



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

THE TECHNICAL UNIVERSITY OF KENYA

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 holder of an earned Ph.D. degree from a recognized University;
- (ii) be at the level of at least associate professor in a reputable University and in a field of study covered in the programmes of study within the University;
- (iii) have at least seven (7) years of academic and research experience at senior level and possess demonstrated leadership in an academic and/or research institution having served substantively with demonstrable result at least in the position of Dean/Director of Faculty or School in a recognized University or in other similar institutions at comparable levels;
- (iv) have demonstrable experience in technological education training including Technical, Vocational Education and Training (TVET);

- (v) have excellent understanding of government financial and fiscal policies, strategic planning, Vision 2030, human resource, procurement and asset disposal legal requirements;
- (vi) have excellent understanding of the current trends in University education and training in Kenya and globally;
- (vii) demonstrable experience in the management of academic programmes and student affairs;
- (viii) demonstrable leadership in the development and implementing of academic programmes as well as the running of the academic programmes at a University level for the realization of its mission;
- (ix) being registered with, and be an active member of professional associations in their field of competence;
- (x) have demonstrable experience in networking, fundraising and resource mobilization in the development of the University;
- (xi) have excellent organizational, interpersonal and communication skills; and
- (xii) be of the highest ethical standards, integrity and professionalism and comply with the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

The Deputy Vice Chancellor (Academic and Students Affairs) is the principal assistant to the Vice-Chancellor and heads the strategic division on Academic and Student Affairs of the University. He/she shall, under the general direction of the Vice-Chancellor, be required to provide strategic leadership and direction in the Academics and Student Affairs division in line with the mission and vision of the University. Duties and responsibilities at this level shall be as provided for in the Universities Act, 2012; The Technical University of Kenya Charter, 2013; and the University Statutes and shall include:-

- (i) management of academic programmes;
- (ii) being responsible for library and learning resource services;
- (iii) management of research and postgraduate studies;
- (iv) being responsible for innovative educational programmes;
- (v) being responsible for the TVET and Industry-Based Learning;
- (vi) being responsible for the Student support services;
- (vii) being responsible for implementation of the Council's decisions in a result oriented and timely manner to achieve the Universities' goals, objectives and agreed targets on Academics and Student Affairs; and
- (viii) any other responsibilities as the Council may direct to achieve the University's objectives.

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 (Academics and Students Affairs) –The Technical University of Kenya” 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 4th June, 2024 latest by 5.00 p. m (East African Time).**