



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY  
P. O. BOX 62000-00200. NAIROBI. KENYA. TEL: 67-5870000/1/2/3/4/5  
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)**

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**ADVERTISEMENT**

**JKU/ADM/3E**

**21, NOVEMBER, 2017**

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. In line with her vision and strategic direction, the University seeks to appoint suitable candidates to fill the following positions.

**VACANCIES**

**1.0 OFFICE OF THE VICE CHANCELLOR**

**1.1 CHIEF CORPORATE COMMUNICATION OFFICER – GRADE 15 REF: JKU/ADM/CCCO/11/17**

**Duties and Responsibilities**

Reporting to the Vice Chancellor, the holder will be expected to, among other duties;

- i. Be the administrative head of the department where, besides giving direction to the departmental staff, he/she will be expected to play an advisory role to the Vice Chancellor and other University officials on strategic communication, media planning and response
- ii. Serve as the University's Relations, Communication and Marketing Officer
- iii. Serve as the authorized University Spokesperson on University issues in consultation with the Vice Chancellor
- iv. Enrich the development of goodwill between the University and its publics
- v. Be responsible for the University's corporate image and goodwill with the media and its collaborators in line with the University's Vision and Mission
- vi. Provide budgetary oversight and overall direction to the Corporate Communication Officers in charge of publicity, communications and marketing
- vii. Give counsel and guidance on the implementation of the Vision and Mission of the University

**Requirements**

Applicants must possess the following:

- i. Master's degree in relevant area with seven (7) years' experience at Grade 14 in equivalent position
- ii. Must be a member of either Public Relations Society of Kenya or Media Council of Kenya

**OR**

- i. PhD in relevant area with five (5) years' experience
- ii. Must be a member of either Public Relations Society of Kenya or Media Council of Kenya

## **1.2 CHIEF LEGAL OFFICER – GRADE 15 REF: JKU/ADM/CLO/11/17**

### **Duties and Responsibilities**

Reporting to the Vice Chancellor, the holder will be expected to, among other duties;

- i. Be the administrative head of the Department;
- ii. Provide expert legal services in a wide variety of litigious matters and disputes;
- iii. Advise and provide general legal counsel and assist in general University legal matters;
- iv. Oversee the representation of the University in litigation, administrative proceedings and alternative disputes resolution proceedings;
- v. Provide legal, tactical and strategic advice to the University Council and Management;
- vi. Provide leadership in the development of appropriate legal, risk management and compliance policies, and practices.
- vii. Any other duty as may be assigned by the Vice Chancellor or university management.

### **Requirements**

Applicants must possess the following minimum requirements:-

- i. Master's degree in Law with seven (7) years' experience in grade 14 or equivalent position
- ii. CPS (K)
- iii. An advocate of the High Court of Kenya
- iv. Have a current law practicing certificate
- v. Be a commissioner of Oaths

#### **OR**

- i. Master's degree in Law with at least fifteen(15) years of relevant progressive experience
- ii. CPS (K)
- iii. An advocate of the High Court of Kenya
- iv. Have a current law practicing certificate
- v. Be a commissioner of Oaths

#### **OR**

- i. A PhD in relevant area with five (5) years' relevant experience
- ii. An advocate of the High Court of Kenya
- iii. Have a current law practicing certificate
- iv. Be a commissioner of Oaths

## **1.3 DEPUTY CHIEF SECURITY OFFICER (OPERATIONS AND TRAINING)**

**GRADE 14 REF: JKU/ADM/CSO/11/17/1**

### **Duties and Responsibilities**

Reporting to the Chief Security Officer (CSO), the officer will be responsible for:

- i. Implementing security procedures for protection of assets (tangible and intangible)
- ii. At the direction of the CSO and in coordination with colleagues, monitor state of security preparedness of the department
- iii. Prepare and submit periodic and incidental reports to senior management through the CSO.
- iv. Coordinates, collaborates and liaison with national security organs, the community, and other stakeholders in planning for security
- v. In liaison with the CSO, develop a training program/manual for the security department
- vi. Establish need based training requirements for specific cadre of staff in the department
- vii. Inducting all newly recruited staff and offering continued refresher courses
- viii. Perform other assignments as directed by the CSO and the Vice Chancellor

## **Qualifications**

Applicants must possess the following minimum qualifications:

- i. Must possess a Master's Degree in related field (security) with over 5 years' experience in Grade 13 or equivalent position.
- ii. Must be of High levels of integrity and ethics.

