



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

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

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 to be considered for appointment to the following positions:

VICE - CHANCELLOR - ONE (1) POST

Basic Salary:	Ksh. 474,919 – Ksh. 617,394 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 a professor and a holder of an earned PhD Degree or an equivalent qualification from a university recognized in Kenya;
- (ii) have demonstrable knowledge in the structural, legislative and regulatory framework for managing a university;
- (iii) 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 measurable results in the position of a Dean/Director, Principal of a Constituent/University College or as a Deputy Vice-Chancellor of 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; and
- (ix) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution.

Core Competences

The following competences and skills will be required:

- (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 organization, interpersonal and communications skills;
- (v) capacity to work under pressure to meet deadlines;
- (vi) firm, fair, communicative and transparent management styles;
- (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 and 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 image of the university;
- (iv) overseeing the implementation of policies, strategies and programmes of the university;
- (v) implementing Council decisions and resolutions;
- (vi) providing 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 institutions, 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, organizing and 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, University Charter and Statutes.

DEPUTY VICE CHANCELLOR (ACADEMICS, STUDENTS AFFAIRS AND RESEARCH) (ASAR) - ONE (1) POST

Basic Salary:	Ksh. 427,427- Ksh. 547,106 p.m.
House Allowance:	Ksh: 82,704p.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 holder of an earned PhD degree from a university recognized in Kenya;
- (ii) be a Professor or an Associate Professor with at least 8 years of experience in senior management positions having served in the position of a Dean/Director, Principal of a Constituent/University College with outstanding results ;
- (iii) demonstrate competence in administrative and academic leadership in academic and research environments;
- (iv) have a track record of scholarship as evidenced through publications and attraction of funding and supervision of postgraduate students;
- (v) have a track record of success and performance characterized by visionary and strategic thought, rapid growth and service delivery as well as translation of ideas into value outputs;
- (vi) have the capacity to motivate and influence staff, students and other stakeholders;
- (vii) demonstrate evidence of outstanding ability to communicate effectively and good interpersonal skills;
- (viii) show good understanding and commitment to the University coupled with a passion for the promotion of learning, excellence in administration, teaching,

research and innovation with the highest ethical standards, integrity and professionalism;

- (ix) have skills, capacity and determination to initiate and facilitate the development of relevant and quality society driven academic programmes;
- (x) have skills, capacity and determination to initiate and sustain linkages and networks for the promotion of scholarship;
- (xi) have proven capacity to promote learning, teaching, research and development in a university setting;
- (xii) have a good understanding of the national policies and strategies governing University education and training in Kenya;
- (xiii) have a broad awareness of the factors and conditions shaping the development of higher education in the country; and
- (xiv) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution.

Core Competences

The following competences and skills will be required:

- (i) must have ability to portray and uphold positive National image and work in a multicultural and multi-ethnic environment with sensitivity to and respect to diversity;
- (ii) must be a visionary and result oriented thinker;
- (iii) must have the capacity to work under pressure to meet strict deadlines;
- (iv) must have firm, fair and transparent management style; and
- (v) must have demonstrable communication and interpersonal skills.

Duties and Responsibilities

Reporting to the Vice-Chancellor, the Deputy Vice-Chancellor Academics, Students Affairs and Research (ASAR) will be in charge of Academics, Student Affairs, Research, Innovation and outreach Division of the University. His/her duties and responsibilities will include:-

- (i) developing and preparing academic programmes, courses, syllabi and regulations, co - ordinating examinations, admissions and registration of students and postgraduates' studies;
- (ii) ensuring that the academic programmes evolve into pillars of excellence;
- (iii) ensuring effective accountability to the Vice-Chancellor for proper management, implementation of academic programmes and regulations;
- (iv) providing leadership, guidance and direction to the academic departments within the Division;
- (v) directing, organizing and administering learning programmes in the university;

- (vi) coordinating teaching and providing the necessary support needed for academic programmes in the University;
- (vii) offering secretariat services to the Senate through the development of programme in conformity with national and international standards, and legally recognized bodies;
- (viii) coordinating the development and implementation of programmes for student mentorship;
- (ix) coordinating student industrial placements, graduate employment and alumni liaisons;
- (x) coordinating student welfare activities;
- (xi) ensuring and enforcing the general conduct and discipline of students;
- (xii) coordinating Alumni activities; and
- (xiii) coordinating University wide research and consultancies;
- (xiv) coordinating innovation and outreach activities;
- (xv) developing and implementing intellectual property rights as well as overseeing linkages and partnerships other institutions;
- (xvi) coordinating the mobilization of research funds;
- (xvii) planning research activities and priorities;
- (xviii) administering the logistical support for research at all levels;
- (xix) managing research libraries and archives;
- (xx) branding, setting standards, quality assurance/control and capacity building for research;
- (xxi) coordinating the seminars, consultancies, workshops, conferences and symposia;
- (xxii) research benchmarking for global visibility and exchange of scholars;
- (xxiii) ensuring that research, innovation and outreach functions evolve into pillars of excellence within the University;
- (xxiv) ensuring that research, innovation and outreach departments operate effectively and efficiently in line with vision and mission of the University; and
- (xxv) 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.

MODE OF APPLICATION

1. Candidates should submit manual (hard copy) 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. 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;
4. Applications should be submitted in a sealed envelope clearly marked:

“Application for the Position of Vice Chancellor - Jaramogi Oginga Odinga of Science and Technology University;

OR

“Application for the Position of Deputy Vice Chancellor (Academics, Students Affairs and Research (ASAR) - Jaramogi Oginga Odinga of Science and Technology University” and delivered to:

**THE SECRETARY/CEO
Public Service Commission
Commission House
P.O Box 30095-00100
NAIROBI.**

All applications should reach the Public Service Commission on or before **24th April 2023 latest by 5.00 p. m (East African Time)**.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**