



## PUBLIC SERVICE COMMISSION

### Our Vision

*"A citizen-centric public service".*

### Our Mission

*"To transform the public service for efficient and effective service delivery".*

## RE-ADVERTISEMENT FOR THE POSITION OF DEPUTY VICE CHANCELLOR-PLANNING, FINANCE AND ADMINISTRATION- KARATINA 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 (PLANNING, FINANCE AND ADMINISTRATION) - ONE (1) POST

<b>Basic Salary:</b>	<b>Ksh. 416,420 – 555,800 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) have an earned PhD degree from a university recognized in Kenya;
- (ii) be at least an Associate Professor in a recognized university;
- (iii) have at least six (6) years of academic experience at a senior position in a university setting with a demonstrated capacity for leadership and academic excellence;
- (iv) have demonstrable leadership in an academic and/or research institution, having served substantively with measurable results in senior administrative posts 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;
- (v) have demonstrable competence in leadership in an academic/research environment;

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

### **Duties and Responsibilities**

The Deputy Vice Chancellor will be reporting to the Vice Chancellor. He/she will be accountable to and under the general authority of the Vice Chancellor. His/her duties 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 resources, administrative policies and appropriate procedures to ensure efficient performance and delivery of services 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 and ensuring enforcement of statutes and regulations; and,
- (vii) overseeing and ensuring general conduct and discipline of employees 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. 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 (Planning, Finance and Administration) - Karatina University” and delivered to:**

**THE SECRETARY/CEO**  
Public Service Commission  
Commission House  
P.O Box 30095-00100  
**NAIROBI.**

**NOTE: Those who had applied earlier need not to apply.**

All applications should reach the Public Service Commission on or before **16<sup>th</sup> November, 2023** latest by 5.00 p. m (**East African Time**)

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