



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service"

Our Mission

"To reform and transform the public service for efficient and effective service delivery"

DECLARATION OF A VACANCY

TAITA TAVETA UNIVERSITY

Pursuant to the provisions of Section 35(1)(a) (v) of the Universities Act, 2012 (Revised 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:	- Ksh.420,567 – Ksh.744,078 p.m.
House Allowance	- Ksh.86,650.00 p.m
Medical Cover & Other Allowances:	- As provided by the University
Terms of Service:	- Five (5) years contract (Renewable once) subject to satisfactory performance.

For appointment to this post, a candidate must:

- (i) be a Kenyan citizen;
- (ii) be a full professor and holder of an earned PhD from a university recognized in Kenya;
- (iii) have at least twelve (12) years hands-on-administrative, academic and research experience at senior level with demonstrable capacity for leadership in a university recognized in Kenya or an academic and/or research institution;
- (iv) have served substantively with demonstrable results in the positions of Dean/Director of Faculty/Head of School/Deputy Principal or Principal of a University Constituent college, and Deputy Vice Chancellor of a university;

- (v) have good understanding of governance structures, government financial and fiscal policies, strategic planning and Kenya Vision 2030 and the Big 4 Agenda, human resource management, legal requirements for procurement and asset disposal;
- (vi) be an accomplished scholar with proven track and demonstrated evidence in formulating and managing academic programs and supervising and mentoring Masters and PhD students;
- (vii) have demonstrated ability to network, fundraise, mobilize training and research grant that will be central to the development of the university;
- (viii) have a proven track record of international scholarship evidenced by publications in peer reviewed academic/professional journals and university-level books or book chapters;
- (ix) be a registered and active member of professional associations in his/her profession where applicable;
- (x) have a thorough knowledge in the structural, legislative and regulatory framework for administration and management of university education in Kenya;
- (xii) have thorough knowledge of current national, regional and global trends in the development of and provision of higher education; and
- (xiii) meet the requirements of Chapter Six of the Constitution of Kenya.

Core Competences

The following core competencies will be required.

- (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) negotiation and conflict resolution skills
- (iii) excellent organizational, interpersonal and effective communication skills;
- (iv) logical and sound decision - making abilities within the context of a dynamic environment;
- (v) visionary and result oriented;
- (vi) creativity and innovation; and
- (vii) firm, fair, accountable and transparent in conduct of requisite duties; and
- (viii) possess corporate governance skills, high ethical standards, integrity and professionalism.

Duties and Responsibilities

The Vice Chancellor shall be the Chief Executive Officer of the university and shall have overall responsibility for the management, strategic direction, organization, administration and programmes of the university. Specific duties and responsibilities will include:

- (i) building a dynamic management team to execute the University's vision, mission and strategic plan;
- (ii) providing effective leadership and being the accounting officer of the university;
- (iii) 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;
- (iv) promoting efficiency and good order of the university including staff welfare, conduct and discipline and ensure enforcement of statutes and regulations governing operations of the university;
- (v) facilitating cooperation with other government institutions, regulatory agencies together with local, national and international institutions of higher learning;
- (vi) Chairing the Senate and University management Board;
- (vii) being the Secretary to and ex-officio member of the council;
- (viii) providing leadership in resource mobilization and enhancing national and international networking;
- (ix) developing and recommending to Council short and long-term strategies, business plans, and annual operating budgets, and establish proper internal monitoring control systems and procedures; and
- (x) performing such other duties as may be assigned or delegated by the Council as provided for in the University Charter, Statutes and Universities Act 2012.

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) 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 (hard 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 the post of Vice Chancellor - Taita Taveta University”

THE SECRETARY/CEO
Public Service Commission
Commission House
P.O Box 30095-00100
NAIROBI

4. Online applications may be submitted via email to: ttu2019@publicservice.go.ke

All applications should reach the Public Service Commission on or before 7th January, 2020 latest by 5.00 p.m. (East African Time)