

## **JOB ADVERTS AT PUEA**

### **1. MANAGEMENT**

**JOB/POSITION TITLE:           DEPUTY VICE CHANCELLOR**

**REFERENCE NUMBER:           PUEA/DVC /27/02/24**

### **JOB SUMMARY**

The successful candidates will be responsible for Academic and student Affairs as well as Administrative and Finance functions.

### **ACADEMIC & PROFESSIONAL QUALIFICATIONS/ TRAINING & WORK EXPERIENCE**

For Appointment to this office, the applicant must:

- Be of the rank of an Associate Professor/Professor and a holder of an earned Doctorate degree or equivalent qualification from a university recognized in Kenya;
- Have thorough knowledge of the structural, legislative and regulatory framework for administering University education in Kenya;
- Have at least five years' hands-on experience at a senior level in a University or equivalent institution with demonstrable; Academic and research leadership, financial and administrative management capacity;
- Have demonstrable leadership in an academic and/or research institution, having served substantively with measurable results in senior administrative posts such as of: Deputy Principal, Dean/Director, Principal of a Constituent University/College of a University/Campus or leadership of comparable levels in other similar institutions;
- Have demonstrable experience in development and implementation of University academic policies and guidelines.
- Be an accomplished scholar with proven track record in research and publications in peer reviewed journals, monographs and books;
- Have experience in designing and managing academic programs, supervising and mentoring Masters and PhD students;
- Have sufficient experience in networking, fundraising and resource mobilization;
- Have demonstrable experience in transformative and strategic leadership;
- Have demonstrable growth in the entity s/he is now leading;
- Demonstrable evidence of having been a great team player at senior management level, preferably within a university set up.

#### **• Core Competencies:**

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

- Ability to integrate Christian faith/principles in leadership;

- Planning and implementing projects;
- Being a visionary and results oriented thinker;
- Excellent organizational, interpersonal and communication skills;

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

The Deputy Vice Chancellor will be reporting to the Vice Chancellor. He/she will be accountable to and under the general authority of the Vice Chancellor. His/her duties will include:

- Providing innovative and creative leadership in the areas of Academics, planning, financial, human resource and physical resource management to ensure provision of quality teaching, research, Financial management and community engagement in line with the University's Vision and Mission.
- Overseeing the implementation of all fiscal, human resources, administrative policies and appropriate procedures to ensure efficient performance and delivery of services in the university and in line with the strategic plan;
- Coordinating the preparation and implementation of university budget, financial statements and management reports;
- Be responsible for the development, reviewing, and revision of academic curricula, for purposes of relevance, quality assurance and accreditation.
- Oversee and coordinate the implementation of academic policies and regulations as laid down by the University Council, the Senate and the Management Board.
- Overseeing the work of the Registrar, Academic Affairs; Deans of Schools, Dean of Students, and the Directors (Research, Institutes/ Campus and Quality Assurance) and provide overall supervision with regard to their activities and outputs.
- Coordinating the implementation of the performance management within the university;
- Mobilizing and soliciting financial support for programmes and general development of the university;
- Maintaining efficiency and good order of the university and ensuring enforcement of statutes and regulations; and,
- Overseeing the selection, hiring, retention, performance evaluation and other personnel decisions associated with faculty and staff and ensuring general conduct and discipline of employees amongst other duties that may be assigned
- Serve as the Secretary to Senate and provide able leadership as Chairperson of the relevant Senate Committees.
- Participate in various governance organs of the university such as the management board and Committees of the Council
- Support the Vice-Chancellor in the administration and management of the University on a day-to- day basis.
- Represent PUEA in various forums and maintain partnerships with other necessary organizations as advised by the Vice-Chancellor
- Carry out such other duties and responsibilities as may be delegated by the Vice-Chancellor in a quest to drive the Vision and Mission of the PUEA.

## **REMUNERATION**

The qualified candidate (s) shall be paid commensurately with their qualifications.

## **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to  
The Chair of Council, Presbyterian University of East Africa (PUEA)  
[chairpersoncouncil@puea.ac.ke](mailto:chairpersoncouncil@puea.ac.ke)  
**P.O BOX 387-00902**  
**Kikuyu**
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up-to-date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
  - a. Kenya Revenue Authority
  - b. Higher Education Loans Board
  - c. Ethics and Anti-Corruption Commission
  - d. Criminal Investigation Department
  - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to:  
[chairpersoncouncil@puea.ac.ke](mailto:chairpersoncouncil@puea.ac.ke)

**CLOSING DATE: TUESDAY 2<sup>ND</sup> APRIL 2024**

**APPLICANTS WILL BE CONTACTED. PUEA IS AN EQUAL-OPPORTUNITY EMPLOYER. ONLY SHORTLISTED**