



## **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**

### **THARAKA 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:

#### **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. 87,925 p.m.</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 full professor and a holder of an earned Doctorate Degree from a recognized university;
- (ii) have at least ten (10) years of demonstrated leadership and management experience in an academic institution;
- (iii) have served substantively with demonstrated leadership results at least at the level of a Principal of a Constituent College or Deputy Vice Chancellor of a university or other comparable levels;
- (iv) have a proven record of publication in peer reviewed journals and mentoring of student at Masters and PhD levels;
- (v) have attracted research and development funds
- (vi) Have a good understanding and demonstrable management capacity and experience of university governance structures;
- (vii) have shown experience in transformative and strategic leadership;
- (viii) 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;

- (ix) be of the highest ethical standards, integrity and professionalism and comply with the requirements of the constitution of Kenya.

### **Core Competences**

The following competences and skills will be required

- (i) firm, fair and transparent style of management
- (ii) ability to espouse and promote the national values and governance
- (iii) be a visionary and results oriented leader
- (iv) excellent organizational, interpersonal and communication skills
- (v) ability to work under pressure and meet strict deadlines

### **Duties and Responsibilities**

The Vice-Chancellor shall report to the University Council and his/her duties and responsibilities will include: -

- (i) overseeing the implementation of Academic Programs;
- (ii) providing leadership and an elaborate strategic direction of the institution;
- (iii) overseeing the implementation of the University policies and performance contract;
- (iv) being the Accounting Officer of the University by overseeing all University finances;
- (v) overseeing maintenance and promotion of the image, efficiency and good order of the university to both the internal and external publics;
- (vi) appointing Heads of departments;
- (vii) ensuring that the university resources are used in ways that most effectively advance the approved mission and strategic plan of the University;
- (viii) recommending to the Council, the short-and long-term strategies, business plans, annual operational budgets and establishment of an effective internal monitoring control systems and procedures;
- (ix) being the Secretary and ex-officio Member to the University Council;
- (x) making proposals and submitting to Council for approval on university budgets, procurement plans, policies, staff establishment, linkages and partnerships; and
- (xi) fostering corporate culture that promotes ethical and good corporate governance to ensure all staff members upholds high level professional ethical behaviour

<b>Basic Salary:</b>	<b>Ksh. 427,427– Ksh. 547,106 p.m.</b>
<b>House Allowance:</b>	<b>Ksh. 82,704 p.m.</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 recognized university and serving as a full Professor;
- (ii) have had at least eight (8) years of academic and research experience with scholarly record demonstrated by publications internationally refereed journal, publications or university level book and have attracted project grants or awards;
- (iii) have substantive experience in Senior Administrative posts such as Deputy Vice Chancellor, or Director or academic Dean of a faculty/school or equivalent position in a recognized University or a research institution or any other relevant institution with demonstrable results;
- (iv) be an accomplished scholar with proven track record in formulating and managing academic programs, successfully supervised Masters and PhD student and mentoring postgraduate and academic colleagues;
- (v) demonstrate competence in administrative and financial and financial leadership in an academic and research environment;
- (vi) have an excellent understanding of the current trends in university education, training and research environment;
- (vii) be of the highest ethical standards, integrity and professionalism and comply with the requirements of the constitution of Kenya.

**Core Competences**

The following competences and skills will be required:

- (i) firm, fair and transparent style of management;
- (ii) ability to espouse and promote the national values and governance;
- (iii) be a visionary and results oriented leader;
- (iv) excellent organizational, interpersonal and communication skills;
- (v) ability to work under pressure and meet strict deadlines.

