



## 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

### MAMA NGINA UNIVERSITY COLLEGE

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. PRINCIPAL - ONE (1) POST

<b>Basic Salary:</b>	<b>Ksh 427,427- Ksh 547,106p.m</b>
<b>House Allowance:</b>	<b>Ksh 82,704</b>
<b>Leave Allowance:</b>	<b>As provided by the University</b>
<b>Medical Cover and Other allowances</b>	<b>As provided by the University</b>
<b>Terms of Service:</b>	<b>Five (5) year contract renewable once subject to satisfactory performance</b>

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

- (i) be a Professor or an Associate Professor and a holder of an earned Doctorate Degree or equivalent qualification from a university recognized in Kenya.
- (ii) have at list eight (8) years of progressive experience in a senior university leadership/management position such as Dean of school/Faculty, Director, Deputy Principal of a Constituent college, or equivalent;
- (iii) have a thorough knowledge in the structural, legislative and regulatory framework for administering university education in Kenya;
- (iv) have a good understanding of government structures, Government financial and fiscal policies, strategic planning and vision 2030;
- (v) be a recognized scholar as evidenced by the number of successfully supervised PhDs and Masters student, attracted research grants/Awards, recent publication in internationally recognized journals and university level books;
- (vi) be familiar with national, regional and global trends in university education;
- (vii) demonstrate proven experience in policy making, strategic planning, developing and implementation of relevant academic programmes;

- (viii) have demonstrable experience in networking, fundraising, resource mobilization and fund management;
- (ix) have excellent organizational, interpersonal and communication skills;
- (x) be a registered member in a professional association; and
- (xi) be of highest ethical standards, integrity, accountability and professionalism, teamwork and stewardship and comply fully with chapter six of the Kenyan Constitution on Leadership, Ethics and Integrity; and

### **Core Competences**

- (i) ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) be a visionary and result oriented leader;
- (iii) ability to work under pressure and meet strict deadlines;
- (iv) excellent organizational, interpersonal and communication skills;
- (v) firms, fair, accountable and transparent management style.

### **Duties and Responsibilities**

Duties and responsibilities for this position will include:

- (i) being the Chief Executive Officer of the university college;
- (ii) being the Academic and Administrative head of the university college;
- (iii) having overall responsibility for the direction, organization and administration of all the programmes of the university college;
- (iv) being the Accounting Officer of the university college and shall be responsible for maintenance and promotion of the objective of the University College Council;
- (v) being responsible to the Council for maintaining and promoting the academic image as well as the efficiency and good order of the university college;
- (vi) being a member of every committee appointed by the university College Council or senate, unless otherwise expressly provided;
- (vii) Being an ex-officio Member of the council as well as its secretary in compliance with section 18(1) of the Mwongozo;
- (viii) providing direction on budgetary, procurement plans and work plans for all departments and units in the entire university college;
- (ix) being the Chairperson of the university college Management Board; and
- (x) having such powers and duties as may be conferred by the university college Council

### **Expected deliverables of the office**

- (i) day to day guidance to staff and the stakeholders on matters of policy implementation and review;
- (ii) chairing meeting of various committees, providing leadership, guidance, and direction;

- (iii) attending meetings and session convened by university college governing organs and other stakeholders, both internal and external;
- (iv) overall execution of the university college mandate;
- (v) constitution of adhoc committees where required effective and well managed, academic programmes, guided by University College Strategic Plan, and the University Act and other relevant policy guidelines; and
- (vi) appropriation of procedure in managing teaching and learning in conformity with the Constitution of Kenya and relevant law in place

## 2. DEPUTY PRINCIPAL - ONE (1) POST

<b>Basic Salary:</b>	<b>Ksh 380,410- Ksh 490,729 p.m</b>
<b>House Allowance:</b>	<b>Ksh 73,715 p.m</b>
<b>Leave Allowance:</b>	<b>As provided by the University</b>
<b>Medical Cover and Other allowances</b>	<b>As provided by the University</b>
<b>Terms of Service:</b>	<b>Five (5) year contract renewable once subject to satisfactory performance</b>

