



## 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

## MASENO 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 454,820 – Ksh 604,825 pm
House Allowance:	Ksh 80,000 pm
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) have demonstrated knowledge and experience of promoting quality assurance and performance management including strategic planning with demonstrable results in the university sector;
- (v) demonstrate knowledge and experience in management of student affairs with demonstrable results at university level;
- (vi) have supervised and mentored students in Masters and PhD degree programmes;

- (vii) demonstrable experience in networking, fund raising and resource mobilization;
- (viii) have knowledge of the Public Finance Management, the Public Procurement and Asset Disposal and Strategic Management of Human Resources and its application in university sector;
- (ix) demonstrate an understanding of the factors and conditions shaping the development of Higher Education in Kenya; and
- (x) meet the requirements of Chapter 6 of the constitution of Kenya.

### **Core Competences**

The following skills and core competencies will be required:

- (i) negotiation skills
- (ii) emotional Intelligence, communication and team building skills;
- (iii) strategic thought process and organization of complex, multi-layered and multicultural diversity;
- (iv) creativity and innovativeness;
- (v) customer/citizen and stakeholders focus and sensitivity;
- (vi) continuous learning, research and community service;
- (vii) effective time management; and
- (viii) deep understanding of corporate good governance

### **Duties and Responsibilities**

The Vice Chancellor's duties and responsibilities will include:-

- (i) being the Chief Executive and accounting officer of the university;
- (ii) having the overall mandate over the management and administration of the university at both administrative and academic levels with overall accountability and responsibility to the university to the university council for the direction, organization and administration of the programmes;
- (iii) ensuring that obligations under the Public Procurement and Disposals Act, 2025 are complied with in accordance with section 27 (2) of the said Act;
- (iv) being responsible to the council for management of finances of the university;
- (v) providing leadership in performance-based management through performance contracting;
- (vi) having responsibilities and undertake duties as stipulated under the Public Finance Management Act;
- (vii) being the accounting officer, an ex-officio member of the university council, chairperson of the senate and the university management board;
- (viii) overseeing the efficient management of university resources, both human and material; and
- (ix) being responsible for the general conduct and discipline of staff and students to ensure conducive atmosphere for teaching, research and community service.

**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, Maseno 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**