



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”

VACANT POSITIONS IN PUBLIC UNIVERSITIES

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 people to be considered for appointment to the following positions:

The details of the posts and mode of application can be accessed on the Commission's website www.publicservice.go.ke

S/No.	V/No.	Post	University	No. of Vacancies
1.	11/2026	Deputy Vice-Chancellor (Academic and Student Affairs)	Machakos University	1
2.	12/2026	Deputy Vice-Chancellor (Research, Innovation and Linkages)		1
3.	13/2026	Deputy Vice-Chancellor (Administration, Finance and Development)	Maseno University	1
4.	14/2026	Deputy Vice Chancellor-Administration, Finance & Development	Kibabii	1

INTERESTED APPLICANTS ARE REQUIRED TO NOTE:

1. That all future applications for similar positions in public universities shall only be submitted Online through the Job Portal;
2. Beware of fraudsters soliciting for bribes from the public while masquerading as Commission staff. Public Service Commission does not charge any fee for job applications, shortlisting, interviews or appointments;
3. The names of shortlisted candidates shall be published on the Commission's website;

4. 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. Any other supporting documents and testimonials; and
 - d. Clearances from the following bodies
 - (i) Kenya Revenue Authority
 - (ii) Ethics and Anti-corruption Commission
 - (iii) Higher Education Loans Board
 - (iv) Any of the registered Credit Reference Bureaus; and
 - (v) Directorate of Criminal Investigations (Police Clearance Certificate
 - e. Recommendations from relevant professional bodies and associations;
5. Recommendations from at least three (3) referees should be sent separately to the address below.

MODE OF APPLICATION

Interested and qualified persons are required to make their applications in any of the following modes:-

- (i) **Online** through the Commission website:- www.publicservice.go.ke or jobs portal: www.pscjobs.go.ke as per the instructions provided the portal; **or**
- (ii) Hand delivered to the Public Service Commission, 4th Floor, Office of the Secretary/CEO, Commission House, Off Harambee Avenue, Nairobi; **or**
- (iii) Post Office through Registered Mail to:

The Secretary/CEO,
Public Service Commission
P.O Box 30095-00100
Nairobi

NOTE:

Manual Applications should be submitted in a sealed envelope clearly indicating the position being applied for.

Applications should be received on or before **26th May, 2026 by 5.00 p.m East African Time (EAT).**

1. MACHAKOS UNIVERSITY

DEPUTY VICE – CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)– ONE (1) POST- V/NO. 11/2026

Basic Salary:	Ksh 416,420 - Ksh 555,800 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 at least an Associate Professor and a holder of an earned Doctorate degree or equivalent qualification from a university recognized and accredited in Kenya;
- (ii) Have a minimum of twelve (12) years of relevant administrative, academic and research experience three (3) of which must be at management level;
- (iii) have demonstrable leadership in an academic and/or research institution, having served substantively with measurable results in senior administrative posts such as of a Deputy Vice Chancellor, Principal of a University Constituent College, Deputy Principal, Dean/Director/Chairperson/Registrar of a department Principal of a College/Campus or leadership of comparable levels in other similar institutions;
- (iv) have a proven track record of research and publications in peer reviewed journals, monographs and books in their area of specialization;
- (v) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue base of the University;
- (vi) understand the structural, legislative and regulatory framework for administering University Education in Kenya;
- (vii) have a leadership training from a recognized and accredited institution;
- (viii) be a member of a professional body where applicable;
- (ix) demonstrate merit and ability as reflected in work performance, and results; and
- (x) fulfil the requirements of Chapter Six of the Constitution of Kenya, 2010.

Duties and Responsibilities

The Deputy Vice-Chancellor (Academic and Student Affairs) shall be the head of the Academic Division of the University and shall be responsible to the Vice-Chancellor and shall offer leadership, direction, organization and administration of programmes of the Division. Duties and responsibilities will include: -

- (i) being secretary to the Senate and provide secretariat duties to all academic and related Committees of the Senate;

- (ii) formulate, cause to be published and implement policies, rules and regulations, guidelines and procedures on planning, development and management of academic activities and other academic related programmes;
- (iii) coordinating and ensuring development and review of curriculum in line with market demand and regional and national regulatory bodies;
- (iv) creating and maintaining an environment which promotes and secures good and quality teaching, effective learning and achievements of the highest possible academic standards, good behavior and discipline amongst staff and students' body;
- (v) ensuring availability of suitable and adequate resources for learning for proper delivery of training;
- (vi) overseeing the administration and processing of both continuous assessment and final examinations;
- (vii) ensuring the proper management of Academic and Student Affairs Division;
- (viii) ensuring that the Senate is properly advised in the development of academic programmes, in conformity to ethical standards and legally recognized professional bodies;
- (ix) being responsible for provision of students' accommodation and other welfare services;
- (x) coordinating the activities of the Office of Career Services; and
- (xi) undertaking such other duties as may be delegated from time to time by the Vice Chancellor or the Council in accordance with the Statutes.

