

RECRUITMENT OF DEPUTY VICE CHANCELLORS

DAYSTAR UNIVERSITY'S

JOB ADVERTISEMENT

Advertisement Date: April 9, 2019

Application Deadline: April 22, 2019

DEPUTY VICE CHANCELLOR (DVC) ACADEMICS, RESEARCH AND STUDENTS AFFAIRS

Reporting to Vice Chancellor, this position is in charge of overall implementation of Strategy and Policies for the attainment of the University's Vision and Mission in the areas of Academics, Research and Student Affairs.

Key responsibilities include:

- Have the overall responsibility of direction, organization and administration of learning programmes in the University;
- Oversee the development and implementation of academic programmes and regulations in line with national and regional regulatory standards;
- Coordinate teaching and research and provide the necessary support needed by all academic programmes offered by the University;
- Oversee the formulation, implementation and monitoring of policies, rules and regulations, guidelines and procedures on planning, development and management of academic activities and programmes;
- Promote activities that attract local and international students;
- Advise Senate in the development of learning programmes in conformity with the national and international standards and legally recognized professional bodies;
- Coordinate student affairs such as admissions, accommodation, counselling discipline and welfare activities (recreational, sports and games);
- Coordinate management and preparation of syllabi and their regulations, timetables, examinations, student's attachment and library services;
- Plan and mobilize resources for teaching by allocating academic facilities such as lecture halls, labs, workshops, and other teaching facilities as well as formulation of rules governing their allocation and utilization;
- Coordinate research, innovation and extension of programmes including planning, mobilization of resources for each research, extension and appraising of research proposals;
- Demonstrate knowledge of ICT for Human Resources and Financial Management; and

- Perform such other duties as may be assigned or delegated by the Vice Chancellor.

Candidate should have the following requirements: -

Academic & Management:

- Be an Associate Professor /Professor and a holder of an earned Doctorate degree or equivalent qualification from a recognized University in Kenya;
- Have thorough knowledge of the structural, legislative and regulatory framework for administering University Education in Kenya;
- Possess at least 10 years of hands on experience at a senior level in a University or equivalent institution with demonstrable leadership and management capacity including knowledge in public finance management and strategic people management;
- An accomplished scholar with proven track record in formulating and managing academic programmes, supervising and mentoring Masters and PhD students;
- Have a proven track record of research and publication in peer reviewed journals, monographs and books;
- Have demonstrable experience in networking, fundraising and resource mobilization;
- Have demonstrable experience in transformative and strategic leadership;
- Demonstrate acknowledge of ICT for education and research management.

Core Competencies

- Active Christian Commitment;
- Be firm, fair, accountable and transparent in the conduct of one's duties;
- Has capacity to work under pressure to deliver services within strict timeframe;
- Visionary and result oriented leader;
- Excellent organizational, interpersonal, effective communication and logical skills;
- Problem resolver and sound decision maker; and
- Innovative and creative leader.

DEPUTY VICE CHANCELLOR (DVC) FINANCE, ADMINISTRATION & PLANNING

Reporting to the Vice Chancellor, this position is charge of overall implementation of Strategy and Policies for the attainment of the University's Vision and Mission in the areas of Finance, Administration and Planning.

Key responsibilities include:

Based on the Charter and Statutes of Daystar University, the responsibilities are: -

- Management and implementation of Finance, Human Resource, Assets and Development Plans;
- Expected to coordinate and oversee the procurement process;
- In charge of designing, modeling and managing long-term financial and physical plans;
- In charge of optimal utilization and investments of the University's resources;
- In charge of managing the budgeting process;
- Responsible for maintenance of buildings and other properties;
- Exercise control over security services;
- Provision of accurate financial reports and information to support decision making;
- Review academic and administrative staff establishments;
- Develop and implement appropriate finance and administrative management policies and procedures in conformity with existing Kenyan law and relevant regulations; and
- Carry out other duties and responsibilities as may be delegated by the Vice Chancellor.

Candidate should have the following requirements: -

Academic & professional Qualifications:

- Holder of an earned Doctorate degree or equivalent qualification from a recognized University in Kenya;
- Master's degree in Finance and or Business Administration;
- Graduate qualification in Management will be an added advantage;
- Member of a professional body: ICPAK, IHRM or equivalent.

Management & Academic Experience:

- Be at the rank of Senior Lecturer / Associate Professor / Professor and a holder of an earned Doctorate degree or equivalent qualification from a University recognized in Kenya;
- Possess thorough knowledge of the structural, legislative and regulatory framework for administering University education in Kenya;
- Have at least 10 years of hands-on experience at a senior level in a University or equivalent institution with demonstrable leadership and management capacity;
- Have experience and thorough knowledge of financial and human resource management;
- Have demonstrable experience in development and implementation of University policies and guidelines in procurement, finance, administration, human resource and planning;
- Have a post graduate qualification in Management;
- Be an accomplished scholar with proven track record in research and publication in peer reviewed journals, monographs and books;
- Possess experience in designing and managing academic programmes, supervising and mentoring Masters and PhD students;
- Have demonstrable experience in coordinating the activities of business units;
- Possess sufficient experience in networking, fundraising and resource mobilization;
- Have demonstrable experience in transformative and strategic leadership;
- Have demonstrable growth in the entity the applicant is leading now;
- Demonstrable evidence of being a great team player at a senior management level, preferably within a University set up.