



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 VACANCIES

UNIVERSITY OF NAIROBI

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 positions:

1. VICE CHANCELLOR – ONE (1) POST

Basic Salary Scale:	Ksh 474,920 – Ksh 629,400 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) demonstrate successful supervision and mentorship of Masters and Doctoral students;
- (v) have excellent understanding of the government's financial and fiscal policies, strategic planning and Vision 2030, Public Finance Management, Human Resource Management and Public Procurement and Asset Disposal Processes;
- (vi) have thorough knowledge of the structural, legislative and regulatory framework for administering University Education in Kenya;
- (vii) have demonstrable record of strategic leadership in formulation and implementation of academic, administrative, planning and financial programmes, development of strategic institutional linkages, staff and student exchange;

- (viii) have demonstrable experience in networking, fundraising and resource mobilization for research, scholarships and development;
- (ix) have demonstrable understanding of and be able to promote and enhance the existing and emerging technological innovations for better learning and management of the university;
- (x) have excellent understanding of current trends in university education and training globally and the factors and conditions shaping development of university education in Kenya and East Africa;
- (xi) be a team player with excellent organizational, communication and interpersonal skills;
- (xii) be a registered member of professional association/s, where applicable, and be of good standing;
- (xiii) have an impeccable understanding of the interface between of public and private sectors and how they impact university education;
- (xiv) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution;
- (xv) have undergone relevant management training, including governance and leadership Course.

Competencies

The following core competencies and skills will be required for the position of the Vice Chancellor:

- (i) ability to portray and uphold positive national image and work in a multicultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) visionary thinker and result oriented;
- (iii) excellent organizational, interpersonal and effective communication skills;
- (iv) outstanding organization development skills, entrepreneurial acumen and business process re-engineering competencies;
- (v) logical and sound decision-making abilities within the context of a dynamic environment;
- (vi) creativity and innovation abilities with a strong implementation, monitoring and evaluation focus;
- (vii) negotiation and conflict resolution skills;
- (viii) firm, fair, accountable and transparent in the conduct of duties;
- (ix) continuous/citizen and stakeholders focus and sensitivity; and
- (x) customer/citizen and stakeholders focus and sensitivity; and
- (xi) deep understanding of corporate and good governance.

Duties and Responsibilities

The Vice Chancellor is the Chief Executive Officer and the academic and administrative head of the University. He/she will be answerable to the University Council for the following duties and responsibilities as set out in the Universities Act 2012, the University of Nairobi Charter 2013 and Statutes:

- (i) providing strategic, innovative and creative direction and leadership to the University by competitively positioning and representing the University nationally, regionally and internationally;

- (ii) developing and recommending to Council strategies, business plans, annual budgets and establishing proper monitoring and control systems and procedures;
- (iii) being responsible for the implementation of the Council's decisions and resolutions.
- (iv) overall responsibility of managing, directing, organizing and administering of Programmes of the University;
- (v) coordinating the development and implementation of the academic and administrative policies of the University in accordance with the University's Master Plan and the Strategic Plan;
- (vi) promoting efficiency and good order of the University including staff and student welfare, conduct and discipline and ensure enforcement of the Statutes and Regulations;
- (vii) being responsible for ensuring staff compliance with Public Service Values, Principles and High Levels of Ethical Standards;
- (viii) providing innovative and creative leadership in the areas of academics, finance, planning and development; general administration; research and partnership;
- (ix) facilitating and maintaining cooperation with government institutions, regulatory agencies, local and international institutions of higher learning and other stakeholders;
- (x) ensuring that the organization has an effective management structure including succession plans;
- (xi) being responsible for the achievement of the objectives of the organizations;
- (xii) being custodian of the Universities records; and
- (xiii) performing any other duties as may be assigned or delegated by the Council as provided for in the Universities Act 2012, University Charter 2013 and Statutes.

