



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

P.O. BOX 62000 - 00200, CITY SQUARE, NAIROBI, KENYA.
TELEPHONE: (067) 52028.

VACANCY ADVERTISEMENT

POST OF DEPUTY VICE CHANCELLOR (ADMINISTRATION, PLANNING AND DEVELOPMENT)

Jomo Kenyatta University of Agriculture and Technology (JKUAT) is a public University which aspires to be a University of global excellence in Training, Research and Innovation for Development.

For the last two decades, the University that now hosts the Pan African University Institute of Basic Sciences, Technology and Innovation, a Graduate School aimed at promoting integration among African states through higher education and research, has made tremendous progress in training, research and technology transfer not only in Kenya but also in Africa.

In pursuit of its Vision, the University is currently implementing an ambitious strategy aimed at transforming JKUAT into a research and entrepreneurial University.

To strengthen its Administrative, Planning and Development Division, JKUAT wishes to recruit a suitable applicant to the position of Deputy Vice Chancellor, Administration, Planning and Development.

The successful candidate will be expected to play a leading role in the implementation of the envisaged transformation process, mainly in the management of human, physical and financial resources of the University.

Qualifications and Experience

The suitable candidate should have the following qualifications and experience:

- Be a Professor or Associate Professor of a recognized University with at least 10 years experience in a senior academic and management position or with proven experience in executive leadership position in an institution of comparable status.
- Extensive experience in corporate leadership that will stimulate the realization of the University Vision.
- Have a successful track record in the management of financial, human and physical resources at top management level.
- Demonstrate evidence of outstanding communication ability, coupled with excellent presentation skills within a complex work environment.
- Conversant with national laws and policies in education.
- Demonstrate a high degree of a result oriented performance characterized by foresight, strategic thinking, rapid growth and service delivery.
- Proven experience in change management and transformation of ideas into value outputs.
- Be of the highest ethical standards and professionalism.

Duties and Responsibilities

The Deputy Vice Chancellor (APD) will be the Principal assistant to the Vice Chancellor in the day to day running of the Administration, Finance, Planning and Development functions of the University. His/her responsibility will include:

- Prudent and sound administration of the University finances
- Staff recruitment, retention, training and promotions
- Personnel administration including staff discipline
- Staff welfare matters
- Catering and welfare services
- Office, staff and students' accommodation
- Healthcare services
- Central, Estates and Transport services
- Any other duties as may be delegated by the Vice Chancellor.

Terms and Conditions of Service

The post of Deputy Vice Chancellor (APD) is a five-year (5) contract and is eligible for renewal (once) based on the candidate's individual satisfactory performance. The position carries a competitive remuneration package, terms and benefits. The entry point will depend on qualifications and experience.

The successful candidate will be entitled to an attractive package which includes: basic salary, house allowance, medical cover as per the University medical scheme, leave allowance, official transport and gratuity payable at the end of the contract.

Applicants who meet the above requirements should send ten (10) copies of their application letters together with their comprehensive curriculum vitae providing details of their qualifications, current position, remuneration, email, telephone and names of three (3) referees with their email and telephone contacts.

Applications which should be marked "confidential" should reach the undersigned not later than **Friday, January 31, 2014.**

The Vice Chancellor

Jomo Kenyatta University of Agriculture and Technology
P. O. Box 62000-00200, Nairobi, Kenya
Email: vc@jkuat.ac.ke
Website: www.jkuat.ac.ke



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VACANCY ADVERTISEMENT

POST OF DEPUTY VICE CHANCELLOR FINANCE (REF: JKU/DVCF/01/02/2014)

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In pursuit of its Vision, the University is currently implementing an ambitious strategy aimed at transforming JKUAT into a research and entrepreneurial University.

To strengthen its Finance Division, JKUAT wishes to recruit a suitable applicant to the position of Deputy Vice Chancellor, Finance.

The successful candidate will be expected to play a leading role in the implementation of the envisaged transformation process, mainly in the management of financial resources of the University.

Qualifications

- Be a Professor or Associate Professor of a recognized University with an earned Ph.D in a relevant discipline.
- Have at least ten (10) years experience in senior management positions such as Principal of College/ Campus, Dean, Director or equivalent.
- Demonstrate competence in financial & risk management, procurement and leadership in academic / research environment.
- Demonstrate evidence of outstanding ability to communicate effectively and possess good interpersonal skills.
- Have a good understanding of the national policies and strategies governing University education, financing and training in Kenya.
- Have a broad awareness of the factors and conditions shaping the development of higher education.
- Be computer literate with proficiency in Microsoft applications and an in depth knowledge of computerized accounting packages.
- Demonstrate evidence of understanding of Quality standards.
- Possession of CPA (K) or an equivalent will be an added advantage.
- Be a member of a professional body, preferably ICPAK.

Duties and Responsibilities

- Have overall responsibility of direction and organization of activities within finance division.
- Develop and implement financial, procurement, and appropriate procedures to ensure efficient performance and delivery of services.
- In charge of financial matters, policies, budget, procedures and systems design for consideration by University Management and University Council for decision making.
- Monitor and evaluate progress in financial policies and procedures and identify control and process weakness. Develop, document, communicate and implement strategies to address these and revise approaches as necessary.
- Assist the Vice Chancellor and the Management Board on Financial matters of the University.

How to apply

All applicants should:

- Submit ten (10) copies of letters of application, certificates, testimonials and updated curriculum vitae to include full details of education and professional qualifications, experience, present salary, names and addresses of three referees.
- Applicants should request their referees to forward reports on their suitability to the undersigned directly
- Forward clearance certificates from the following Institutions
 - Higher Education Loans Board
 - Ethics and Anti Corruption Commission
 - Kenya Revenue Authority
 - Certificate of Good Conduct
 - Credit Reference Bureau Certificate

Terms and Conditions of Service

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The successful candidate will be entitled to an attractive package which includes: basic salary, house allowance, medical cover as per the University medical scheme, leave allowance, official transport and gratuity payable at the end of the contract.

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Applications which should be marked "confidential" should reach the undersigned not later than **Friday, March 7, 2014.**

The Vice Chancellor

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