



## 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 VACANCY - MAASAI MARA 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

<b>Basic Salary:</b>	<b>Ksh: 454,820- 604,825 pm</b>
<b>House Allowance:</b>	<b>Ksh: 80,000 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 Professor with an earned PhD from a university recognized in Kenya;
- (ii) have served for a minimum period of five (5) years with demonstrable results at the level of Vice Chancellor or Deputy Vice-Chancellor of a University or a Principal of a university college;
- (iii) have at least ten (10) years of academic and research experience with scholarly record demonstrated by refereed journal articles, university level books as well as project grants and awards;
- (iv) proven ability to coordinate and network with development partners in mobilizing resources to enhance the resource base of the University for sustainable growth and development;
- (v) have demonstrated management capacity including experience in transformative and strategic leadership and evidence of attendance of leadership trainings in higher education;

- (vi) have contributed towards policy direction in higher education locally and /or internationally;
- (vii) demonstrated leadership in community outreach activities;
- (viii) have demonstrated management capacity including knowledge of the Public Finance Management Act No. 18 of 2012, the Public Procurement and Asset Disposal Act. 33 of 2015 and Strategic People Management;
- (ix) have demonstrated knowledge in the structural, legislative and regulatory framework of managing a university;
- (x) have excellent understanding of major trends in national and international education and training and broad awareness of the major factors influencing the development of university education in Kenya;
- (xi) supervised and mentored students in Masters and PhD degree programs;
- (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 Constitution of Kenya, 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 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 duties and responsibilities of the Vice Chancellor as set out in the Universities Act and the university's Charter and Statutes will include:-

- (i) being the Accounting and Chief Executive Officer of the university;

- (ii) being the academic and administrative head of the university with overall responsibility for the direction, administration and programmes of the university;
- (iii) being the Secretary to the Council, chairperson of the University Management Board, Senate and other key university committees;
- (iv) providing strategic direction and transformative leadership to the university; and representing the university nationally, regionally and internationally;
- (v) being responsible for the coordination, development and implementation of academic and administrative programs and policies of the University in accordance with prescribed statutes, strategic plan, regulations and procedures;
- (vi) implementing the Council's decisions and resolutions including those related to fundraising and resource mobilization and general development of the university;
- (vii) providing innovative and transformative leadership in research, outreach, extension, networking partnerships and linkages with government/regulatory agencies and other local/international institutions of higher learning;
- (viii) assigning responsibilities and leading the Deputy Vice-Chancellors as designated in the university statutes;
- (ix) conducting performance appraisal to evaluate productivity in achieving the set targets and developing capacity building;
- (x) having such other powers, duties and responsibilities as may be conferred upon him/her by the Council in accordance with the Universities Act of 2012, the university Charter and Statues.

#### 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. Any degree acquired from a foreign university will require a letter of recognition from Commission of University Education (CUE);
4. 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; and
4. Applications should be submitted in a sealed envelope clearly marked:

**“Application for the Position of Vice Chancellor - Maasai Mara 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 **28<sup>th</sup> August 2023 latest by 5.00 p. m (East African Time).**