2. DEPUTY VICE CHANCELLOR (FINANCE, PLANNING AND DEVELOPMENT) – ONE (1) POST

Basic Salary Scale:	Ksh 434,720 – Ksh 580,250 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 holder of an earned Doctorate degree from a university or equivalent institution recognized in Kenya;
- (ii) have had at least ten (10) years of academic and managerial experience at a senior level at a university, research, academic institution or equivalent institution with demonstrable leadership, management capacity and competence in administration;
- (iii) have proven scholarly record demonstrated by 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) have excellent understanding of the government's financial and fiscal policies, strategic planning and Vision 2030, Public Finance Management, Human Resource Management and Public Administration;
- (vi) have thorough knowledge of the structural, legislative and regulatory framework for administering University Education in Kenya;
- (vii) have demonstrable record of strategic leadership in formulation and implementation of academic, administrative, planning and financial programmes, development of strategic institutional linkages;
- (viii) have demonstrable experience in networking, fundraising and resource mobilization for research, scholarships and development;
- (ix) have demonstrable understanding of and be able to promote and enhance the existing and emerging technological innovations for better learning and management of the university;
- (x) be a team player with excellent organizational, communication and interpersonal skills;
- (xi) be a registered member of professional association(s), where applicable, and be of good standing;
- (xii) have an impeccable understanding of the interface of public and private sector(s) and how they impact university education;
- (xiii) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution; and
- (xiv) have undergone extensive senior management training, including a leadership Course lasting not less than four (4) weeks cumulatively.

Competencies:

The following core competencies and skills will be required for the position of the Deputy Vice-Chancellor (Finance, Planning and Development):

- (i) ability to portray and uphold positive national image and work in a multicultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) visionary thinker and result oriented;
- (iii) excellent organizational, interpersonal and effective communication skills;
- (iv) outstanding organization development skills, entrepreneurial acumen and business process re-engineering competencies;
- (v) logical and sound decision-making abilities within the context of a dynamic finance and planning environment;
- (vi) creativity and innovation abilities with a strong implementation, monitoring and evaluation focus;
- (vii) negotiation and conflict resolution skills;
- (viii) firm, fair, accountable and transparent in the conduct of duties.
- (ix) continuous learning, research and community service;
- (x) customer/citizen and stakeholders focus and sensitivity; and
- (xi) deep understanding of corporate and good governance.

Duties and Responsibilities

As per the Charter and Statutes of the University of Nairobi and under the direction of the Vice Chancellor, he/she will be the head of Finance, Planning and Development Division of the University. Duties and responsibilities as set out in the University of Nairobi Charter 2013 and Statutes shall include:

- (i) management of Finance, Assets and Development Plans;
- (ii) being in charge of designing, modeling and managing long-term financial and physical plans;
- (iii) being in charge of optimal utilization and investments of the university's finance and assets;
- (iv) being in charge of annual budgeting, planning, monitoring and management strategies;
- (v) provision of accurate and current financial information to support decision making;
- (vi) being responsible for appropriate Finance Management Policies and procedures in conformity with the Constitution of Kenya and relevant laws;
- (vii) any such functions pertaining to Finance, Planning and Development; and
- (viii) such other duties and responsibilities as may be assigned or delegated by the Vice Chancellor in accordance with the Statute III of the University of Nairobi Statutes.

3. DEPUTY VICE CHANCELLOR (ACADEMIC AFFAIRS) – ONE (1) POST

Basic Salary Scale:	Ksh 434,720 – Ksh 580,250 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 holder of an earned Doctorate Degree from a university or equivalent institution recognized in Kenya;
- (ii) have had at least ten (10) years of academic and managerial experience at a senior level at a university, research, academic institution or equivalent institution with demonstrable leadership, management capacity and competence in administration;
- (iii) have proven scholarly record demonstrated by 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) have excellent understanding of the government's financial and fiscal policies, strategic planning and Vision 2030, Public Finance Management, Human Resource Management and Public Administration;
- (vi) have thorough knowledge of the structural, legislative and regulatory framework for administering University Education in Kenya and East Africa;

