



REPUBLIC OF KENYA



## PUBLIC SERVICE COMMISSION

# **GUIDELINES FOR THE NOMINATION OF CHANCELLORS AND RECRUITMENT OF VICE CHANCELLORS, DEPUTY VICE CHANCELLORS, PRINCIPALS AND DEPUTY PRINCIPALS OF PUBLIC UNIVERSITIES AND CONSTITUENT COLLEGES**

**NOVEMBER 2019**

# TABLE OF CONTENTS

.....	1
<b>DEFINITION OF TERMS</b> .....	3
ABBREVIATIONS .....	5
<b>CHAPTER ONE</b> .....	6
<b>INTRODUCTION</b> .....	6
1.1 Background.....	6
1.2 Scope and Application .....	6
1.3 Objectives .....	6
1.4 Guiding Principles .....	7
1.5 Legal Framework .....	7
1.6 Policy Framework.....	7
<b>CHAPTER TWO</b> .....	8
<b>NOMINATION OF PERSONS IDENTIFIED FOR APPOINTMENT AS CHANCELLORS OF PUBLIC UNIVERSITIES</b> .....	8
2.0 Declaration of Vacancies.....	8
2.1 Processing by the Commission .....	8
<b>CHAPTER THREE</b> .....	9
3.0 Declaration of Vacancies in the offices of Vice Chancellors, Deputy Vice Chancellors, Principals and Deputy Principals.....	9
3.1 Advertisement of Vacant Posts.....	9
3.2 Managing Applications.....	10
3.3 Shortlisting .....	11
3.3.1 Constitution of a Shortlisting Panel.....	11
3.3.2 Shortlisting Criteria .....	11
3.3.3 Shortlisting Process .....	11
3.4 Interview process .....	12
3.4.1 Programming for interviews and Invitation of Candidates.....	12
3.4.2 Interview Panel .....	12
3.4.3 Conducting Interviews.....	13

3.4.4 Recommendation for appointment and Communication of Decision.....	13
<b>CHAPTER FOUR .....</b>	<b>14</b>
<b>GENERAL PROVISIONS .....</b>	<b>14</b>
General Information.....	14

DRAFT

## DEFINITION OF TERMS

In these guidelines, unless the context otherwise requires:

**Affirmative action:** means any measure designed to overcome or ameliorate an inequity or the systemic denial of opportunities.

**Alumni:** means a member of the convocation of a university

**Appointment:** refers to filling of a vacancy in an office with a person who meets the prescribed qualifications and in accordance with the prescribed criteria for appointment.

**Cabinet Secretary:** means the Cabinet Secretary for the time being responsible for university education.

**Chancellor:** has the meaning of a titular head of a public university as per the Universities Act

**Commission:** means the Public Service Commission

**Constituent College:** means an institution declared to be or established as a constituent college of a public university established under the Universities Act.

**Inclusiveness:** inclusion of different persons regardless of race, culture, ethnicity, gender, ideological or socio-economic status

**Gender:** refers to the social roles attributed to being masculine or feminine.

**Public university:** means a university established and maintained out of public funds.

**Principal:** refers to the administrative and academic head of a constituent college of a public university.

**PWD:** means a person with motor, hearing or visual or other impairment which requires adaptive support to offer public service

**Senate:** means the senate of a public university as defined in the Universities Act

**Stakeholder:** means a person or group of persons involved in a public university or constituent college and with vested interests for the benefit of that public university or constituent college.

**Student:** means any person registered in a public university or constituent college to pursue studies and whose registration is current.

**University:** means a public university which is established in accordance with section 13 of the universities Act, 2012.

**University Council:** means the governing body of a public university

**Youth:** refers to the collectivity of all individuals in the Republic of Kenya who have attained the age of 18 years and have not attained the age of 35 years.

