



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 JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

Pursuant to the provisions of Section 55(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 (FINANCE) – ONE (1) POST

Basic Salary:	Ksh.307,850.00 – Ksh.450,695.00 p.m.
House Allowance	Ksh.80,518.00 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 citizen of Kenya;
- (ii) be a Professor with at least eight (8) years experience at senior management and academic levels in a University or equivalent institution with evident leadership and management capacity;
- (iii) have thorough knowledge in the structural, legislative and regulatory framework for administering University education in Kenya;
- (iv) possess an outstanding internationally recognized record of scholarly and academic leadership;
- (v) demonstrate confidence in financial and risk management, procurement and also leadership in an academic/research environment;
- (vi) have a track record of success on expansion of physical facilities to cater for increased academic programmes, students' enrolment, research and innovation;
- (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 service mobilization;
- (x) possess skills, capacity and determination to lead and pioneer transfer functions of the university, and
- (xi) meet the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

The Deputy Vice Chancellor (Finance) is one of the Principal Assistants to the Vice Chancellor in the day to day running of the University. He/She shall be the head of the Finance Division. Specific duties and duties and responsibilities include:

- (i) overall responsibility for direction and organization of activities within finance division;
- (ii) developing and supervising financial, procurement and appropriate procedures to ensure efficient performance and delivery of services;
- (iii) overseeing financial matters, policies, budget, procedures and systems design for consideration by university management and university council for decision making;
- (iv) monitoring and evaluating progress in financial policies and procedures;
- (v) identifying control and process weaknesses and developing, documenting, communicating and implementing strategies to address these weaknesses; and
- (vi) assisting the Vice Chancellor and the management board on financial matters of the university.

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, copies of 10 passport sized photographs, 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 (Finance) - Jomo Kenyatta University of Agriculture and 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: jkuat@publicservice.go.ke

All applications should reach the Public Service Commission on or before 13th March 2020 latest by 5.00 p.m. (East African Time)

SECRETARY/CEO

FOR: SECRETARY
PUBLIC SERVICE COMMISSION
P. O. Box 30095 - 00100,
NAIROBI

9/3/2020