



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

TOM MBOYA 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 position:

VICE - CHANCELLOR - ONE (1) POST

Basic Salary:	Ksh. 474,919 - Ksh. 744,078 p.m.
House Allowance:	Ksh 120,000 p.m
Leave Allowance:	As provided by the University
Medical Cover and Other Allowances:	As provided by the University
Terms of Service:	Five (5) year contract renewable once subject to satisfactory performance

For appointment to this position, a candidate must:

- (i) be a full professor for at least five (5) years and a holder of an earned Doctorate Degree for at least twenty (20) years or equivalent qualification from a recognized university in Kenya;
- (ii) have at least fifteen (15) years of demonstrated leadership and management experience in an academic institution;
- (iii) have served substantively with demonstrable leadership results at least at the level of a Principal of a Constituent College or Vice Chancellor of a university or other similar comparable levels;
- (iv) have a proven track record of publications in peer reviewed journals and mentoring of students at Masters and PhD levels;
- (v) have a good understanding and demonstrable management capacity and experience of university governance structures;
- (vi) shown experience in transformative and strategic leadership;

- (vii) have an excellent understanding of current trends in university education and training in Kenya and globally, and a broad awareness of the factors and conditions shaping the development of university education;
- (viii) have demonstrated ability and experience in managing student affairs, planning, development and implementing academic programmes, infrastructural growth and strategic institutional linkages;
- (ix) have excellent organizational, interpersonal and communication skills;
- (x) have demonstrated ability to network, mobilize training and research grants towards the development of the university;
- (xi) be of high ethical standards, integrity, accountability, professionalism, teamwork and stewardship; and
- (xii) fulfil the requirements of Chapter 6 of the constitution

Core Competencies

The following core competencies and skills are required

- (i) firm, fair and transparent style of management;
- (ii) ability to espouse and promote the national values and principles of governance;
- (iii) be a visionary and result oriented leader;
- (iv) strong communication and reporting skills;
- (v) strong managerial skills and ability to lead teams;
- (vi) strong interpersonal and negotiation skills;
- (vii) strong mentoring, coaching and leadership skills;
- (viii) strategic thinking;
- (ix) ability to work under pressure and meet strict deadlines; and
- (x) creative and innovative ability to bring about change for the sustainable growth of the university

Duties and Responsibilities

The Vice-Chancellor shall, as provided in the Universities Act, Charter and Statute:

- (i) carry out responsibilities as the Chief Executive and Accounting Officer;
- (ii) be the academic and administrative head of the university;
- (iii) be responsible to Council for the efficient management of the University resources, both human and material;
- (iv) have the overall responsibility for the direction, organization and administration of programmes of the university;
- (v) be the Secretary to Council and Chairperson of the Management Board and Senate, and in this capacity make proposals and submit reports to the Council for approval on:
 - a) university policies;
 - b) fees and charges;
 - c) annual estimates and procurement plans; and
 - d) partnership and linkages including public - private partnerships

- (vi) be responsible for fundraising and sustainable development of the university;
- (vii) provide strategic leadership in performance-based management through development and application of a result-based performance management system;
- (viii) developing and recommending to the council strategies, annual budgets and establishing proper monitoring and control systems and procedures;
- (ix) be responsible for the implementation of the council's decisions and resolutions;
- (x) overall responsibility for managing, directing, organizing and administering of programs of the university;
- (xi) coordinating the development and implementation of the academic and administrative policies of the university in accordance with the university's master plan and the strategic plan;
- (xii) promoting efficiency and good order of the university including staff and student welfare, conduct and discipline and ensure enforcement of the statutes and regulations;
- (xiii) providing innovative and creative leadership in the areas of academics, finance, planning and development; general administration; research and partnership; facilitating and maintaining cooperation with government institutions, regulatory agencies, local and international institutions of higher learning and other stakeholders; and
- (xiv) any other responsibilities as may be assigned or delegated by the council as provided for in the Universities Act, 2012, University Charter, 2022 and Statutes

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 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 Vice Chancellor -Tom Mboya 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: tmu2022@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
PUBLIC SERVICE COMMISSION