

REPUBLIC OF KENYA



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 VACANCIES

UNIVERSITY OF NAIROBI

Pursuant to the provisions of Section 35(1)(a) (v) of the Universities Act, 2012 (Revised 2018), the Public Service Commission invites applications from suitably qualified persons to be considered for appointment to the following positions.

1. VICE CHANCELLOR

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| Basic Salary: | Ksh: 474,920 - Ksh 629,400pm |
| 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 full Professor with an earned PhD from a university recognized in Kenya;
- (ii) have had fifteen (15) years' relevant work experience, five (5) of which must be at the position of Deputy Vice Chancellor of a university, Principal of a Constituent College; or have a track record of distinguished service in government, private sector and/or a top-notch global university;
- (iii) have undergone extensive senior management training, including a leadership Course lasting not less than four (4) weeks cumulatively;
- (iv) have supervised and mentored students in Masters and PhD programmes;
- (v) have published in peer-reviewed journals, and university level books/book chapters;
- (vi) have demonstrable experience in networking, fund raising and resource mobilization;
- (vii) possess sound knowledge of structural, legislative and regulatory framework for managing a university;
- (viii) have proven knowledge and experience in the application of ICT in teaching and learning in a university;
- (ix) possess an understanding of national policies and strategies governing university financing, education and training in Kenya; and
- (x) meet the requirements of Chapter 6 of the constitution of Kenya

Core Competences

The following skills and core competencies will be required:

- (i) negotiation skills;
- (ii) emotional Intelligence, communication and team building skills;
- (iii) strategic thought process and organization of complex, multi-layered and multicultural university;
- (iv) digitalization and artificial intelligence awareness;
- (v) creativity and innovativeness;
- (vi) customer/citizen and stakeholders focus and sensitivity;
- (vii) continuous learning, research and community service;
- (viii) effective time management; and
- (ix) deep understanding of corporate and good governance

Duties and Responsibilities

The Vice Chancellor's duties and responsibilities will include:

- (i) leading the implementation of the 8-point Transformation Strategy 2025-2026 for the university as approved by the Government of Kenya in December, 2024;
- (ii) having the overall mandate over the management and administration of the university at both administrative and academic levels with the overall accountability and responsibility to the university council for the direction, organization and administration of the programmes;
- (iii) being the accounting officer, an ex-officio member of the university council, chairperson of the senate and the university management board; and
- (iv) being responsible for the general conduct and discipline of staff and students to ensure conducive atmosphere for teaching, research and community service.

2. DEPUTY VICE CHANCELLOR- ACADEMIC AFFAIRS

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| 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 full Professor with an earned PhD from a university recognized in Kenya;
- (ii) be a registered member of a professional body and in good standing;
- (iii) have at least fifteen (15) years' relevant work experience, four (4) of which must be at the position of Deputy Principal of a Constituent College or any other comparable and leadership level in a research and academic institution;
- (iv) have undergone management training including a leadership Course lasting not less than four (4) weeks cumulatively;
- (v) have supervised and mentored students in Masters and PhD Degree programmes;
- (vi) have been a scholar of great international repute as demonstrated by extensive publications in peer reviewed journals, and university level books and book chapters;
- (vii) have demonstrable experience in networking, fund raising and resource mobilization;
- (viii) possess sound knowledge of structural, legislative and regulatory framework for managing a university;

- (ix) have proven knowledge and experience in the application of ICT in teaching and learning in a university;
- (x) possess an understanding of national policies and strategies governing university financing, education and training in Kenya; and
- (xi) meet the requirements of Chapter 6 of the constitution of Kenya

Core Competences

The following skills and core competencies will be required:

- (i) negotiation skills;
- (ii) emotional Intelligence, communication and team building skills;
- (iii) strategic thought process and organization of complex, multi-layered and multicultural university;
- (iv) digitalization and artificial intelligence awareness;
- (v) creativity and innovativeness;
- (vi) customer/citizen and stakeholders focus and sensitivity;
- (vii) continuous learning, research and community service;
- (viii) effective time management;
- (ix) skillful decision making ability in complex organizational setting; and
- (x) deep understanding of corporate and good governance

Duties and Responsibilities

The Deputy Vice Chancellor Academic Affairs is responsible for academic affairs of the university under the supervision of the Vice Chancellor. Duties and responsibilities at this level will include:

- (i) planning, developing and formulating the appropriate policies to promote teaching, learning, innovation and technology transfer;
- (ii) reviewing and developing academic programmes as well as rules and regulations governing the implementing of approved/accredited academic programmes;
- (iii) formulating guidelines for the effective management, implementation and evaluation of academic programmes;
- (iv) developing effective and efficient admission and registration system and overseeing/coordinating admissions, examinations, undergraduate and postgraduate studies, library services, students' attachment and training of academic staff;
- (v) over sighting and coordinating both Continuous Assessment Tests and final university Examinations;
- (vi) guiding chairpersons of Departments, Deans, and Directors of Campuses on the running of academic programmes;
- (vii) being responsible for the management of academic facilities and programmes;
- (viii) planning and overseeing the preparation, implementation and reviewing of the academic quality assurance and e-learning policies;
- (ix) mobilizing resources for teaching and learning including integration of ICT in teaching and learning;
- (x) developing, maintaining and promoting academic collaborations and linkages with both local and international institutions of higher learning;
- (xi) overseeing and coordinating students welfare;
- (xii) reviewing and developing market driven programmes;
- (xiii) reviewing ,strengthening and overseeing students' governance issues and services offered to students with special needs; and
- (xiv) overseeing the election of Deans or Directors of Faculties/Institutes

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 – University of Nairobi”

OR

“Application for the position of Deputy Vice - Chancellor (Academic Affairs)- University of Nairobi” 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**