



MAASAI MARA UNIVERSITY

RECRUITMENT OF THE DEPUTY VICE-CHANCELLORS

Maasai Mara University invites applications from suitably qualified candidates to fill the following vacancies:

- i. Deputy Vice -Chancellor, Administration, Finance and Planning;
- ii. Deputy Vice -Chancellor, Academic and Students Affairs.

REF: MMU/DVC/03/2018 – DEPUTY VICE-CHANCELLOR (ADMINISTRATION, FINANCE AND PLANNING) – GRADE 17 (1 POST)

Job Specifications/ Requirements

For appointment to this position an applicant must:

- (i) Be a PhD holder and an Associate Professor or an Associate Research Professor/Fellow and be well published and an academic leader in his/her area of specialization;
- (ii) Have at least eight (8) years progressive experience in University leadership/management positions or its equivalent;
- (iii) Be a recognized scholar as evidenced by referred journals, publications, University education level books as well as project grants and awards;
- (iv) Have demonstrated competence in Research and Innovations for at least six (6) years;
- (v) Have excellent understanding and broad awareness of the current trends and developments in University Education and training in Kenya and globally.
- (vi) Have excellent knowledge on structural, legislative and regulations that govern the administration of University Education in Kenya.
- (vii) Be of the highest ethical standards, integrity and professionalism and comply fully with the requirements of chapter six of the Constitution.
- (viii) Have a demonstrable experience in networking, fundraising and resource mobilization.
- (ix) Have a proven track record in Management of Change, Transformative and Strategic leadership.

Core Competencies

- i) Ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity.
- ii) Be a visionary and result oriented thinker.
- iii) Have the capacity to work under pressure to meet strict deadlines.
- iv) Have Firm, fair and transparent management style.
- v) Have demonstrable communication and interpersonal skills.



Duties and Responsibilities

The Deputy Vice-Chancellor (Administration, Finance and Planning), as the In-charge of administration and finance division of the University and will:

- Provide innovative and creative leadership in the area of Planning, human resource management, financial and physical resource management.
- Management of Finance, Assets and Development Plans;
- Oversee the implementation of all procurement, fiscal, human resources, administrative policies and appropriate procedures to ensure efficient performance and delivery of services in the University in line with the strategic plan;
- Coordinate the preparation and implementation of the university budget and preparation of financial statements and management reports for presentation to the University Management;
- Coordinate the design, implementation, maintenance and development of appropriate human resources policies, procedures and systems that attract, develop and retain qualified and experienced human resources;
- In charge of designing, modeling and managing long-term financial and physical plans;
- In charge of optimal utilization and investments of the University's finances and assets;
- In charge of annual budgeting, planning, monitoring and management strategies;
- Oversee the maintenance of the University buildings and property including furniture, equipment, etc., and all other property of the University;
- Monitor and ensure that all security measures for the University are adequate;
- Responsible for provision of accurate and current financial information to support decision making;
- Shall be responsible for appropriate Finance and administration Management Policies and procedures in conformity with the relevant laws guidelines and frameworks in Kenya;
- Maintain efficiency and good order of the University and ensure proper enforcement of the statutes and regulations;
- 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 University.

REF: MMU/DVC/03/2018 – DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENTS AFFAIRS) – GRADE 17 (1 POST)

Job Specifications/ Requirements

For appointment to this position an applicant must:

- (i) Be a PhD holder and an Associate Professor or an Associate Research Professor/Fellow and be well published and an academic leader in his/her area of specialization;
- (ii) Have at least eight (8) years progressive experience in University leadership/ management positions or its equivalent;
- (iii) Be accomplished scholar with a proven track record in formulating and managing academic programs and supervising and mentoring Masters and PhD students;
- (iv) Be a recognized scholar as evidenced by referred journals, publications, University education level books as well as project grants and awards;
- (v) Have demonstrated competence in Research and Innovations for at least six (6) years;



- (vi) Have excellent understanding and broad awareness of the current trends and developments in University education and training in Kenya and globally;
- (vii) Be of the highest ethical standards, integrity and professionalism and comply with the requirements of chapter six of the Constitution;
- (viii) Have proven capacity in crafting and managing sustainable academic linkage/collaboration programs with reputable academic institutions.
- (ix) Have proven ability to attract and effectively manage research funding to make Maasai Mara University the first among equals.
- (x) Demonstrate highly developed ability to diversify and enrich student's life and activities to mould proactive community of students to participate fully in national development.

Core Competencies

- i) Ability to portray and uphold positive national image and work in a multi- cultural and multi- ethnic environment with sensitivity to and respect to diversity.
- ii) Be a visionary and result oriented thinker.
- iii) Have the capacity to work under pressure to meet strict deadlines.
- iv) Have Firm, fair and transparent management style.
- v) Have demonstrable communication and interpersonal skills.

Duties and Responsibilities

The Responsibilities of the Deputy Vice-Chancellor (Academic and Students Affairs) shall be as follows:

- Head and provide leadership in the division.
- Set the University Academic Agenda in line with the Strategic plan and Vision 2030.
- Provide leadership in the management of Academic Affairs to enhance high academic standards;
- Oversee the preparation and implementation of academic programmes and regulations;
- Coordinate teaching, research and academic support for all academic programmes;
- Coordinate the management of examinations, post-graduate studies and research, development of library, information and ICT services and the admissions of students;
- Maintain collaboration and linkages with both local and international institutions of higher learning for academic research and innovations programmes;
- Ensure that the University Senate is properly advised in the development of programmes in conformity to national and international standards and legally recognized profession bodies;
- Ensure the University constantly adopts innovative and modern systems for delivery of academic programmes including e-learning and distance education;
- Co-ordination of the student welfare activities.
- Attract, retain and develop the very best human resource in academics;
- Increase trust in academically led environment (intellectual property rights);
- Provide integrated approach to enterprise that promotes creativity, innovation and impact to the University and community;
- Promote learning and innovations within the institution;
- Create, build and enhance strategic partnerships and collaborations;
- Provide integrated support to schools for inter activities such as student recruitment, partnership and innovation;
- Increase international reach by ensuring the impact of education and alumni community as international event;



- Support commercialization of innovations from the University;
- Promote cultural diversity;
- Promote community service and outreach.

Terms & Conditions of Service

Successful candidates will be offered a competitive remuneration package, including house allowance and other benefits in accordance with the Kenya Government public service guidelines. The appointment will be for a contractual period of five (5) years renewable for a further period of five (5) years subject to satisfactory performance.

Application Guidelines and Statutory requirements for applicants for the position

Applications in ten copies, should be submitted together with a detailed curriculum vitae detailing academic qualifications, professional experience, leadership and management roles, publications/awards/scholarships/funding, membership of professional associations, linkages and community service; copies of relevant certificates, email address and telephone contacts. Must obtain clearance from Higher Education Loans Board, Ethics and Anti-Corruption Commission, Kenya Revenue Authority, certificate of Good Conduct and Credit Reference Bureau Certificate.

Applicants are required to give names, addresses and contacts of three (3) referees and Applicants should indicate on the envelope the Reference number and the position applied for so as to reach the Chairman of Council on the address indicated below on or before **5.00 pm on 12th November, 2018.**

**The Chairman of Council,
Maasai Mara University
P. O. Box 861-20500
Email: chairmarauni@mmarau.ac.ke**

Maasai Mara University is an equal opportunity employer.

Canvassing will automatically lead to disqualification.

