



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 - KIBABII 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:

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

Basic Salary:	Ksh: 416,420 – Ksh 555,800 pm
House Allowance:	Ksh: 80,000 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 a Professor or an Associate Professor with an earned PhD from a University recognized in Kenya;
- (ii) have at least six (6) years progressive experience in a senior leadership/management position such as Deputy Vice Chancellor of a university, Dean/Director of a School, or Principal /Deputy Principal of a university college;
- (iii) have demonstrable leadership and management capacity including knowledge of Public Financial Management and Strategic people Management;
- (iv) have leadership experience in a modern university environment;
- (v) have capacity to promote learning and extension in a competitive environment;

- (vi) have ability and leadership skills to effectively co-ordinate academic functions;
- (vii) be an accomplished scholar with proven track record in formulating and managing academic programs and supervising and mentoring Masters and PhD students;
- (viii) have proven track record of research and published widely in peer reviewed journals, monographs and books;
- (ix) have knowledge of strategic planning in education development;
- (x) have proven capacity to promote learning, teaching, research and development in a university or an equivalent institution;
- (xi) be knowledgeable of national laws and policies in education;
- (xii) show evidence of attracting research grants/funds; and
- (xiii) fulfil the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Core Competencies

The following core competencies and skills are required:

- (i) leadership skills and ability to effectively co-ordinate the academic, research and student affairs functions in the University;
- (ii) knowledge of strategic planning in education planning;
- (iii) ability to portray and upload positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (iv) being a visionary and result oriented leader;
- (v) excellent organizational, interpersonal and effective communication skills; and
- (vi) be a creative and innovative leader

Duties and Responsibilities

The Deputy Vice Chancellor, Academics and Students Affairs will be the head of the Academic Division and will oversee all academic matters of the University. Working under the Vice-Chancellor, specific duties and responsibilities of the Deputy Vice-Chancellor Academics and Students Affairs will include:

- (i) formulating and providing policy guidelines on planning , development and management of academic programmes;
- (ii) preparing curricula/syllabuses, rules and regulations governing the implementation of academic programmes;
- (iii) formulating guidelines for effective management, implementation and evaluation of academic programmes;
- (iv) coordinating both continuous assessments and final examinations;

- (v) guiding Chairpersons of departments, Deans of faculties, Directors of schools or institutes and managers of academic centres on the running of academic programmes;
- (vi) working closely with other Deputy Vice-Chancellors on staff development, training and research programmes;
- (vii) ensuring that the University Senate is properly advised in the development of academic programmes in conformity to ethical standards and legally recognized professional bodies;
- (viii) coordinating curriculum development to meet the human development needs of the country and region;
- (ix) ensuring effectively accountability to the Vice Chancellor for the proper management of the academic affairs division;
- (x) promoting and coordinating teaching and extension activities;
- (xi) maintaining collaboration and linkages with both local and international institutions of higher learning for academic, research and innovation programmes;
- (xii) overseeing the administration of student welfare services; and
- (xiii) any other duty as may be delegated by the Vice Chancellor.

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 Academics and Students Affairs - Kibabii 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 by 5.00 p. m** (East African Time).