

REPUBLIC OF KENYA



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 VACANCY

MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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.

DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS) – ONE (1) POST

Basic Salary:	- Ksh.308,990.00 – Ksh.432,257.00 p.m.
House Allowance	- Ksh.75,750.00 p.m
Medical Cover & Other Allowances:	- As provided by the University
Terms of Service:	- Five (5) years contract (Renewable) subject to satisfactory performance.

For appointment to this post, a candidate must:

- (i) be at least an Associate Professor with an earned PhD from a university recognized in Kenya;
- (ii) have at least ten (10) years of academic and research experience at a senior position in a University setting with a demonstrated capacity for leadership and academic excellence;
- (iii) be registered with and be an active member of professional associations in his/her profession;

- (iv) have held senior administrative post of at least Chair of Academic department or leadership of comparable levels in a university or other institutions of higher learning for at least five (5) years;
- (v) possess an outstanding and internationally recognized scholarship record as evidenced by peer-refereed journal publications and university level books or book chapters and supervision of masters and doctoral students;
- (vi) have ability and leadership skills to effectively co-ordinate teaching and research functions in the university;
- (vii) have the capacity to promote learning in competitive environment through commitment to academic excellence;
- (viii) possess demonstrable knowledge of Performance Contracting and Quality Management System and strategic planning in academic development of the university;
- (ix) have demonstrated ability to attract research grants and other awards;
- (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;
- (xi) have demonstrated competence in academic leadership in an academic/research environment;
- (xii) demonstrate capacity to initiate and facilitate the development of relevant and quality market and society driven academic programmes;
- (xiii) excellent analytical, problem solving, decision making, team building, organizational, interpersonal and communication skills;
- (xiv) demonstrate ability to analyze complex problems, interpret operational needs and develop integrated creative solutions;
- (xv) have knowledge and understanding of computerized management information systems, applications and tools;
- (xvi) have strong interpersonal skills and ability to effectively communicate with a wide range of stakeholders; and
- (xvii) comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

Duties and Responsibilities

The Deputy Vice Chancellor, Academic and Student Affairs will report to the Vice Chancellor and will be the head of the Academic Division of the university. Specific duties and responsibilities will include:

- (i) academic planning and responsibilities;

- (ii) academic policies and procedures;
- (iii) teaching and training which includes planning for academic programmes, preparation of syllabi and their regulations, timetables, examinations, certificates and transcripts and graduation, library services and students attachment and training on academic staff;
- (iv) students affairs which include admissions and records, university students welfare (recreational, sports and games), counselling and discipline;
- (v) Academic support services which include library services, coordination of the allocation of resources for academic purposes and safety in teaching areas;
- (vi) academic quality assurance;
- (vii) allocation of academic facilities such as buildings, rooms and offices in the university as well as the formulation of the rules governing their allocation and utilization;
- (viii) planning and coordination of election of deans of schools;
- (ix) exercise such other powers, perform such other official duties and discharge such other academic functions as are assigned to him/her by the Vice-Chancellor in accordance with the statutes; and
- (x) shall be a member of Senate and University Management Board.

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 Deputy Vice Chancellor (Academic and Student Affairs) - “Meru University of Science & Technology” and delivered to:

THE SECRETARY/CEO
Public Service Commission
4th Floor Commission House
Off Harambee Avenue
P.O Box 30095-00100
NAIROBI.

4. Online applications may be submitted via email to: meru2019@publicservice.go.ke

All applications should reach the Public Service Commission on or before 19th November 2019 latest by 5.00 p.m. (East African Time)

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**