



MACHAKOS UNIVERSITY

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P.O. Box 136-90100
Machakos

VACANCIES

RECRUITMENT FOR THE POSITIONS OF VICE-CHANCELLOR AND DEPUTY VICE-CHANCELLORS

Machakos University, is one of the recently chartered public University in Kenya. The University is the fastest growing among the public universities with a student population now standing at more than 9,000 pursuing various academic programmes up to Ph.D. level. The programmes are currently spread across seven (7) schools. To support this vibrant academic and research environment and give the University a dynamic and strategic leadership, the Machakos University Council intends to recruit a senior management team from suitably qualified individuals with excellent credentials. Machakos University is situated within Machakos Central Business District (CBD) and 62 km from Nairobi City.

Machakos University Council, therefore, now invites applications from eminent individuals who are suitably qualified and experienced with outstanding academic credentials for the following positions:

1. Vice- Chancellor
2. Deputy Vice-Chancellor (Academic and Student Affairs)
3. Deputy Vice-Chancellor (Administration, Planning and Finance)
4. Deputy Vice-Chancellor (Research, Innovation and Linkages)

VICE CHANCELLOR - REF: MKSU/VC/01/10/2016

The University is looking for a Vice-Chancellor to bring about transformational change in the University, to lead in spurring robust infrastructural development, resource mobilization, ensuring financial stability and grow the expansion of innovative and relevant academic and research programmes, an enhanced student population and result oriented staff management.

THE JOB

The Vice-Chancellor shall be the Chief Executive Officer of the University and shall have overall responsibility of the direction, organization, administration and programmes of the University and in particular having the following powers and functions:-

1. Be the academic, administrative and financial head of the University.
2. Have the overall responsibility for the direction, organization, administration and programmes of the University.
3. Be the Accounting Officer of the University.

Further, subject to the provisions of the Universities Act (2012), the Machakos University Charter and Statutes, the Vice-Chancellor shall among other duties:-

1. By virtue of his or her office, be ex-officio member of every College, Campus, School, Institute, Centres and Departmental Boards and any other entity within the University.
2. By virtue of his or her office shall be a member of every committee appointed by the respective University Management and Senate, unless otherwise expressly provided.
3. Be Secretary to the Council and Chairman of the Senate;
4. Overseeing and ensuring implementation of policies and programmes.
5. Maintaining a conducive work environment for attracting, retaining and motivating employees.
6. Fostering a corporate culture that promotes ethical and good corporate citizenship.
7. Have powers to assign or delegate any of his duties to a committee or to a member of staff of the University and may withdraw such assignment or delegation at any time.
8. By virtue of his or her office, be a member of every standing committee of the Council or a committee appointed by the Council unless otherwise explicitly provided for.
9. Be competent at all times to advise the Council on any matter affecting the policy, finance and administration of the University.
10. Be generally responsible to the Council for maintaining the efficiency and good order of the University and for ensuring the proper enforcement of Laws and Regulations.
11. Be responsible for policy matters, planning coordination, public relations, fund raising and general development of the University.
12. Carry out such other duties and responsibilities as may be delegated by the University Council.

QUALITIES AND QUALIFICATIONS OF THE CANDIDATES

To be eligible for appointment as Vice-Chancellor, applicants must meet the following minimum requirements:

1. Be a Full Professor and holder of an earned Doctorate degree from a recognized University.
2. Be conversant with the current trends and challenges in higher education in Kenya, Regionally and Globally.
3. Have thorough knowledge of the structural, legislative and regulatory framework for administration and management of University Education in Kenya.
4. Have served substantively and successfully for at least eight (8) years' at a senior level in academic and/or research institution and served as Dean, Director, Deputy Principal of a Constituent University College, Principal of a Constituent University College or a Deputy Vice-Chancellor.
5. Have excellent leadership and managerial record including knowledge of public procurement, labour laws and public finance management.
6. Have high ethical standards, personal and professional integrity.
7. Have excellent communication skills (spoken and written) at organizational and interpersonal levels including logical analytical problem-solving capabilities and transparent management.
8. Have a proven track record of international scholarship as evidenced by publications in peer-refereed/reviewed academic/professional journals and University level books or book chapters.
9. Have experience in regional and international networking.
10. Have demonstrated ability and evidence to mobilize resources for capacity building and the University's development.
11. Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity.

