



## DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

### **Our Vision**

*“To be a premier technological university, excelling in quality education, research and technology transfer for national development”*

### **Our Mission**

*“To provide an academically stimulating, culturally diverse and quality learning environment that fosters research, innovation and technology development towards producing relevant technical and managerial human resource and leaders to contribute to attainment of national development goals.”*

## ADVERTISEMENT FOR VACANT POSITION IN THE UNIVERSITY

Dedan Kimathi University of Technology is a premier institution of higher learning, providing and promoting quality training and research in line with our country’s Vision 2030 aspirations. Our mandate is to develop manpower for the economic, cultural, social, technological and scientific development of our country.

The University is inviting qualified persons to fill the position listed below.

### **1. REGISTRAR - ACADEMIC AFFAIR AND RESEARCH - GRADE 15: REF NO. DEKUT/RAAR/2023**

#### **Requirements**

**The applicant should have the following: -**

- i. A PhD Degree in relevant field in addition to Master’s Degree;
- ii. Must have at least four (4) years progressive experience as a Deputy Registrar Grade 14 or comparable position and have shown merit and ability as reflected in work performance and results;
- iii. Have thorough knowledge of the University Act, Statutes and other regulations related to academic, administrative and financial matters of the University;
- iv. Be able to demonstrate evidence of administrative and academic leadership through scholarly publications and be a person of high integrity;
- v. Be conversant with project monitoring and evaluation, be able to supervise and oversee the provisions of administrative, financial services and academic programs;
- vi. Show evidence of attendance of conferences, seminars and workshops;
- vii. Be familiar with the formulation and provisions of guidelines on planning management of university services and academic programs; and
- viii. Should be conversant with modern ICT technology.

**The Registrar, Academic Affairs and Research shall in respect to the Academic Affairs and Research functions, be responsible for: -**

- i) Coordinating the operations in pursuit of University policy, regulations and programs implementation;
- ii) Ensuring compliance with statutory requirements and consistent interpretation of the university rules, regulations and procedures;
- iii) Advising the University Management Board on the status of the University implementation plans and on the continuity from one strategic plan period to the next;
- iv) Custodian of the University records pertaining to AA&R function including admissions, academic transcripts and certificates;
- v) Coordinating the operations in respect to all academic activities of the University including admissions, enrolment and maintenance of student records, and graduates, attachments and industrial internships, programs training and accreditation and placement services for students;
- vi) Preparing and coordinating the academic calendar, coordinating the teaching time-tables and allocation of tuition facilities;
- vii) Overseeing the administration of examinations, preparation of academic transcripts, graduation and issuance of certificates;
- viii) Correspondence on student matters with external agencies;
- ix) Processing students disciplinary matters;
- x) Executing specific tasks on quality of academic processes;
- xi) Be the liaison office with the Alumni Association;
- xii) Coordinating of general educational activities including public lectures, orientation of new students, shows and exhibitions, conferences workshops and seminars;
- xiii) Overseeing management of records and administration support for research, innovation, technology transfer, linkages and extension;
- xiv) Supervising the departments operating under the Registrar (AA&R's) office; and
- xv) Following up with external agencies to ensure proper provision of services and execution of critical tasks for the University.

## **2. FINANCE OFFICER GRADE 15: REF NO. DEKUT/FO/2023- RE-ADVERTISEMENT**

### **Requirements**

#### **The Applicants should have the following:**

- i. Have Master's Degree in Accounting, Finance or related field in addition to Bachelor's Degree in Accounting or equivalent and should be a Certified Public Accountant (CPA- K) in good standing.
- ii. Have at least four (4) years' progressive experience in accountancy at the level of Deputy Finance Officer Grade 14 or comparable position in a University, Research Institution or public institution.
- iii. Be familiar with policies and regulations governing public finances.
- iv. Be a good communicator with good planning and organization skills and ability to exercise sound judgments.

#### **The Finance Officers shall be responsible for;**

- i. Being in-charge of the day to day running of the Finance Department.
- ii. Supervising and preparing the annual budget for the University for presentation, through the Vice-Chancellor, to the Council for approval.
- iii. Overseeing and managing the funding arrangements of the University with its financiers.
- iv. Overseeing implementation of financial policies and decisions made by the University Manard and the Council.
- v. Overseeing the preparation of all financial reports, including the annual report of the University, as required under the Act.

- vi. Liaising with the Deputy Vice-Chancellor (A & F) in relation to the financial management of any Unit or Campus of the University.

- vii. Liaising, where appropriate, with Government departments and instrument regarding the University's funding.
- viii. Advising the Vice-Chancellor and the Council through the Management Board, on the financial position of the University and actions which should be taken to advance its position.
- ix. Responding to audit issues; and
- x. Undertaking financial management in line with Government Laws, circulars and policies.

### **Terms of Engagement and Remuneration**

The above two positions are on a three (3) years' contract renewable based on mutual agreement and performance. Successful candidates will be offered a competitive remunerative package in line with DeKUT's terms of service.

### **How to Apply**

- i. All applications should be sent to [vc@dkut.ac.ke](mailto:vc@dkut.ac.ke) or [hr@dkut.ac.ke](mailto:hr@dkut.ac.ke).
- ii. Each application shall be accompanied by detailed curriculum vitae, copies of academic and professional certificates, national identity card or passport, testimonies, and other relevant supporting documents.
- iii. Shortlisted candidates will be required to provide clearance from (a) Kenya Revenue Authority (b) Higher Education Loans Board (c) Ethics and Anti-Corruption Commission and (d) Certificate of Good Conduct from Criminal Investigation Department.

**Note:** Only shortlisted candidates will be contacted. Dedan Kimathi University of Technology is an equal opportunity employer. Qualified women and persons from the vulnerable and marginalized groups are encouraged to apply.

**Deadline:** Applications must be received on or before **Friday, 19<sup>th</sup> May, 2023 by 5. 00 P.M**