



## 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

## TURKANA 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:

### DEPUTY PRINCIPAL - (ACADEMIC & STUDENT AFFAIRS)

<b>Basic Salary:</b>	Kshs. 380,410 – Kshs. 490,729 p.m.
<b>House Allowance:</b>	Kshs. 76,934 p.m.
<b>Leave Allowance:</b>	<b>As provided by the University</b>
<b>Medical Cover and Other Allowances:</b>	<b>As provided by the University</b>
<b>Terms of Service:</b>	<b>Five (5) year contract renewable once subject to satisfactory performance</b>

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

- (i) be a Kenyan Citizen;
- (ii) be at least an Associate Professor and holder of an earned PhD from a reputable university recognized in Kenya;
- (iii) have had at least eight (8) years academic and research experience with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization and supervision of Masters and Doctoral students;
- (iv) have served successfully in a management position at the level of a Chairperson of Department and Dean/Director for an accumulative period of at least 6 years.
- (v) have demonstrated ability and leadership skills to effectively coordinate academic, student, research and outreach functions in a University environment;
- (vi) have an excellent understanding of the current trends in university education, training and research nationally and globally;
- (vii) demonstrated ability to attract grants and resources for scholarship, research and development;

- (viii) be a team player with excellent organizational, communication and interpersonal skills and have a capacity to work effectively with students and stakeholders;
- (ix) show good understanding of university functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;
- (x) have good understanding of the national policies and strategies governing university education training in Kenya;
- (xi) be a registered member of professional association/s, where applicable, and of good standing; and
- (xii) satisfy the requirements of Chapter Six of the Constitution.

### **Core Competencies**

The following core competencies will be required:

- (i) excellent organizational, interpersonal and effective communication skills;
- (ii) logical sound decision-making ability within the context of a dynamic environment;
- (iii) creativity and innovation;
- (iv) be visionary and result oriented;
- (v) be firm, fair, accountable and transparent in the conduct of duties;
- (vi) ability to work in a multicultural and multiethnic group with sensitivity to and respect for diversity;
- (vii) ability to initiate, implement, monitor and evaluate academic and research programs and policies; and
- (viii) ability to exercise soft power by detecting and dissipating tensions and by negotiating, mediating and arbitrating conflict.

### **Duties and Responsibilities**

Reporting to the Principal, the deputy Principal (Academic and Student Affairs) will oversee the Academic and Student Affairs of the University/College. Specific duties and responsibilities include;

- (i) establishing and maintaining workable systems for regular measurements, monitoring and evaluation of performance, quality, relevance and efficiency in teaching, research and student centered development programmes.
- (ii) coordinating the development of academic policies of the University College in consultation with the Academic board and the senate;
- (iii) directing and coordinating academic programmes of the University College;
- (iv) coordinating and managing student affairs;
- (v) coordinating and managing examinations and the preparation of academic transcripts, certificates, diplomas and degrees.
- (vi) developing research agenda with clear guidelines on research alliances and partnerships nationally and globally;
- (vii) developing and implementing strategies to facilitate growth in revenue to support research and innovation;

- (viii) providing strategic direction, leadership and management of the Centres and institutes that comprise the research and innovation portfolio;
- (ix) overseeing the protection and commercialization of innovations;
- (x) establishing linkages with industry and business through local, national and international networks to leverage research outcomes and opportunities

#### **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, a 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 Deputy Principal, Academic & Student Affairs - Turkana University”** 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 13<sup>th</sup> February, 2024 latest by 5.00 p. m (East African Time).**

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**