



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

LAIKIPIA 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 positions:

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

Basic Salary:	Ksh. 336,478- Ksh. 470,711 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) 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 eight (8) 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) have demonstrable leadership in an academic and /or research institution, having served substantively with measurable results in senior administrative position 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;

NOTE: candidates with qualifications such as MBA, CPA/CPS or other relevant recognized professional qualifications in administration management and finance will have added advantage.

Core competences

The following competences and skills 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) an 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 Deputy Vice-Chancellor (Administration Finance and Planning) will be reportig to the Vice-Chancellor for the overall responsibility of direction, organization and administration of the division of Administration, Finance and Planning. Specific duties will include:

- (i) effectively co-ordinating the Administrative, Finance and Planning functions in the University;
- (ii) management of staff welfare and personal matters, and the general conduct and discipline of staff;
- (iii) ensuring that the University Management is properly and promptly advised ad comply with all statutory and legal requirements currently in force;
- (iv) ensuring effective accountability to the Vice-Chancellor for the proper management of the university;
- (v) ensuring sound financial controls;
- (vi) ensuring timely preparation and implementation of the University's budget estimates and operational budget;
- (vii) guiding in strategic planning in education development;
- (viii) working with the Deputy Vice-chancellor (Academic and Research), to promote learning, teaching, research and development in the University; and

- (ix) perform such other duties as may be assigned or delegated by the Vice-Chancellor in accordance Statute III (11).

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

Basic Salary:	Ksh. 336,478- Ksh. 470,711 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 professor or an Associate Professor with an earned PhD from a recognized University;
- (ii) have at least eight (8) 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;
- (iii) have demonstrable leadership in an academic and/or research institution, having served substantively with measurable results in senior administrative posts or leadership of comparable levels in other similar institutions;
- (iv) have demonstrable competence in leadership in an academic/research environment;
- (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 and 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 ability and leadership skills to effectively coordinate the planning, finance and administration functions in a University environment;
- (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.

Core competences

The following competences and skills will be required:

- (i) visionary and a result oriented leader;

- (ii) sensitive to and respect for diversity to uphold a positive national image;
- (iii) firm, fair, accountable and transparent in the conduct of duty as well as demonstrating excellent organizational communication and interpersonal skills;
- (iv) ability to portray and uphold positive national and international image and work in a multi-cultural environment 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 Deputy Vice-Chancellor (Academic, Research and Students' Affairs) will be in-charge of the Academic Division and will oversee the Research and Academic Programmes. He/She will work under the general direction of the Vice-Chancellor. Specific duties and responsibilities include:

- (i) overall responsibility of direction, organization and administration of learning and research programmes in the University;
- (ii) ensuring the the University Senate is properly advised in the development of learning and research programmes in conformity to ethical standards and legally recognized professional bodies;
- (iii) ensuring effective accountability to the Vice-Chancellor for the proper management of the Academic and Research Division;
- (iv) be responsible for promoting and coordinating research, scientific publications, innovation, extension and technology transfer to industry and the business community;
- (v) mobilizing and solicit financial support for research from industry and other external organizations;
- (vi) establishing and maintaining linkages and collaborations with both local and international universities, research institutions, innovation centres and industry for academic, research and innovation programmes;
- (vii) co-ordinating workshops and seminars on outreach programmes and technology transfer;
- (viii) formulating and providing policy guidelines on planning, development and management of academic and research programmes;
- (ix) preparing curricula/syllabi, and rules and regulations governing the implementation of academic and research programmes;
- (x) formulating guidelines for effective management, implementation and evaluation of academic and research programmes;

- (xi) guiding Chairpersons of Academic Departments or Centres, Deans of Schools or Institutes, Directors/Managers of Schools, Institute or Campuses, and Director of Research, Extension and Consultancy on the running of academic and research programmes;
- (xii) overseeing the administration of the students' welfare services;
- (xiii) seeking consultancy services from industry and other external organizations;
- (xiv) promoting extension services with the communities;
- (xv) co-ordinating seminars, workshops, conferences and symposia;
- (xvi) working closely with the Deputy Vice-chancellor (Administration, Finance and Development), on staff development, training and research programmes; and
- (xvii) performing such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute III (11).

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 Deputy Vice Chancellor (Administration Finance and Planning)- Laikipia University;

OR

"Application for the Position of Deputy Vice Chancellor (Academics, Research and Students' Affairs) - Laikipia 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**