



KIBABII UNIVERSITY

INTERNAL ADVERTISEMENT

VACANCIES FOR POSITIONS OF DEANS

Kibabii University is a leading Public University in Kenya whose strategic objective is to become a world class centre of excellence in science, technology and innovation while contributing towards meeting increasing demand for relevant skills in a rapidly transforming economy. Chartered in 2015 after a change in status from a University College, the University now boasts of a student population of approximately 6,000 students pursuing programmes in five (5) Faculties and Schools.

In accordance with Kibabii University Statute XXI this is to invite applications from suitably qualified candidates for the posts of Deans in the following Faculty/Schools:

1. **REF: KIBU/ACA/01/08/2016 - Dean, School of Business and Economics (SOBE)**
2. **REF: KIBU/ACA/02/08/2016 – Dean, Faculty of Science (FS)**
3. **REF: KIBU/ACA/03/08/2016 – Dean, School of Graduate Studies (SGS)**
4. **REF: KIBU/ACA/04/08/2016 – Dean, School of Computing and Informatics (SCAI)**

Duties and Responsibilities

Responsible to the Deputy Vice Chancellor (Academics and Students' Affairs) for;

- 1) The academic and administrative head of the Faculty/School in maintaining and promoting the efficient management of the Faculty/School.
- 2) Articulate and implement the mission and objectives of the Faculty/School.
- 3) Convene and Chair Faculty/School Board meetings.
- 4) Represent the Faculty/School in the Deans Committee, Senate and other bodies within and outside the University as required.
- 5) Promote and maintain a conducive working environment in the Faculty/School.
- 6) Plan and budget for the Faculty/School.
- 7) Prepare the Faculty/School Reports.
- 8) Manage the academic programmes in the Faculty/School as required by Senate under various rules and regulations to ensure that acceptable standards of teaching and research are maintained.
- 9) Supervise academic and other staff of the Faculty/School.
- 10) Make recommendations with respect to discipline, probation, advancement and promotion of academic staff within the Faculty/School.
- 11) Promote proficiency in teaching and learning and advance the Faculty/School activities in research, innovation; collaboration; community and extension services.
- 12) Performing any other duties as may be assigned from time to time by Deputy Vice Chancellor (Academic & Students' Affairs) on behalf of the Vice Chancellor.

Core Competencies

The following core competencies and skills will be required for the position of Dean:

- 1) Excellent communication and interpersonal skills with an ability to relate to staff at different occupational levels as well as from different cultures/ethnic backgrounds fostering an attitude of appreciating diversity.
- 2) Being a visionary and result oriented leader with excellent organizational skills as well as logical and sound decision making ability.
- 3) Capacity to work under pressure, able to withstand constructive criticism and consider alternative perspectives with an aptness to make difficult independent decisions.
- 4) Ability to inspire and encourage colleagues with a commitment to collegiality.
- 5) High level of personal responsibility, professionalism and a strong sense of accountability, being firm, fair and transparent in management style.
- 6) Have a passion to see staff, students, the Faculty and the institution succeeding in its objectives and transformation agenda.

Requirements:

To be eligible for appointment as Dean, applicants shall have the following minimum qualifications:

- 1) Must either be a Professor, Associate Professor or Senior Lecturer on permanent and pensionable service or on contract.
- 2) Senior Lecturers should have served for at least three (3) years as Chairperson of Department or its equivalent.
- 3) Should be knowledgeable in KIBU ISO procedures;
- 4) Should be knowledgeable in ICT;
- 5) Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- 6) Must meet Chapter Six of the Constitution of Kenya requirements on integrity issues;

Tenure of Office

In accordance with the Universities Act (2012), Kibabii University Charter and Statutes of the University, the Dean shall hold office for a period of three (3) years with the possibility of renewal for a further term of three (3) years.

How to apply:

Each application should be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents. Scanned copies of these documents must be attached to the email application.

Applicants must also submit the following:

1. Clearance from Kenya Revenue Authority
2. Clearance from Higher Education Loans Board
3. Clearance from the Ethics and Anti-Corruption Commission
4. Clearance from Credit Reference Bureau
5. Criminal Investigation Department - Certificate of Good Conduct
6. Letters of recommendation from at least three persons familiar with the applicant's professional experience and character in general should also be sent to the address below before Friday, 30th September 2016.

All applications should clearly be marked with the Reference Number of the position Advertised “Application for the position of (*position applied for*)” and submitted as follows:

- 1) Ten (10) hard copies

- 2) An electronic copy in PDF format by email be sent to the following email:
appointmentofdeans@kibabiiuniversity.ac.ke

Applications must be submitted on or before Friday, 30th September 2016. Applications should be addressed as registered mail to:

The Vice Chancellor,
Kibabii University,
P.O. BOX 1699- 50200
BUNGOMA

Or

Addressed to
The Vice Chancellor,
Kibabii University,

and Dropped at
Kibabii University - Main Campus, Administration
Block, First Floor, Room ABA 102,

Note: *Kibabii University is an equal opportunity employer. Women, marginalized and persons living with disability are encouraged to apply.*