



## 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

## MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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:

### DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS) - ONE (1) POST

<b>Basic Salary:</b>	- Ksh. 336, 478 – Ksh.470,711p.m.
<b>House Allowance:</b>	- Ksh. 82, 704 p.m.
<b>Leave Allowance:</b>	- As Provided by the University
<b>Medical Cover &amp; Other Allowances:</b>	- As provided by the University
<b>Terms of Service:</b>	- Five (5) years contract, renewable once subject to satisfactory performance

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

- (i) be at least an Associate Professor with an earned Ph.D. from a recognized university;
- (ii) has at least ten (10) years of academic and research experience at senior lecturer position in a university setting with a demonstrated capacity for leadership and academic excellence;
- (iii) have held senior administrative posts of at least Chair of Academic department or leadership of comparable levels in a university or other institutions of higher learning for at least five (5) years;
- (iv) possess an outstanding and internationally recognized scholarly record as evidenced by peer-refereed journal publications and university level books or book chapters and supervision of masters and doctoral students;
- (v) have ability and leadership skills to effectively co-ordinate teaching and research functions in the university;
- (vi) have the capacity to promote learning in competitive environment through commitment to academic excellence;

- (vii) possess demonstrable knowledge of Performance Contracting and Quality Management System and strategic planning in academic development of the university;
- (viii) have demonstrated ability to attract research grants and other awards;
- (ix) have excellent understanding of current trends in university education and training globally and the factors and conditions shaping development of university education in Kenya;
- (x) have demonstrated competence in academic leadership in an academic/research environment;
- (xi) demonstrates capacity to initiate and facilitate the development of relevant and quality market and society driven academic programmes;
- (xii) have excellent analytical, problem solving, decision making, team building, organizational, interpersonal and communication skills;
- (xiii) demonstrate ability to analyse complex problems, interpret operational needs and develop integrated creative solutions;
- (xiv) have knowledge and understanding of computerized management information systems, applications and tools;
- (xv) have strong interpersonal skills and ability to effectively communicate with a wide range of stakeholders; and
- (xvi) comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity

### **Duties and Responsibilities**

Reporting to the Vice-Chancellor, the Deputy Vice Chancellor (Academic and Student Affairs) shall be the head of the Academic Division of the university. He/she will coordinate the following functions and activities:-

- (i) academic planning and development;
- (ii) academic policies and procedures;
- (iii) teaching and training which includes planning for academic programmes, preparation for syllabi and their regulations, timetables, examinations, certificates and transcripts and graduation, library services, students attachment and training of academic staff;
- (iv) students affairs which include admissions and records, university students welfare (recreational, sports and games), counselling and discipline;
- (v) academic support services which include library services, co-ordination of the allocation of resources for academic purposes and safety in teaching areas;
- (vi) academic quality assurance;
- (vii) allocation of academic facilities such as buildings, rooms and offices in the university as well as the formulation of the rules governing their allocation and utilization;
- (viii) planning and coordination of election of Deans of Schools;
- (ix) exercise such other powers, and discharge other academic functions as are assigned to him/her by the Vice-Chancellor in accordance with the statutes; and
- (x) shall be a member of Senate and University Management Board

## 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 (Academic and Student Affairs) - Meru University of Science and Technology” 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:  
[must2022@publicservice.go.ke](mailto:must2022@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**