CORE COMPETENCIES

The following core competencies and skills will be required for the position of the Vice-Chancellor:

1. Ability to portray and uphold positive national and international image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity.
2. A high degree of complex documentation and ability for critical analysis of situations and documents.
3. Being a visionary, strategic and result oriented thinker and leader.

4. Have excellent organizational, interpersonal and effective communication skills as well as logical and sound decision making ability.
5. Be dynamic and have resilience, capacity and zeal to work under pressure to meet strict deadlines.
6. Possess firm, fair, all-inclusive and transparent management style.
7. Be a creative and innovative leader.

TENURE OF OFFICE

In accordance with the Universities Act (2012), the Machakos University Charter and Statutes, the Vice-Chancellor shall hold office for a period of five (5) years with the possibility of renewal for a further final term of five (5) years subject to a positive appraisal by the Council.

HOW TO APPLY:

1. Each application shall be accompanied by a detailed curriculum vitae indicating e-mail and telephone contacts, copies of academic, other relevant certificates and supporting documents.
2. Applicants must also submit copies of the following:
 - (a) Clearance from Kenya Revenue Authority
 - (b) Clearance from Higher Education Loans Board
 - (c) Clearance from the Ethics and Anti-Corruption Commission
 - (d) Certificate of Good Conduct from the Directorate of Criminal Investigation
 - (e) Clearance from a Credit Reference Bureau
3. Applicants must indicate in the application letter names and contacts of three (3) referees familiar with the applicant's professional and management experience and character in general.
4. Applicants should submit **TEN (10)** hard copies of their applications and documents which should clearly be marked **"APPLICATIONS FOR THE POSITION OF VICE-CHANCELLOR"**.
5. Applications should be received on or before **15th November 2016**.
6. Applications should be hand-delivered or send as registered mail to:

The Chairman
Machakos University Council
P.O. Box 136 – 90100
MACHAKOS

Machakos University is an equal opportunity employer. Women, marginalised and persons living with disability are encouraged to apply.

THE JOB

The Deputy Vice-Chancellor (Academic and Student Affairs) will be one of the Principal Assistants to the Vice-Chancellor, the Head of the Academic and Students Affairs Division of the University and will have the following responsibilities:

1. To be Secretary to the Senate and provide secretariat to all academic and related committees of the Senate.
2. To be responsible for the allocation of buildings, rooms and offices used for academic purposes in the University as well as the formulation of the rules governing their allocation and utilization.
3. To formulate, cause to be printed and implemented policies, rules and regulations, guidelines and procedures on planning, development and management of academic activities, research, academic-related linkages, outreach programmes and other academic-related programmes.
4. To coordinate and ensure development and review of curricula in line with market demand, and regional and national regulatory bodies.
5. To create and maintain an environment which promotes and secures good and quality teaching, effective learning and achievement of the highest possible academic standards, good behaviour and discipline amongst teaching staff and students body.
6. To ensure availability of suitable and adequate resources for learning and for proper delivery of training.
7. To oversee the administration and processing of both continuous assessment and final examinations.
8. To ensure the proper management of the Academic and Student Affairs Division.
9. To oversee the management of the University library and those in Campuses.
10. To ensure that the Senate is properly advised in the development of academic programmes in conformity to ethical standards and legally recognized professional bodies.
11. To be responsible for provision of students' accommodation and other welfare services; and
12. To carry out such other duties and responsibilities as may be delegated by the Vice-Chancellor or by the University Council.

QUALITIES AND QUALIFICATIONS OF THE CANDIDATES

Applicants should meet the following requirements:

1. Be a holder of an earned Ph.D. degree from a recognised university and should be a Full Professor or Associate Professor.

2. Have served substantively and successfully in a Senior Administrative and Management position at the level of a Dean/Director/Deputy Principal of a Constituent College/Principal of a Campus College in a University or in other comparable level(s) for a cumulative period of at least six (6) years.
3. Have successfully demonstrated competence in administrative and academic leadership in academic, research, knowledge dissemination and extension services with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization and supervision of Masters and Doctoral students.
4. Have a successful record of leadership in development and implementation of academic programmes at University level.
5. Have excellent understanding of current trends in university education and training globally and the factors and conditions shaping development of university education in Kenya.
6. Have excellent and proven organizational, communication and interpersonal skills.
7. Show good understanding of University functions and procedures coupled with a passion of promoting learning, excellence in teaching, research and innovation.
8. Demonstrate capacity to initiate and facilitate the development of relevant and quality market and society driven academic programmes.
9. Have demonstrated ability and evidence to mobilize resources for capacity building and the University's development.
10. Be of highest ethical standards, integrity, accountability and professionalism and comply with the requirements of Chapter Six of the Constitution.

