



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

MACHAKOS 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 vacant positions:

DEPUTY VICE CHANCELLOR (ADMINISTRATION, PLANNING AND FINANCE - ONE (1) POST

Basic Salary:	-	Kshs.427,427 – Kshs.547,106 p.m.
House Allowance:	-	Kshs. 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, renewable once subject to satisfactory performance

Location: - Main Campus, Machakos

For appointment to this position, a candidate must:

- (i) be a Professor or Associate Professor and holder of an earned Doctorate Degree or equivalent qualification from a university recognized in Kenya;
- (ii) have at least nine (9) years of progressive experience in a senior university leadership/management position such as Dean/Director, Deputy Principal/Principal of a Constituent College/Deputy Vice-Chancellor;
- (iii) demonstrate thorough understanding of Kenya's governance and business processes for the enrichment of the University's ability to contribute significantly to national development and achievement of Vision 2030;
- (iv) be familiar with national, regional and global trends in higher education;
- (v) have excellent interpersonal and communication skills, highest ethical standards, integrity and professionalism;
- (vi) have thorough knowledge of Governance structures, Government financial and fiscal policies, strategic planning and Vision 2030, human resource management,

thorough public finance management: budgeting, procurement and asset disposal legal requirements, further supported by relevant trainings and certificates;

- (vii) have demonstrated management capacity including knowledge of the Public Finance Management Act No. 18 of 2012, the Public Procurement and Asset Disposal Act No. 33 of 2015 and Strategic People Management;
- (viii) have a demonstrable experience in transformative leadership;
- (ix) show evidence of having dealt with human resource matters;
- (x) possess vast experience in decision making in finance, supported by relevant testimonials;
- (xi) be a recognized scholar as evidenced by the number of postgraduate students supervision and publications, research grants, recent publications;
- (xii) demonstrate experience in policy making in finance, strategic planning and development;
- (xiii) have thorough knowledge in the structural, legislative and regulatory framework for administering University Education in Kenya;
- (xiv) be a registered member and demonstrate active involvement in professional associations;
- (xv) have proven ability to coordinate and network with development partners in fundraising, fund management, mobilizing resources for sustainable growth and development of the University;
- (xvi) have a good track record of successful change management; and
- (xvii) meet requirements of Chapter Six of the Constitution.

Note: Possession of qualifications in finance, commerce or a business related field; Human Resource or Strategic Management; and a certificate in Strategic Leadership Course from a recognized institution will be an added advantage.

Core Competencies

The following core competencies and skills will be required for the position of the Deputy Vice-Chancellor (Administration, Planning and Finance):

- (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 thinker;
- (iii) excellent organizational, interpersonal and communication skills;
- (iv) capacity to work under pressure to meet strict deadlines;
- (v) have firm, fair, accountable and transparent management style; and
- (vi) evidence of resource mobilization and attracting grants from reputable donors.

Duties and Responsibilities

Reporting to the Vice-Chancellor, the Deputy Vice Chancellor (Administration, Planning and Finance) will be one of the Principal Assistants to the Vice Chancellor, the

head of the Administration, Planning and Finance Division of the University. Duties and responsibilities at this level will include:

- (i) being responsible for the management of physical and financial resources, infrastructural and development matters in a result oriented and timely manner to achieve the university's goals, objectives and agreed performance targets;
- (ii) establishing and maintaining workable systems for regular measurement, monitoring and evaluation of performance, quality, relevance and efficiency of all human resource, rewards management, finance, planning and development programmes;
- (iii) organizing and directing the financial matters of the university;
- (iv) carrying out the day-to-day business of the division;
- (v) developing and recommending to the Vice-Chancellor the long term university finance strategy, business plans and annual operating budgets, and establishing proper internal monitoring and control procedures;
- (vi) providing innovative and creative leadership in the areas of planning, human resource management, financial and physical resource management;
- (vii) overseeing the implementation of all sectoral policies and appropriate procedures to ensure efficient performance and delivery of services in the university in line with the strategic plan;
- (viii) coordinating the preparation and implementation of the university budget, preparation of financial statements and management reports for presentation to the university Management Board;
- (ix) coordinating the design, implementation, maintenance and development of appropriate human resource policies, procedures and systems that attract, develop and retain qualified and experienced human resources;
- (x) organizing and directing the administration and financial aspects of the university;
- (xi) maintaining efficiency and good order of the university and ensuring proper enforcement of the Statutes and Regulations;
- (xii) providing innovative and creative leadership in the areas of finance, human resources, planning, infrastructural development and community linkages;
- (xiii) providing guidance to the Vice-Chancellor and the Management Board on the human resource, policy formulation, planning and financial matters regarding the university; and
- (xiv) performing other duties as may be assigned 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) Recommendations from relevant professional bodies and associations; and
3. Recommendations from at least three (3) referees should be sent separately to the address below within the application deadline.

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, Planning and Finance) – Machakos University” and delivered to:

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

6. Online applications may be submitted via email to mksu2022@publicservice.go.ke

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

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**