



## 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

### KAIMOSI FRIENDS UNIVERSITY (KAFU)

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:

#### 1. VICE CHANCELLOR- ONE (1) POST

<b>Basic Salary:</b>	<b>Ksh: 474, 919 - 617,394 pm</b>
<b>House Allowance:</b>	<b>Ksh: 94,519 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 for at least five (5) years and a holder of an earned Doctorate Degree from a university recognized in Kenya;
- (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 Vice Chancellor or Deputy Vice Chancellor of a university or Principal of a university college, for at least six (6) years or other comparable levels.
- (iv) have a proven track record of publications in peer reviewed journals and mentoring of students at Masters and PhD levels;
- (v) have a good understanding and demonstrable management capacity and experience of university governance structures;

- (vi) have shown experience in transformative and strategic leadership;
- (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 student 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) fulfil the requirements of Chapter six (6) of the Constitution of Kenya, 2010.

### **Core Competencies**

The following core competencies and skills are required:

- (i) firm, fair and transparent style of management;
- (ii) ability to espouse and promote the national values and principles of governance;
- (iii) be a visionary and result oriented leader;
- (iv) strong communication and reporting skills;
- (v) strong managerial skills and ability to lead teams;
- (vi) strong interpersonal and negotiation skills;
- (vii) strong mentoring, coaching and leadership skills;
- (viii) demonstrate strong skills in business, strategic or financial management;
- (ix) ability to work under pressure and meet strict deadlines; and
- (x) creative and innovative ability to bring about change for the sustainable growth of the university.

### **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) carrying out responsibilities as the Chief Executive and Accounting Officer;
- (ii) being the academic and administrative head of the University;
- (iii) being responsible to Council for the efficient management of the University resources, both human and material;
- (iv) having the overall responsibility for managing, directing, organizing and administering of programmes of the University;

- (v) 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 on –
  - a) University policies;
  - b) Fees and Charges;
  - c) Annual estimates and procurement plans; and
  - d) Partnership and linkages including public-private partnership;
- (vi) being responsible for fundraising and sustainable development of the University;
- (vii) providing strategic leadership in performance-based management through development and application of a result-based performance management system;
- (viii) developing and recommending to the Council strategies, annual budgets and establishing proper monitoring and control systems and procedures;
- (ix) being responsible for the implementation of the council's decisions and resolutions;
- (x) coordinating the development and implementation of the academic and administrative policies of the university in accordance with the university's master plan and the strategic plan;
- (xi) promoting efficiency and good order of the university including staff and student's welfare, conduct and discipline and ensure enforcement of the statutes and regulations;
- (xii) providing innovative and creative leadership in the areas of academics, finance, planning and development; general administration; research and partnership; facilitating and maintaining cooperation with government institutions, regulatory agencies, local and international institutions of higher learning and other stakeholders; and
- (xiii) any other responsibilities as may be assigned or delegated by the council as provided for in the Universities Act, 2012, University Charter, 2022 and Statutes.

## 2. DEPUTY VICE-CHANCELLOR (ADMINISTRATION, FINANCE AND DEVELOPMENT) – ONE (1) POST

<b>Basic Salary:</b>	<b>Ksh: 427,427 – 547,106 pm</b>
<b>House Allowance:</b>	<b>Ksh: 82, 704 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 holder of an earned PhD from a university recognized in Kenya;
- (ii) be at least an Associate Professor for a minimum period of five (5) years in a university recognized in Kenya;
- (iii) have at least six (6) years of progressive experience in a senior university leadership/management position such as Deputy Vice Chancellor of a university, Principal/Deputy Principal of a university college, Dean/Director of School;
- (iv) possess an outstanding and internationally recognized scholarly record as evidenced by peer-refereed journal publications and university level books or book chapters and supervision of masters and doctoral students;
- (v) possess demonstrable knowledge of Performance Contracting and Quality Management System and strategic planning in academic development of the university;
- (vi) have demonstrated ability to attract research grants and other awards;
- (vii) have excellent understanding of current trends in university education and training globally and the factors and conditions shaping development of university education in Kenya;
- (viii) have excellent analytical, problem solving, decision making, team building, organizational, interpersonal and communication skills;
- (ix) demonstrate ability to analyse complex problems, interpret operational needs and develop integrated creative solutions;
- (x) have strong interpersonal skills and ability to effectively communicate with a wide range of stakeholders;
- (xi) demonstrate evidence of understanding of ISO Quality Management Systems;
- (xii) have a good understanding of university functions and procedures and have experience in financial, human resource, procurement policies, strategic and master planning;
- (xiii) have ability to monitor and evaluate progress in university policies and procedures, and identify control and process weakness, and process skills to

- develop, document, communicate and implement strategies to address these aspects and revise approaches as necessary;
- (xiv) have demonstrable ability to mobilize resources for the university;
  - (xv) be registered with, and be an active member of professional associations in the profession (where applicable); and
  - (xvi) fulfil the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Core Competencies**

The following core competencies and skills are required:

- (i) ability to portray and uphold positive national image and work in a multicultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) be a visionary and result oriented thinker;
- (iii) excellent organizational, interpersonal and communication skills;
- (iv) capacity to work under pressure to meet strict deadlines;
- (v) have firm, fair, accountable and transparent management style; and
- (vi) be a member of a professional body.