## **OR**

- i. Must have served as Commissioned Officers in the Disciplined Forces at the level of Senior Superintendent of Police or Administration Police or Colonel in the Armed Forces with five (5) years' experience in Grade 13 or equivalent position
- ii. Must have worked with any of the Disciplined Forces of Kenya or any other reputable Security Firm with Discharge Certificate;
- iii. Must have certificates in first aid and/ or emergency/ fire safety and Certificate of Good Conduct;
- iv. Must be of High levels of integrity and ethics.

## **1.4 DEPUTY CHIEF SECURITY OFFICER (INVESTIGATIONS AND INTELLIGENCE) GRADE 14 REF: JKU/ADM/CSO/11/17/2**

### **Duties and Responsibilities**

Reporting to the Chief Security Officer, the officer will be responsible for:

- i. Implementing security procedures for protection of assets (tangible and intangible),
- ii. Directing/ coordinating investigations into security irregularities, potential threats, misconduct and breach of regulations,
- iii. Define the parameters and timetables of investigations, investigative tools, and established procedures,
- iv. Reviewing of investigative reports and other submissions from investigations (analysis) prior to submitting to CSO,
- v. Develop both crime data matrix and intelligence matrix, thus establish strategies to mitigate (preventive/ mitigating measures),
- vi. Collating all gathered intelligence on crime trends and other security matters and timely dissemination,
- vii. Perform other assignments as directed by the CSO and the Vice Chancellor.

### **Qualifications**

- i. Have a Master's degree in security related field with over 5 years' experience in Grade 13 or equivalent position.
- OR**
- ii. A Bachelor Degree in security related field with a minimum of 10 years of progressive responsible experience in management complex investigations to include criminal and administrative investigations with supervisory functions may be accepted in lieu of advanced degree.
  - iii. Must have worked with the Disciplined forces at an equivalent rank of a Superintendent of police (criminal Investigations Department), or a Major in KDF, or equivalent
  - iv. High levels of integrity and ethics
  - v. Must have certificate in first aid and/ or emergency/ fire safety

## **1.5 SENIOR SECURITY OFFICER I (FORENSIC OFFICER/ INVESTIGATOR)**

**GRADE 12 REF: JKU/ADM/CSO/11/17/3**

### **Duties and Responsibilities**

- i. Conduct digital forensic investigations
- ii. Recovery and investigation of digital device material in relation to computer, cyber and other crimes
- iii. Performing data mining and forensic data analysis
- iv. Conduct network forensics
- v. Care, handling and protection of data including chain of custody
- vi. Report on results of the investigations to the requestor (including written reports) for Corporate/ internal purposes.

### **Qualifications**

Applicants must possess the following minimum qualifications:

- i. Master's Degree in relevant field (Security) with five (5) years' experience in Grade 11 or equivalent position and three (3) years' experience in computer forensic investigations

### **OR**

- i. Must be Commissioned Officers in the Disciplined Forces at the level of Superintendent of Police or Administration Police or equivalent in the Armed Forces with five (5) years' experience in Grade 11 or equivalent position
- ii. Must have worked with any of the Disciplined Forces of Kenya or any other reputable Security Firm with Discharge Certificate
- iii. Must have certificates in first aid and/ or emergency/ fire safety and Certificate of Good Conduct
- iv. Must have at least three (3) years' experience in computer forensic investigations

Applicants with the following will have an added advantage:

- Knowledge of Encase, and email extraction tools (knowledge of other computer Forensic tools is an asset).
- Certified information system security professional (CISSP)
- Background or education in Incident Response or digital forensics (E-mails).
- Computer proficiency including Word, Excel, Power Point and Outlook