CORE COMPETENCIES

The following core competencies and skills will be required for the position of the Deputy Vice-Chancellor (Academic and Student Affairs):

1. Ability to portray and uphold positive national and international image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity.
2. Being a visionary, strategic and result oriented thinker and leader.
3. A high degree of complex documentation and ability for critical analysis of situations and documents.
4. Have excellent organizational, interpersonal and effective communication skills as well as logical and sound decision making ability.
5. Be dynamic and have the resilience, capacity and zeal to work under pressure to meet strict deadlines.
6. Possess firm, fair, all-inclusive and transparent management style.
7. Be a creative and innovative leader

TENURE OF OFFICE

In accordance with the Universities Act (2012), the Machakos University Charter and Statutes, the Deputy Vice-Chancellor (Academic and Student Affairs) shall hold office for a period of five (5) years with the possibility of renewal for a further final term of five (5) years subject to a positive appraisal by the Council.

HOW TO APPLY:

1. Each application shall be accompanied by a detailed curriculum vitae indicating e-mail and telephone contacts, copies of academic, other relevant certificates and supporting documents.
2. Applicants must also submit copies of the following:
 - (a) Clearance from Kenya Revenue Authority
 - (b) Clearance from Higher Education Loans Board
 - (c) Clearance from the Ethics and Anti-Corruption Commission
 - (d) Certificate of Good Conduct from the Directorate of Criminal Investigation
 - (e) Clearance from a Credit Reference Bureau
3. Applicants must indicate in the application letter names and contacts of three (3) referees familiar with the applicant's professional and management experience and character in general.
4. Applicants should submit **TEN (10)** hard copies of their applications and documents which should clearly be marked "**APPLICATIONS FOR THE POSITION OF DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)**".
5. Applications should be received on or before **15th November 2016**.
6. Applications should be hand-delivered or send as registered mail to:

**The Chairman
Machakos University Council
P.O. Box 136 – 90100
MACHAKOS**

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DEPUTY VICE-CHANCELLOR (ADMINISTRATION, PLANNING AND FINANCE) – REF. MKSU/DVC/03/10/2016

THE JOB

The Deputy Vice-Chancellor (Administration, Planning and Finance) will be one of the Principal Assistants to the Vice-Chancellor, the head of the Administration, Planning and Finance Division of the University and will be responsible for the management and planning of physical and financial resources, infrastructural and development matters in a results-oriented and timely manner to achieve the University's mission, goals, objectives and agreed performance targets.

The Deputy Vice-Chancellor (Administration, Planning and Finance) shall have the following specific responsibilities among others:

1. To coordinate human resource management functions, recruitment and selection.
2. To plan, direct, organize, monitor and advise on the recruitment, deployment and development of all administrative staff.
3. To coordinate and advise management on matters related to labour relations, union matters, promotions, discipline, employee services, staff welfare-related linkages and general staff welfare.
4. To establish and maintain workable systems for regular monitoring and evaluation of the performance, quality, relevance and efficiency of all finance, planning and development programmes.
5. To coordinate the preparation of University budget, expenditure control, revenue collection including all types of fees and resources mobilization.
6. To ensure development of administration, human resource management, financial, planning and development policies, rules, regulations and guidelines.
7. To coordinate and ensure development, review and implementation of the University Strategic Plan.
8. To coordinate procurement activities including preparation of procurement plan and ensuring procurement is linked to the procurement plan.
9. To oversee performance contracting, measurement, monitoring and reporting, evaluation, staff performance appraisal and reward management.
10. To oversee fleet planning and control transport services including vehicle allocation, insurance, maintenance and servicing.
11. To provide innovative and creative leadership in the areas of finance, human resources, planning, infrastructural development.
12. To oversee the development, implementation and review of ISO 9001:2015 QMS administrative and operational procedures as well as all other ISO certifications.
13. To coordinate all legal matters and security services.

14. To formulate policies on standards and procedures governing terms and conditions of service and scheme of service for all cadres of staff and any other policy documents related to staff welfare.
15. To carry out such other duties and responsibilities as may be delegated by the Vice-Chancellor or by the University Council.

