



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service".

Our Mission

"To transform the public service for efficient and effective service delivery".

RE - ADVERTISEMENT FOR THE POSITION OF VICE CHANCELLOR- TOM MBOYA 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 to be considered for appointment to the following position:

VICE - CHANCELLOR - ONE (1) POST

Basic Salary:	Ksh. 474,919 - Ksh. 774,078 p.m.
House Allowance:	Ksh. 120,000 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 full professor and a holder of an earned Doctorate Degree or equivalent qualification from a recognized university in Kenya;
- (ii) have at least ten (10) years of demonstrated leadership and management skills at senior level in an academic and/or research institution having served substantively with measurable leadership results in the position of a Principal of a Constituent University College or as a Deputy Vice Chancellor of a University or in other comparable levels;
- (iii) have a proven track record of publications in internationally recognized peer reviewed journals and mentoring of student at Masters and PhD levels;
- (iv) have a good understanding and demonstrable management capacity and experience of university governance structure;
- (v) have demonstrable knowledge in the structural, legislative, regulatory framework and management capacity of a university;

- (vi) have demonstrable experience in transformative and strategic leadership for managing a university;
- (vii) 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;
- (viii) have demonstrated ability and experience in managing students' affairs, planning, development and implementing academic programmes, infrastructural growth and strategic institutional linkages;
- (ix) have excellent organizational, interpersonal and communication skills;
- (x) have demonstrated ability to network, mobilize training and research grants towards the development of the University;
- (xi) be of high ethical standards, integrity, accountability, professionalism, teamwork and stewardship; and
- (xii) comply with the requirements of Chapter Six of the Constitution.

Core Competencies

The following competences and skills are required:

- (i) firm, fair and transparent style of management;
- (ii) ability to portray and uphold positive national and international image and work in a multicultural environment with sensitivity to and respect for diversity;
- (iii) project, promote and protect the image of the university;
- (iv) be a visionary and result-oriented leader;
- (v) excellent organization, interpersonal and communication skills;
- (vi) ability to work under pressure and meet strict deadlines;
- (vii) creative and innovative ability to bring about change for sustainable growth of the university.

Duties and Responsibilities

The Vice-Chancellor shall report to the University Council and his/her duties and responsibilities as provided in the University Act, Charter and Statutes will include: -

- (i) carrying out responsibilities as the Chief Executive and Accounting Officer;
- (ii) being the academic and administrative head of the University;
- (iii) being responsible to the Council for promoting academic excellence of the university;
- (iv) overseeing the overall implementation of policies, strategies and programmes of the university;
- (v) being responsible to Council for the efficient management of the University resources;
- (vi) having the overall responsibility for the direction, organization and administration of programmes of the University;

- (vii) implementing Council's decisions and resolutions;
- (viii) providing strategic innovative and creative direction and leadership to the university by competitively positioning and representing the university nationally, regionally and internationally;
- (ix) being the Secretary to Council and Chairperson of the Management Board and Senate, and in this capacity make proposals and submit reports to Council for approval;
- (x) providing leadership in performance-based management through development and application of a result-based performance management system;
- (xi) facilitating and maintaining cooperation within government institutions, regulatory agencies, local and international institutions and other stakeholders;
- (xii) undertaking public relations, fund-raising and general development of the university; and
- (xiii) undertaking such other duties and responsibilities as may be assigned or delegated by Council.

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 - Tom Mboya 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