



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 VACANCIES

GARISSA 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 positions in Garissa University:

VICE CHANCELLOR

Basic Salary Scale:	Ksh: 474,919 – 617,394 pm
House Allowance:	Ksh: 94 ,519 pm
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 or an Associate Professor with an earned Doctorate degree from a university recognized in Kenya;
- (iii) have at least ten (10) years of academic and research experience at senior level, demonstrable leadership in an academic and/or research institution, having served substantively with demonstrable results in the position of Principal of a Constituent College or as a Deputy Vice-Chancellor of a university;
- (iv) be a recognized scholar as evidenced by refereed journal publications, university level books as well as project grants, intellectual property rights and awards and a proven track record of mentoring academic staff and supervising postgraduate students;
- (v) have knowledge and experience in structural, legislative and regulatory framework for administering university education;
- (vi) have outstanding internationally recognized record of scholarship and academic

- leadership;
- (vii) 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;
 - (viii) have demonstrated experience in stakeholder management, networking, harnessing grants, fundraising and resource mobilization including building solid partnerships and linkages;
 - (ix) be registered with, and be an active member of professional associations in the profession (where applicable);
 - (x) have demonstrated high ethical standards, integrity, transparency and accountability, professionalism, teamwork and stewardship; and
 - (xi) comply with the requirements of Chapter Six of the Constitution of Kenya (2010).

Core Competencies

The following core competences will be required: -

- (i) visionary leadership;
- (ii) communication skills; and
- (iii) ability to work under pressure.

Duties and Responsibilities

As per the Charter and Statutes of Garissa University, and direct supervision by the University Council the Vice Chancellor shall:

- (i) be responsible for providing overall leadership, management, strategic direction and organization and administration programs of the university;
- (ii) develop and recommend to Council policies, strategies and business models and plans, annual budgets and prepare mandatory statutory reports;
- (iii) be responsible for implementing Council resolutions and decisions;
- (iv) promote efficiency and good order of the university including staff welfare, conduct and discipline and ensure enforcement of statutes and regulations governing operations of various university sections and departments;
- (v) be responsible for and custodian of all legal instruments of authority for the University;
- (vi) be responsible for facilitating cooperation with other government institutions, regulatory agencies together with local, national and international institutions of higher learning; and
- (vii) Any other duties as may be assigned or delegated by the Council as provided by the University Act, 2012, Garissa University Charter and statutes.

DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENTS AFFAIRS)

Basic Salary Scale:	Ksh: 416,420 – 555,800 pm
House Allowance:	Ksh: 80, 000 pm
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.

For appointment to this post, a candidate must:

- (i) be a Kenyan citizen;
- (ii) be a full Professor or an Associate Professor with an earned Doctorate degree from a University recognized in Kenya;
- (iii) have had at least ten (10) years administration and research experience with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization;
- (iv) have demonstrable leadership in an academic and/or research institution, having served substantively with measurable results in senior administrative posts such as of a Deputy Vice-Chancellor, Deputy Principal, Dean/Director, Principal of a Constituent University/College of a University/Campus or leadership of comparable levels in other similar institutions;
- (v) be a recognized scholar as evidenced by refereed journals publications, university level books as well as project grants and awards;
- (vi) demonstrate knowledge and experience in structural, legislative and regulatory framework for administering university education;
- (vii) be an accomplished scholar with proven track-record and demonstrated evidence in formulating and managing academic programs, supervising and mentoring Masters and PhD students;
- (viii) have an outstanding international recognized record of scholarship and academic leadership;
- (ix) have work experience, knowledge and skills in academic administration, curriculum development and management at a university level;
- (x) have demonstrated experience in stakeholder management, networking, harnessing grants, fundraising and resource mobilization including building solid partnerships and linkages;
- (xi) be registered with, and be an active member of professional associations in the profession (where applicable);
- (xii) have demonstrated high ethical standards, integrity, transparency and accountability, professionalism, teamwork and stewardship; and
- (xiii) have complied with the requirements of Chapter Six of the Constitution of Kenya (2010).

Core Competencies

The following core competences will be required: -

- (i) positive national image;
- (ii) organizational skills; and
- (iii) interpersonal skills.

