



## OFFICE OF THE VICE CHANCELLOR

ADVERT REF: LU/ADMIN/R[ADMIN]/132/EA/110

TUESDAY, DECEMBER 16<sup>TH</sup>, 2025

## EXTERNAL ADVERTISEMENT

## DECLARATION OF EMPLOYMENT OPPORTUNITY AT LAIKIPIA UNIVERSITY

## DEPUTY DEAN OF STUDENTS - GRADE AD14

Laikipia University [LU] is a Public Chartered University located approximately 11 km from Nyahururu Town and 50 km from Nakuru City, along the Nyahururu-Nakuru Highway. LU is a Premier University endowed with a serene environment conducive for teaching, learning and academic excellence.

The University's vision is to Nurture and Transform for the World. The mission is to contribute to the World through *Education, Research, Training, Consultancy, Innovation, Outreach, and Collaboration*. To effectively fulfil its mandate, the University invites applications from suitably qualified, visionary, competent, dynamic and experienced professionals with an impeccable track record to be considered for appointment to the position of **Deputy Dean of Students - Grade AD 14** of Laikipia University.

<b>POST</b>	<b>DEPUTY DEAN OF STUDENTS - GRADE AD14</b>
<b>INPOST/VACANCY</b>	<b>ONE (1)</b>
<b>VACANCY REF NO.</b>	<b>LU/AD/1/12/EA/DDOS/2025</b>
<b>TERMS OF SERVICE</b>	<b>FIVE [5] YEARS' CONTRACT WITH ELIGIBILITY FOR RE-APPOINTMENT ON SATISFACTORY WORK PERFORMANCE.</b>
<p><b>Reports To:</b> The Dean of Students, Laikipia University.</p> <p><b>DUTIES AND RESPONSIBILITIES:</b></p> <p>The Deputy Dean of Students shall be expected to:</p> <ol style="list-style-type: none"> <li>1. Be responsible for students' affairs, which shall include social welfare, organization, discipline, counselling, chaplaincy, accommodation, recreation, sports, work study placement, bursary allocation and management, in accordance with the University Policies;</li> <li>2. Co-ordinate the Student Council Matters;</li> <li>3. Oversee student accommodation services</li> <li>4. Organize and coordinate students entertainment and all other cultural and co-curricular activities;</li> <li>5. Maintain a communication link between the University administration and the students through their association;</li> <li>6. Plan, prepare and direct students' welfare activities;</li> <li>7. Be a custodian of the constitution of the Student Association;</li> <li>8. Handle students' minor conflicts and prepare periodic reports on the same to the Registrar (AA);</li> <li>9. Be the secretariat during students' elections of office-bearers of the Student Council;</li> <li>10. Co-ordinate students' financial support programmes including bursary, work study and Higher Education Loans Board; and</li> <li>11. Any other duties as may be assigned or delegated by the immediate supervisor.</li> </ol> <p><b>ACADEMIC AND PROFESSIONAL REQUIREMENTS:</b></p> <p>For appointment to this post, a candidate <b>MUST</b> have;</p> <ol style="list-style-type: none"> <li>a. Doctorate Degree in Psychology, Guidance and Counselling, Education, or any equivalent qualification from a recognised institution;</li> <li>b. Master's Degree in Psychology, Guidance and Counselling, Education, or any equivalent qualification from a recognised institution;</li> <li>c. A Bachelor's degree in Social Sciences/Education from a recognised institution;</li> <li>d. Member of a recognized professional body;</li> <li>e. Computer literate with demonstrable practical experience;</li> </ol>	

- f.** Proof of qualities of Leadership, coordination and organization at top management level;
- g.** Attendance of a senior management or other professional course lasting more than four weeks will be an added advantage; and
- h. Experience:** At least six (6) years; experience in management of students' affairs, three (3) of which should be as Senior Assistant Dean of Students.

**HOW TO APPLY:**

Qualified and interested applicants should submit to the undersigned:-

- 1. Ten (10) hard copies** of application letter containing email address, day time telephone contacts and, detailed Curriculum Vitae (detailing academic qualifications, professional experience, membership to professional associations, and names, telephone numbers and contact addresses of three referees), and certified copies of both academic and professional certificates;
- 2.** In addition to the hard copies, submit a **running PDF file [Soft Copy]** of the whole package of application specified in **one [1] above**, to [council@laikipia.ac.ke](mailto:council@laikipia.ac.ke)
- 3.** Referees' confidential reports on the applicants' suitability for the post should be sent to the undersigned via registered mail or courier or delivered by hand in an envelope marked with the reference for the position applied at the Top Left-Hand Side of the envelop.

**The Chairman,  
Laikipia University Council  
P. O. Box 1100 – 20300  
Nyahururu, KENYA  
EMAIL: [council@laikipia.ac.ke](mailto:council@laikipia.ac.ke)**

**NOTE:**

- 1.** Successful candidate will be required to obtain clearance from:-
  - a. Kenya Revenue Authority (KRA);
  - b. Higher Education Loans Board (HELB);
  - c. Ethics and Anti-Corruption Commission (EACC);
  - d. Directorate of Criminal Investigation(DCI); and
  - e. Registered Credit Reference Bureau (CRB).
- 2.** Provide evidence on compliance with the requirements of Chapter six [6] of the Constitution of Kenya 2010.
- 3.** Applications received after **Tuesday January 6<sup>th</sup>, 2026** will **NOT** be accepted and/or processed.
- 4.** Only shortlisted candidates will be contacted.

*Laikipia University is an Equal Employment Opportunity employer and as such, all suitably qualified applicants of either gender, persons with disabilities [PWDs] and those from marginalized group/areas are encouraged to apply.*