



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".

RE-ADVERTISEMENT OF VACANT POSITION

MAASAI MARA 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 vacant position.

DEPUTY VICE CHANCELLOR (ADMINISTRATION, FINANCE AND STRATEGY) - ONE (1) POST

Basic Salary:	Ksh. 416,420 – 555,800p.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 at least an Associate Professor or equivalent in a university recognized in Kenya;
- (ii) be a holder of an earned PhD from a recognized University;
- (iii) have at least eight (8) years progressive experience in senior leadership/management positions in the University or in other comparable leadership levels at research and academic institutions;
- (iv) demonstrate thorough understanding of Kenya's governance and business processes for the enrichment of the university's ability to contribute to national development and achievement of vision 2030;
- (v) have demonstrated 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 People Management;
- (vi) have a demonstrable experience in transformative and strategic leadership and evidence of attendance of leadership trainings in higher education;

- (vii) have excellent understanding of major trends in national and international education and training and broad awareness of the major factors influencing the development of university education in Kenya;
- (viii) have supervised and mentored students at Masters and PhD degree programs in addition to being an accomplished scholar with a proven track record;
- (ix) have proven ability to coordinate and network with development partners in mobilizing resources to enhance resource base of the university for sustainable growth and development;
- (x) be a registered member of professional association/s in his/her profession (where applicable) and be of good standing; and
- (xi) fulfil the requirements of Chapter Six of the Constitution of Kenya.

Core Competencies

- (i) ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity;
- (ii) ability to promote, project and protect the image of the university;
- (iii) be a visionary and result oriented individual;
- (iv) have excellent organizational, interpersonal and communication skills;
- (v) have capacity to work under pressure to meet deadlines;
- (vi) have firm, fair and transparent management style; and
- (vii) be firm and with communicative and transparent management style

Duties and Responsibilities

The Deputy Vice - Chancellor (Administration, Finance and Strategy) shall report to the Vice Chancellor. His/her duties and responsibilities will include:-

- (i) heading and directing the administration, Finance and Strategy Division through provision of sound strategic direction and transformative leadership in order to achieve the institution's goals and objectives;
- (ii) providing innovative and creative leadership in the area of planning, administration, human resource management, financial planning to enhance improved performance;
- (iii) overseeing the implementation of all procurement, fiscal, human resources, administrative policies and appropriate procedures to ensure efficient performance and delivery of services in the university in line with the strategic plan;
- (iv) coordinating the preparation and implementation of the university budget and preparation of financial statements and reports for presentation to the university management;
- (v) coordinating the design, implementation, maintenance and development of appropriate human resources policies, procedures and systems that attract, develop and retain competent human resources;
- (vi) leading the implementation of administrative, financial and planning programs in consultation with the Vice Chancellor in accordance with prescribed statutes, strategic plan and regulations;
- (vii) overseeing the implementation of the council decisions and resolutions including those related to fund raising and resource mobilization for general development of the university;

- (viii) acting as a liaison to represent the university nationally and internationally in delegated roles from the Vice Chancellor;
- (ix) serving as a chair of various committees in the university; and
- (x) controlling and managing the university budgets, expenditure and wage bill in close consultation with 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) 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 Vice Chancellor (Administration, Finance and Strategy) - Maasai Mara 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 13th February 2024** latest by **5.00 p. m** (East African Time).

SECRETARY/CEO
PUBLIC SERVICE COMMISSION