



## PUBLIC SERVICE COMMISSION

### Our Vision

*"A citizen-centric public service"*

### Our Mission

*"To transform the public service for efficient and effective service delivery"*

## DECLARATION OF VACANCY

### KENYATTA UNIVERSITY

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

### VICE CHANCELLOR – ONE (1) POST

Basic Salary:	Ksh 474,920 - Ksh 629,400 pm
House Allowance:	Ksh 80,000
Leave Allowance:	As provided by the university
Medical Cover and Other Allowances:	As provided by the University
Terms of Service:	Five (5) year contract renewable once subject to satisfactory performance

#### For appointment to this position, a candidate must: -

- (i) be a full professor for at least three (3) years and a holder of an earned Doctorate degree from a university recognized in Kenya;
- (ii) have at least ten (10) years' experience at a Senior Management level in a large university or equivalent institution with demonstrable results and outstanding leadership and management capacity;
- (iii) have served as a Deputy Vice Chancellor substantively or a Principal of a constituent college, a Dean of a School/Faculty and a Chairman of a Department. Having served as a Director of a campus or center will be an added advantage;
- (iv) be an accomplished scholar with proven track record in formulating competitive academic programs; attracting and managing research grants; supervising and mentoring postgraduate students; publishing research articles in high impact journals;
- (v) have made significant contribution to the development of the University through partnerships and resource mobilization among others;

- (vi) have a thorough knowledge and understanding of the structural, legislative and regulatory framework for University Education in Kenya including knowledge of public finance management, procurement and strategic people management;
- (vii) demonstrate high ethical standards, integrity, accountability, professionalism, teamwork and good stewardship of public resource and comply with requirements of Chapter Six of the Constitution of Kenya

### **Core Competencies**

- (i) an innovative visionary, strategic and result-oriented leader with the capacity to build a dynamic and cohesive management team;
- (ii) excellent organizational, interpersonal and effective communication skills as well as logical and sound decision making ability;
- (iii) capacity to work under pressure;
- (iv) firm, fair and transparent style;
- (v) widely knowledgeable on trends of higher education in Kenya, regionally, internationally;
- (vi) capability to develop and execute a transformative program that will ensure sustained success for the University; and
- (vii) ability to portray and uphold national image and work in multi-cultural and multi-ethnic environment with respect for diversity.

### **Duties and Responsibilities**

As per the Charter and Statutes of Kenyatta University 2013, the Vice-Chancellor as the Chief Executive Officer of the University shall be:-

- (i) the academic, administrative and financial head of the University and shall be responsible to the Council for maintaining and promoting the academic image as well as maintaining and promoting efficiency in the University;
- (ii) responsible for the direction, organization, administration and programmes of the University;
- (iii) a member of Council Committees or a Committee appointed by Council unless otherwise expressly provided;
- (iv) the Accounting Officer of the University responsible for policy, planning, coordination, public relations, resource mobilization and general development of the University;
- (v) an ex-officio member of the Council;
- (vi) a Chairperson of Senate and all Senate Committees; and
- (vii) a Chairperson of the University Management Board.

### **Expected Deliverables**

- (i) university policies, strategic plans and other interventions developed and implemented;
- (ii) efficient, effective and good governance of the University;
- (iii) timely and effective implementation of the University;
- (iv) attainment of set performance targets by the Senior Management Team;

- (v) resources acquired are fairly and equitably allocated to various University units;
- (vi) timely and quality reporting on University operations to Council; and
- (vii) positive public awareness and publicity for the University.

#### **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. Recommendations from relevant professional bodies and associations;
3. Recommendations from at least three (3) referees should be sent separately to the address below.

#### **MODE OF APPLICATION**

1. Candidates should submit manual (hard copy) applications;
2. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents;
3. 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;
4. Applications should be submitted in a sealed envelope clearly marked:

“Application for the Position of Vice Chancellor - Kenyatta University” and delivered to:

**THE SECRETARY/CEO**  
Public Service Commission  
Commission House  
P.O Box 30095-00100  
**NAIROBI.**

All applications should reach the Public Service Commission on or before **12<sup>th</sup> February 2025** latest by **5.00 p. m (East African Time)**

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**  
**NAIROBI**