

# Masinde Muliro University of Science and Technology (MMUST)

## UNIVERSITY COUNCIL

### VACANCIES

Masinde Muliro University of Science and Technology (MMUST) is a leading public institution in Kenya. The vision of the university is "To be the Premier University in Science, Technology and Innovation"

The Council of Masinde Muliro University of Science and Technology seeks to recruit suitable, qualified experienced, dynamic and visionary individual with excellent credentials to fill the following Positions:

#### DEPUTY VICE CHANCELLOR (ADMINISTRATION & FINANCE) AD/01/06/18

##### Requirements for the Position

Applying candidates who must be Kenyan citizen should meet the following requirements:

- 1) Must be a holder of an earned PhD from a reputable university as well as a full professor or Associate Professor of a recognized university
- 2) Must have at least Ten (10) years academic and research experience with scholarly record demonstrated by publications in internationally peer reviewed journals in their areas of specialization and supervision of Masters and Doctoral students
- 3) Must have served 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 at least three (3) years.
- 4) Must have demonstrated ability and leadership skills to effectively coordinate planning and finance and administrative function in a University environment;
- 5) Must be a team player with excellent organizational, communication and interpersonal skills and have a capacity to work effectively with students and stakeholders;
- 6) Must show good understanding of university functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;
- 7) Must have good understanding of the national policies and strategies governing university education training in Kenya;
- 8) Be familiar with current national, regional and global trends in provision of university education
- 9) Must have thorough knowledge of governance, government financial and fiscal policies, strategic planning, public finance management, human resource management, budgeting process, procurement laws infrastructural development and governing laws, further supported by relevant trainings and certificates;
- 10) Must be a registered member of good standing of professional associations in their areas of specialization and demonstrate active involvement in professional associations' activities;
- 11) Demonstrate ability in networking and capacity to mobilize resources and expand physical facilities necessary to cater for the increasing student enrolment and academic programmes;
- 12) Be of the highest ethical standards, integrity, accountability, professional, team work and good stewardship and must comply with the requirements of Chapter Six of the Kenyan Constitution, 2010;

##### Core competencies

The following core competencies will be required:

- 1) Be firm, fair, accountable and transparent in the conduct of one's duties
- 2) Capacity to work under pressure to meet strict deadlines;
- 3) Being visionary and result oriented leader;
- 4) Excellent organizational, interpersonal and effective communication skills as well as logical and sound decision making ability
- 5) Be creative and innovative leader

##### Duties and Responsibilities

Reporting to the Vice Chancellor, the Deputy Vice Chancellor (Administration and Finance) will be in charge of Administration and Finance Division of the university and shall:

- 1) Establishing and maintaining workable systems for regular measurement, monitoring and evaluation of performance, quality, relevance and efficiency of all human resource, rewards management, finance, planning and development programmes;
- 2) Provide innovative and creative leadership in the areas of Human Resource, Finance, Procurement and Physical resource management;
- 3) Oversee the implementation of all sectoral policies and appropriate procedures to ensure efficient performance and delivery of services in the university in line with the strategic plan;
- 4) Coordinate the design, development, implementation and maintenance of appropriate human resource policies, procedures and systems to attract, develop and retain qualified and experienced staff;
- 5) Coordinate the preparation and implementation of the university budget, financial statements management reports and ensure that both annual and medium term expenditures are consistent with the strategic plan;
- 6) Ensuring the development, implementation and review of quality management systems, operational procedures and manuals in the division;
- 7) Maintain efficiency and good order of the university including staff welfare, conduct and discipline and ensure proper enforcement of the Statutes and regulations;
- 8) Advice the Vice Chancellor and management Board on the university's development needs with respect to students facilities, infrastructure and human resource requirements;
- 9) Mobilize resources that the university may need in executing its mandate;
- 10) Any other responsibilities as may be necessary to achieve the university's objectives and as may be assigned by the Vice Chancellor.

