



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: - JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND 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 (PLANNING, ADMINISTRATION AND FINANCE) - 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 once) subject to satisfactory performance.

For appointment to this grade a candidate must:

- (i) be a Kenyan Citizen;
- (ii) be at least an Associate Professor with an earned PhD from a university recognized in Kenya;
- (iii) 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;
- (iv) be registered with and be an active member of a professional association in his/her profession;
- (v) have served in a senior administrative position of at least a Dean or Director of a School/Faculty or held a leadership position of comparable levels in a university or other institutions of higher learning for at least five (5) years;
- (vi) 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;
- (vii) have ability and leadership skills to effectively co-ordinate planning, administration and finance functions in the university;

- (viii) have the capacity to promote learning in a competitive environment through commitment to academic excellence;
- (ix) possess demonstrable knowledge of Performance Contracting and Quality Management System and strategic planning in academic development of the university;
- (x) have demonstrated ability to attract research grants and other awards;
- (xi) have excellent understanding of current trends in university education and training globally and the factors and conditions shaping development of university education in Kenya;
- (xii) have demonstrated competence in academic leadership in an academic/research environment;
- (xiii) demonstrate capacity to initiate and facilitate the development of relevant and quality market and society driven academic programmes;
- (xiv) excellent analytical, problem solving, decision making, team building, organisational, interpersonal and communication skills;
- (xv) demonstrate ability to analyze complex problems, interpret operational needs and develop integrated creative solutions;
- (xvi) have knowledge and understanding of computerized management information systems, applications and tools;
- (xvii) have strong interpersonal skills and knowledge and ability to effectively communicate with a wide range of stakeholders; and
- (xviii) comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2020 on leadership and integrity.

Duties and Responsibilities

The Deputy Vice-Chancellor, Planning, Administration and Finance (PAF) will be one of the principal assistants to the Vice Chancellor and will be the Head of Planning, Administration and Finance Division. He/she shall be responsible for management of human, physical and financial resources, administrative, general administration, infrastructural and development matters which will include:

- (i) Coordinating development and implementation of sound financial, administrative policies and strategies in order to realize the strategic objectives of the University;
- (ii) Organizing and directing administration and financial aspects of the University;
- (iii) Maintaining efficiency and good order of the university and ensuring proper enforcement of the Statutes and Regulations;
- (iv) Providing innovative and creative leadership in the areas of finance, human and physical resources, planning, general administration, infrastructural development and community linkages;
- (v) Coordinating the design and implementation of appropriate human resource system which will attract, develop and retain competitive human resource capital;

- (vi) Providing support to the Vice-Chancellor and Management Board on the human resource, procurement, policy formulation, planning, ICT and financial matters regarding the university;
- (vii) Establishing and maintaining workable systems for regular measurement, monitoring and evaluation of performance, quality, relevant and efficiency of all human resource, reward management, finance, planning and development programmes;
- (viii) be a member of Senate and University Management Board; and
- (ix) Performing other duties as may be assigned by the Vice-Chancellor.

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 (Planning, Administration and Finance- Jaramogi Oginga Odinga University of Science & Technology)” 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: joouni@publicservice.go.ke

All applications should reach the Public Service Commission on or before 16th March 2020 latest by 5.00 p.m. (East African Time)

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**