

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

Our Vision

"To be the lead service commission in the provision, management and development of competent human resource for the Public Service".

Our Mission

"To transform the public service to become professional, efficient and effective for the realization of national development goals".

**DECLARATION OF VACANCIES
JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
- (JKUAT) JUJA.**

Pursuant to the provisions of Section 35(1)(a) (v) of the Universities Act, 2012 (Amended 2018), the Public Service Commission invites applications from suitably qualified persons to be considered for appointment to the following positions.

1. DEPUTY VICE CHANCELLOR (ACADEMIC AFFAIRS)

Remuneration:

Basic Salary:	-	Ksh.307,850.00 – Ksh.430,695.00 p.m.
House Allowance:	-	Ksh.80,518.00 p.m.
Medical Cover	}	As may be provided by the University
Other Management Allowances		

Terms of Service: Five (5) years contract (Renewable Once) subject to satisfactory performance.

For appointment to this position, a candidate must

- (i) be a Kenyan Citizen;
- (ii) be a Professor with experience at senior academic and management positions;
- (iii) have at least eight (8) years hands-on experience at senior level in a University or equivalent institution with evident leadership and management capacity;
- (iv) have thorough knowledge in the structural, legislative and regulatory framework for administering university education in Kenya;
- (v) possess an outstanding internationally recognized record of scholarly and academic leadership;
- (vi) be an accomplished scholar with proven track record and demonstrated evidence in formulating and managing academic programs and supervising and mentoring Masters and PhD students;
- (vii) have wide knowledge and skills in administration and promotion of higher education both locally and internationally;

- (viii) possess a track record of success and performance characterized by vision and strategic thought, rapid growth and service delivery;
- (ix) have demonstrable experience in networks and resource mobilization;
- (x) possess skills, capacity and determination to lead technology transfer functions of the University; and
- (xi) meet the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

An officer at this level will be responsible to the Vice Chancellor for discharge of the Academic Division functions. Specific duties and responsibilities include: -

- (i) development and formulation of appropriate policies to promote teaching, learning innovation and technology transfer;
- (ii) mobilization of resources for teaching and learning infrastructure through fundraising activities from industry, business companies and donor organizations;
- (iii) development, maintenance and promotion of academic collaboration and linkages with both local and international institutions of higher learning;
- (iv) co-ordination of admissions, examinations, undergraduate and postgraduate studies, library services, student's attachment and training of academic staff;
- (v) coordination of students welfare activities which includes recreation, sports and games, counselling and discipline;
- (vi) promotion and dissemination of knowledge to meet the needs of the University and the community; and
- (vii) being the returning officer for the election of Deans/Directors of Faculties/Schools/Institutes/Centres.

2. DEPUTY VICE CHANCELLOR (ADMINISTRATION)

Remuneration:

Basic Salary:	-	Ksh.307,850.00 – Ksh.430,695.00 p.m.
House Allowance:	-	Ksh.80,518.00 p.m.
Medical Cover	}	As may be provided by the University
Other Management Allowances		

Terms of Service: Five (5) years contract (Renewable Once) subject to satisfactory performance.

For appointment to this position, a candidate must

- (i) be a Kenyan Citizen;
- (ii) be a Professor with experience at senior academic and management positions;
- (iii) have at least eight (8) years hands-on experiences at senior level in a University or equivalent institution with evident leadership and management capacity;
- (iv) have thorough knowledge in the structural, legislative and regulatory framework for administering university education in Kenya;
- (v) be an accomplished scholar with proven track record and demonstrated evidence in formulating and managing academic programs and supervising and mentoring Masters and PhD students;

- (vi) have wide knowledge and skills in administration and promotion of higher education both locally and internationally;
- (vii) possess a track record of success and performance characterized by vision and strategic thought, rapid growth and service delivery;
- (viii) have demonstrable experience in networks and resource mobilization;
- (ix) possess skills, capacity and determination to lead technology transfer functions of the University; and
- (x) meet the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

An officer at this level will be responsible to the Vice Chancellor for the discharge of the Administration Division functions of the university. Specific duties and responsibilities include:

- (i) development and formulation of appropriate policies for staff welfare;
- (ii) mobilization of resources for expansion of university infrastructure through fundraising activities from industry, business companies and donor organizations;
- (iii) in charge of human capital, catering and accommodation, Transport services, Health care services, registry administration, and central services;
- (iv) responsible for provision of accurate and current human resource forecasts to support decision making;
- (v) shall be responsible for appropriate human resource policies, procedures and manuals in conformity with the Constitution of Kenya, relevant laws and the best practice;
- (vi) in charge of negotiations and management of staff welfare issues such as Collective Bargaining Agreements (CBA); and
- (vii) promotion and dissemination of knowledge to meet the needs of the University and the community.

Core Competencies

The following core competencies and skills shall be required for the two positions: -

- (i) 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;
- (ii) being a visionary and result oriented leader;
- (iii) excellent organizational, interpersonal and effective communication skills;
- (iv) be logical and sound decision-making skills; and
- (v) be a creative and innovative leader.

INTERESTED APPLICANTS ARE REQUIRED TO NOTE:

1. The names of shortlisted candidates for each post 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) 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;
 - (v) Directorate of Criminal Investigations (Police Clearance Certificate); and
 - (e) Recommendations from relevant professional bodies and associations.
3. Recommendations from at least three (3) referees should be sent separately to the address below.

MODE OF APPLICATION

- 1. Candidates may submit manual (hand copy) or electronic (online) 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. Manual applications should be submitted in a sealed envelope clearly marked:
“Application for **Deputy Vice Chancellor (Academic Affairs) - JKUAT**”
OR
“Application for **Deputy Vice Chancellor (Administration) - JKUAT**”
and **delivered** to:
THE SECRETARY/CEO
Public Service Commission
Commission House
P.O Box 30095-00100
NAIROBI.
- 4. Online applications may be submitted via email to jkuat2019@publicservice.go.ke

All applications should reach the Public Service Commission on or before 3rd June 2019 (latest by 5.00 p.m.)