## **2.0 OFFICE OF THE DEPUTY VICE CHANCELLOR (FINANCE)**

### **2.1 DEPARTMENT OF FINANCE**

#### **2.1.1 DEPUTY FINANCE OFFICER (Revenue and Student Finance one (1) Post; Expenditure one (1) Post) – GRADE 14 REF: JKU/ADM/DFO/11/17**

### **Duties and Responsibilities**

Reporting to the Finance Officer, the holder will be expected to, among other duties;

- i. Be in charge of University Revenues/Expenditure
- ii. Provide strategic direction on university revenue sources as well as expenditure controls
- iii. Guide the university management on revenue diversification
- iv. Prepare monthly , quarterly and annual Management and Council reports on university financial performance
- v. Provide long-term and short-term budgetary oversight on planned sources of income and related expenditures.

## **Requirements**

Applicants must possess the following minimum requirements:-

- i. Must possess Master's degree (Accounting/ Finance/Business/Strategic Management) plus CPA (K) or equivalent with five (5) years' experience in Grade 13 or any other relevant or equivalent position
- ii. Must possess relevant Computer applications

### **OR**

- i. Must possess PhD in Accounting/ Finance plus CPA (K) and three years' experience in grade 13 or equivalent

## **2.2 DEPARTMENT OF ESTATES**

### **2.2.1 ESTATES MANAGER / ZONE ESTATE MANAGER**

**GRADE 12 REF: JKU/ADM/EM/11/17**

#### **Duties and Responsibilities:**

- i. Manages maintenance of all buildings, roads, generators, pumps, AC system as per the maintenance schedule,
- ii. Manages Water reticulation management,
- iii. Manages water treatment works,
- iv. Manage maintenance of power lines, generators and compressors,
- v. Manage and supervise of all works of Estates Department,
- vi. Coordinates Maintenance of all buildings, roads, generators, pumps, AC system as per the maintenance schedule in the Zones or Campus,
- vii. Manage budget preparation for maintenance work and estimates,
- viii. Preparation of periodic reports on the status of the buildings and other installations,
- ix. Provide guidance in the Estates Section of the University,
- x. Provide estimates for construction projects and repairs,
- xi. Provide information on data repairs to the management,
- xii. Chairs all Departmental committees.

## **Requirements**

Applicants must possess the following minimum requirements:-

- i. Must possess a Bachelor's degree with five (5) years' experience in civil/electrical engineering / construction management / architecture field from recognized Institutions in Grade 11 or equivalent position

### **OR**

- i. Master's degree in the relevant field with five (5) years' experience in Grade 11 or equivalent position
- ii. Be registered with a relevant Professional body
- iii. Applicants must have had work experience in a big organization as a Facility Manager, Maintenance Manager, Construction Manager, Site Engineer, Clerk of Works, Site Agent
- iv. Applicants should have technical skills and knowledge to use project management software such as Microsoft and reporting software programs, Archicad / Autocad

## **2.2.2 MAINTENANCE OFFICER I – GRADE 10 REF: JKU/ADM/MO1/11/17**

### **Duties and Responsibilities:**

- i. Heads Sections Carpentry or Masonry or Plumbing or Electrical or Welding or Water Treatment or Furniture or Civil and Environment or Mechanical sections,
- ii. Supervision of all works of Estates Department,
- iii. Makes budget periodic reports on the status of the buildings and other installations,
- iv. Estimates for minor projects and repairs in their respective section,
- v. Prepare data on repairs and Maintenance

Applicants must possess the following minimum requirements

- i. Higher National Diploma/Higher Diploma or Bachelor's degree in relevant field from recognized Institutions with five (5) years' experience in Grade 9 or equivalent position
- ii. Must have worked in any of the following sections; electrical, mechanical, carpentry, masonry, plumbing, painting, water purification plant, welding, environmental, furniture

### **OR**

- i. Must possess a Master's degree in the relevant field
- ii. Must have worked in any of the following sections; electrical, mechanical, carpentry, masonry, plumbing, painting, water purification plant, welding, environmental, furniture