QUALITIES AND QUALIFICATIONS OF THE CANDIDATES

Applicants should meet the following requirements:

1. Be a holder of an earned Ph.D. degree from a reputable university and should be a full Professor or Associate Professor.
2. Have served substantively and successfully in a Senior Administrative and Management position at the level of a Dean/Director/Deputy Principal of a Constituent College/Principal of a Campus College in a University or in other comparable level(s) for a cumulative period of at least six (6) years.
3. Have successfully demonstrated competence in administrative and academic leadership in academic, research, knowledge dissemination and extension services with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization and supervision of Masters and Doctoral students.
4. Have a successful record of leadership in development and implementation of academic programmes and projects at University level.
5. Have excellent understanding of current trends in university education and training globally and the factors and conditions shaping development of university education in Kenya.
6. Have excellent and proven organizational, communication and interpersonal skills.
7. Show good understanding of University functions and procedures coupled with a passion of promoting learning, excellence in teaching, research and innovation.
8. Have thorough knowledge of governance, government financial and fiscal policies, strategic planning, public finance management, budgeting process, procurement laws, infrastructural development and governing laws.
9. Possess vast experience in decision making in finance and supported by relevant testimonials.
10. Demonstrate experience in policy making in finance, strategic planning and development.
11. Have good track record of change management.
12. Have demonstrated ability and evidence to mobilize resources for capacity building and the University's development.
13. Be of highest ethical standards, integrity, accountability and professionalism and comply with the requirements of Chapter Six of the Constitution.

CORE COMPETENCIES

The following core competencies and skills will be required for the position of the Deputy Vice-Chancellor (Administration, Planning and Finance):

1. Ability to portray and uphold positive national and international image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity.
2. Being a visionary, strategic and result oriented thinker and leader.
3. A high degree of complex documentation and ability for critical analysis of situations and documents.
4. Have excellent organizational, interpersonal and effective communication skills as well as logical and sound decision making ability.
5. Be dynamic and have the resilience, capacity and zeal to work under pressure to meet strict deadlines.
6. Possess firm, fair, inclusive and transparent management style.
7. Possess firm, fair, all-inclusive and transparent management style and
8. Be a creative and innovative leader

TENURE OF OFFICE

In accordance with the Universities Act (2012), the Machakos University Charter and Statutes, the Deputy Vice-Chancellor (Administration, Planning and Finance) shall hold office for a period of five (5) years with the possibility of renewal for a further final term of five (5) years subject to a positive appraisal by the Council.

HOW TO APPLY:

1. Each application shall be accompanied by a detailed curriculum vitae indicating e-mail and telephone contacts, copies of academic, other relevant certificates and supporting documents.
2. Applicants must also submit copies of the following:
 - (a) Clearance from Kenya Revenue Authority
 - (b) Clearance from Higher Education Loans Board
 - (c) Clearance from the Ethics and Anti-Corruption Commission
 - (d) Certificate of Good Conduct from the Directorate of Criminal Investigation
 - (e) Clearance from a Credit Reference Bureau
3. Applicants must indicate in the application letter names and contacts of three (3) referees familiar with the applicant's professional and management experience and character in general.
4. Applicants should submit **TEN (10)** hard copies of their applications and documents which should clearly be marked "**APPLICATIONS FOR THE POSITION OF DEPUTY VICE-CHANCELLOR (ADMINISTRATION, PLANNING AND FINANCE)**".
5. Applications should be received on or before **15th November 2016**.
6. Applications should be hand-delivered or send as registered mail to:

The Chairman

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THE DEPUTY VICE-CHANCELLOR (RESEARCH, INNOVATION AND LINKAGES) – REF. MKSU/DVC/04/10/2016

THE JOB

The Deputy Vice-Chancellor (Research, Innovation and Linkages) shall be one of the Principal Assistants to the Vice-Chancellor and shall be the Head of the Research, Innovation and Linkages Division of the University and shall be responsible to the Vice-Chancellor and he or she shall offer leadership, direction, organization and administration of programmes of the Division.

The Deputy Vice-Chancellor (Research, Innovation and Linkages) shall have the following responsibilities among others:-

1. To have the overall responsibility of direction, organization and administration of research, innovation and linkages in the University.
2. To develop, formulate and implement appropriate policies that promote research infrastructure
3. To establish databank of industries and coordinate student attachment and internship in the industry.
4. To coordinate workshops and seminars on outreach programmes and technology transfer.
5. To plan, coordinate, administer and provide logistical support for research at all levels.
6. To coordinate research activities and source for research funds.
7. To promote and coordinate research, proposals development, scientific publications, innovation, extension and technology transfer to industry and business community.
8. To develop strategic alliances with the two levels of Government, industry, and local and international research institutes.
9. To protect and promote intellectual assets, commercialization, dissemination and publication of research output.
10. To manage research libraries and archives.
11. To fund raise and undertake other resource mobilization activities for research and related activities.
12. To brand research, set standards, quality assurance and capacity building.
13. To benchmark research and coordinate exchange of scholars.
14. To negotiate and manage research contracts and consultancies.
15. To internationalize the University.