Duties and Responsibilities

The Deputy Vice - Chancellor (Academics and Students Affairs) shall report to the Vice Chancellor. His/her duties and responsibilities will include:

- (i) implementing policy matters pertaining to admission of students, learning and teaching processes, examinations, academic staff planning and development, academic staff recruitment, training appraisal, academic quality assurance, and student development services (mentoring, student health, attachment and internship, career services);
- (ii) advising the Senate on all aspects of learning and research programmes in line with requisite professional, national and international standards;
- (iii) providing leadership in planning for academic resources and having oversight responsibility for the university's academic development strategy and policy regarding student quality and demographics, staff development, programme development, learning and teaching, examinations, academic information resources, student discipline, academic staff discipline;
- (iv) overseeing students' activities including games and sports, clubs and societies, Student Council;
- (v) overseeing and monitoring the performance of Registrar's office, Dean of Students, Deans of Schools, Faculties or Institutes, Strategy and Quality Assurance; Library Services and Mentoring Services;
- (vi) development, implementation, promotion and evaluation of research, innovation, extension and industrial linkage activities, strategies and policies;
- (vii) being the chairperson of all the relevant Senate committees on Academic and Student Affairs; and
- (viii) mobilizing resources for academic programmes and requisite physical facilities and formulating rules governing use of those resources.

DEPUTY VICE-CHANCELLOR (FINANCE, ADMINISTRATION AND PLANNING)

Basic Salary Scale:	Ksh: 416,420 – 555,800 pm
House Allowance:	Ksh: 80, 000 pm
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.

For appointment to this post, a candidate must:

- (i) be a Kenyan citizen;
- (ii) be a full Professor or an Associate Professor with an earned Doctorate degree from a University recognized in Kenya;
- (iii) have had at least ten (10) years of experience in senior administrative, financial and/planning level at a university, equivalent academic and or research institutions;
- (iv) have demonstrable leadership in an academic and/or research institution, having served substantively with measurable results in senior administrative posts such as of a Deputy Vice – Chancellor, Deputy Principal, Dean/Director, Principal of a Constituent University/College of a University/Campus or leadership of comparable levels in other similar institutions;
- (v) demonstrate knowledge and experience in structural, legislative and regulatory framework for financial, administration and/or planning in education and other sectors;
- (vi) have a track record of successful development and management of strategic and physical plans in a large institution of high learning or research institution;
- (vii) have work experience, knowledge and skills in academic administration and financial management of a university;
- (viii) demonstrated experience in stakeholder management, networking, harnessing grants, fundraising and resource mobilization including building solid partnerships and linkages;
- (ix) have knowledge of national financial laws and policies in management of higher education;
- (x) have proven excellent organizational, persuasive, interpersonal and effective communication skills to manage complex, diverse stakeholders and unstable security environment;
- (xi) demonstrate high ethical standards, integrity, transparency and accountability, professionalism, teamwork and stewardship;
- (xii) be registered with, and be an active member of professional associations in the profession (Where applicable); and
- (xiii) have complied with the requirements of Chapter Six of the Constitution of Kenya (2010).

Core Competencies

The following core competences will be required: -

- (i) effective organizational skills;
- (ii) organizational skills; and
- (iii) interpersonal skills.

Duties and Responsibilities

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

- (i) providing strategic direction and focus of personnel policy, development and management and finance and physical planning by the university;
- (ii) advising the Vice-Chancellor on all matters concerning personnel policy, development and management of the university;
- (iii) development and implementation, promotion and evaluation of the university's finance and investment strategy;
- (iv) overseeing the financial strategy and planning, the budgeting process, financial management (including cash management), as well as controlling and risk management, monitoring revenue margins and employee productivity;
- (v) overseeing the management of construction projects including the corresponding relations to the public and political authorities as well as the management of the real estate portfolio;
- (vi) establishment of internal control system (ICS), comprising all financially relevant processes and measures designed to ensure compliance with proper accounting and financial reporting principles;
- (vii) recruitment, performance management and remuneration of the staff members;
- (viii) undertaking estates management and physical planning of the university;
- (ix) ensuring safety, security and environmental protection;
- (x) ensuring adherence to the Constitution of Kenya 2010 and to the prevailing Public Procurement and Disposal Act and Procedures; and
- (xi) chairing all the relevant university Management Board committees on Finance, Administration and Planning and such other committees as assigned by the Vice Chancellor from time to time.

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. Candidates should submit manual (hard copy) 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. 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;
4. Applications should be submitted in a sealed envelope clearly marked:

“Application for Vice Chancellor - Garissa University”

OR

“Application for Deputy Vice Chancellor (Academic and Students Affairs) - Garissa University”

OR

“Application for Deputy Vice Chancellor (Finance, Administration and Planning) - Garissa University”

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 9th April, 2024 by 5.00 p.m. (East African Time).

SECRETARY/CEO
PUBLIC SERVICE COMMISSION