



**OFFICE OF THE DEPUTY VICE-CHANCELLOR
ADMINISTRATION, FINANCE AND PLANNING**

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Ref No: RU/AFP/HR/009/PA/003/E/25

Date: 6th May, 2025

POSITIONS FOR ADVERTISEMENT

Applications are invited from qualified candidates for the following positions:

ADMINISTRATIVE POSITIONS

S/No.	Position	Grade	No. of positions	Reference Number
1.	Registrar, Academic Affairs	Grade 15	1	RU/AFP/01/25
2.	Registrar, Administration and Planning	Grade 15	1	RU/AFP/02/25
3.	Farm Manager	Grade 12	1	RU/AFP/03/25

ACADEMIC POSITIONS

S/No.	Position	Specialization	Grade	No. of positions	Reference Number
1.	Lecturer	Special Needs - Visual Impairment	Grade 12	1	RU/ACAD/01/25
2.	Lecturer	Lecturer Special Needs - Hearing Impairment	Grade 12	1	RU/ACAD/02/25
3.	Lecturer	Education ,Planning and Management	Grade 12	1	RU/ACAD/03/25

REGISTRAR, ACADEMIC AFFAIRS – SCALE RU 15

For appointment to this grade, one **MUST**:

- i. Be a holder of an earned PhD or equivalent degree qualification in a relevant area from a recognized and accredited University;
- ii. Be at least a Senior Lecturer who has had experience in management;
- iii. Have served for at least three (3) years as a Deputy Registrar – Academic Affairs/Chair of Department /Dean of Faculty/ School;
- iv. Demonstrate a clear understanding of national development policies, goals and objectives and ability to integrate them into academic functions.
- v. Have certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Be proficient in computer application; and
- vii. Fulfill requirements of Chapter Six of the Constitution of Kenya 2010.

Job Description

The duties and responsibilities shall include:

- i. Coordinate the preparation of teaching and exam timetables ensuring that they come out on time and properly updated to guide in administration of academic programs and student assessment;
- ii. Coordinate the preparation of University academic calendars;
- iii. Coordinate Academic Affairs and processing of examination, academic transcripts, and certificates for students;
- iv. Coordinate development and review of curricular;
- v. Coordinate the process of credit transfer, verification, and certification of academic qualifications of students seeking admission;
- vi. Participate in the establishment of linkages with the industry and external organizations;
- vii. Ensure strict conformance to rules and regulations that govern the implementation of the academic syllabus, students research programme and students conduct within the University;

- viii. Provide secretarial services to the University Senate and all committees relating to academic matters;
- ix. Work closely with academic departments to ensure compliance with the requirements of professional statutory and other regulatory bodies;
- x. Communicate, follow up and implement decisions of Management Board within the Academic Affairs Division;
- xi. Manage efficient use of teaching and learning facilities;
- xii. Manage and coordinate graduation and convocation ceremonies;
- xiii. Facilitates training needs assessment among teaching and technical staff within Academic Affairs Sub-Division;
- xiv. Prepare and approve the unit budget;
- xv. Control the unit expenditure;
- xvi. Account for the funds allocated to the unit;
- xvii. Ensure proper records, use, safety and custody of assets allocated to the unit; and
- xviii. Perform any other duty as may be assigned from time to time.

REGISTRAR ADMINISTRATION AND PLANNING – SCALE RU 15

For appointment to this grade, one **MUST** have:

- i. Cumulative service period of fifteen (15) years relevant work experience, three (3) of which should be as Deputy Registrar, Administration, or in a comparable position;
- ii. Bachelor's degree from a recognized and accredited institution;
- iii. Master's degree from a recognized and accredited institution;
- iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v. Relevant technical and professional certification from a recognized institution;
- vi. Registered with relevant professional body and in good standing i.e., CS, CHRP;
- vii. Proficiency in computer applications;
- viii. Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them into administrative functions. and
- ix. Fulfilled requirements of Chapter Six of the Constitution of Kenya 2010.

Job Description

The duties and responsibilities shall include:

- i. Coordinate development of the University's Strategic Plan and the regular review of the same;
- ii. Coordinate the development of the University's Master Plan so as to offer guidance towards achievement of the University's Strategic Plan;

- iii. Coordinate the development and review of long-term and short-term policies to govern the operations of the University to guide in achieving the set objectives enforce continuous improvement in service delivery;
- iv. Coordinate the development of annual budgets for the various University units for use in managing funds allocated to each of the departments;
- v. Participate in the development of the University's capital plan and periodic review of the same so as to implement the projects;
- vi. Supervise the various departmental heads under the Division continually to ensure compliance to the set policies and alignment of departmental activities towards achievement of targets;
- vii. Coordinate the Annual Staff Performance Appraisal;
- viii. Coordinate performance contracting, measurement and monitoring in line with Strategic Plan;
- ix. Coordinate training and development programmes of staff in the University and ensure their implementation;
- x. Communicate and make regular follow up on the implementation of decisions made by the University's Management Board within the Division;
- xi. Provide secretariat services to the committees of the Division and ensure proper documentation of all deliberations for future reference;
- xii. Collect evidence used in gauging achievement of performance targets within the division;
- xiii. Liaise with the Heads of Departments within the Division on a regular basis to identify any training needs among staff members and make necessary arrangements for the same activities;
- xiv. Ensure regular performance of maintenance and repair activities on existing physical infrastructure within the University;
- xv. Ensure the continuous enforcement quality management systems within the University;
- xvi. Process staff disciplinary matters to enforce ethical behavior within the University;
- xvii. Ensure fleet planning and management within the University;
- xviii. Design and conduct surveys to obtain feedback and ensure the University delivers quality services to both its internal and external customers;
- xix. Determine and allocate resources within the division;
- xx. Conduct staff needs assessment for continuous planning and staff development;
- xxi. Ensure proper health and safety working conditions as provided for in applicable laws;
- xxii. Ensure smooth and efficient operations of the staff;



- xxiii. Ensure industrial peace in the University by helping in collective bargaining, joint consultations and settlement of disputes; and
- xxiv. Perform any other duty as may be assigned from time to time.

