



## 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

### MASENO 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 full Professor with an earned Doctorate degree from a University recognized in Kenya;
- (ii) have at least Ten (10) years of experience in senior management position at a University or comparable institutions;
- (iii) have demonstrable competence in leadership in an academic and / or research institution, having served with measurable results in senior management positions such as Deputy Vice-Chancellor, Principal/ Deputy Principal of a Constituent University/Campus College, Director of Campus, Dean of faculty or any other leadership of comparable levels;

- (iv) be an accomplished scholar with proven track record and demonstrated evidence in formulation and managing quality academic programs, publications, attraction of funding and supervision and mentoring of postgraduate and PhD students;
- (v) have a track record of success and performance characterized by visionary and strategic thought, rapid growth and service delivery as well as translation of ideas into value outputs;
- (vi) be a recognized scholar as evidenced by refereed journal publications, University level books and project grants and awards;
- (vii) have work experience, knowledge and skills in academic administration, curriculum development and management at a University level;
- (viii) demonstrate evidence of outstanding ability to communicate effectively and good interpersonal skills;
- (ix) show good understanding and commitment to the University coupled with a passion for the promotion of learning and teaching with the highest ethical standards, integrity and professionalism;
- (x) demonstrable knowledge and experience in management of student governance and welfare;
- (xi) have demonstrated evidence of enforcement of quality assurance in academic programmes at University level;
- (xii) have skills, capacity and determination for the promotion of scholarship;
- (xiii) demonstrate knowledge and experience in structural, legislative and regulatory framework for administering University education;
- (xiv) have proven capacity to promote learning, teaching, research and development in a University setting;
- (xv) have a good understanding of the national policies and strategies governing University education and training in Kenya;

### **Duties and responsibilities**

The Deputy Vice Chancellor (Academic and Students Affairs) shall report to the Vice-Chancellor. He/ She shall be head of Academic and Student Affairs Division. Specific duties and responsibilities will include;

- (i) providing leadership in academic and students affairs matters;
- (ii) providing leadership in furthering University education as stipulated in Section 3(1) of the Act;
- (iii) owning and leading in the pursuit of the strategic direction adopted by the University on academic and student's affairs;
- (iv) preparing courses, syllabus and regulations; co-ordination of examinations, admissions and registration of students, and postgraduate studies;
- (v) coordinating undergraduate and post graduate studies;
- (vi) coordinating student's attachment and linkage with the industry;
- (vii) planning and mobilizing teaching resources;

- (viii) continuously assessing programmes for relevant to set guidelines and national policies.
- (ix) promoting the use of modern technology in programme delivery;
- (x) ensuring that the academic departments operate effectively and efficiently;
- (xi) being the Secretary to the Senate;
- (xii) coordinating the implementation of appropriate quality assurance mechanisms and ensure the conformity of University programmes with national standards and legal requirements; and
- (xiii) undertaking such other responsibility as may be assigned or delegated.

### **DEPUTY VICE CHANCELLOR (ADMINISTRATION, FINANCE AND DEVELOPMENT) – ONE (1) (POST)**

<b>Basic Salary:</b>	<b>Ksh: 416,420 – Ksh 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) be a full Professor with an earned Doctorate degree from a University recognized in Kenya;
- (ii) have at least Ten (10) years of experience in senior management position at a University or comparable institutions;
- (iii) have demonstrable competence in leadership in an academic and/or research institution, having served with measurable results in senior management positions such as Deputy Vice-Chancellor, Principal/ Deputy Principal of a Constituent University/Campus College, Director of Campus, Dean of faculty or any other leadership of comparable levels;
- (iv) demonstrable knowledge and experience in structural, legislative and regulatory framework for financial, administration and strategic people management in education and other sectors;
- (v) be a recognized scholar as evidenced by refereed journal publications, University level books as well as project grants and awards;
- (vi) have demonstrable ability to mobilize and solicit for funds including enhancing the revenue base of the University;
- (vii) be familiar with the national education policies and current trends in higher education worldwide;

