



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

OPEN UNIVERSITY OF KENYA

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. 474,920 – Ksh. 629,400 p.m.
House Allowance:	Ksh. 80,000 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 Kenyan Citizen;
- (ii) be a Full Professor with an earned PhD from a recognized University;
- (iii) have at least 10 years of academic and research experience at senior level with demonstrable leadership in an academic and/or research institution, having served substantively with demonstrable results in the position of a Deputy Vice-Chancellor of a University, a Principal of a Constituent College or in any other comparable and leadership levels at research and academic institutions;
- (iv) demonstrate knowledge in structural, legislative and regulatory framework for managing a university;
- (v) demonstrate proven knowledge and experience in the application of ICTs in teaching and learning in a university;
- (vi) have an understanding of the national policies and strategies governing University financing, education and training in Kenya;
- (vii) demonstrate an understanding of Strategic Planning and Performance Management;

- (viii) have supervised and mentored students in Masters and PhD Degree programmes in addition to being an accomplished scholar with proven track record in continuing research and publications on pertinent contemporary issues;
- (ix) possess a proven track record of continuing research and publications in peer reviewed journals, monographs, book chapters and books;
- (x) have demonstrable experience in networking and fundraising;
- (xi) have demonstrable experience in transformative and strategic leadership;
- (xii) demonstrate an understanding of the factors and conditions shaping the development of Higher Education in Kenya;
- (xiii) have a good understanding of the National Policies and Strategies governing University financing, publication and training in Kenya;
- (xiv) have an excellent understanding of the current trends in the Higher Education and training in Kenya and globally and the legal requirements governing University Education;
- (xv) be a registered member of professional association/s in his/her profession, where applicable, and be of good standing;
- (xvi) demonstrate 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 Management of Human Resources;
- (xvii) demonstrate an understanding of Government's Development Plans, Vision 2030 and relevant legislations guiding Higher Education in Kenya; and
- (xviii) demonstrate an understanding of Leadership and Integrity as well as compliance with the requirements of Chapter Six (6) of the Constitution of Kenya

Core Competence

The following core competencies shall be required:

- (i) visionary and result oriented leader;
- (ii) sensitive to and respect diversity to uphold positive national image;
- (iii) firm, fair, accountable, and transparent in conduct of duty; and
- (iv) demonstrate organizational excellent communication and interpersonal skills;
- (v) ability to portray and uphold positive national and international image and work in a multi-cultural environment with sensitivity to and respect for diversity;
- (vi) ability to initiate, implement, monitor and evaluate academic and research programmes and policies;
- (vii) creative and innovative ability to bring about change for the sustainable growth of the University;
- (viii) ability to exercise soft skills by detecting and dissipating tensions by negotiating, mediating and arbitrating disputes and conflicts; and
- (ix) ability to embrace information and technology in the efficient and effective management of a university

Duties and Responsibilities

The Vice-Chancellor shall report to the University Council. His/her duties and responsibilities will include:-

- (i) being the Accounting and Chief Executive Officer of the university;
- (ii) being the academic and administrative head of the university;
- (iii) being responsible to the Council for maintaining and promoting the academic image of the university;
- (iv) oversee the implementation of policies, strategies and programmes of the university;
- (v) implementing Council decisions and resolutions;
- (vi) providing strategic innovative and creative direction and leadership to the university by competitively positioning and representing the university nationally, regionally and internationally;
- (vii) organizing and administering programmes of the university;
- (viii) facilitating and maintaining cooperation with government institutions, regulatory agencies, local and international institutions of higher learning and other stakeholders;
- (ix) providing leadership in Open, Distance and eLearning mode of study;
- (x) directing, organizing and the administration of programmes of the university;
- (xi) undertaking public relations, fund-raising and general development of the university;
- (xii) chairing the Senate and the University Management Board; and
- (xiii) carrying out any other responsibilities as may be assigned or delegated by the Council as provided for in the Universities Act 2012, University Charter 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; and
 - (d) Recommendations from relevant professional bodies and associations.
3. Recommendations from at least three (3) referees should be sent separately to the address below.

MODE OF APPLICATION

1. Applicants should submit manual (hard copy) applications;
2. All Applications should be submitted together with a detailed Curriculum Vitae, copy of ID/Passport, copies of academic and professional certificates, testimonials and any other relevant supporting documents;

3. 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 services, email address and telephone contacts;
4. The applications should be submitted in a sealed envelope clearly marked:

“Application for the Position of Vice Chancellor - Open University of Kenya
and delivered to:

THE SECRETARY/CEO
Public Service Commission
Commission House
P.O Box 30095-00100
NAIROBI.

All applications should reach the Public Service Commission **on or before 13th February, 2024**
latest by 5.00 p. m (East African Time).

SECRETARY/CEO
PUBLIC SERVICE COMMISSION