**DEPUTY VICE – CHANCELLOR (RESEARCH, INNOVATION AND LINKAGES)– ONE
(1) POST - V/NO. 12/2026**

Basic Salary:	Ksh 416,420 - Ksh 555,800 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 at least an Associate Professor and a holder of an earned Doctorate degree or equivalent qualification from a university recognized and accredited in Kenya;
- (ii) Have a minimum of twelve (12) years of relevant administrative, academic and research experience three (3) of which must be at management level;
- (iii) have a proven track record of research and publications in peer reviewed journals, monographs and books in their area of specialization;

- (iv) have demonstrable leadership in an academic and/or research institution, having served substantively with measurable results in senior administrative posts such as of a Deputy Vice Chancellor, Principal of a University Constituent College, Deputy Principal, Dean/Director/Chairperson/Registrar of a department Principal of a College/Campus or leadership of comparable levels in other similar institutions;
- (v) have demonstrated ability to mobilize and solicit for funds including enhancing the revenue base of the University;
- (vi) understand the structural, legislative and regulatory framework for administering University Education in Kenya;
- (vii) have a leadership training from a recognized and accredited institution;
- (viii) be a member of a professional body where applicable;
- (ix) demonstrate merit and ability as reflected in work performance, and results; and
- (x) fulfil the requirements of Chapter Six of the Constitution of Kenya,2010.

Duties and Responsibilities

The Deputy Vice-Chancellor (Research, Innovation and Linkages) shall be the head of the Research, Innovation and Linkages Division of the University and shall be responsible to the Vice-Chancellor and shall offer leadership, direction, organization and administration of programmes of the Division. Duties and responsibilities will include: -

- (i) the overall responsibility of direction, organization and administration of research, innovation, technology, production and linkages in the University;
- (ii) develop, formulate and implement appropriate policies that promote research infrastructure;
- (iii) establish databank of industries and coordinate student attachment and internship in the industry;
- (iv) coordinate workshops and seminars on outreach programmes and technology transfer;
- (v) plan, coordinate, administer and provide logistical support for research at all levels;
- (vi) coordinate research activities and source for research funds;
- (vii) promote and coordinate research, proposals development, scientific publications, innovation, extension and technology transfer to industry and business community;
- (viii) develop strategic alliances with the two levels of Government, industry, and local and international research institutes;
- (ix) promote and coordinate innovation activities and handle issues to do with intellectual property rights;
- (x) protect and promote intellectual assets, commercialization, dissemination and publication of research output;

- (xi) manage research libraries and archives;
- (xii) fund raise and undertake other resource mobilization activities for research and related activities;
- (xiii) brand research, set standards, quality assurance and capacity building;
- (xiv) oversee the management of the University library and those in Campuses;
- (xv) negotiate and manage research Contracts and consultancies;
- (xvi) internationalize the University;
- (xvii) ensure availability of suitable and adequate resources for proper delivery of research and outreach programmes of the University;
- (xviii) ensure effective accountability to the Vice-Chancellor for the proper management of the Research, Innovation and Linkages Division;
- (xix) ensure that the Senate is properly advised on the national and international research direction and development;
- (xx) drive the University research agenda in line with the University and Country vision;
- (xxi) promote research, innovation and extension culture in the University;
- (xxii) institutionalize networking, collaborative research and outreach programmes in the University;
- (xxiii) coordinate emerging issues such as governance, environmental issues, disease management, HIV/AIDS, corruption prevention, and disaster preparedness; and
- (xxiv) undertake such other duties as may be assigned or delegated from time to time by the Vice-Chancellor or the Council in accordance with these Statutes.

2. MASENO UNIVERSITY

DEPUTY VICE – CHANCELLOR (ADMINISTRATION, FINANCE AND DEVELOPMENT) – ONE (1) POST - V/NO. 13/2026

Basic Salary:	Ksh 416,420 - Ksh 555,800 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 at least an Associate Professor and a holder of an earned Doctorate degree or equivalent qualification from a university recognized and accredited in Kenya;
- (ii) Have a minimum of twelve (12) years of relevant administrative, academic and research experience three (3) of which must be at management level;
- (iii) have demonstrable competence in leadership in an academic and/or research institution, having served with measurable results in senior administrative positions such as of a Deputy Vice Chancellor, Principal of a University

- Constituent College, Deputy Principal, Dean/Director/Chairperson/Registrar of a department Principal of a College/Campus or leadership of comparable levels in other similar institutions;
- (iv) demonstrable knowledge and experience in structural, legislative and regulatory framework for financial, administration and strategic people management in education and other sectors;
 - (v) be a recognized scholar as evidenced by refereed journal publications, University level books as well as project grants and awards;
 - (vi) have a leadership training from a recognized and accredited institution;
 - (vii) have demonstrable ability to mobilize and solicit for funds including enhancing the revenue base of the University;
 - (viii) be familiar with the national education policies and current trends in higher education worldwide;
 - (ix) have excellent and proven organizational, persuasive, interpersonal and effective communication skills to manage complex, diverse stakeholders and unstable work environment;
 - (x) demonstrated high ethical standards, integrity, transparency and accountability, professionalism, teamwork and stewardship;
 - (xi) have knowledge of national financial laws and policies in management of higher education;
 - (xii) demonstrate ability and leadership skills to effectively coordinate the planning, finance and administration functions in a university environment;
 - (xiii) have a demonstrable experience in transformative and strategic leadership;
 - (xiv) be registered with and/or be an active member of professional associations where applicable;