- (viii) have excellent and proven organizational, persuasive, interpersonal and effective communication skills to manage complex, diverse stakeholders and unstable work environment;
- (ix) demonstrated high ethical standards, integrity, transparency and accountability, professionalism, teamwork and stewardship;
- (x) have knowledge of national financial laws and policies in management of higher education.
- (xi) demonstrate ability and leadership skills to effectively coordinate the planning, finance and administration functions in a University environment;
- (xii) have a demonstrable experience in transformative and strategic leadership; and
- (xiii) be registered with and/or be an active member of professional associations where applicable;

### **Duties and Responsibilities**

The Deputy Vice Chancellor (Administration, Finance and Development) shall report to the Vice-Chancellor. His/her responsibilities will include;

- (i) providing leadership and direction in the management of University resources including human, physical, financial and information resources;
- (ii) coordinating the preparation of Statutory financial statements and other management reports;
- (iii) advising the Vice-Chancellor and the Management Board on financial status of the University;
- (iv) making proposals for developing and implementing policies and appropriate procedures to ensure efficient performance management and delivery of service in the University;
- (v) coordinating the training and appraisal of administrative staff;
- (vi) preparing and submitting status and review reports on the status of human resource, procurement and information technology to the Vice-Chancellor and the Management Board;
- (vii) overseeing for transport, estates and general central services;
- (viii) coordinating health and well-being services;
- (ix) making proposals and coordinating development projects;
- (x) being the Secretary to the Management Board.
- (xi) undertaking such other responsibilities as may be assigned or delegated.

## DEPUTY VICE CHANCELLOR (PARTNERSHIP, RESEARCH AND INNOVATIONS) – 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 full Professor with an earned Doctorate degree from a University recognized in Kenya;
- (ii) have at least ten (10) years of experience in Senior Management position at a University or comparable institutions;
- (iii) have demonstrable competence in leadership in an academic and/or research institution, having served with measurable results in senior management positions such as Deputy Vice-Chancellor, Principal/ Deputy Principal of a Constituent University/Campus College, Director of Campus, Dean of faculty or any other leadership of comparable levels;
- (iv) be a recognized scholar as evidenced by refereed journals publications, university level books as well as project grants and awards;
- (v) have demonstrable ability to support staff in sourcing research funds and managing the same for a vibrant and sustained research culture;
- (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) a good understanding of University functions and procedures coupled with a passion of promoting learning, excellence in teaching, research and innovation with highest standards of quality, integrity and professionalism;
- (ix) demonstrable capacity and determination to initiate and facilitate the development of relevant and quality market and society driven academic programmes;
- (x) have skills, capacity and determination to initiate and sustain linkages and networks for the promotion of scholarship;
- (xi) be registered with, and/ or be an active member of professional associations where applicable;

### Responsibilities and Responsibilities

The Deputy Vice Chancellor (Partnership, Research and Innovations) shall report to the Vice-Chancellor. His/her responsibilities will include:-

- (i) coordinating research, innovation, partnerships, linkages, collaborations and outreach Services;

- (ii) overseeing the development and implementation of research policy, discovery, storage and dissemination of knowledge; including indigenous knowledge;
- (iii) coordinating publication of journals and books by faculty and students in refereed journals;
- (iv) supervising centers and departments that comprise of the Research, Innovation and Partnership;
- (v) ensuring that the University research performance are proactive, productive, dynamic and innovative in terms of quality, commercialized products and services in areas of strength and priority;
- (vi) building relationships with industries through local, national and international research networks to leverage research outcomes and opportunities;
- (vii) coordinating management of intellectual property;
- (viii) overseeing development of technology and innovation;
- (ix) develop proposals for research agenda for the university and oversee its implementation;
- (x) coordinating promotion of rights, culture, ethical behavior, national values and national interests among the students and faculty in research; and
- (xi) undertaking such other responsibilities as may be assigned or delegated.

#### **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) – Maseno University;”**

**OR**

**“Application for the Position of Deputy Vice Chancellor (Administration, Finance and Development) - Maseno University;”**

**OR**

**“Application for the Position of Deputy Vice Chancellor (Partnership, Research and Innovation) – Maseno University;”**

and delivered to:

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

All applications should reach the Public Service Commission on or before **2<sup>nd</sup> July, 2024** latest by 5.00 p. m (**East African Time**).

**AG. SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**