**Duties and Responsibilities**

The Deputy Vice-Chancellor (Academic, Research and Student Affairs) shall be the Head of the division of Academics, Research and Student Affairs and in consultation with the Vice Chancellor his/her duties and responsibilities will include: -

- (i) coordinating and overseeing the development of sound academics and research policies of the University in consultation with the Senate;
- (ii) assisting the Vice-Chancellor in the development and implementation of the University policies;

- (iii) providing leadership, guidance, coordination and direction of the department within the Academics, Research and Student Affairs division.
- (iv) coordinating and managing examinations and the preparation of academic transcripts, certificates, diplomas and degrees;
- (v) developing research agenda with clear guidelines on research alliances and partnerships nationally and internationally;
- (vi) developing and implementing strategies to facilitate growth in revenue to support research and innovations;
- (vii) providing strategies direction, leadership and management of the centres and departments that comprises the research and innovations;
- (viii) overseeing the protection and commercialization of the innovations;
- (ix) establishing linkages with industry and business through local, national and international networks to leverage research outcomes and opportunities;
- (x) performing such other functions and responsibilities assigned by the Vice Chancellor and University Council as may be necessary and in the interests of the University as per its rules and regulations.

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

<b>Basic Salary:</b>	<b>Ksh. 427,427- Ksh. 547,106 p.m.</b>
<b>House Allowance:</b>	<b>Ksh. 82,704p.m.</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 recognized university and serving as a full Professor;
- (ii) have had at least eight (8) years of academic and research experience with scholarly record demonstrated by publications internationally refereed journal, publications or university level book and have attracted project grants or awards;
- (iii) have substantive experience in Senior Administrative posts such as Deputy Vice Chancellor, or Director or academic Dean of a faculty/school or equivalent position in a recognized University or a research institution or any other relevant institution with demonstrable results;
- (iv) have good understanding of legal framework for University education, University governance structures, Public Finance Management, fiscal policies, infrastructure growth, strategic planning and Kenya Vision 2030 flagship projects, Big 'four' Agenda; Disposal Act 2015;
- (v) have demonstrable ability and leadership skills to effectively coordinate administration and financial functions and be familiar with financial planning, accounting, strategic planning and quality management systems; and

- (vi) be of the highest ethical standards, integrity and professionalism and comply with the requirements of the constitution of Kenya.

### **Core Competences**

The following competences and skills are required;

- (i) ability to espouse and promote the national values and governance
- (ii) firm, fair and transparent style of management;
- (iii) be a visionary and results oriented leader
- (iv) excellent organizational, interpersonal and communication skills
- (v) ability to work under pressure and meet strict deadlines.

### **Duties and Responsibilities**

The Deputy Vice-Chancellor (Administration, Finance, Planning and Development) shall be the Head of the division of Administration, Finance Planning and Development and in consultation with the Vice Chancellor his/her duties and responsibilities will include: -

- (i) providing leadership and direction in the management of University's financial resources;
- (ii) being responsible for the management and administration matters in a result-oriented work environment, geared towards achieving the university's goals, objectives, performance contracts and the strategic plan;
- (iii) coordinating the design, development, implementation and maintenance of appropriate human resource policies, procedures and systems to attract, develop and retain qualified and experienced staff;
- (iv) maintaining efficiency and good order of the university including staff welfare, conduct and discipline and ensuring proper enforcement of the statutes and regulations;
- (v) being responsible for the university central services including the medical services, transport, procurement, development projects, estates and maintenance, catering and accommodation;
- (vi) coordinating the preparation of statutory financial statements, university budget and other management reports;
- (vii) making proposals, coordinating development projects and overseeing development projects and preparing periodic status reports;
- (viii) developing and implementing the enterprise development program to contribute to long term university's sustainability;
- (ix) representing the university in collective bargaining negotiations, administration and management, including labour relations, grievances handling, retirement benefits management, contract interpretation, and workers' compensation; and
- (x) performing such other functions and responsibilities assigned by the Vice Chancellor and University Council as may be necessary and in the interest of the university as per its rules and regulations.

**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 - Tharaka University”;**

**OR**

**“Application for the Position of Deputy Vice Chancellor (Academics, Research and Student Affairs) - Tharaka University”;**

**OR**

**“Application for the Position of Deputy Vice Chancellor (Administration, Finance, Planning and Development) - Tharaka 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 **24<sup>th</sup> April 2023** latest by **5.00 p. m (East African Time)**.

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**