



**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY
(MMUST)**

Tel: +254 702597360/1

+254 733120020/2

+254 752505222/3

E-mail dvc-af@mmust.ac.ke

Website www.mmust.ac.ke

P.O Box 190

Kakamega – 50100

Kenya

Office of the Deputy Vice Chancellor (Administration & Finance)

INTERNAL ADVERTISEMENT

VACANCY

In pursuit of its mission to provide excellent University education, training and research through integrating science, technology and innovation into quality programmes to suit the needs of a dynamic world, Masinde Muliro University of Science & Technology invites applications from suitably qualified Internal candidates for the following vacant position.

Office of the Vice Chancellor					
TVET INSTITUTE					
	Position	Grade		Reference	
1	Principal, Technical & Vocational Education & Training (TVET)	XIV	-	AD/01/10/03/21	1

Principal, Technical & Vocational Education & Training (TVET)

Reporting to the Vice Chancellor, the Principal shall oversee the running of the TVET Institute including the development of an efficient TVET system that is capable of producing skilled human resources with the right attitudes and values required for growth and prosperity of the various sectors of the economy.

Responsibilities

- Manage the TVET institute under the guidance of the TVET Board;
- Monitor the conduct of education and training at the institute in accordance with the provisions of the TVET Act and any other regulatory guidelines;
- Promote and maintain standards, quality and relevance in education and training at the institute;
- Implement policies at the TVET Institute;
- Develop and implement the institute's strategic plan;
- Develop and review CBET programmes for training and to make representations thereon to the Board;
- Liase with Human Resource department in the recruitment and appointment of Instructors/Trainers from among qualified professionals and practicing trades persons in relevant sectors of industry;
- Mobilize resources for the institute;
- Market TVET activities through workshops, seminars and conferences, and fairs;
- Promote research and innovation in the TVET subsector;
- Initiate collaboration or association with other institutions and industries in and outside Kenya subject to prior approval by the TVET Board;
- Prepare annual estimates of revenue and expenditure for the institute;
- Prepare comprehensive annual reports on all areas of their mandate, including education and training services and submit the same to the TVET Board;
- Oversee the welfare of the students and staff at the institute.

Qualifications

- A person appointed as a Principal, TVET shall be a holder of at least a Masters degree preferably in a technical field. A Doctorate Degree in the relevant area will be an added advantage.
- Must have held senior Administrative posts such as Director/Dean of Faculty, School or Institute.
- Be a member of a relevant professional body and have strong financial management orientation;
- A good communicator with good planning, organization skills and ability to exercise sound judgement;
- Ability to work under pressure and meet deadlines;
- Proficiency in Microsoft computer applications;
- Self-motivated with good inter-personal and communication skills.

Tenure of Service

The person appointed to this position shall hold office for a period of **six (6) months** subject to advertisement and appointment of a substantive principal.

Mode of application

- Applications should be accompanied by a detailed Curriculum Vitae, motivation for the position and certified copies of relevant academic and professional certificates, national identity card or passport, testimonials, copies of certificates, e-mail addresses and telephone contacts and any other relevant supporting documents.
- Applicants must also submit valid clearances from the following bodies;
 1. Kenya Revenue Authority
 2. Higher Education Loans Board
 3. Ethics and Anti-Corruption Commission
 4. Directorate of Criminal Investigation (Certificate of Good Conduct)
 5. Registered Credit Reference Bureau
- They should also provide names, telephone numbers and contact addresses of three (3) referees.
- One (1) hard copy of the application and referees' confidential reports on the applicants' suitability for the post should be sent via registered mail or courier marked with the reference number on the left hand corner of the envelope to the under-signed. **A PDF running document of the application (Soft Copy)** to be sent to recruitmentoct2021@mmust.ac.ke.
- *Applicants are also required to fill a [job application summary form](#) availed in the MMUST website, send a soft copy to recruitmentoct2021@mmust.ac.ke and attach a hard copy to the application. (Compulsory)*

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Applications should be received on or before Friday, 29th October, 2021 addressed to:

Vice Chancellor
Masinde Muliro University of Science and Technology
P.O. Box 190-50100
KAKAMEGA

MMUST IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

MMUST does not levy any fee in the processing, recruitment & selection of applicants. The University reserves the right not to make any appointments at any stage of the recruitment exercise.