**Vice Chancellor:** Means the administrative and academic head of a university.

## ABBREVIATIONS

CRB	Credit Reference Bureau
DCI	Directorate of Criminal Investigation
DVC	Deputy Vice Chancellor
EACC	Ethics and Anti-Corruption Commission
HELB	Higher Education Loans Board
KRA	Kenya Revenue Authority
PSC	Public Service Commission
PWD	Persons with disability
VC	Vice Chancellor

# **CHAPTER ONE**

## **INTRODUCTION**

### **1.1 Background**

Pursuant to the provisions of Section 35(1) (a) (v) of the Universities Act, 2012 and Miscellaneous Amendment Act, 2018, the Public Service Commission is charged with the responsibility of competitively recruiting and nominating persons for appointment by the University Council to the positions of Vice Chancellors, Deputy Vice Chancellors, Principals and Deputy Principals of Public Universities and Constituent Colleges. Further, Section 38 of the Universities Act requires the Commission to forward the top three candidates, from a list of five (5) identified by the Senate for appointment as Chancellor, to the Cabinet Secretary for onward transmission to the President for appointment.

These guidelines outline the procedures and the norms and standards for nomination of Chancellors and recruitment of Vice Chancellors, Deputy Vice Chancellors, Principals and Deputy Principals of Public Universities and Constituent Colleges.

### **1.2 Scope and Application**

These guidelines shall apply to the nomination of Chancellors and recruitment of Vice Chancellors, Deputy Vice Chancellors, Principals and Deputy Principals of Public Universities and Constituent Colleges.

### **1.3 Objectives**

The general objective of these guidelines is to provide uniform norms and standards to ensure efficiency and effectiveness in the nomination and recruitment process by:

- (i) providing a step by step approach in the nomination and recruitment process;
- (ii) ensure compliance with Articles 10,27,54,55,56 and 232 and Chapter 6 of the Constitution and other relevant legislations;
- (iii) Inculcating a national and international outlook of university management.

## **1.4 Guiding Principles**

The Public Service Commission is guided by the following principles during the process: -

- (i) Merit
- (ii) Integrity
- (iii) Inclusiveness.
- (iv) Fairness
- (v) Transparency and accountability
- (vi) Efficiency and effectiveness

## **1.5 Legal Framework**

These guidelines are anchored on the following legislative framework:

- (i) The Constitution of Kenya, 2010
- (ii) The Universities Act, 2012 (Revised 2016) and the Statute Law (Miscellaneous Amendments) Act, 2018;
- (iii) Public Service Commission Act, 2017;
- (iv) Public Service (Values and Principles) Act, 2015;
- (v) Fair Administrative Action Act, 2015;
- (vi) National Cohesion and Integration Act, 2008
- (vii) The Employment Act, 2007;
- (viii) Persons with Disability Act, 2005;

## **1.6 Policy Framework**

The policy framework relevant to these guidelines includes:

- (i) Human Resource Policies and Procedure Manual for the Public Service, 2016;
- (ii) Framework for Implementation of the National Values and Principles of Governance and Values and Principles of the Public Service in Articles 10 & 232 of the Constitution; and
- (iii) Diversity Policy for the Public Service, 2016

## **CHAPTER TWO**

### **NOMINATION OF PERSONS IDENTIFIED FOR APPOINTMENT AS CHANCELLORS OF PUBLIC UNIVERSITIES**

#### **2.0 Declaration of Vacancies**

Whenever a vacancy arises in the office of the Chancellor of a public university, the senate of that university shall:

- (i) In consultation with key stakeholders, identify persons suitable for appointment
- (ii) Submit five (5) names of suitable candidates to the Public Service Commission.

#### **2.1 Processing by the Commission**

The Public Service Commission shall, upon receipt of the list of the five (5) identified persons:

- (i) Constitute a selection panel of all the Commissioners.
- (ii) Formally notify the candidates of their identification and invite them for a discussion with the panel.
- (iii) Agree on a criteria to consider in evaluating the suitability of the candidates.
- (iv) Use the discussion to rate the suitability of the candidates and rank them in order of merit.
- (v) Take into account the provisions of the Universities Act that “a person shall only be appointed as a Chancellor where the person is a person of high moral character and integrity in accordance with Chapter Six of the Constitution”
- (vi) Seek clearances from the relevant bodies before making the recommendation for appointment.
- (vii) Forward the names of the top three candidates in order of merit to the Cabinet Secretary responsible for university education for onward transmission to the President for appointment.