Duties and Responsibilities

Duties and responsibilities of the Deputy Vice-Chancellor Administration, Finance and Development will include: -

- (i) being responsible to the Vice-Chancellor and the Council.
- (ii) providing leadership in administration, finance and development matters.
- (iii) owning and leading in the pursuit of the strategic direction adopted by the University on administrative, financial and development aspects.
- (iv) providing leadership and direction in the management of University resources including human, physical, financial and information resources;
- (v) coordinating the preparation of statutory financial statements and other management reports;
- (vi) advising the Vice-Chancellor and the Management Board on financial status of the University;
- (vii) coordinating the training and appraisal of administrative staff;

- (viii) preparing and submitting status and review reports on human resource, procurement and information technology to the Vice-Chancellor and the Management Board;
- (ix) making proposals to develop and implement policies and appropriate procedures to ensure efficient performance management and delivery of service in the University;
- (x) coordinating staff recruitment, training, promotion and discipline;
- (xi) overseeing transport, estates and general central services;
- (xii) coordinating health and well-being services;
- (xiii) making proposals and coordinate development projects;
- (xiv) being the Secretary to the Management Board;
- (xv) making proposals for development of policies and overseeing implementation of policies on human resource administrative, finance and development, matters;
- (xvi) managing the budgeting process of the University;
- (xvii) overseeing projects and prepare periodic status reports;
- (xviii) preparation of quarterly review of physical and infrastructure development; academic and administration staff establishments and submit reports to the Vice-Chancellor;
- (xix) preparing and submit relevant and statutory reports on the division to the Vice-Chancellor;
- (xx) performing any such other duties as may be assigned or delegated.

3. KIBABII UNIVERSITY

DEPUTY VICE – CHANCELLOR (ADMINISTRATION, FINANCE AND DEVELOPMENT) – ONE (1) POST - V/NO. 14/2026

Basic Salary:	Ksh 416,420 - Ksh 555,800 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 at least an Associate Professor and a holder of an earned Doctorate degree or equivalent qualification from a university recognized and accredited in Kenya;

- (ii) Have a minimum of twelve (12) years of relevant administrative, academic and research experience three (3) of which must be at management level;
- (iii) have demonstrable competence in leadership in an academic and/or research institution, having served with measurable results in senior administrative positions such as of a Deputy Vice Chancellor, Principal of a University Constituent College, Deputy Principal, Dean/Director/Chairperson/Registrar of a department Principal of a College/Campus or leadership of comparable levels in other similar institutions;
- (iv) demonstrable leadership and management capacity including knowledge of public Financial Management and Strategic People Management;
- (v) have leadership experience in a modern university environment;
- (vi) have capacity to promote learning and extension in a competitive environment;
- (vii) have a leadership training from a recognized and accredited institution;
- (viii) have ability and leadership skills to effectively co-ordinate academic functions;
- (ix) be an accomplished scholar with proven track record in formulating and managing academic programmes and supervising and mentoring Masters and PhD students;
- (x) have knowledge of strategic planning in education development;
- (xi) proven capacity to promote learning, teaching, research and development in university or an equivalent institution;
- (xii) be knowledgeable of national laws and policies in education;
- (xiii) be of high ethical standards, integrity and professionalism and adhere to Chapter Six (6) of the Constitution on leadership and integrity; and
- (xiv) show evidence of attracting research grants/funds.

Core competencies

- (i) leadership skills and ability to effectively co-ordinate the academic, research and student affairs functions in the University
- (ii) knowledge of strategic planning;
- (iii) ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (iv) being a visionary and result oriented leader;
- (v) excellent organizational, interpersonal and effective communication skills; and
- (vi) be a creative and innovative leader

Duties and Responsibilities

The Deputy Vice- Chancellor (Administration, Finance and Development) will be the head of the AFD Division and will oversee all administration, finance and development matters of the University. Working under the Vice-Chancellor, the duties and responsibilities of the Deputy Vice Chancellor (Administration, Finance and Development) will include: -

- (i) carrying out day-to-day activities of the Division;
- (ii) providing innovative leadership and direction in the management of the university resources that include human, physical, financial and information resources;

- (iii) developing and implementing policies and appropriate procedures to ensure efficient performance and delivery of service in the university;
- (iv) coordinating the preparation of statutory financial statements and management reports for planning and decision making;
- (v) coordinating the design and implementation appropriate human resource systems which will attract, develop and retain competitive human resource capital;
- (vi) provide leadership in performance-based management, appraisal and reward;
- (vii) advice the Vice-Chancellor and the Management Board on the human resource, procurement, Information Communications Technology and Financial matters regarding the University;
- (viii) be responsible for staff recruitment and training, promotion, discipline, central services, health services among others;
- (ix) liaise with government regulatory agencies and other local/international institutions; and
- (x) perform such other duties as may be assigned or delegated by the Vice-Chancellor.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**