



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 VACANCIES

THARAKA UNIVERSITY COLLEGE

(A Constituent College of Chuka University)

Pursuant to the provisions of Section 35(1)(a) (v) of the Universities Act, 2012 amended through Statute Law (Miscellaneous Amendments) Act No. 18 of 2018, the Public Service Commission invites applications from suitably qualified persons to be considered for appointment to the following positions:

1. DEPUTY PRINCIPAL (ACADEMICS, RESEARCH AND STUDENT AFFAIRS) - ONE (1) POST

Basic Salary:	-Ksh.325, 099 – Ksh490, 729 p.m.
House Allowance:	-Ksh.76, 934 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, renewable once subject to satisfactory performance

For appointment to this position, a candidate must:

- (i) be a holder of an earned PhD degree from a recognized University and serving as either a Professor or an Associate Professor;
- (ii) have at least eight (8) years of academic and research experience with scholarly record demonstrated by publications in internationally referred journal, publications or University level books and have attracted project grants or awards;
- (iii) have experience in senior administrative posts such as acting Deputy Principal, or Director or Academic Dean of a Faculty/School or equivalent in a recognized University or a research institution or any other relevant institution with demonstrable results;

- (iv) be an accomplished scholar with proven track record in formulating and managing academic programs and successfully supervised Masters and Ph.D. students and mentoring postgraduate and academic colleagues;
- (v) demonstrate competence in administrative and financial leadership in an academic and research environment;
- (vi) have an excellent understanding of the current trends in university education, training and research nationally and globally; and
- (vii) be of high ethical standards, integrity and professionalism and comply with the requirements of chapter six (6) of the Constitution of Kenya

Core Competencies

The following core competencies and skills will be required:

- (i) firm, fair and transparent style of management;
- (ii) ability to espouse and promote the national values and governance;
- (iii) be a visionary and results oriented leader;
- (iv) excellent organizational, interpersonal and communication skills; and
- (v) ability to work under pressure and meet strict deadlines

Duties and Responsibilities

The Deputy Principal (Academic, Research and Student Affairs) will be the head of Academics, Research and Student Affairs Division.

In consultation with the Principal, his/her duties and responsibilities will include:

- (i) coordinating and overseeing the development of sound academics and research policies of the University College in consultation with the academic board and the senate;
- (ii) assisting the principal in the development and implementation of the university college policies;
- (iii) providing leadership, guidelines, coordination and direction of the departments within the academics, research and student affairs division;
- (iv) coordinating and managing examinations and preparing of academic transcripts certificates, diplomas and degrees;
- (v) developing research agenda with clear guidelines on research alliances and partnerships nationally and internationally;
- (vi) developing and implementing strategies to facilitate growth in revenue to support research and innovation;
- (vii) providing strategic direction, leadership and management of the centres and departments that comprise the research and innovation portfolio;
- (viii) overseeing the protection and commercialization of the innovations;
- (ix) establishing linkages with industry and business through local, national and international networks to leverage research outcomes and opportunities; and

- (x) performing such other functions and responsibilities as assigned by the Principal and University College Council as may be necessary and in the interests of the University College as per its rules and regulations

2. DEPUTY PRINCIPAL (ADMINISTRATION, FINANCE, PLANNING AND DEVELOPMENT) - ONE (1) POST

Basic Salary:	-Ksh.325, 099 - Ksh490, 729 p.m.
House Allowance:	- Ksh.76, 934 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, renewal subject to satisfactory performance

For appointment to this position, a candidate must:

- (i) be a holder of an earned PhD degree from a recognized University and serving as either a Professor or an Associate Professor;
- (ii) have at least eight (8) years of academic and research experience with scholarly record demonstrated by publications in internationally referred journal, publications or University level books and have attracted project grants or awards;
- (iii) have experience in senior administrative posts such as acting Deputy Principal, or Director or Academic Dean of a Faculty/School or equivalent in a recognized University or research institution or any other relevant institution with demonstrable results;
- (iv) have a good understanding of legal framework for University education, University governance structures, public finance management, fiscal policies, infrastructural growth, strategic planning and Kenya Vision 2030 flagship projects, Big Four Agenda, performance management, human resource management, procurement and asset Disposal Act 2015;
- (v) demonstrable ability and leadership skills to effectively coordinate administration and financial functions and be familiar with financial planning, accounting, strategic planning and quality management systems; and
- (vi) be of the highest ethical standards, integrity and professionalism and comply with the requirements of chapter six (6) of the Constitution of Kenya

Core Competencies

The following competences and skills will be required:

- (i) ability to expose and promote the national values and governance;
- (ii) firm, fair and transparent style of management;
- (iii) be a visionary and results oriented leader;
- (iv) excellent organizational, interpersonal and communication skills; and
- (v) ability to work under pressure and meet strict deadlines

Duties and Responsibilities

The Deputy Principal (Administration, Finance, Planning and Development) will be the head of Administration, Finance, Planning and Development Division. In consultation with the Principal, his/her duties and responsibilities will include:

- (i) providing leadership, guidelines and direction in management of University's College financial resources;
- (ii) being responsible for management and administration matters in a result oriented work environment geared towards achieving the University's goals, objectives, performance contracts and the strategic plan;
- (iii) coordinating the design, development, implementation and maintenance of appropriate human resource policies, procedures and systems to attract, develop and retain qualified and experienced staff;
- (iv) maintaining efficiency and good order of the university including staff welfare, conduct and discipline and ensuring proper enforcement of the statutes and regulations;
- (v) being responsible for the University College central services including the medical services, transport, procurement, development projects, estate and maintenance, catering and accommodation;
- (vi) coordinating the preparation of statutory financial statements, University budget and other management reports;
- (vii) making proposals, coordinating development projects and overseeing development projects and preparing periodic status reports;
- (viii) developing and implementing the enterprise development program to contribute to long term University College's sustainability;
- (ix) representing the University College in collective bargaining, negotiations, administration and management including labour relations, grievances handling, retirement benefits management, contract interpretation and workers' compensation; and
- (x) performing such other functions and responsibilities as assigned by the Principal and University College Council as may be necessary and in the interests of the University College as per its rules and regulations

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; and
 - (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 Principal (Academics, Research and Students Affairs) - Tharaka University College”

OR

“Application for the position of Deputy Principal (Administration, Finance Planning and Development) - Tharaka University College” 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: thrkuc2021@publicservice.go.ke

All applications should reach the Public Service Commission on or before 2nd August, 2021 latest by 5.00 p.m. (East African Time).