



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY  
P. O. BOX 62000-00200, City Square, Nairobi, Kenya, Tel: 67-5870001-4  
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)**

---

**VACANCY ADVERTISEMENT**

**JKU/ADM/3E**

**22<sup>th</sup> May 2018**

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 recruit a suitable candidate to fill the **Position of Registrar, Research Production and Extension (RPE)**.

**RESEARCH, PRODUCTION AND EXTENSION (RPE) DIVISION**

**REGISTRAR – RESEARCH, PRODUCTION AND EXTENSION (RPE) GRADE 15  
REF: JKU/RPE/05/18**

**Duties and Responsibilities**

Reporting to the Deputy Vice Chancellor (RPE), the holder will be expected to, among other duties:

- i. Be responsible for the overall management and administration of the Research, Production and Extension Division,
- ii. Facilitate the day to day operations of the RPE Division including staff supervision / management and administrative communication,
- iii. Be responsible for the Division's staff development, performance management including performance contracting,
- iv. Responsible for budgeting, Procurement and work plans for the RPE Division,
- v. Responsible for implementation of the University Strategic Plan including identification of medium term and long-term key priority areas in line with the University's Vision and Mission,
- vi. Provide secretarial services to the Divisional meetings as provided by the University Statutes
- vii. Responsible for administrative record management
- viii. The successful candidate will perform any other duties assigned by the Deputy Vice Chancellor in charge of Research, Production and Extension Division.

**Requirements**

Applicants must possess the following:

- i. Must possess a PhD in Management related field with five (5) years' experience in Grade 14 or equivalent position.

**OR**

- ii. A PhD holder with 5 years' experience in research management

**OR**

- iii. An accomplished researcher with a PhD and 5 years' experience in management.

In addition, the ideal candidate should have the following:

- Be conversant with modern management techniques including relevant aspects of information technology and data analysis,
- Have wide experience in research, production, extension and innovation activities as applicable in a University environment or research institution
- Knowledge and experience of performance management and performance contracting
- Have a good command of both written and oral English language and Kiswahili since they will be responsible for taking minutes of vital University Committees.
- Have effective leadership qualities as the job entails coordination of a large workforce of senior and junior staff.
- Have a good understanding and experience in corporate management and planning so as to provide expert advice to the University Management in pursuit of the achievement of the University Mission and Vision.
- Knowledge of Kenyan Constitution, National Laws and Policies relevant to his/her responsibilities.
- A track record in people and change management
- Be of the highest ethical standards, integrity and professionalism.
- Be an active member of a professional body

### **How to Apply**

Each application shall be accompanied with 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** (*Marked "Confidential"*) 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, City Square,  
NAIROBI.**

So as to be received on or before **11<sup>th</sup> June 2018**

*Only short listed candidates will be contacted. JKUAT is an equal opportunity employer.*

*JKUAT is ISO: 9001:2008 and 14001:2004 Certified / Setting Trends in Higher Education, Research and Innovation*