Terms of Service

The Terms of Service for the Registrars shall be for a contract period of four (4) years renewable based on satisfactory performance.

FARM MANAGER – RU SCALE 12

Rongo University is looking for a skilled and experienced manager with good business sense to improve profitability of its income generating activities. The University requires a person focused on efficiency and takes a hands-on approach to management. The Manager will help the University to plan its farm enterprises for maximum profit. The responsibilities include monitoring staff, crops, and livestock, purchasing supplies, preparing budgets and reports, and declaring significant profit to the university.

For Appointment to this grade, one **MUST** have:

- i. Bachelors Degree in Agriculture or Agribusiness and Management or related field from a recognized institution
- ii. Masters degree in Agriculture or Agribusiness and Management or related field from a recognized institution
- iii. At least six (6) years relevant work experience
- iv. Training in Public Relations
- v. Computer literacy

Job Description

The duties and responsibilities shall include:

- i. Plans farm operation, selects profitable enterprise (s) to be undertaken and sets income targets for each enterprise;
- ii. Keeps records of livestock and/or crops and ensure the farm is profitable;
- iii. Carries out the day-to-day and long-term management of the university farm;
- iv. Supervises staff, monitors crops and animals, and handles various administrative tasks and prepares budgets, purchases supplies, maintains relationships with vendors and clients, and ensures maximum profitability;
- v. Analyzes existing operations, crops, livestock, staff, and financial documents and recommends improvements for profitability;
- vi. Prepares plans and schedules for livestock and crops and ensuring farm inputs are efficiently utilized and regularly restocked;
- vii. Schedules repairs, maintenance, and replacement of equipment and machinery.
- viii. Handles the marketing and sale of products produced on the farm like fruit, vegetables, dairy, meat, and grain.

- ix. Ensuring all staff adheres to health and safety regulations.
- x. Collaborating with Management to prepare budgets and financial reports.
- xi. Building professional networks and keeping abreast of developments in agricultural science and ;
- xii. Perform any other duty as may be assigned from time to time.

Interview

Shortlisted candidates will be required to make a 10-minute presentation on a business plan of an enterprise of their choice.

Appointment

Successful applicant will be appointed on a three (3) years contract renewable on satisfactory performance.

LECTURER – RU SCALE 12

For appointment to this grade, one **MUST** have:

- i. Doctor of Philosophy or equivalent Degree from a recognized institution in the relevant specialization, OR a Masters degree in the relevant field from a recognized University with at least three (3) years teaching experience at University level or 6 years in research or industry; and
- ii. Registered with a relevant professional body (*where applicable*);
- iii. Demonstrated ability for university teaching and research;
- iv. Participated in conferences and similar learned fora;
- v. A minimum of six (6) publication points, of which at least four (4) should be from refereed scholarly journals.

The duties and responsibilities shall include but are not limited to:

- i. Teach and evaluate/assess courses in one's discipline at undergraduate and graduate levels;
- ii. Conduct research to inform knowledge, policy and practice;
- iii. Develop proposals to attract research funding;
- iv. Disseminate research findings through publications in peer reviewed journals, monographs, policy briefs, conferences and other creative works;



- v. Develop innovation and inventions and register patents;
- vi. Supervise and examine undergraduate and graduate projects, thesis, dissertations, and other experiential learning programs;
- vii. Supervise and examine undergraduate and graduate projects, tutorials, practicals/practicums, and field attachment sessions;
- viii. Provide mentorship and career counselling to students and junior staff;
- ix. Initiate and execute research projects;
- x. Collaborate with academic faculty on curriculum development and review;
- xi. Collaborate with the industry and other stakeholders for consultancy services in their areas of expertise;
- xii. Establish partnerships, linkages and networks through projects and source donors for community projects;
- xiii. Provide professional and community service; and
- xiv. Perform any other duty as may be assigned from time to time.

Mode of Application

Interested applicants are required to submit ten (10) copies of their applications containing copies of the application letters, updated Curriculum Vitae, ALL academic and professional qualifications including transcripts, work experience and other relevant certificates and testimonials. The reference number of the position applied for **MUST** be indicated on the application letter and the envelope.

Applications should be addressed to:

Deputy Vice-Chancellor,
Administration, Finance & Planning,
P.O. Box 103-40404,
RONGO.

Applicants are advised to contact their referees and request them to send reference letters to the above address on sealed envelopes.

For further details and job requirements of the positions, please visit the Rongo University website www.rongovarsity.ac.ke/vacancies.

Rongo University is an equal opportunity employer and, therefore, applicants of either gender, persons with disabilities and those from marginalized areas are encouraged to apply. Interested applicants should submit their applications so as to be received on or before **20th May, 2025**. Applications received latter than the deadline will not be considered. Only shortlisted candidates will be contacted and any form of canvassing will lead to automatic disqualification.

Rongo University is ISO 9001:2015 Certified