## **CHAPTER THREE**

### **RECRUITMENT OF VICE CHANCELLORS, DEPUTY VICE CHANCELLORS PRINCIPALS AND DEPUTY PRINCIPALS OF PUBLIC UNIVERSITIES AND CONSTITUENT COLLEGES**

#### **3.0 Declaration of Vacancies in the offices of Vice Chancellors, Deputy Vice Chancellors, Principals and Deputy Principals**

Where a vacancy arises in a Public University, the Chairperson of the University Council shall declare the vacancy to the Public Service Commission for competitive filling. The declaration shall include the following details:

- (i) Title of the position and grade;
- (ii) Location of the job;
- (iii) Terms of employment;
- (iv) Requirements for appointment including Academic and Professional qualifications, core competencies and relevant experience;
- (v) Job descriptions (duties and responsibilities) including supervision, accountability and reporting arrangements; and
- (vi) Applicable remuneration including salary, allowances and other benefits.

#### **3.1 Advertisement of Vacant Posts**

- (i) Upon approval, the Commission shall advertise vacant posts in a manner that reaches the widest pool of potential applicants. This shall include one daily newspaper of nationwide coverage and on the Commission's and the respective university's websites;
- (ii) The advertisement shall run for twenty-one (21) days to allow for adequate period for receipt of applications;
- (iii) The advertisement shall include the following details: -
  - (a) name of the recruiting University or Constituent College;
  - (b) title and grade of the position;

- (c) number of vacancies;
  - (d) job descriptions and person specifications;
  - (e) terms of employment;
  - (f) remuneration and other benefits; and
  - (g) the mode and deadline of submitting the applications.
- (iv) Interested applicants shall be required to make their applications in a mode and format as may be prescribed by the Commission.

### **3.2 Managing Applications**

The Commission shall:

- (i) maintain a record of all applications received for every post advertised in a database to facilitate the selection process;
- (ii) develop a profile for each applicant which includes: name, ID number, date of birth, gender, disability status, county, current designation, scale/grade, date of substantive appointment, academic and professional qualifications, work experience/career progression, relevant courses attended, publications in peer refereed journals, published books and book chapters, number of PhD and Masters students supervised, papers presented in conferences, workshops and seminars, and membership/affiliation to professional bodies(where applicable);
- (iii) verify the accuracy of the information provided by the applicants and recorded on the candidate profile.
- (iv) generate a profile report for all applicants for use in shortlisting.

### **3.3 Shortlisting**

Shortlisting involves identifying suitable candidates from a pool of applicants to be considered for interviews. Shortlisting exercise shall comply with the provisions of the following: -

- Article 10 - National Values and Principles of Governance
- Article 27 - Equality and freedom from discrimination
- Article 54 - Rights of Persons with Disabilities
- Article 55 - Affirmative action Programmes for the Youth
- Article 56 - Affirmative action for Minorities and Marginalized groups
- Article 232 - Values and Principles of Public Service
- Chapter 6 - Leadership and Integrity

#### **3.3.1 Constitution of a Shortlisting Panel**

For every advertised position, the Commission shall constitute a shortlisting panel which shall constitute of at least two Commissioners and any other persons nominated to the shortlisting panel as the Commission may determine.

#### **3.3.2 Shortlisting Criteria**

The panel shall set and document criteria for shortlisting which will be guided by the requirements of the job as in the advertisement, provisions of the Constitution and relevant legislations.

