



## 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

### THARAKA 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, FINANCE, PLANNING AND DEVELOPMENT) - ONE (1) POST

Basic Salary:	Ksh. 416,420– Ksh. 555,800 p.m.
House Allowance:	Ksh: 80,000p.m.
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 holder of an earned PhD degree from a recognized university and serving as an Associate Professor;
- (ii) have had at least eight (8) years of academic and research experience with scholarly record demonstrated by publications internationally refereed journals, publications or university level books and have attracted project grants or awards;
- (iii) have experience in Senior Administrative posts such as acting Deputy Vice Chancellor, Director or academic Dean of a faculty/school or equivalent in a recognized university or a research institution or any other relevant institution with demonstrable results;
- (iv) have good understanding of legal framework for University Education, University governance structures, Public Finance Management, fiscal policies, infrastructure growth, strategic planning and Kenya Vision 2030 flagship projects, BETA Agenda, Performance Management, Human Resource Management, Procurement and Asset Disposal Act 2015;
- (v) have demonstrable ability and leadership skills to effectively coordinate the administration and financial functions and be familiar with financial planning, accounting, strategic planning and quality management systems; and

- (vi) be of the highest ethical standards, integrity and professionalism and comply with the requirements of the constitution of Kenya.

### **Core Competences**

The following competences and skills are required;

- (i) ability to espouse and promote the national values and governance
- (ii) firm, fair and transparent style of management;
- (iii) be a visionary and results oriented leader;
- (iv) excellent organizational, interpersonal and communication skills; and
- (v) ability to work under pressure and meet strict deadlines.

### **Duties and Responsibilities**

The Deputy Vice-Chancellor (Administration, Finance, Planning and Development) shall be the Head of the division of Administration, Finance Planning and Development and in consultation with the Vice Chancellor his/her duties and responsibilities will include:-

- (i) providing leadership and direction in the management of University's financial resources;
- (ii) being responsible for the management and administration matters in a result-oriented work environment, geared towards achieving the university's goals, objectives, performance contracts and the strategic plan;
- (iii) coordinating the design, development, implementation and maintenance of appropriate human resource policies, procedures and systems to attract, develop and retain qualified and experienced staff;
- (iv) maintaining efficiency and good order of the university including staff welfare, conduct and discipline and ensuring proper enforcement of the statutes and regulations;
- (v) being responsible for the university central services including the medical services, transport, procurement, development projects, estates and maintenance, catering and accommodation;
- (vi) coordinating the preparation of statutory financial statements, university budget and other management reports;
- (vii) making proposals, coordinating development projects and overseeing development projects and preparing periodic status reports;
- (viii) developing and implementing the enterprise development program to contribute to long term university's sustainability;
- (ix) representing the university in collective bargaining negotiations, administration and management, including labour relations, grievances handling, retirement benefits management, contract interpretation, and workers' compensation; and
- (x) performing such other functions and responsibilities assigned by the Vice Chancellor and University Council as may be necessary and in the interest of the university as per its rules and regulations.

### **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, Finance, Planning and Development) - Tharaka 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 **11<sup>th</sup> February 2025** latest by **5.00 p. m (East African Time)**

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