



KIBABII UNIVERSITY (KIBU)

INTERNAL ADVERTISEMENT FOR THE POSITION OF DEAN, FACULTY OF EDUCATION AND SOCIAL SCIENCES

ADVERT NO.: KIBU/ACA/28/2020

Pursuant to Kibabii University Statute XXI this is to invite applications from suitably qualified candidates for the position of Dean, Faculty of Education and Social Sciences.

Duties and Responsibilities

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

- i. The Academic and Administrative head of Faculty/School maintaining and promoting the efficient management of the Faculty/School;
- ii. Articulate and implement the mission and objectives of the Faculty/School;
- iii. Convene and Chair Faculty/Board meetings;
- iv. Represent the Faculty/School in Deans Committee, Senate and other bodies within and outside the University as required.
- v. Promote and maintain a conducive working environment in the Faculty/School;
- vi. Plan and budget for the Faculty/School;
- vii. Prepare Faculty/School reports;
- viii. 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;
- ix. Supervise academic and other staff of the Faculty/School;
- x. Make recommendations with respect to discipline, probation, advancement, and promotion of academic staff within the Faculty/School;
- xi. Promote proficiency in teaching and learning and advance the Faculty/School activities in research; innovation; collaboration; community and extension services;
- xii. Performs any other duties as may be assigned from time to time by the Deputy Vice Chancellor (Academics & Students' Affairs) on behalf of the Vice Chancellor.

Core Competencies

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

- i. 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.
- ii. Being a visionary and result oriented leader with excellent organizational skills as well as logical and sound decision making ability.
- iii. Capacity to work under pressure, able to withstand constructive criticism and consider alternative perspective with an aptness to make difficult independent decisions.
- iv. Ability to inspire and encourage colleagues with a commitment to collegiality.



Kibabii University ISO 9001:2015 Certified
Knowledge for development

Approved
[Signature]
11/12
2020

- v. High level of personal responsibility, professionalism and a strong sense of accountability, being firm, fair and transparent in management style.
- vi. Having a passion to see staff, students, the Faculty/School and the institution succeeding in its objectives and transformation agenda.

Requirements

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

1. Must be either a Professor, Associate Professor or Senior Lecturer on permanent and pensionable terms or on contract;
2. Senior Lecturers should have served for at least three (3) years as Chairpersons 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; and
6. Must meet Chapter Six of the Constitution of Kenya requirements on integrity issues.

Terms of Office

In accordance with 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 shall 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.

Letters of recommendation from at least three person's familiar with the applicant's professional experience and character in general should also be sent to the address below.

All Applications should be clearly marked with the Reference Number of the Advertised Position and submitted as follows:

1. Six (6) hard copies
2. An electronic copy in PDF format by email be sent to recruitment@kibu.ac.ke

Applications must be submitted on or before **Tuesday, 5th January, 2021 and be addressed to:**

**The Vice Chancellor
Kibabii University
P.O. Box 1699-50200
BUNGOMA**

OR

**Dropped at:
Kibabii University – Main Campus
Administration Registry, Third Floor, Room ABA 308.**

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



**Kibabii University ISO 9001:2015 Certified
Knowledge for development**

Approved
[Signature]
4/12
Page 2 of 2