## **2.3 DEPARTMENT OF PROJECTS COORDINATION**

### **2.3.1 CONSTRUCTION MANAGER - GRADE 12 REF: JKU/ADM/CM/11/17**

#### **Duties and Responsibilities:**

- i. Supervise construction projects undertaken by the university within the main campus and satellite campuses,
- ii. Ensure quality construction standards and use of proper construction techniques and materials,
- iii. Reviewing projects in depth to schedule deliverables and estimate costs,
- iv. Prepare internal and external reports relating to work status and update management accordingly,
- v. Analyze, manage and mitigate construction risks,
- vi. Prepare schedule of materials for procurement for self-built projects,
- vii. Manage the procurement of materials and labor for self-built projects to ensure adherence to cost, time and quality
- viii. Liaison with consultants to ensure smooth running of projects
- ix. Carry out estimates for renovations and minor works
- x. Oversee the implementation of the design specifications by ensuring proper setting out of works and detailed structural specification document to ensure compliance to design layout
- xi. Any other duties as may be assigned by persons placed in authority.

#### **Requirements**

Applicants must possess the following minimum requirements:-

- ii. Must possess a Bachelor's degree with five (5) years' experience in Construction management / Building Construction from recognized Institutions in Grade 11 or equivalent position

### **OR**

- i. Master's degree in the relevant field with five (5) years' experience in Grade 11 or equivalent position
- ii. Be registered with a relevant Professional body

- iii. Applicants should have technical skills and knowledge to use project management software such as Microsoft and reporting software programs, Archicad /Autocad

## **2. 4 DEPARTMENT OF PROCUREMENT**

### **2.4.1 DEPUTY CHIEF PROCUREMENT OFFICER – GRADE 14 REF: JKU/ADM/PO/05/2017**

#### **Duties and Responsibilities:**

- i. Provide strategic direction on university procurement processes and operations.
- ii. coordinate and manage high quality procurement operations to ensure set deliverables are met
- iii. Formulate and implement strategies , policies and guidelines for procurement of goods and services
- iv. Developing university procurement and disposal plans in liaison with user departments
- v. Internal monitoring and evaluation of the supply chain function of the University
- vi. Prepare tender and prequalification documents for expression of interest for the University and ensure that competent suppliers are prequalified
- vii. Identify, evaluate, select and negotiate contractual terms and prices with third party providers including suppliers
- viii. Develop detailed Service Level Agreement for suppliers outlining the key performance areas critical to the University.
- ix. Any other duties that may be allocated by persons placed in authority.

#### **Requirements**

Applicants must possess the following minimum requirements:-

- i. Must possess Master’s degree in procurement and logistics with five (5) years’ experience in Grade 13 or any other relevant or equivalent position,
- ii. Must possess CPIS (FINAL STAGE) from a recognized institution,
- iii. Must be a member of both Kenya Institute of Supplies Management (KISM) and Chartered Institute of Purchasing and Supplies (MCIPS).

#### **OR**

- i. Must possess PhD in Procurement and Logistics,
- ii. Must be a member of both Kenya Institute of Supplies Management (KISM) and Chartered Institute of Purchasing and Supplies(MCIPS)
- iii. Must have three(3) years’ experience in Grade 13 or any other relevant or equivalent position

#### **How to Apply**

Each application shall be accompanied by a detailed curriculum vitae, copies of relevant academic and professional certificates, National Identification Card, testimonials and other relevant supporting documents. The applicants shall request their referees to forward reports of their suitability to the undersigned directly.

