



# UNIVERSITY OF NAIROBI

## LEADING WITH EXCELLENCE

### DECLARATION OF VACANCY FOR THE POSITION OF THE DEPUTY VICE-CHANCELLOR (HUMAN RESOURCE AND ADMINISTRATION)

The University of Nairobi continues to undergo a purposeful, decisive, and aggressive transformational change. This has enabled the University to ensure that the physical capacities, quality and availability of staff and relevance of academic programs are in sync with the ever increasing demand for access to higher education and leading with excellence.

The University is now seeking to appoint a Deputy Vice-Chancellor (Human Resource and Administration) who, under the direction of the Vice-Chancellor, shall be the Head of the Human Resource and Administration Division in the University.

#### Requirements:

For appointment to the position of the Deputy Vice-Chancellor (Human Resource and Administration), a person shall:

1. Be a Professor or Associate Professor and a holder of an earned Doctorate degree or equivalent qualification from a University recognized in Kenya;
2. Have thorough knowledge of the structural, legislative and regulatory framework for administering University Education in Kenya;
3. Have at least five years hands-on experience at a senior level in a University or equivalent institution with demonstrable leadership and management capacity including knowledge of public financial management and strategic people management;
4. Be an accomplished scholar with proven track record in formulating and managing academic programs and supervising and mentoring Masters and PhD students;
5. Have a proven track record of research and publications in peer reviewed journals, monographs and books;
6. Have demonstrable experience in networking, fundraising and resource mobilization;
7. Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity; and
8. Have a demonstrable experience in transformative and strategic leadership.

#### Core Competencies:

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

1. Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
2. Being a visionary and results oriented thinker;
3. Excellent organizational, interpersonal and communication skills;
4. Capacity to work under pressure to meet strict deadlines; and
5. Firm, fair and with transparent management style.

#### Duties and Responsibilities:

As per the Charter and Statutes of the University of Nairobi, the duties and responsibilities of the Deputy Vice-Chancellor (Human Resource and Administration) shall be:

1. Management of Human Resource and General Administration matters;
2. Shall be the Chairperson of Appointments Committee for non-academic staff within the University's Central Administration up to the level of grade thirteen (13);
3. Shall be the Chairperson of Appointments Committee for non-teaching staff in the rest of the University at the level of grade eleven (11), twelve (12) and thirteen (13);
4. Shall be, in the absence of the Deputy Vice-Chancellor (Academic Affairs) or on account of other exigencies of services, Chairperson of the Appointments Committee indicated in Statute IVA, 5(i) and (ii);
5. May sit in all Appointment Committees and his/her endorsement, with reference to the Vice Chancellor and University Council, shall be sought for all appointments within respective Colleges.
6. Shall be responsible for appropriate Human Resource Management Policies and Procedures in conformity with the Constitution of Kenya 2010, the Universities Act, the Charter and any other written laws in Kenya.
7. Perform any other functions pertaining to Human Resource and Administration; and
8. Carry out such other duties and responsibilities as may be delegated by the Vice Chancellor.

#### Appointment:

As per the Universities Act 2012, University of Nairobi Charter and Statutes the Deputy Vice-Chancellor (Human Resource and Administration) shall hold office for a duration of five (5) years with the possibility of one time renewal for a further term of five years subject to a positive appraisal by the Council.

#### How to apply:

1. Each application shall be accompanied by a detailed *Curriculum Vitae*, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents.
2. Applicants should submit ten (10) hard copies of their applications which should clearly be marked "**Application for the position of Deputy Vice-Chancellor (Human Resource and Administration)**".
3. Applications must be submitted on or before **Monday, October 22, 2018**.
4. **Applications should be addressed to the Vice-Chancellor, University of Nairobi, P.O. BOX 30197, 00100 NAIROBI.**

*Note: The University of Nairobi is an equal opportunity employer. Women, the marginalized and persons living with disability are encouraged to apply.*

*This advertisement cancels and supersedes the advertisement for the position of Deputy Vice Chancellor (Human Resource and Administration) that appeared in the Daily Nation of Monday, October 01, 2018 page 35.*