



PUBLIC SERVICE COMMISSION

Our Vision

“A citizen-centric public service”

Our Mission

“To transform the public service for efficient and effective service delivery”

RE-ADVERTISEMENT OF VACANT POSITION

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:

DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE) – ONE (1) POST

Basic Salary:	Ksh: 434,720 - Ksh 580, 250 pm
House Allowance:	Ksh: 80,000 pm
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 Professor or Associate Professor and a holder of an earned Doctorate degree or equivalent qualification from a university recognized by the Commission of University Education (CUE) in Kenya;
- (ii) have served substantively successfully and progressively in a recognized university as a Registrar or Dean of School or Deputy Principal of a Constituent College and Chairperson of an Academic Department or equivalent position for cumulative period of at least six (6) years with proven leadership and strategic management of finances and human resources;
- (iii) have an exemplary scholarly record demonstrated by publications in internationally high impact peer reviewed journals in their areas of specialization, supervision of postgraduate students and attracting research grants;

- (iv) have excellent knowledge and understanding of the structural and legislative frameworks that govern university education in Kenya;
- (v) have demonstrated management capacity including thorough knowledge and understanding of the Public Finance Act No. 18 of 2012, the Public Procurement and Asset Disposal Act No. 33 of 2015, Human Resource Management, Strategic Planning Quality Management Systems and Performance Contracting;
- (vi) have demonstrable experience in networking, fundraising and resource mobilization for sustainable growth and development of a university;
- (vii) have excellent organizational, communication and interpersonal skills;
- (viii) have a proven track record in management of change, transformative and strategic leadership; and
- (ix) be a registered member of professional association in his/her profession(where applicable)and meet the requirements of Chapter Six of the Constitution on Leadership, Ethics and Integrity

Core Competencies

The following core competencies and skills will be required:

- (i) consultative management styles with balanced firmness and fairness;
- (ii) capacity to work under pressure and meet strict guidelines;
- (iii) ability to portray and uphold national image and work in multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity; and
- (iv) strategic management leadership skills with result oriented mindset

Duties and Responsibilities

The duties and responsibilities of the Deputy Vice Chancellor- Administration and Finance include:

- (i) being the head of Administration and Finance function in the university;
- (ii) management and implementation of finance, human resources, assets and development plans;
- (iii) developing and implementing appropriate Finance and Administration management policies and procedures in conformity with existing Kenyan law and relevant regulations;
- (iv) providing leadership, guidance and direction to departments dealing with Human Resource Administration, Health Services, Security, Registry Administration, Legal, Transport, ICT, Staff Housing, Catering and university Central services;
- (v) being responsible for preparation of estimates, allocation of funds, control of expenditure and financial accounting, physical developments, Grounds and Estates Management and Procurement Services;
- (vi) coordination and prudent management of finance, human resources, assets and infrastructural development plans;
- (vii) undertaking performance contracting and strategic planning in the division;

- (viii) being the management representative in the process of ISO certifications and Quality Management System (QMS) evaluation procedures;
- (ix) overseeing proper management of staff welfare matters and pension scheme;
- (x) undertaking such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with the university statutes

Expected Deliverables

- (i) effective and well managed finance, human resources, assets and infrastructure development plans;
- (ii) avail accurate and current financial and human resource information to support decision making;
- (iii) appropriate Finance, Human Resource and Management Policies And Procedures In Conformity With The Constitution Of Kenya And Relevant Laws Developed And Implemented;
- (iv) well-developed systems, policies and procedures for proper management, and utilization of university resources including human, physical, financial and information technology; and
- (v) effective execution of duties and responsibilities 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. 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 Deputy Vice Chancellor (Administration and Finance)- 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 **11th February, 2025** latest by 5.00 p. m (**East African Time**)

SECRETARY/CEO
PUBLIC SERVICE COMMISSION
NAIROBI