Applicants must also submit the following:

1. Clearance from Kenya Revenue Authority (KRA)
2. Clearance from Higher Education Loans Board (HELB)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Certificate of Good Conduct from Criminal Investigation Department (CID)
5. Clearance from Credit Reference Bureau (CRB)

Applicants should:

- (i) Submit **three (3) copies** of the 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, one of whom must be from the present employment.
- (ii) Indicate clearly the position on the application letter and on the envelope which should be addressed to:

The Deputy Vice Chancellor (Administration)  
Jomo Kenyatta University of Agriculture & Technology  
P.O. Box 62000-00200  
**NAIROBI**

So as to be received on or before **13<sup>th</sup> December 2017**

*Only short listed candidates will be contacted.*

*JKUAT is an equal opportunity employer.*

**POST OF PRINCIPAL – (COLLEGE OF HUMAN RESOURCE DEVELOPMENT) –  
REF: JKU / ACA/PRNC/11/17**

Jomo Kenyatta University of Agriculture and Technology (JKUAT) is one of the leading Universities in Africa, well known for its prime role in advancing knowledge and driving change in the key areas of Agriculture, Engineering, Technology, Enterprise Development, Built Environment, Health Services, Social Sciences.

The University has a staff and student population of 2,850 and 45,000 respectively, spread between the Main Campus at Juja and other strategic Campuses across Kenya and East Africa.

In pursuit of her Vision, the University is currently involved in a major transformation in all its facets of operations, with a view of becoming a University of global excellence in Training Research and Innovation. The University is seeking to appoint a Principal, College of Human Resource Development who, under the direction of the Vice Chancellor, shall be the Academic and Administrative Head of the College.

#### **DUTIES AND RESPONSIBILITIES**

As per the Charter and Statutes of JKUAT, the duties and responsibilities of the Principal, College of Human Resource Development shall be:

- Provision of Academic and Administrative leadership at the College;
- Directing , Organizing and Administering programmes of the College;
- Co-ordination, development and implementation of the academic and administrative policies of the College;
- Maintenance of efficiency and good order of the College and ensure proper enforcement of the Statutes and Regulations;
- Provision of Innovative and Creative Leadership in the areas of Planning and Development;
- Promotion and dissemination of knowledge to meet the needs of the University and the community;
- Internationalization of the University;
- Any other duties and responsibilities as may be delegated by the Vice Chancellor or the University Council.



## REQUIREMENTS

The candidate shall meet the following minimum qualifications:

- Must possess an earned PhD and be a Professor / Associate Professor;
- Must have at least ten (10) years' experience in Senior Academic, Research or Management positions;
- Must have held senior Administrative posts such as Director/Dean of Faculty, School or Institute Campus in a recognized University;
- Must have excellent Organizational, Interpersonal and Communication Skills, Highest Ethical Standards, Integrity and Professionalism;
- Applicants who have held positions equivalent to the advertised position and whose background is in the core programme areas of the College will have an added advantage
- Applicants are expected to be familiar with national, regional and global trends in higher education and demonstrate potential to plan, develop and implement academic programmes, institutional linkages and managerial ability including strategic planning
- Experience in networking, fundraising and resource mobilization will be an added advantage
- Have thorough knowledge of current national, regional and global trends in the development and provision of higher education;
- Meet the requirements of Chapter six of the Constitution on leadership and integrity.

## TERMS AND CONDITIONS OF SERVICE

The post of a Principal is on a five (5) year term contract and will be eligible for renewal once subject to satisfactory performance as evaluated by Council. The post carries a competitive remuneration package, terms and benefits. The entry point will depend on qualifications and experience of the successful candidate.

The package includes inter alia, a basic salary, house allowance, medical cover as per University Medical scheme, leave allowance, official transport and gratuity at the end of the contract.

## HOW TO APPLY

Each application shall be accompanied by a detailed Curriculum Vitae, copies of relevant academic and professional certificates, National ID card, Testimonials and other relevant supporting documents. The applicant shall request their referees to forward reports on their suitability to the undersigned directly.

Applicants must also submit the following:

- Clearance from Kenya Revenue Authority
- Clearance from Higher Education Loan Board
- Clearance from Ethics and Anti-corruption Commission
- Certificate of Good Conduct from Criminal Investigation Department
- Clearance from Credit Reference Bureau

The application (**three copies**) should be marked **confidential** to reach the undersigned **not later than Monday, 13<sup>th</sup> December 2017**.

The Vice Chancellor,  
Jomo Kenyatta University of Agriculture and Technology,  
P.O Box 62000-00200 Nairobi, Kenya.