



## 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

## TAITA TAVETA UNIVERSITY

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 (ADMINISTRATION, FINANCE AND PLANNING)- ONE (1) POST

Basic Salary:	- Ksh.427, 427 - Ksh.547, 106p.m.
House Allowance:	- Ksh.82,704 p.m.
Leave Allowance:	- As provided by the University
Medical Cover & Other Allowances:	- As provided by the University
Terms of Service:	- Five (5) years contract, with the eligibility for renewal on competitive basis

#### **For appointment to this position, a candidate must:**

- (i) be a professor or an Associate professor with an earned PhD from a university recognized in Kenya;
- (ii) have at least eight (8) years hands on academic and research experience at senior level and possess demonstrable capacity for leadership in an academic and/or research institution, having served substantively with demonstrable result at least in the position of Dean/Director of Faculty/School, and/or Deputy Principal of a Constituent University College;
- (iii) possess an outstanding and internationally recognized scholarship record as evidenced by peer refereed journal publications and university-level books or book chapters;
- (iv) have demonstrable ability and leadership skills to effectively coordinate the administration, finance and planning functions in the University;
- (v) possess demonstrable knowledge of and experience in strategic planning and implementation of physical and human resource development functions;
- (vi) have knowledge of Finance and/or Accounting;

- (vii) have demonstrable experience in networking, fundraising and resource mobilization in an academic/research institution;
- (viii) be a registered and active member of professional associations in his/her profession;
- (ix) possess corporate governance skills, interpersonal and communication skills, high ethical standards, integrity and professionalism; and
- (x) comply with the requirements of Chapter Six (6) of the Constitution of Kenya ,2010 on leadership and integrity

### **Duties and Responsibilities:**

Duties and responsibilities of the Deputy Vice Chancellor- Administration, Finance and Planning will include:

- (i) overseeing development, implementation, monitoring and evaluation of policies and appropriate procedures to ensure efficient performance and delivery of services in the university;
- (ii) coordinating and advising management on matters relating to labour relations, staff union matters, promotions, discipline, employee services and staff welfare related issues;
- (iii) establishing and maintaining effective workable systems for regular monitoring and evaluation of performance, quality of service, relevance and efficiency of all planning, finance and development units;
- (iv) coordinating the preparation of statutory financial statements and management reports for planning and decision making;
- (v) coordinating physical infrastructure planning and development as well as monitoring, evaluation and reporting;
- (vi) overseeing the implementation of the Master Plan and Strategic Plan;
- (vii) coordinating preparation of budget and management of expenditure;
- (viii) providing leadership in the management of the planning and partnership activities of the university;
- (ix) establishing strategic linkages with government/regulatory agencies and other local/international institutions to enhance functional areas of the Division;
- (x) coordinating the design and implementation of appropriate human resource systems which will attract, develop and retain competitive human resource capital;
- (xi) developing strategies for and coordinating implementation of the university's income generating projects;
- (xii) coordinating the effective and efficient delivery of catering services, facilities management, staff and student health care services, maintenance and repair of university facilities, and ensuring their compliance with regulatory and statutory requirements; and
- (xiii) performing such other duties as may be assigned or delegated 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. Scanned copies of these documents must accompany the online application;
4. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, publications, awards, scholarships, funding, membership of professional association, linkages and community service, email address and telephone contacts;
5. Manual applications should be submitted in a sealed envelope clearly marked:

**“Application for the position of Deputy Vice Chancellor (Administration, Finance and Planning) - Taita Taveta University”** and delivered to:

**THE SECRETARY/CEO**  
Public Service Commission  
Commission House  
P.O Box 30095-00100  
**NAIROBI.**

6. Online applications may be submitted via email to: [ttu2021@publicservice.go.ke](mailto:ttu2021@publicservice.go.ke)

All applications should reach the Public Service Commission on or before **28<sup>th</sup> June 2021** latest by 5.00 p.m. (**East African Time**).