, organization, administration and programmes of the university;
- (iv) providing strategic direction and leadership to the University and representing the University nationally, regionally and internationally;
- (v) being responsible for the implementation of Council's decisions and resolutions;
- (vi) coordinating the development and implementation of the academic and administrative policies of the University in accordance with the University's Strategic and Master plans;
- (vii) maintaining efficiency and harmony of the University and ensuring enforcement of University Statutes and Regulations;
- (viii) providing innovative and creative leadership in the areas of Academics, Research, Finance, Income Generation, Planning and Development, General Administration and Partnerships;
- (ix) facilitating and maintaining linkages with Government, Regulatory Agencies, other Institutions of learning and with other strategic partners;
- (x) being the Accounting and the overall Fiduciary Responsible Officer in line with the applying legislations such as the Public Finance Management Act and the Public Procurement and Disposal Act; and
- (xi) any other responsibilities as may be necessary to achieve the University's objectives.

## 2. DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH AND STUDENT AFFAIRS) - ONE (1) POST

<b>Basic Salary:</b>	<b>Ksh. 427,427 – Ksh. 547,106 p.m.</b>
<b>House Allowance:</b>	<b>Ksh: 82,704 pm</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) have an earned PhD degree from a university recognized in Kenya;
- (ii) be at least an Associate Professor in a recognized university;
- (iii) have at least six (6) years of academic experience at a senior position in a University setting with a demonstrated capacity for leadership and academic excellence

- (iv) have demonstrable leadership in an academic and /or research institution, having served substantively with measurable results in senior administrative posts such as of a Deputy Vice Chancellor, Deputy Principal, Dean/Director, Principal of a Constituent University/College of a University/Campus or leadership of comparable levels in other similar institutions;
- (v) be a recognized scholar as evidenced by refereed journal publications, University level books as well as project grants and awards;
- (vi) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue base of the university;
- (vii) be familiar with the national education policies and current trends in higher education worldwide;
- (viii) have Excellent and proven organizational, communication and interpersonal skills;
- (ix) show good understanding of University functions and procedures coupled with a passion of promoting learning, excellence in teaching, research and innovation with the highest standards of quality, integrity and professionalism;
- (x) demonstrate capacity and determination to initiate and facilitate the development of relevant and quality market and society driven academic programmes;
- (xi) be registered with, and be an active member of professional associations in the profession (Where applicable); and
- (xii) fulfil the requirements of Chapter Six of the Kenyan Constitution, 2010

### **Duties and Responsibilities**

The Deputy Vice Chancellor shall be reporting to the Vice Chancellor. He/she will be accountable to and under the general authority of the Vice Chancellor. His/her duties and responsibilities will include

- (i) having the overall responsibility of direction, organization of learning, research and Students Affairs programmes in the University;
- (ii) reviewing and developing academic programmes as well as rules and regulations governing the implementation of approved/accredited academic programmes;
- (iii) formulating guidelines for the effective management, implementation and evaluation of academic programmes;
- (iv) coordinating the teaching and research and providing the necessary support needed by all academic programmes offered by the University;
- (v) being responsible for promoting and coordinating research, scientific publications, innovations, extension, outreach activities and technology transfer;

- (vi) mobilizing and soliciting financial support for research and other programmes in the University;
- (vii) maintaining collaborations and linkages with both local and international institutions of higher learning, research institutions, industry and other strategic partners;
- (viii) coordination of students welfare activities; and,
- (ix) overseeing and ensuring general conduct and discipline of students amongst other duties that may be assigned.

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

<b>Basic Salary:</b>	<b>Ksh. 427,427 – Ksh. 547,106 p.m.</b>
<b>House Allowance:</b>	<b>Ksh: 82,704 pm</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) have an earned PhD degree from a university recognized in Kenya;
- (ii) be at least an Associate Professor in a recognized university;
- (iii) have at least six (6) years of academic experience at a senior position in a university setting with a demonstrated capacity for leadership and academic excellence;
- (iv) have demonstrable leadership in an academic and /or research institution, having served substantively with measurable results in senior administrative posts such as of a Deputy Vice Chancellor, Deputy Principal, Dean/Director, Principal of a Constituent University/College of a University/Campus or leadership of comparable levels in other similar institutions;
- (v) have demonstrable competence in leadership in an academic/research environment;
- (vi) be a recognized scholar as evidenced by refereed journal publications, University level books as well as project grants and awards;
- (vii) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue base of the university;
- (viii) be familiar with the national education policies and current trends in higher education worldwide;

- (ix) have Excellent and proven organizational, communication and interpersonal skills;
- (x) show good understanding of University functions and procedures coupled with a passion of promoting learning, excellence in teaching, research and innovation with the highest standards of quality, integrity and professionalism;
- (xi) demonstrate ability and leadership skills to effectively coordinate the planning, finance and administration functions in a University environment;
- (xii) be registered with, and be an active member of professional associations in the profession (Where applicable); and
- (xiii) fulfil the requirements of Chapter Six of the Kenyan Constitution, 2010

### **Duties and Responsibilities**

The Deputy Vice Chancellor shall be reporting to the Vice Chancellor. He will be accountable to and under the general authority of the Vice Chancellor. His/her duties will include:

- (i) providing innovative and creative leadership in the areas of planning, financial, human resource, and physical resource management;
- (ii) overseeing the implementation of all fiscal, human resources, administrative policies and appropriate procedures to ensure efficient performance and delivery of services in the University and in line with the strategic plan;
- (iii) coordinating the preparation and implementation of University budget, financial statements and management reports;
- (iv) coordinating the implementation of the performance management within the University;
- (v) mobilizing and soliciting financial support for programmes and general development of the University;
- (vi) maintaining efficiency and good order of the university and ensuring enforcement of statutes and regulations; and,
- (x) overseeing and ensure general conduct and discipline of employees, amongst other duties that may be assigned

### **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 - Karatina University”;**

OR

**“Application for the Position of Deputy Vice Chancellor (Academic, Research and Students Affairs) - Karatina University”;**

OR

**“Application for the position of Deputy Vice Chancellor (Planning, Finance and Administration) - Karatina University” and delivered to:**

**THE SECRETARY/CEO**

Public Service Commission

4<sup>th</sup> Floor Commission House

Off Harambee Avenue

P.O Box 30095-00100

**NAIROBI**

6. Online applications may be submitted via email to: [karatina2023@publicservice.go.ke](mailto:karatina2023@publicservice.go.ke)

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

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**