



## 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 FOR THE POSITION OF DEPUTY VICE CHANCELLOR (ACADEMIC AFFAIRS AND RESEARCH)

### DEDAN KIMATHI UNIVERSITY OF 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 position of:

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

<b>Basic Salary:</b>	<b>- Ksh.336,478 - Ksh.547,106 p.m.</b>
<b>House Allowance:</b>	<b>- Ksh.82, 704 p.m.</b>
<b>Leave Allowance:</b>	<b>- As provided by the University</b>
<b>Medical Cover &amp; Other Allowances:</b>	<b>- As provided by the University</b>
<b>Terms of Service:</b>	<b>-Five (5) years contract, renewable once subject to satisfactory performance</b>

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

- (i) be a holder of an earned PhD and be either a Professor or an Associate Professor in technology academic background; and be well published;
- (ii) be a recognized scholar as evidenced by refereed journals publications, University level books as well as project grants and awards;
- (iii) have at least (8) years progressive experience in a senior university leadership/management position such as Dean/Director, Principal of a University College or Deputy Vice Chancellor of a chartered University or leadership in comparable levels;
- (iv) have demonstrated competence in leadership in an academic, research and innovation environment;
- (v) have outstanding knowledge of the 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 in Kenya;

- (vi) have understanding of the Government's academic, research, innovations, linkages and technology transfer, legal and policies framework, procedures and processes;
- (vii) have demonstrated record of leadership and competence in implementation of academic, research, innovations, linkages and technology transfer programmes;
- (viii) demonstrated experience and ability to integrate research, innovations, technology transfer and entrepreneurship in the academic programmes of a university;
- (ix) be a team player with excellent organizational, interpersonal and communication skills;
- (x) be registered with and be active members of professional associations in their profession; and
- (xi) be of highest ethical standards, integrity and professionalism and comply with the requirements of Chapter Six of the Constitution

### **Core Competences**

The following core competences and skills will be required:

- (i) exemplary high level of professionalism and ethics in their work;
- (ii) visionary and innovative leadership;
- (iii) ability to promote formulation of solutions to complex problems and to build consensus for the same;
- (iv) ability to work with teams and to achieve results on tight timelines;
- (v) an entrepreneurial spirit and a supportive attitude to innovations and technological developments proposals

### **Duties and Responsibilities:**

Duties and responsibilities of the Deputy Vice-Chancellor-Academic Affairs and Research will include:

- (i) assisting the Vice - Chancellor in the development and implementation of the University's policies;
- (ii) providing leadership in the management of Academic Affairs and Research to enhance high academic standards;
- (iii) overseeing management of examinations, post-graduate studies, research, development of library, students information management system and admissions of students;
- (iv) promoting adoption of innovative and modern systems for delivery of academic programmes including e-learning, distance education and e-library;
- (v) overseeing the students' welfare matters which include recreation, sports and games, catering, accommodation and counselling services;
- (vi) managing students disciplinary matters;
- (vii) undertaking performance appraisals of academic staff and other staff in the units reporting to him/her;
- (viii) actively seeking and maintaining the linkages, collaborations and extension programmes;

- (ix) being responsible for proper operations of all the units reporting to him/her; and
- (x) any other duties as may be assigned and delegated 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) Clearances from the following bodies:
    - (i) Kenya Revenue Authority;
    - (ii) Ethics and Anti-Corruption Commission;
    - (iii) Higher Education Loans Board;
    - (iv) Any of the Registered Credit Reference Bureaus;
    - (v) Directorate of Criminal Investigations (Police Clearance Certificate); and
  - (e) Recommendations from relevant professional bodies and associations
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 Affairs and Research) -Dedan Kimathi University of 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: [dekut2021@publicservice.go.ke](mailto:dekut2021@publicservice.go.ke)

All applications should reach the Public Service Commission on or before **22<sup>nd</sup> November, 2021** latest 5.00 p.m. (East African Time).