



## 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- EGERTON 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 PLANNING) - ONE (1) POST (RE-ADVERTISEMENT)

Basic Salary Scale:	Ksh 427,427- Ksh 547,106 p.m.
House Allowance:	Ksh 76,934 p.m.
Leave Allowance:	As provided by the University
Medical Cover & Other Allowances:	As provided by the University
Terms of Service:	Five (5) years 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 eight (8) years of experience in a senior academic and management position or with proven experience in executive leadership position at a university or other comparable leadership levels at research and academic institutions;
- (iii) be a recognized scholar as evidenced by refereed journal publications, university level books as well as project grants and awards;
- (iv) have extensive experience in corporate leadership that will stimulate the realization of the university Vision;
- (v) have a successful record of accomplishment in the planning and management of human and physical resources;
- (vi) demonstrate evidence of outstanding communication ability, coupled with excellent presentation skills within a complex work environment;
- (vii) be conversant with national laws and policies in education;
- (viii) demonstrate a high degree of a result-oriented performance characterized by foresight, strategic thinking, rapid growth and service delivery;

- (ix) have proven experience in change management and transformation of ideas into value outputs;
- (x) have a demonstrable experience in transformative and strategic leadership;
- (xi) be an accomplished scholar with proven track record in supervising and mentoring Masters and PhD students; and
- (xii) must be of high ethical standards, integrity, accountability, professionalism, teamwork and stewardship, and comply with the requirements of Chapter Six of the Constitution.

### **Duties and Responsibilities**

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

- (i) developing, implementing, and monitoring the Strategic Plan of the University;
- (ii) recruiting staff and managing the human resource capital;
- (iii) coordinating the implementation of human resource policies and procedures;
- (iv) planning and administering the physical resources of the university;
- (v) maintaining the assets of the university;
- (vi) implementing the university Disability Mainstreaming Policy;
- (vii) fostering a healthy relationship between the university and the neighboring communities;
- (viii) planning for the university's financial resources and preparing financial reports;
- (ix) preparing and implementing the university's annual estimates and operational budget;
- (x) ensuring the university's compliance with statutory and legal requirements;
- (xi) coordinating the Support Functions of the university in accordance with Statute 52;
- (xii) liaising with the Deputy Vice-Chancellor (Academics, Research and Extension) on staff establishment, training and development;
- (xiii) being the Chairperson, Staff Appointment Committee for administrative, technical and support staff in Grade 1 to 12 and Staffing and Disciplinary Committee for grade 1 to 12 among other committees; and
- (xiv) performing such other duties as may be assigned or 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) Commission for University Education (CUE) Recognition/Equation Certificate for Degrees, Diplomas or Certificates awarded by foreign universities and institutions;
  - (d) Police Clearance Certificate;
  - (e) Dully executed Ethics and Anti-Corruption Commission (EACC) Self-Declaration Form;

- (f) Higher Education Loans Board (HELB) clearance;
  - (g) Kenya Revenue Authority (KRA) Tax Compliance Certificate; and
  - (h) Clearance from a reputable Credit Referencing Bureau (CRB) and
  - (i) Any other supporting documents and testimonials.
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 Planning)- Egerton 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 **8<sup>th</sup> July 2025** latest by **5.00 p. m** (East African Time)

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