#### **3.3.3 Shortlisting Process**

The process involves: -

- (i) assessing applications based on the details provided in the applicants' profiles in relation to the set criteria;
- (ii) assessing the suitability of the applicants by considering reports from the clearing bodies available to the Commission.
- (iii) consideration of the requisite academic and professional qualifications and work experience,

- (iv) consideration of Kenya's diverse communities, gender, youth, ethnicity, and persons with disabilities,
- (v) Shortlisting suitable candidates,
- (vi) preparing a shortlisting report, endorsed by all the panelists; and
- (vii) presenting the shortlisting report to the Commission for approval.

### **3.4 Interview process**

The process involves the following steps: -

#### **3.4.1 Programming for interviews and Invitation of Candidates**

- (i) preparation of an interview schedule for all shortlisted candidates indicating date and time for interview;
- (ii) publishing the list of the shortlisted candidates and interview schedule on the Commission's and the respective university's website which shall include invitation of shortlisted candidates for interview at least seven (7) days before the interview date.
- (iii) Formal invitation of the shortlisted candidates at least seven (7) days before the interview date through a letter to the email and postal addresses provided by each of the candidates. They will also be contacted through telephone calls and short message service.

#### **3.4.2 Interview Panel**

The Commission shall constitute an interview panel.

The panel for the posts of Vice Chancellor, Deputy Vice Chancellor, Principal and Deputy Principal shall comprise of:

- (i) At least four (4) members of the Commission, one of whom will be the Chairperson of the panel;
- (ii) Any other person/s as may be co-opted by the Commission.

### **3.4.3 Conducting Interviews**

The interview panel shall;

- (i) Develop interview tools;
- (ii) Verify that each candidate meets the requirements of the advertisement;
- (iii) Confirm that all the submitted academic and professional certificates are authentic;
- (iv) Conduct competence-based interviews. The Commission may apply other modes of assessment such as written tests, psychometric tests etc.
- (v) Conduct the interviews in a fair, objective and transparent manner;
- (vi) The interview panel may consider recommendations from the candidates' current and previous employers as well as background checks from the relevant agencies;
- (vii) Invite memoranda on the suitability of the shortlisted candidates from the general public and the university's stakeholders;
- (viii) prepare interview report with recommendations for tabling before the Commission. The panel shall recommend three (3) names for each post after considering merit, record on past experience, gender, PWD, regional distribution and compliance to chapter 6 of the Constitution;
- (ix) The Interview Report shall be signed by the Chairperson of the panel and the other Commission panelists.

### **3.4.4 Recommendation for appointment and Communication of Decision**

The Commission shall:

- (i) Consider the report of the Interview panel, and
- (ii) Recommend three suitable candidates to the Chairperson of the University Council.

## CHAPTER FOUR

### GENERAL PROVISIONS

#### General Information

- (i) All correspondence related to the recruitment shall be addressed to the Secretary/CEO, Public Service Commission.
- (ii) Applicants shall be required to submit their applications within the stipulated period;
- (iii) The Commission shall not process applications received after the closing date;
- (iv) Shortlisted candidates shall:
  - (a) be informed of the interview date, venue and time at least seven (7) days before the interview;
  - (b) produce original personal identification documents, academic and professional certificates, transcripts and relevant testimonials during the interview;
  - (c) present current clearances from KRA, HELB, DCI, EACC and any of the registered Credit Reference Bureaus.
- (v) The Commission will, prior to the interviews, seek clearances from EACC and other government security agencies.
- (vi) The Secretary/CEO shall maintain the recruitment and selection records in hard and electronic formats.

## **Contacts:**

The Secretary/CEO  
Public Service Commission,  
Harambee Avenue  
P.O. Box 30095, 00100,  
Nairobi - Kenya  
Telephone: +254 (020) 2223901-5, 2227471-5  
Website: [www.publicservice.go.ke](http://www.publicservice.go.ke)  
Job Portal: [psckjobs.go.ke](http://psckjobs.go.ke)  
Email: [psck@publicservice.go.ke](mailto:psck@publicservice.go.ke)

### **Vision**

*“A Citizen-Centric Public Service”*

### **Mission**

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

### **Core Values**

Citizen Focus  
Professionalism  
Innovation  
Team-work