



KIBABII UNIVERSITY (KIBU)

INTERNAL ADVERTISEMENT FOR DEANSHIP POSITIONS

Pursuant to Kibabii University Statutes 2023, the University invites applications from suitably qualified applicants for the following positions:

DEANSHIP POSITIONS			
S/No.	Position	Advert No.	No. of Posts
1.	Dean, Faculty of Science	KIBU/ACA/19/2024	1
2.	Dean, School of Business and Economics	KIBU/ACA/20/2024	1
3.	Dean, School of Computing and Informatics	KIBU/ACA/21/2024	1
Total			3

Duties and Responsibilities

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

- i. The Academic and Administrative Head of Faculty/School, maintaining and promoting the efficient management of the Faculty/School;
- ii. Articulating and implementing the mission and objectives of the Faculty/School;
- iii. Convening and Chairing Faculty/School Board meetings;
- iv. Representing the Faculty/School in Deans Committee, Senate and other bodies within and outside the University as required;
- v. Promoting and maintaining a conducive working environment in the Faculty/School;
- vi. Planning and budgeting for the Faculty/School;
- vii. Preparing Faculty/School reports;
- viii. Managing 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. Supervising academic and other staff of the Faculty/School;
- x. Making recommendations with respect to discipline, probation, advancement, and promotion of academic staff within the Faculty/School;
- xi. Promoting proficiency in teaching and learning and advance the Faculty/School activities in research; innovation; collaboration; community and extension services; and
- xii. Performing any other duties as may be assigned from time to time by the Deputy Vice Chancellor (Academic & Students' Affairs) on behalf of the Vice Chancellor.



Kibabii University ISO 9001:2015 Certified
Knowledge for Development

Approved
[Signature]
14/10
2024

11th October, 2024

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;
- v. High level of personal responsibility, professionalism and a strong sense of accountability, being firm, fair and transparent in management style; and
- 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:

- i. Must have a PhD or equivalent Doctorate Degree from an accredited and recognized University in the relevant field;
- ii. Must be either a Professor, Associate Professor or Senior Lecturer on permanent and pensionable terms or on contract;
- iii. Senior Lecturers must have served for at least three (3) years as Chairpersons of Department or its equivalent;
- iv. Should be knowledgeable in KIBU ISO Procedures;
- v. Should be knowledgeable in ICT;
- vi. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- vii. Must meet Chapter Six of the Constitution of Kenya requirements on integrity issues; and
- viii. Demonstrated merit and ability as reflected in work performance and results.

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. Three (3) 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 **Friday, 1st November, 2024** 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 307.**

Please Note:

- i. Kibabii University is an equal opportunity employer. **WOMEN, MARGINALIZED AND PERSONS LIVING WITH DISABILITY are encouraged to apply.**
- ii. The University does not charge any fee for the whole recruitment and selection exercise.
- iii. Any form of canvassing will lead to automatic disqualification of the applicant.
- iv. Only shortlisted candidates will be contacted.

