



**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 – MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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 (PLANNING, RESEARCH AND INNOVATION) - ONE (1) POST**

Basic Salary scale:	Ksh 416,420 p.m – Ksh 555,800 p.m.
House Allowance:	Ksh 80,000 p.m.
Leave allowance:	As provided by the University
Leave allowance:	As provided by the University
Medical Cover/other allowances:	As provided by the University
Terms of Service:	Five (5) year contract renewable once subject to satisfactory performance

**For appointment to this grade, a candidate must: -**

- (i) be a holder of an earned PhD degree from an accredited and recognized University in Kenya, serving as either a professor or Associate Professor in a University;
- (ii) have demonstrated ability in strategic planning and quality management systems;
- (iii) have at least ten (10) years' progressive experience in a senior academic and management position at university level such as Dean/Director, Principal of a University college or senior leadership in a comparable or other higher learning institutions;
- (iv) have outstanding and internationally recognized scholarship record as evidenced by refereed journals, publications, University level books as well as project grants and awards;
- (v) have demonstrable ability and institutional leadership skills to effectively coordinate administration, financial functions and spearhead the realization of the University Vision;

- (vi) have a proven record of resource mobilization and financial management;
- (vii) demonstrate evidence of professional training in leadership, management and governance;
- (viii) have experience in institutional leadership that will have a successful track record in the management of financial, human and physical resources at top management level;
- (ix) demonstrate evidence of outstanding interpersonal communication, organizational and presentation skills;
- (x) be conversant with national laws, policies in education and National and international visions;
- (xi) demonstrate a high degree of result-oriented performance characterized by foresight, strategic thinking, quality management systems and service delivery;
- (xii) have a proven experience in change management and transformation of ideas into desired outcomes; and
  - (i) be of the highest ethical standards and professionalism and satisfy the requirements of Chapter Six of the Constitution of Kenya.

### **Core Competencies**

- (i) be firm, fair, accountable and transparent in the conduct of one's duties;
- (ii) capacity to work under pressure to meet strict deadlines;
- (iii) be a visionary and result oriented leader;
- (iv) excellent organizational, interpersonal and effective communication skills as well as logical and sound decision making ability; and
- (v) be a creative and innovative leader.

### **Duties and Responsibilities: -**

- (i) coordinating, planning and overseeing implementation of research, innovation and extension/ community service programmes including mobilizing of resources for research, innovation and extension;
- (ii) participating in the development and overseeing implementation of the University's master plan;
- (iii) developing, implementing and reviewing of the University's Strategic Plan;
- (iv) developing, formulating and reviewing policies governing the operations of the various sections under the division;
- (v) promoting and facilitating research, including collaborative and interdisciplinary research, in areas related to the goals of the University;
- (vi) building, and providing sufficient support for a community of innovative researchers to enhance research capacity at the University;
- (vii) developing networks between the research centre and researchers in the public and private sectors, locally, nationally and internationally;
- (viii) linking the University and the community with respect to research initiatives of mutual benefits;
- (ix) developing mutually beneficial linkages with industry and other strategic partners;
- (x) transferring knowledge to society through outreach and technology transfer;

- (xi) setting the University research agenda in line with the University Strategic Plan and National Agenda;
- (xii) operationalizing the incubation centre for university and commercialization of innovations;
- (xiii) coordinating resource mobilisation for university innovation and research activities;
- (xiv) planning, negotiating and managing research contracts and consultancies at the University;
- (xv) providing integrated approach to enterprise that promotes creativity, innovation and incubation that impacts the University and community;
- (xvi) increasing international outlook by ensuring a positive impact of education, research and alumni community;
- (xvii) ensuring that the University Senate is properly advised on Research, Innovation and Extension matters;
- (xviii) any other duties as assigned by the Vice Chancellor 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) Commission of University Education (CUE) Recognition/Equation Certificate of 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 and professional 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 associations, linkages and

- community service, email address, email address and telephone contacts;
4. Applications should be submitted in a sealed envelope clearly marked:

**“Application for the position of Deputy Vice Chancellor (Planning, Research and Innovation)  
– Masinde Muliro University of Science and Technology”** 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 19<sup>th</sup> August, 2025** latest by **5.00 p. m** (East African Time)

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