



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

MASENO 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 AND DEVELOPMENT) – ONE (1) (POST)

Basic Salary:	Ksh 416 - Ksh 555,800 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 or an Associate Professor with an earned Doctorate degree from a University recognized in Kenya;
- (ii) have at least ten (10) years experience in senior administrative, financial level at a university or in other comparable leadership levels at research and academic institutions;
- (iii) be a recognized scholar as evidence by refereed journal publications, University level books as well as project grants and awards;
- (iv) have demonstrable competence in leadership in an academic and /or research institution, having served substantively with measurable results in senior administrative posts such as of Deputy Vice-chancellor, Deputy Principal,

Dean/Director, Principal of a Constituent University/College of a University/Campus or leadership of comparable levels in other similar institutions;

- (v) demonstrate knowledge and experience in structural, legislative and regulatory framework for financial, administration and strategic people management in education and other sectors;
- (vi) have demonstrated training and competence in finance and administration;
- (vii) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue base of the University;
- (viii) be familiar with the national education policies and current trends in higher education worldwide;
- (ix) have a track record of successful development and management of strategic and physical plans in large institutions of high learning or research institution;
- (x) demonstrate thorough understanding of government and business processes for the enrichment of the University's ability to contribute to national development and achievement of vision 2030;
- (xi) have excellent and proven organizational, persuasive, interpersonal and effective communication skills to manage complex, diverse stakeholders and unstable environment;
- (xii) demonstrate ability and leadership skills to effectively coordinate the planning, finance and administration functions in a University environment;
- (xiii) have demonstrated management capacity including knowledge of the Public Finance Management Act No. 18 of 2012, the Public Procurement and Asset Disposal Act No. 33 of 2015 and Strategic People Management;
- (xiv) have a demonstrable experience in transformative and strategic leadership and evidence of attendance of leadership trainings in higher education;
- (xv) be registered with and/or be an active member of professional associations in the profession (where applicable); and
- (xvi) fulfil the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Duties and Responsibilities

The Deputy Vice Chancellor (Finance, Administration & Development) shall report to the Vice Chancellor. His/her duties and responsibilities will include:-

- (i) providing innovative and creative leadership in the areas of planning, financial, human resource and physical resource management;
- (ii) overseeing the implementation of all fiscal, human resources, administrative policies and appropriate procedures to ensure efficient performance and delivery of services in the University and in line with Strategic Plan;
- (iii) coordinating the preparation and implementation of university budget, financial statements and management reports;
- (iv) advising the Vice Chancellor on all matters concerning Human resource Policies, developments and management of the University;

- (v) overseeing the management of construction projects including the corresponding relations to the public and political authorities;
- (vi) undertake estate Management and physical planning of the University;
- (vii) coordinating the implementation of the performance management within the university;
- (viii) mobilizing and soliciting financial support for programmes and general development of the University;
- (ix) maintaining efficiency and good order of the University and ensuring enforcement of statues and regulations;
- (x) overseeing and ensuring general conduct and discipline of employees;
- (xi) establishment of internal control (ICS) comprising all financially relevant processes and measures designed to ensure compliance with proper accounting and financial reporting principles; and
- (xii) any other duties that may be assigned.

DEPUTY VICE CHANCELLOR (PARTNERSHIP, RESEARCH & INNOVATIONS) – ONE (1) (POST)

Basic Salary:	Ksh 416 - Ksh 555,800 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 or an Associate Professor in a university with an earned Doctorate degree from a university recognized in Kenya;
- (ii) have at least ten (10) years experience in senior administrative, financial level at a University or in other comparable leadership levels at research and academic institutions;
- (iii) be a recognized scholar as evidence by refereed journal publications, university level books as well as project grants and awards;
- (iv) have demonstrable competence in leadership in an academic and /or research institution, having served substantively with measurable results in senior administrative posts such as of Deputy Vice-chancellor, Deputy Principal, Dean/Director, Principal of a Constituent University/College of a University/Campus or leadership of comparable levels in other similar institutions;
- (v) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue base of the University;
- (vi) be familiar with the national education policies and current trends in higher education worldwide;

- (vii) have excellent and proven organizational, communication and interpersonal skills;
- (viii) show good understanding of university functions and procedures coupled with a passion of promoting, learning, excellence in teaching, research and innovation with highest standards of quality, integrity and professionalism;
- (ix) demonstrable capacity and determination to initiate and facilitate development of relevant and quality market and society driven academic programmes;
- (x) have skills, capacity and determination to initiate and sustain linkages and networks for the promotion of scholarship;
- (xi) be registered with, and/or be an active member of professional associations in the profession(where applicable); and
- (xii) fulfil the requirements of chapter six (6) of the Constitution of Kenya,2010.

Duties and Responsibilities

The Deputy Vice Chancellor (Partnership, Research & Innovations) shall report to the Vice Chancellor. His/her duties and responsibilities will include:

- (i) promoting and coordination research, scientific publications, innovations, extension, outreach activities and technology transfer;
- (ii) mobilizing and soliciting financial support for research and other programmes in the university;
- (iii) maintaining collaborations and linkages with both local and international institutions of higher learning, research institutions, industry and other strategic partners;
- (iv) coordinating university wide research, consultancies, innovation and outreach activities;
- (v) developing and implementing intellectual property rights as well as overseeing linkages and partnerships with other institutions;
- (vi) ensuring that research, innovations and outreach departments operate effectively and efficiently in line with vision and mission of the university;
- (vii) coordinating the mobilization of research funds;
- (viii) administering the logistical support for research at all levels;
- (ix) branding, setting standards, quality assurance and capacity building for research;
- (x) coordinating the seminars, consultancies, workshops, conferences and symposia;
- (xi) research benchmarking for global visibility and exchange of scholars;
- (xii) ensuring that research, innovations and outreach functions evolve into pillars of excellence within the university; and any other duties that may be assigned from time to time

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 and Development) Maseno University”

OR

“Application for the Position of Deputy Vice-Chancellor (Partnership, Research & Innovation) Maseno 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 March, 2025** latest by **5.00 p. m** (East African Time).