



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

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 individuals with excellent credentials to fill the following Positions:-

1. **Vice Chancellor**
2. **Deputy Vice Chancellor (Academics and Students Affairs)**

A) VICE CHANCELLOR – REF: MMUST/AD/01/11/18

Requirements for the position:-

For appointment to this position, candidates must be Kenyan citizens and should meet the following requirements:-

- 1) Must be a holder of an earned PhD degree from a reputable University as well as a full Professor of a recognized University;
- 2) Must have at least fifteen (15) years academic and research experience at senior level;
- 3) Must have served successfully with demonstrable results as a substantive Principal of a Constituent College or as a Deputy Vice Chancellor of a University for at least three (3) years;
- 4) Have proven scholarly record demonstrated by publications in internationally peer reviewed journals, books and book chapters in their areas of specialization, and supervision of Masters and Doctoral students;
- 5) Have excellent understanding of the government’s financial and fiscal policies, strategic planning and Vision 2030, Human Resource Management, and Public Procurement and Asset Disposal Processes;
- 6) Have demonstrable experience in networking, fundraising, resource mobilization, attraction of research grants as well as consultancy in the development of a University;
- 7) Have demonstrable record of leadership and implementation of academic, administrative, planning and financial programmes, development of strategic institutional linkages, staff and student exchange;
- 8) Have excellent understanding of current trends in University education and training globally and the factors and conditions shaping development of university education in Kenya;
- 9) Have excellent organizational, communication and interpersonal skills;
- 10) Be a registered member of good standing of professional associations in their areas of specialization;
- 11) Be of the highest ethical standards, integrity, accountability, professionalism, 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 University Council, the duties and responsibilities of the Vice Chancellor shall be as set out in the Universities Act 2012, the MMUST Charter and Statutes and shall include:-

- 1) Being the Chief Executive Officer of the University;
- 2) Being the academic and administrative head of the University;
- 3) Providing strategic, innovative and creative direction and leadership to the University by competitively positioning and representing the University nationally, regionally and internationally;
- 4) Develop and recommend to Council short and long term strategies, business plans, annual budgets and establish proper monitoring control systems and procedures;
- 5) Be responsible for the implementation of the Council's decisions and resolutions.
- 6) Having the overall responsibility of managing, directing, organizing and administering of programmes of the University.
- 7) Coordinating the development and implementation of the academic and administrative policies of the University in accordance with the University's master plan and the strategic plan;
- 8) Promoting efficiency and good order of the University including staff and student welfare, conduct and discipline and ensure enforcement of the Statutes and regulations.
- 9) Providing innovative and creative leadership in the areas of academics, finance, planning and development; general administration; research and partnership.
- 10) Facilitating and maintaining cooperation with government institutions, regulatory agencies, local and international institutions of higher learning and other stakeholders.
- 11) Any other responsibilities as may be assigned or delegated by the Council as provided for in the Universities Act 2012, University Charter, and Statutes.

Tenure of Office

As provided for in the Universities Act 2012, MMUST University Charter and Statutes, the Vice Chancellor shall hold office for duration of five (5) years with the possibility of one (1) time renewal for a further term of five (5) years subject to satisfactory performance.

B) DEPUTY VICE CHANCELLOR (ACADEMICS & STUDENTS AFFAIRS) REF: MMUST AD/02/11/18

Requirements for the Position

For appointment to this position, candidates must be Kenyan citizen and 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 either Dean/Director or 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 successfully demonstrated ability and competence in administrative and academic leadership in an academic and research environment;
- 5) Have a successful record of leadership in development and implementation of academic programmes at University level;
- 6) Have excellent understanding of current national, regional and global trends in University education and training globally and the factors and conditions shaping development of University education in Kenya;
- 7) Be a team player with excellent organizational, communication and interpersonal skills and have a capacity to work effectively with, students and stakeholders;
- 8) Show good understanding of University functions and procedures coupled with a passion for the promotion of learning, excellence in teaching, research and innovation;

- 9) Have good understanding of the national policies and strategies governing University education training in Kenya;
- 10) Demonstrate capacity to initiate and facilitate the development of relevant and quality market and society driven academic programmes;
- 11) Be a registered member of good standing of professional associations in their areas of specialization and demonstrate active involvement in professional associations' activities;
- 12) Have demonstrated ability to attract research and consultancy grants, and other awards; and
- 13) 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:

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

Duties and Responsibilities

Reporting to the Vice Chancellor, the Deputy Vice Chancellor (Academic and Students Affairs) will be in charge of Academic matters and Students Affairs of the University and shall:

- 1) Have the overall responsibility of direction, organization and administration of learning programmes in the University;
- 2) Oversee the development and implementation of academic programmes and regulations in line with national and regional regulatory standards;
- 3) Coordinate teaching and research and provide the necessary support needed by all academic programmes offered by the University;
- 4) Oversee the formulation, implementation and monitoring of policies, rules and regulations, guidelines and procedures on planning, development and management of academic activities and programmes;
- 5) Promote activities that attract local and international students;
- 6) Advise Senate in the development of learning programmes in conformity with national and international standards and legally recognized professional bodies;
- 7) Coordinate Student affairs including, admissions, accommodation, discipline and Welfare activities;
- 8) Coordinate the management of and preparation of syllabi and their regulations, timetables, examinations, students attachment, and Library services;
- 9) Plan and mobilize resources for teaching by allocate academic facilities, e.g. lecture halls, labs, workshops, and other teaching facilities as well as the formulation of rules governing their allocation and utilization and;
- 10) Perform such other duties as may be assigned or delegated 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 (5) years subject to satisfactory performance.

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 on application, **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 shall clearly specify the position applied for and submitted in ten (10) hard copies to the address below:

*The Chairman of Council
Masinde Muliro University of Science and Technology
P.O. Box 190 – 50100 Kakamega*

- iv) Applicants must also submit a soft copy of the application letter and CV in PDF (Running as one document) to the following email addresses:

council@mmust.ac.ke cc: bundijeremy@gmail.com

Applications must be received on or before 21st December 2018 at 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. This advert and additional information about the University is available at the University website – www.mmust.ac.ke