



REPUBLIC OF KENYA

# MINISTRY OF EDUCATION

## STATE DEPARTMENT FOR HIGHER EDUCATION AND RESEARCH

### DECLARATION OF VACANCIES FOR CHAIRPERSONS AND MEMBERS OF COUNCILS OF PUBLIC UNIVERSITIES AND CONSTITUENT COLLEGES

The Ministry of Education, State Department for Higher Education and Research is in the process of recruiting Chairpersons and members of councils of public universities and constituent colleges.

#### 1.0 POSITION FOR CHAIRPERSON OF COUNCIL

Interested candidates for the **position of Chairperson** must hold a minimum of an earned **PhD Degree** from a recognized University. The candidate for the position of Chairperson should have proven experience in leadership and management and satisfy Chapter Six of the Constitution.

#### 2.0 POSITION FOR MEMBER OF COUNCIL

Interested candidates for the **position of member** of university council must hold a minimum of **an earned masters degree (Executive Masters are not accepted)** from a recognized university. The candidate for the position of member of university council should have experience in leadership and management and satisfy Chapter Six of the Constitution.

Shortlisted candidates will be required to provide the following documents during the interview:

- a) **Curriculum Vitae;**
- b) **Identity Card;**
- c) **Academic certificates and other testimonials; and,**
- d) **CUE Recognition/Equation Certificate for degrees, diplomas and certificates awarded by foreign universities and institutions.**

The identification and selection of Council Chairpersons and Members shall take into consideration the skills mix and experience necessary to provide policy, technical and operational guidance to the universities. The Ministry shall place successful applicants to serve in any university within the Republic of Kenya; diversity in skills, regional and gender balance will be critical for placement.

Applicants should **NOT** be public servants or active members of any university faculty (**both public and private**). Only shortlisted candidates will be contacted. Successful candidates will be required to provide the following documents to the institution they are appointed to serve:

- a) **Certificate of good conduct;**
- b) **EACC clearance;**
- c) **HELB clearance;**
- d) **KRA compliance certificate; and,**
- e) **Clearance from a reputable credit referencing bureau.**

Applicants must attach the following application documents:

- i) **Application letter indicating the position applied;**
- ii) **Copy of curriculum vitae; and,**
- iii) **Copy of National Identity Card or valid Passport.**

Application documents should be emailed to [councilpositions@education.go.ke](mailto:councilpositions@education.go.ke) OR hard copies delivered to Telposta Towers **26<sup>th</sup> floor, Room number 2601** to reach the undersigned by **March 4, 2025**.

**Principal Secretary**  
**State Department for Higher Education and Research**  
**P.O. Box 9583-00200, Telephone +254 0202228617**  
**NAIROBI**