16. To ensure availability of suitable and adequate resources for proper delivery of research and outreach programmes of the University.
17. To ensure effective accountability to the Vice-Chancellor for the proper management of the Research, Innovation and Linkages Division.
18. To ensure that the Senate is properly advised on the national and international research direction and development.
19. To drive the University research agenda in line with the University and Country vision.
20. To promote research, innovation and extension culture in the University.
21. To institutionalize networking, collaborative research and outreach programmes in the University.
22. To carry out such other duties and responsibilities as may be delegated by the Vice Chancellor or by the University Council.

QUALITIES AND QUALIFICATIONS OF THE CANDIDATES

Applicants should meet the following requirements:

1. Be a holder of an earned Ph.D. degree from a recognized university and should be a full Professor or Associate Professor.
2. Have served substantively and successfully in a Senior Administrative and Management position at the level of a Chairman of Department, Dean/Director/Deputy Principal of a Constituent College/Principal of a Campus College in a University or in other comparable level(s) for a cumulative period of at least six (6) years.
3. Have successfully demonstrated competence in administrative and academic leadership in academic, research, knowledge dissemination and extension services with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization and supervision of Masters and Doctoral students.
4. Have a successful record of leadership in development and implementation of academic and research programmes at University level.
5. Have excellent understanding of current trends in university education, research and training globally and the factors and conditions shaping development of university education and research in Kenya.
6. Have excellent and proven organizational, communication and interpersonal skills.
7. Be an accomplished researcher with demonstrated experience to establish networks.
8. Demonstrate ability in networking, fundraising, resource mobilization and fund management;
9. Show good understanding of University functions and procedures coupled with a passion of promoting learning, excellence in teaching, research and innovation.
10. Possess vast experience in managing research programmes, research capacity building and development of grant winning research proposals.

11. Demonstrate experience in policy making in finance, strategic planning and development.
12. Have good track record in management of research programmes.
13. Have demonstrated ability and evidence to mobilize resources for research capacity building and the University's development.
14. Be of highest ethical standards, integrity, accountability and professionalism and comply with the requirements of Chapter Six of the Constitution.

CORE COMPETENCIES

The following core competencies and skills will be required for the position of the Deputy Vice-Chancellor (Research, Innovation and Linkages):

1. Ability to portray and uphold positive national and international image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity.
2. Being a visionary, strategic and result oriented thinker and leader.
3. A high degree of complex documentation and ability for critical analysis of situations and documents.
4. Have excellent organizational, interpersonal and effective communication skills as well as logical and sound decision making ability.
5. Be dynamic and have the resilience, capacity and zeal to work under pressure to meet strict deadlines.
6. Possess firm, fair, all-inclusive and transparent management style.
7. Be a creative and innovative leader

TENURE OF OFFICE

In accordance with the Universities Act (2012), the Machakos University Charter and Statutes, the Deputy Vice-Chancellor (Research, Innovation and Linkages) shall hold office for a period of five (5) years with the possibility of renewal for a further final term of five (5) years subject to a positive appraisal by the Council.

HOW TO APPLY:

1. Each application shall be accompanied by a detailed curriculum vitae indicating e-mail and telephone contacts, copies of academic, other relevant certificates and supporting documents.
2. Applicants must also submit copies of the following:
 - (a) Clearance from Kenya Revenue Authority
 - (b) Clearance from Higher Education Loans Board
 - (c) Clearance from the Ethics and Anti-Corruption Commission
 - (d) Certificate of Good Conduct from the Directorate of Criminal Investigation
 - (e) Clearance from a Credit Reference Bureau
3. Applicants must indicate in the application letter names and contacts of three (3) referees familiar with the applicant's professional and management experience and character in general.

4. Applicants should submit **TEN (10)** hard copies of their applications and documents which should clearly be marked “**APPLICATIONS FOR THE POSITION OF DEPUTY VICE-CHANCELLOR (RESEARCH, INNOVATION AND LINKAGES)**”.
5. Applications should be received on or before **15th November 2016**.
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