



KIBABII UNIVERSITY

DECLARATION OF VACAN CY KIBABII UNIVERSITY

Pursuant to the provisions of Pursuant to the provisions of Section 35(1)(a) (v) of the Universities Act, 2012, the Statute Law (Miscellaneous Amendments) Act No. 18 of 2018, Section 15 of Kibabii University Charter, the Public Service Commission invites applications from suitably qualified persons to be considered for appointment to the following position:

DEPUTY VICE - CHANCELLOR (ACADEMICS AND STUDENTS AFFAIRS) - ONE (1) POST

Basic Salary:	- Ksh.336, 476 - Ksh.460, 332p.m.
House Allowance:	- Ksh.76, 934 p.m.
Leave Allowance:	- A s provided by the University
Medical Cover & Other Allowances:	- A s 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 Professor or an Associate Professor with an earned PhD or its equivalent from a University recognized in Kenya;
- (ii) have at least eight (8) years progressive experience in a senior leadership/management position such as Dean/Director or Principal of a University College;
- (iii) have demonstrable leadership and management capacity including knowledge of Public Financial Management and Strategic People Management;
- (iv) have leadership experience in a modern university environment;

- (v) have capacity to promote learning and extension in a competitive environment;
- (vi) have ability and leadership skills to effectively co-ordinate academic functions;
- (vii) be an accomplished scholar with proven track record in formulating and managing academic programs and supervising and mentoring Masters and PhD students;
- (viii) have proven track record of research and published widely in peer reviewed journals, monographs and books;
- (ix) have knowledge of strategic planning in education development;
- (x) have proven capacity to promote learning, teaching, research and development in a university or an equivalent institution;
- (xi) be knowledgeable of national laws and policies in education;
- (xii) be of high ethical standards, integrity and professionalism and adhere to Chapter Six (6) of the Constitution on Leadership and Integrity; and
- (xiii) show evidence of attracting research grants/funds

Core Competencies

- (i) leadership skills and ability to effectively co-ordinate the academic, research and student affairs functions in the University;
- (ii) knowledge of strategic planning and education planning;
- (iii) ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (iv) being a visionary and result oriented leader;
- (v) excellent organizational, interpersonal and effective communication skills; and
- (vi) be a creative and innovative leader.

Duties and Responsibilities:

The Deputy Vice Chancellor, Academics and Students Affairs will be the head of the Academic Division and will oversee all academic matters of the University. Working under the Vice-Chancellor, the duties and responsibilities of the position will include:-

- (i) formulating and providing policy guidelines on planning, development and management of academic programmes;
- (ii) preparing curricula/syllabuses, rules and regulations governing the implementation of academic programmes;
- (iii) formulating guidelines for effective management, implementation and evaluation of academic programmes;
- (iv) coordinating both continuous assessment and final examinations;
- (v) guiding Chairpersons of departments, Deans of faculties, Directors of schools or institutes and Managers of academic centres on the running of academic programmes;
- (vi) working closely with other Deputy Vice-Chancellors on staff development, training and research programmes;
- (vii) ensuring that the University Senate is properly advised in the development of academic programmes in conformity to ethical standards and legally recognized professional bodies;
- (viii) coordinating curriculum development to meet the human development needs of the country and region;
- (ix) ensuring effective accountability to the Vice-Chancellor for the proper management of the academic affairs division;
- (x) promoting and coordinating teaching and extension activities;
- (xi) maintaining collaboration and linkages with both local and international institutions of higher learning for academic, research and innovation programmes;
- (xii) overseeing the administration of students welfare services; and
- (xiii) any other duty as may be delegated by the Vice Chancellor

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) 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.
3. Recommendations from at least three (3) referees should be sent separately to the address below within the application deadline.

MODE OF APPLICATION

1. Candidates may submit manual (hard copy) or electronic (online) applications;
2. All applications should be submitted together with detailed Curriculum Vitae, copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents;
3. Scanned copies of these documents must accompany the online application;
4. 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;
5. Manual applications should be submitted in a sealed envelope clearly marked: **“Application for the position of Deputy Vice-Chancellor (Academic and Students Affairs) - KIBABII UNIVERSITY”** and delivered to:

THE SECRETARY/CEO

Public Service Commission

4th Floor Commission House

Off Harambee Avenue P.O

Box 30095-00100

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6. Online applications may be submitted via email to: kibu@publicservice.go.ke

All applications should reach the Public Service Commission on or before **22nd November, 2021** latest 5.00 p.m. (**East African Time**).