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

- (i) be a Professor or an Associate Professor and a holder of an earned Ph.D. Degree or equivalent from a university recognized in Kenya;
- (ii) have at least four (4) years of proven administrative work as an academic Dean or Director and any other comparable position in a university recognized in Kenya;
- (iii) have through knowledge in the structural, legislative and regulatory framework for administering university education in Kenya;
- (iv) be a recognized scholar as evidenced by the number of successfully supervised postgraduate students, attracted research grants, awards, recent publications in internationally recognized journals and university level book;
- (v) have excellent organizational, interpersonal and communication skills;
- (vi) be a registered member and demonstrated active involvement in professional associations;
- (vii) demonstrate ability in networking fundraising, resource mobilization and fund management;
- (viii) demonstrate the ability to develop curricula and academic programmes;
- (ix) have an excellent understanding of current trends in university education and training in Kenya and globally; and
- (x) be of highest ethical standards, integrity, accountability and professionalism, teamwork and stewardship, and comply with chapter six (6) of the constitution of Kenya 2010

### **Core Competence**

- (i) ability to portray and uphold positive national image and work in multicultural and multi-ethnic environment with sensitivity to and respect for diversity;

- (ii) be a team player, visionary and result oriented leader;
- (iii) capacity to work under pressure to meet strict deadlines; and
- (iv) firm, fair accountable and transparent management style

### **Duties and Responsibilities**

The Deputy Principal will be the Principal Assistant to the Principal and the head of Academic, Research, Outreach, Students affairs, Administration, Finance, Planning and Development divisions of the University College. He /she will be responsible for the management of academic student matters, Research, Outreach, Administration, Finance, Planning and management matters in a result oriented and timely manner to achieve the university vision, mission, objective and agreed targets. Duties and responsibilities at this level will include:-

- (i) delivering university college teaching which include inter alia planning for academic programs, preparation of syllabi and their regulation timetable, examination, research, outreach, Library services, security, finance, ICT, planning and human resources;
- (ii) coordination and development of Academic programs, policies of the university college in consultation with the Academic and Management Board and the state;
- (iii) developing and implementing strategies to facilitate growth in revenue to support infrastructure, research innovation and outreach;
- (iv) spearheading and protection and commercialization of all innovations;
- (v) establishing linkages of academic programs and industry and business through local national and international networks to leverage teaching and research outcomes;
- (vi) overseeing daily activities of the security, transport, estate and central services to ensure smooth operations and efficiency in service delivery;
- (vii) coordinating health and welfare services in order to promote a conducive working environment and optimize productivity and quality service delivery;
- (viii) engaging with respective unions in regard to Collective Bargaining Agreement (CBAs); and
- (ix) performing such other functions and responsibilities assigned by the principal and university Council

### **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;
  - (d) Recommendations from relevant professional bodies and associations;and
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 National ID, Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
3. Scanned copies of the documents must accompany the online applications.
4. The Curriculum Vitae should include information on academic qualifications, professional qualifications, leadership and management roles, publications, awards, scholarships, funding, membership in professional associations, 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 Principal- Mama Ngina University College”  
OR**

**“Application for the position of Deputy Principal- Mama Ngina University College” and delivered to:**

**THE SECRETARY/CEO**  
Public Service Commission  
4<sup>th</sup> Floor Commission House  
Off Harambee Avenue  
P.O Box 30095-00100  
**NAIROBI**

6. Online applications may be submitted via email to:  
[mnuc2022@publicservice.go.ke](mailto:mnuc2022@publicservice.go.ke)

All applications should reach the Public Service Commission on or before **10<sup>th</sup> October 2022** latest by 5.00 p.m. (East African Time)

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**