



REPUBLIC OF KENYA

# PUBLIC SERVICE COMMISSION

## Our Vision

*"To be the lead service commission in the provision, management and development of competent human resource for the Public Service".*

## Our Mission

*"To transform the public service to become professional, efficient and effective for the realization of national development goals".*

## DECLARATION OF VACANCY

### KIBABII UNIVERSITY - BUNGOMA

Pursuant to the provisions of Section 35(1)(a) (v) of the Universities Act, 2012 (Amended 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 DEVELOPMENT)

#### Remuneration:

**Basic Salary:- Ksh.336,476 - Ksh.460,332 p.m.**

**House Allowance:- Ksh.76,934 p.m.**

**Medical Cover and other Management Allowances** - as Provided by the University

#### Terms of Service:

Five (5) years Contract (Renewable Once) subject to satisfactory performance.

For appointment to this position, a candidate must;

- i. be a Kenyan Citizen;
- ii. be at least an Associate Professor with an earned PhD from a university recognized in Kenya;
- iii. have at least ten (10) years experience at a senior position in a university setting with a demonstrated capacity for leadership and academic excellence.
- iv. have at least three (3) years experience at a senior administrative post such as Deputy Principal of a Constituent University College, Principal of Campus, Dean/Director of a Faculty/School or leadership of comparable levels in a university or other institutions;
- v. be registered with, and be an active member of a relevant professional associations;
- vi. possess an outstanding and internationally recognized scholarship record as evidenced by peer-refereed journal publications and university level books or book chapters;
- vii. have ability and leadership skills to effectively co-ordinate the finance, planning and development functions in the University;
- viii. have excellent understanding of the Kenya Vision 2030 and the Big 4 Agenda;
- ix. possess demonstrable knowledge of strategic planning in physical development;
- x. demonstrate ability to attract research grants and other awards;
- xi. be familiar with the national education laws and policies and current trends in higher education world-wide; and
- xii. meet the requirements of Chapter Six of the Constitution.

#### Core Competencies

The following core competencies and skills will be required:

- i. high level of professionalism and ethics in his/her work.
- ii. excellent organizational, interpersonal, interactive and communication skills.
- iii. firmness, fairness and transparency in management.
- iv. visionary and innovative leadership.
- v. ability to uphold positive national values and readiness to work in a multicultural and multiethnic environment.

#### Duties and Responsibilities

An officer at this level will be responsible to the Vice-Chancellor for the discharge of Administration, Finance and Development Division functions. Specific duties and responsibilities will include: -

- i. develop and implement policies and appropriate procedures to ensure efficient performance and delivery of service in the University;
- ii. provide innovative leadership and direction in the management of the University resources that include human, physical, financial and information resources;
- iii. co-ordinate the preparation of statutory financial statements and management reports for planning and decision making;
- iv. coordinate the design and implementation of appropriate human resource system which will attract, develop and retain competitive human resource capital;
- v. provide leadership in performance-based management through performance contracting, appraisal and reward;
- vi. advise the Vice-chancellor and the Management Board on the human resource, procurement, ICT and financial matters regarding the University;
- vii. be responsible for staff recruitment and training, promotion, discipline, central services, health services, security services among others; and
- viii. perform such other duties as may be assigned or delegated by the Vice-Chancellor.

#### INTERESTED APPLICANTS ARE REQUIRED TO NOTE THAT:

The names of shortlisted candidates for each post shall be published on the Commission's website;

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) Clearances from the following bodies:
  - (i) Kenya Revenue Authority;
  - (ii) Ethics and Anti-Corruption Commission;
  - (iii) Higher Education Loans Board;
  - (iv) Any of the Registered Credit Reference Bureaus;
  - (v) Directorate of Criminal Investigations (Police Clearance Certificate); and
- (e) Recommendations from relevant professional bodies and associations.

#### MODE OF APPLICATION

1. Candidates may submit manual (hand copy) or electronic (online) 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. Manual applications should be submitted in a sealed envelope clearly marked:

'Application for Deputy Vice Chancellor (Administration, Finance & Development) – Kibabii University' and delivered to:

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

4. Online applications may be submitted via email to [kibabii2019@publicservice.go.ke](mailto:kibabii2019@publicservice.go.ke)

All applications should reach the Public Service Commission on or before **3<sup>rd</sup> June 2019 (latest by 5.00 p.m.)**