



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 – UNIVERSITY OF KABIANGA

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 (ACADEMIC AND STUDENT AFFAIRS)-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 have: -

- (i) at least an Associate Professor and hold an earned Doctorate degree from a university recognized in Kenya;
- (ii) a Master's degree in Education or relevant discipline from a university recognized in Kenya;
- (iii) at least ten (10) years academic and research experience with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization;
- (iv) served successfully in a Senior Administrative and Management position with demonstrable results at the level of either a Dean/Director for a cumulative period of at least (7) years;
- (v) shown good understanding of university functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;
- (vi) applicants who have acted in the position of Deputy Vice-Chancellor (Academic and Student Affairs) for at least two years will have an added advantage;

- (vii) demonstrated ability and leadership skills to effectively coordinate academic, student, research and outreach functions in a University environment;
- (viii) demonstrable experience in curricula design, development and digitization of course content at University level;
- (ix) an understanding of the national policies and strategies governing University Financing, education and training in Kenya;
- (x) an understanding of the structural, legislative and regulatory framework for administering University Education in Kenya;
- (xi) be familiar with current national, regional and global trends in the provision of University education;
- (xii) supervised and mentored students in Masters and Ph.D. Degree Programmes in addition to being an accomplished scholar with proven track record in research and attracted research grants;
- (xiii) possess a proven track record of continuing research and publications in peer reviewed journals, monographs, book chapters and books;
- (xiv) be a registered member of professional association in his/her profession, where applicable, and be of good standing; and
- (xv) satisfy the requirements of Chapter Six of the Constitution of Kenya.

Core Competence

- (i) visionary and result oriented individual;
- (ii) ability to work in a multicultural and multi-ethnic group with sensitivity to and respect for diversity;
- (iii) firm, fair, accountable and transparent in the conduct of duties;
- (iv) demonstrate organizational communication and interpersonal skills;
- (v) excellent organizational, interpersonal and effective communication skills;
- (vi) logical sound decision-making ability within the context of a dynamic environment;
- (vii) creative and innovative ability to bring about change for the sustainable growth of the university;
- (viii) ability to initiate, implement, monitor and evaluate academic and research programs and policies; and
- (ix) ability to exercise soft power by detecting and dissipating tensions and by negotiating, mediating and arbitrating conflict.

Duties and Responsibilities

Reporting to the Vice-Chancellor, the Deputy Vice-Chancellor (Academic and Student Affairs) shall oversee the Academic and Student Affairs of the University. Duties and responsibilities will include:-

- (i) formulating and implementing policies and procedures on planning, development and management of academic activities, outreach programmes and students' affairs;
- (ii) coordinating and ensuring development and review of curricula in line with market demand, and regional and national regulatory bodies;
- (iii) overseeing the development of curricula and digitization of content in line with the approved university academic instruments;
- (iv) creating and maintaining an environment which promotes and secures high quality teaching and effective learning;
- (v) ensuring that the university attains a high level of competitiveness in its academic programmes;
- (vi) planning and advising in the recruitment and development of teaching and technical staff in the academic division;
- (vii) overseeing students' welfare and ensure availability of adequate resources for students;
- (viii) coordinating preparation and review of the university of academic calendar, prospectus, and any other academic oriented publications;
- (ix) overseeing the development and management of university library services;
- (x) ensuring availability of suitable and adequate resources for delivery of training and outreach programmes;
- (xi) coordinating collaboration with industry, other institutions of higher learning, research institutes, development partners, professional associations, and other institutions with common interest;
- (xii) coordinating the preparation and implementation of the university Council and management reports including statutory and other reports;
- (xiii) ensuring that staff in the division meet performance contract targets; and
- (xiv) carrying out any other responsibilities 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 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 (Academic and Students Affairs)
– University of Kabianga”** 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 19th August, 2025** latest by **5.00 p. m** (East African Time)

SECRETARY/CEO
PUBLIC SERVICE COMMISSION