

**REPUBLIC OF KENYA**



**PUBLIC SERVICE COMMISSION**

**Our Vision**

***A Citizen-Centric Public Service***

**Our Mission**

***“To transform the public service for efficient and effective service delivery”***

**DECLARATION OF VACANCY - UNIVERSITY OF NAIROBI**

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.420,567.00 –**  
**Ksh.744,078.00 p.m.**  
**House Allowance** - **Ksh. 120,000 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 position, a candidate must:**

- (i) be a full Professor and holder of an earned Doctorate degree or equivalent qualification from a University recognized in Kenya;
- (ii) have had at least fifteen (15) years of academic, research and managerial experience at a senior level in a University or equivalent institution with demonstrable leadership and management capacity;
- (iii) have proven scholarly record demonstrated by publications in internationally peer reviewed journals, monographs, books and book chapters in their areas of specialization, and supervision and mentorship of Masters and Doctoral students;
- (iv) have excellent understanding of the government financial and fiscal policies, strategic planning and Vision 2030, Public Finance Management, Human Resource Management and Public Procurement and Asset Disposal processes;
- (v) have thorough knowledge in the structural, legislative and regulatory framework for administering University Education in Kenya;
- (vi) 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;
- (vii) have demonstrable experience in networking, fundraising and resource mobilization for research, scholarships and development;

- (viii) 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;
- (ix) have excellent understanding of current trends in University education and training globally and the factors and conditions shaping development of university education in Kenya;
- (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 disciplinary record in public and/or private sectors; and
- (xiii) be of high ethical standards, integrity and accountability and comply with the requirements of Chapter Six of the Constitution.

### **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) visionary 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; and
- (viii) firm, fair, accountable and transparent in the conduct of duties.

### **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 the Council strategies, business plans, annual budgets and establishing proper monitoring and control systems and procedures;
- (iii) be responsible for the implementation of the Council's decisions and resolutions.
- (iv) overall responsibility for 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) providing innovative and creative leadership in the areas of academics, finance, planning and development; general administration; research and partnership; facilitating and maintaining cooperation with government institutions, regulatory agencies, local and international institutions of higher learning and other stakeholders; and
- (viii) any other responsibilities as may be assigned or delegated by the Council as provided for in the Universities Act 2012, University Charter 2013 and 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) Any other supporting documents and testimonials;
  - (d) Recommendations from relevant professional bodies and associations; and
  - (e) 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).
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 Vice Chancellor - University of Nairobi” and delivered to:**

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

4. Online applications may be submitted via email to:  
[uon2019@publicservice.go.ke](mailto:uon2019@publicservice.go.ke)

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

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**