



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

CHUKA 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:

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

Basic Salary:	Ksh: 427,427 – Ksh 547,106 pm
House Allowance:	Ksh: 82,704 pm
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 at least an Associate Professor with an earned PhD degree from a university recognized in Kenya;
- (ii) have at least six (6) years of demonstrable leadership in an academic and /or research institution, having served substantively with measurable results in senior administrative positions such as of a Deputy Vice Chancellor, Deputy Principal, Dean/Director, Principal of a Constituent University/College of a University/Campus or leadership of comparable levels in other similar institutions.
- (iii) have demonstrable competence in leadership in an academic/research environment;

- (iv) be a recognized scholar as evidenced by refereed journal publications, university level books as well as project grants and awards;
- (v) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue of the university;
- (vi) be familiar with the national education policies and current trends in higher education worldwide;
- (vii) have excellent and proven organizational, communication and interpersonal skills;
- (viii) 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;
- (ix) demonstrate ability and leadership skills to effectively coordinate the planning, finance and administration functions in a University environment;
- (x) be registered with, and be an active member of professional associations in the profession (Where applicable); and
- (xi) fulfil the requirements of Chapter Six of the Constitution of Kenya, 2010.

Duties and Responsibilities

The Deputy Vice Chancellor will report to the Vice Chancellor. He will be accountable to and under the general authority of the Vice Chancellor. Specific duties and responsibilities will include:

- (i) providing innovative and creative leadership in the areas of planning, financial, human resource, and physical resource management;
- (ii) overseeing the implementation of all fiscal, human resource, administrative policies and appropriate procedures to ensure efficient performance and delivery of service in the University and in line with the strategic plan;
- (iii) coordinating the preparation and implementation of University budget, financial statements and management reports;
- (iv) coordinating the implementation of the performance management within the University;
- (v) mobilizing and soliciting financial support for programmes and general development of the University;
- (vi) maintaining efficiency and good order of the university enforcement of statutes and regulations; and
- (vii) overseeing and ensuring general conduct and discipline of employees, amongst other duties that may be assigned.

2. DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH AND STUDENTS AFFAIRS) - ONE (1) POST

Basic Salary:	Ksh: 427,427 – 547,106 pm
House Allowance:	Ksh: 82, 704 pm
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 at least an Associate Professor with an earned PhD degree from a university recognized in Kenya;
- (ii) have at least six (6) years of demonstrable leadership in an academic and /or research institution, having served substantively with measurable results in senior administrative positions such as of a Deputy Vice Chancellor, Deputy Principal, Dean/Director, Principal of a Constituent University/College of a University/Campus or leadership of comparable levels in other similar institutions be a recognized scholar as evidenced by refereed journal publications, University levels books as well as project grants and awards;
- (iii) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue base of the university;
- (iv) be familiar with the national education policies and current trends in higher education worldwide;
- (v) have Excellent and proven organizational, communication and interpersonal skills;
- (vi) show good understanding of university functions and procedures coupled with a passion of promoting learning, excellent in teaching, research and innovation with the highest standards of quality, integrity and professionalism;
- (vii) demonstrate capacity and determination to initiate and facilitate the development of relevant and quality market and society driven academic programmes;
- (viii) be registered with, and be an active member of professional associations in the profession (Where applicable); and
- (ix) fulfil the requirements of Chapter Six of the Constitution of Kenya, 2010.

Duties and Responsibilities

The Deputy Vice Chancellor shall report to the Vice Chancellor. He/she will be accountable to and under the general authority of the Vice Chancellor. Specific duties and responsibilities will include: -

- (i) having the overall responsibility of direction, organization of learning research and Students Affairs programmes in the University;
- (ii) reviewing and developing academic programmes as well as rules and regulations governing the implementation of approved/accredited academic programmes;
- (iii) formulating guidelines for the effective management, implementation and evaluation of academic programmes;
- (iv) coordinating the teaching and research and providing the necessary support needed by all academic programmes offered by the University;
- (v) being responsible for promoting and coordinating research, scientific publications, innovations, extension, outreach and other programmes in the University;
- (vi) mobilizing and soliciting financial support for research and other programmes in the University;
- (vii) maintaining collaborations and linkages with both local and international institutions of higher learning, research institutions, industry and other strategic partners;
- (viii) coordination of students' welfare activities; and,
- (ix) overseeing and ensuring general conduct and discipline of students amongst other duties that may be assigned.

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); and
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;
4. Applications should be submitted in a sealed envelope clearly marked:

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

OR

“Application for the position of Deputy Vice Chancellor (Academic, Research and Students Affairs) - Chuka 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 28th August, 2023 latest 5.00 pm (East African Time).**