



## 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

### EGERTON 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 (ADMINISTRATION, FINANCE AND PLANNING) - ONE (1) POST

Basic Salary Scale:	-Ksh.427,427- Ksh. 547,106p.m
House Allowance:	- Ksh.82, 704 p.m.
Leave Allowance:	-A s provided by the University
Medical Cover & Other Allowances:	- A s provided by the University
Terms of Service:	-Five (5) years contract, renewal 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 eight (8) years demonstrable leadership in an academic and/ or research institution, having served substantively with measurable results in senior administrative positions such as 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) have demonstrated training and competence in finance and administration;
- (v) be a recognized scholar as evidenced by refereed journal publications, university level books as well as project grants and awards;
- (vi) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue of the university;

- (vii) be familiar with the national education policies and current trends in higher education worldwide;
- (viii) have excellent and proven organizational, communication and interpersonal skills;
- (ix) 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;
- (x) demonstrate ability and leadership skills to effectively coordinate the planning, finance and administration functions in a university environment;
- (xi) be registered with, and be an active member of professional associations in the profession (Where applicable); and
- (xii) fulfil the requirements of Chapter Six of the Kenyan Constitution, 2010

### **Core Competences**

The following competences and skills will be required:

- (i) ability to portray and uphold positive institutional and national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) a visionary and result-oriented thinker;
- (iii) excellent organizational, interpersonal and communications skills;
- (iv) capacity to work under pressure to meet strict deadlines; and
- (v) firm, fair, communicative and transparent management styles

### **Duties and Responsibilities**

The Deputy Vice-Chancellor (Administration, Finance and Planning) will report to the Vice Chancellor. He/she will be accountable to and under the general authority of the Vice Chancellor. Duties and responsibilities of the Deputy Vice-Chancellor-Administration, Finance and Planning 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 the university budget, financial statements and management reports;
- (iv) coordinating the implementation of performance management within the university;
- (v) mobilizing and soliciting of 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

**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 (Administration, Finance and Planning) - Egerton 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 **16<sup>th</sup> November, 2023** latest by 5.00 p. m (**East African Time**)

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