



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 OF VACANT POSITION

CHUKA 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, PLANNING AND DEVELOPMENT) – ONE (1) POST

Basic Salary Scale:	Ksh. 427,427 – Ksh 547,106 pm
House Allowance:	Ksh. 82,704 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) 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 University position in a university setting with a demonstrated capacity for leadership and academic excellence;
- (iv) have at least One (1) year cycle experience of managing the New University Funding Model of financing Higher Education Sector Institutions in Kenya;
- (v) have demonstrated leadership in an academic and/or research institution, having served with measurable results in senior administrative posts such as of a Deputy Vice Chancellor, having risen through ranks of Head of Department/Dean or Director/Principal of a Constituent University/University Campus or leadership of comparable levels in other similar institutions;

- (vi) have demonstrable academic/research leadership competence as evidenced by scholarly excellence, published refereed journal publications, University level attracted grants, projects, linkages and awards;
- (vii) have demonstrated ability to manage, mobilize and solicit for funds including enhancing the revenue base of the university, and initiating and positively turning around internal income generating streams;
- (viii) have experience in collective bargaining agreement negotiation processes;
- (ix) be familiar with the University policies, national education policies and current trends in higher education worldwide;
- (x) show good understanding of university functions and procedures coupled with proven University stabilization communication and interpersonal skills;
- (xi) have a passion of promoting excellence in teaching, research and innovation with highest standards of quality, integrity and professionalism;
- (xii) have demonstrated 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 Kenya Constitution, 2010

Duties and Responsibilities

The Deputy Vice Chancellor –Administration, Finance, Planning and Development shall be reporting to the Vice Chancellor. He 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-Administration,
Finance, Planning and Development – Chuka 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 **10th September, 2024** latest by 5.00 p. m (**East African Time**)

SECRETARY/CEO
PUBLIC SERVICE COMMISSION