- (vii) have demonstrable record of strategic leadership in formulation and implementation of academic, administrative, planning and financial programmes, development of strategic institutional linkages;
- (viii) have demonstrable experience in networking, fundraising and resource mobilization for research, scholarships and development;
- (ix) have demonstrable understanding of and be able to promote and enhance the existing and emerging technological innovations for better learning and management of the university;
- (x) be a team player with excellent organizational, communication and interpersonal skills;
- (xi) be a registered member of professional association(s), where applicable, and be of good standing;
- (xii) have an impeccable understanding of the interface of public and private sector(s) and how they impact university education;
- (xiii) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution;
- (xiv) have undergone relevant senior management training, including a leadership Course;

Competencies

The following core competencies and skills will be required for the position of the Deputy Vice-Chancellor (Academic Affairs):

- (i) ability to portray and uphold positive national image and work in a multicultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) visionary thinker and result oriented;
- (iii) Excellent organizational, interpersonal and effective communication skills;
- (iv) outstanding organization development skills, entrepreneurial acumen and business process re-engineering competencies;
- (v) logical and sound decision-making abilities within the context of a dynamic academic and research environment;
- (vi) creativity and innovation abilities with a strong implementation, monitoring and evaluation focus;
- (vii) negotiation and conflict resolution skills;
- (viii) firm, fair, accountable and transparent in the conduct of duties.
- (ix) continuous learning, research and community service;
- (x) customer/citizen and stakeholders focus and sensitivity; and
- (xi) deep understanding of corporate and good governance

Duties and Responsibilities:

As per the Charter and Statutes of the University of Nairobi and under the direction of the Vice-Chancellor, you will be the head of Academic Division of the University. Duties and responsibilities as set out in the University of Nairobi Charter 2013 and Statutes shall include:

- (i) planning, developing formulating and implementing the appropriate policies and procedures to promote development and management of academic activities, teaching, learning, innovation and technology transfer;

- (ii) planning and overseeing the preparation, implementation and reviewing of the academic quality assurance and e-learning policies;
- (iii) chairing the:
 - a. Appointments committee;
 - b. Lectureship Appointments Committee
 - c. Senior Lectureship Appointments Committee indicated under statute V, 5 (ii) in the absence of Deputy Vice Chancellor (Human Resource and Administration) or on account of other exigencies of service.
- (iv) coordinating and ensuring development and review of curricula in line with market demand, and regional and national regulatory bodies;
- (v) formulating guidelines for the effective management, implementation and evaluation of academic programmes;
- (vi) developing effective and efficient admission and registration system and over-sighting and coordinating admissions, examinations, undergraduate and Postgraduate Studies, Library Services, Students' Attachment and Training of Academic Staff as well as Student Union Activities;
- (vii) coordinating preparation and review of the University Academic Calendar, Prospectus, and any other academic oriented Publications;
- (viii) mobilizing resources for teaching and learning including integration of ICT in teaching and learning;
- (ix) ensuring that the university attains a high level of competitiveness in its academic programmes;
- (x) planning and advising in the recruitment and development of teaching and technical staff in the academic division;
- (xi) developing, maintaining and promoting academic collaborations and linkages with both local and international institutions of higher learning;
- (xii) reviewing, strengthening and overseeing students' governance issues and services offered to with special needs; and
- (xiii) such other duties and responsibilities as may be assigned or delegated to you by the Vice Chancellor in accordance with the Statute III of the University of Nairobi Statutes

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 – University of Nairobi”;

OR

“Application for the Position of Deputy Vice Chancellor (Finance, Planning and Development)- University of Nairobi”;

OR

“Application for the Position of Deputy Vice Chancellor (Academic Affairs)- University of Nairobi”; 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 9th January 2026** latest by 5.00 p. m (**East African Time**).

SECRETARY/CEO
PUBLIC SERVICE COMMISSION