##### Tenure of Office

As provided for in the Universities Act 2012, MMUST University Charter and Statutes, the Deputy Vice Chancellor shall hold office for duration of five (5) years with the possibility of one time renewal for a further term of five years subject to satisfactory performance

#### UNIVERSITY COUNCIL SECRETARY - AD/02/06/18 (Scale 13)

##### Requirements for the Position

To be eligible for appointment as Council Secretary, applicants shall have the following minimum qualifications:

- 1) Must have a Bachelor's Degree in Law [LL.B] or its equivalent from a recognized University;
- 2) Must have Master's Degree in Law, Public Administration, Education, Human Resource Management;
- 3) Post graduate Diploma in Law from the Kenya School of Law
- 4) Be a holder of CPS (K);
- 5) Five (5) years cumulative relevant work experience, in an institution of higher learning, public sector, or a large corporation, three of which at the level of Assistant Registrar scale 12 or its equivalent;
- 6) Membership to relevant Professional Body – ICPK (K) & LSK
- 7) Must be proficient in computer applications.

##### Key Competencies:

- 1) Excellent leadership and managerial record including knowledge of public procurement as well as public finance;
- 2) Proven high standards of personal and professional integrity;
- 3) Excellent communication skills at organizational and interpersonal levels including logical analytical abilities, problem solving capabilities and transparent management strategies
- 4) Flexibility and responsiveness in determining and handling University Council Secretarial duties and Corporate communications
- 5) Demonstrate expertise in legal matters;
- 6) Strong planning and organizational skills.

##### General Duties and Responsibilities

Working with the Vice Chancellor, the incumbent will:

- i) Manage all Council and Committee meeting logistics, attend and record minutes of all meetings and facilitate Council communications.
- ii) Serve as the focal point for all Council communications and engagements
- iii) Provide proper advice and resources required by Council members to discharge their duties.
- iv) Maintain accurate records of Council and committee deliberations, ensuring they reflect proper exercise of fiduciary duties;
- v) Facilitate induction of new Council members and assist in their training and development;
- vi) Ensure that Council complies with all relevant legal and regulatory requirements as well as best corporate governance practice, including disclosures.

##### Specific Duties

- 1) Provide guidance to the Council on their duties and responsibilities and on matters of governance;
- 2) Assist the Council in carrying out the following:
  - i) Council induction and training
  - ii) Preparation of Council Work Plans
  - iii) Updating the Council and Committee Charters
  - iv) Council Evaluation
  - v) Governance Audit
  - vi) Implementation of the Code of Conduct and Ethics
- 3) Ensure timely preparation and circulation of Council and Committee Papers
- 4) Ensure timely preparation and circulation of Council and Committee minutes
- 5) Maintain and update the register of conflict of interest
- 6) Ensure that Council members are aware of all relevant laws affecting the University.
- 7) Facilitate effective communication between the University and the stakeholders
- 8) Ensure that annual returns are promptly filed with the relevant authorities
- 9) Except in exceptional circumstances, ensure that Council and Committee papers are circulated in advance of any meeting.
- 10) Perform any other duty as may be assigned from time to time

##### TENURE OF OFFICE

The appointment will be for a contractual period of three (3) years renewable subject to satisfactory performance and delivery of set performance targets outcomes

##### Application procedure

- i) Each application shall be accompanied by a detailed curriculum Vitae and certified copies of relevant academic and professional certificates, national identity card or passport, testimonials and any other relevant supporting documents. They should also provide names, telephone numbers and contact addresses of three (3) referees.
- ii) Applicants must also submit valid clearances from the following:
  - a) Kenya Revenue Authority (Tax compliance certificate)
  - b) Higher Education Loans Board (HELB loan clearance certificate)
  - c) Ethics and Anti-Corruption Commission
  - d) Directorate of Criminal Investigation (Certificate of good conduct)
  - e) Registered and recognized Credit Reference Bureau
- iii) All applications should be in sealed envelopes clearly specifying the position applied for and the advert number and submitted in ten (10) hard copies addressed

##### The Chairman of Council

**Masinde Muliro University of Science and Technology**

**P.O. Box 190 – 50100 Kakamega**

**Email: council@mmust.ac.ke**

**Applications must be received on or before 13<sup>th</sup> July 2018 by 5.00pm**

##### Note

Masinde Muliro University of Science and Technology is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply. Additional information about the University is at the University website – [www.mmust.ac.ke](http://www.mmust.ac.ke)