



## PUBLIC SERVICE COMMISSION

### Our Vision

*“A values-driven citizen-centric public service”*

### Our Mission

*“To ensure an efficient, effective, ethical and inclusive public service for delivery of quality services to the citizenry”*

## DECLARATION OF VACANCY

### KENYATTA 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:

#### VICE CHANCELLOR – ONE (1) POST

Basic Salary Scale:	Ksh 474,920 - Ksh 629,400 pm
House Allowance:	Ksh 80,000 p.m.
Leave Allowance:	As provided by the university
Medical Cover and Other Allowances:	As provided by the University
Terms of Service:	Five (5) year contract renewable once subject to satisfactory performance

#### For appointment to this position, a candidate must: -

- (i) be a full Professor and a holder of an earned Doctorate degree from a university or equivalent institution recognized in Kenya;
- (ii) have had at least fifteen (15) years of continuous academic, research and managerial experience, five (5) of which must be at the position of Deputy Vice Chancellor of a university, Principal of a Constituent University College or equivalent institution with demonstrable leadership and management capacity;
- (iii) have proven scholarly record demonstrated by research and publications in internationally peer reviewed journals, monographs, books and book chapters in their areas of specialization;
- (iv) demonstrate successful supervision and mentorship of Masters and Doctoral students;
- (v) demonstrate knowledge in the structural, legislative and regulatory framework for administering university education in Kenya;
- (vi) have undergone extensive senior management training, including a leadership course lasting not less than four (4) weeks cumulatively;
- (vii) demonstrate experience in networking and resource mobilization in the development of a university;

- (viii) have a strong portfolio in raising funds through research grants and collaborations;
- (ix) demonstrate high ethical standards, integrity, transparency and accountability, professionalism, teamwork and good stewardship;
- (x) comply with requirements of Chapter Six of the Constitution of Kenya (2010);
- (xi) be familiar with Public Finance Management, Public Procurement and Human Resource Management;

### **Core Competencies**

- (i) ability to portray and uphold a national image and work in a multi-cultural and multi-ethnic environment with respect for diversity, equity and inclusivity.
- (ii) be a visionary, strategic, innovative and results-oriented leader;
- (iii) excellent organizational, inter-personal and effective communication skills, as well as logical and sound decision-making ability;
- (iv) capacity to work under pressure;
- (v) be a firm, fair, consultative and transparent leader;
- (vi) skilled in communication, negotiation and collaboration with internal and external stakeholders;
- (vii) demonstrate knowledge about and proficiency in using modern technology.

### **Duties and Responsibilities**

The following are the duties and responsibilities of a Vice-Chancellor of a university in Kenya, as stipulated in the Universities' Act (2012) and Kenyatta University Statutes (2013). The Vice Chancellor shall be: -

- (i) the Chief Executive Officer of the University;
- (ii) the academic and administrative head of the University;
- (iii) responsible to the University Council for maintaining and promoting academic image as well as promoting efficiency in the University;
- (iv) responsible for the direction, organization and administration of the programmes at the University;
- (v) the accounting officer of the University, responsible for policies, planning, coordination, public relations, resource mobilization and general development of the University;
- (vi) chairperson of the University Senate and all Senate Committees;
- (vii) chairperson of the University Management Board;
- (viii) an ex-officio member of the University Council;
- (ix) holder of such powers and duties as may be conferred by the Council in accordance with the University Charter and Statutes; and
- (x) capable of assigning or delegating any of his/her duties to a committee or member of the University staff and may withdraw such assignment at any 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 for University Education (CUE) Recognition/Equation Certificate for Degrees, Diplomas or Certificates awarded by foreign universities and institutions;
  - (d) Police Clearance Certificate;
  - (e) Duly 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;
  - (h) Clearance from a reputable Credit Referencing Bureau (CRB); and
  - (i) Any other supporting documents and testimonials; and
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 Vice-Chancellor, Kenyatta 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 9<sup>th</sup> January 2026** latest by 5.00 p. m (East African Time).

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