### **Duties and Responsibilities**

Under the general direction of the Vice-Chancellor, the Deputy Vice Chancellor (Administration, Finance and Development), shall be in charge of the functions of the division that include all human resources, planning and infrastructural development and maintenance, asset management, performance contracting, quality management and standards. Specific duties and responsibilities will include:

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- (i) implementing the university Master Plan and Strategic Plan, which are linked to national policy documents such as Kenya Vision 2030, Medium Term Plan and sector performance standards;
- (ii) having overall responsibility of direction, organizational, administration of activities within the Administration, Planning and Development division;
- (iii) developing and implementing human resource and administrative policies, and appropriate procedures to ensure efficient performance and delivery of services;
- (iv) being responsible to the Vice-Chancellor for the general conduct and discipline of the staff;
- (v) coordinating the preparation of management reports and analysis for presentation to the university Management Board and University Council for decision making;

- (vi) coordinating the design, implementation, maintenance and development of appropriate human resources policies, procedures and systems, attracting, developing and retaining qualified and experienced human resources; and
- (vii) overseeing quality assurance, compliance to standards and performance contracting.

### 3. DEPUTY VICE-CHANCELLOR (ACADEMICS, STUDENTS AFFAIRS AND RESEARCH) - ONE (1) POST

<b>Basic Salary:</b>	<b>Ksh: 427,427 - 547,106 pm</b>
<b>House Allowance:</b>	<b>Ksh: 82, 704 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 holder of an earned PhD from a University recognized in Kenya;
- (ii) be at least an Associate Professor for a minimum period of five (5) years in a recognized University;
- (iii) have at least six (6) years of progressive experience in a senior university leadership/management position such as Deputy Vice Chancellor of a university, Principal/Deputy Principal of a university college, Dean/Director of School;
- (iv) be an accomplished scholar with proven track record in formulating and managing academic programmes;
- (v) have successfully supervised Masters and PhD students and mentoring academic colleagues;
- (vi) demonstrate ability to attract grants and resources for scholarship and research;
- (vii) demonstrate the ability to develop curricula and programmes;
- (viii) have demonstrable knowledge in Information Technology and understanding of E-Learning as a mode of teaching delivery;
- (ix) demonstrable process led solutions to students' innovations;
- (x) be a team player with excellent organizational, communication and interpersonal skills and have capacity to work effectively with students and stakeholders;
- (xi) show good understanding of university functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;

- (xii) have a good understanding of the national policies and strategies governing university education and training in Kenya;
- (xiii) have an excellent understanding of the current trends in the university education, training and research nationally and globally;
- (xiv) be a registered member of professional association/s where applicable and be of good standing; and
- (xv) fulfil the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Core Competencies**

The following core competencies and skills are required:

- (i) excellent organizational, interpersonal and effective communication skills;
- (ii) firm, fair, accountable and transparent in the conduct of duties;
- (iii) ability to espouse and promote the national values and governance;
- (iv) visionary and result oriented leader;
- (v) logical and sound decision making ability within the context of a dynamic environment;
- (vi) creativity and innovation;
- (vii) ability to work in a multicultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (viii) ability to initiate, implement, monitor and evaluate academic and research programmes and policies;
- (ix) ability to exercise soft power by detecting and dissipating tension, negotiating, mediating and arbitrating conflict; and
- (x) ability to work under pressure and meet strict deadlines.

### **Duties and Responsibilities**

Reporting to the Vice Chancellor, the Deputy Vice Chancellor (Academics, Students Affairs and Research) will oversee Academic, Research and Students Affairs division of the University. Specific duties and responsibilities will include: -

- (i) coordinating the development of academic policies of the university in consultation with Faculty Board, the Academic Board and the Senate;
- (ii) formulating and providing policy direction guidelines on planning, development and management of academic programmes;
- (iii) overseeing the students' welfare matters which include recreation, sports and games, catering, accommodation and counselling services;
- (iv) coordinating and managing examinations and the preparation of academic transcripts, certificates, diplomas and certificates;
- (v) developing research agenda with clear guidelines on research alliances and partnerships nationally and globally;

- (vi) developing and implementing strategies to facilitate growth in revenue to support research innovations;
- (vii) providing strategic direction, leadership and management of the Centers, Departments, Institutes and Faculties that comprise the research and innovations portfolio;
- (viii) overseeing the protection and commercialization of the innovations;
- (ix) working closely with the other Deputy Vice Chancellors on staff development, training and research;
- (x) ensuring that the senate is properly advised in the development of academic programmes in conformity to ethical standards and legally recognized professional bodies;
- (xi) establishing linkages with industry and business through local, national and international networks to leverage teaching and research outcomes and opportunities; and
- (xii) undertaking 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. 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 - Kaimosi Friends University”;**

OR

**“Application for the position of Deputy Vice Chancellor (Administration, Finance and Development) - Kaimosi Friends University”;**

OR

**“Application for the position of Deputy Vice Chancellor (Academic, Students Affairs and Research) - Kaimosi Friends 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).**