



TAITA TAVETA UNIVERSITY VACANCIES

Taita Taveta University (TTU) is a young dynamic fully fledged newly chartered public University in Kenya. It is strategically located near Voi Town, about 8 kilometers off the Mombasa–Nairobi highway in Taita Taveta County. The University, aspiring to be a home of ideas is a strategic player in national and regional development. It is an Academic Centre of Excellence with a special focus on Mining and Mineral Processing Engineering. TTU aspires to enhance and expand its academic programmes, grow student enrolment in niche areas and harness its human resource capacity in order to realize its strategic vision of being a premier institution in education, training, research, innovation and community outreach for sustainable development.

The Taita Taveta University Council requires visionary leadership to realise the goals and ambitions of the Institution. The Council therefore, invites applications from individuals who are suitably qualified and experienced with outstanding academic prowess to fill the following positions:

1. Vice Chancellor
2. Deputy Vice Chancellor (Administration, Finance and Planning)
3. Deputy Vice Chancellor (Academic, Research and Outreach)

A) VICE CHANCELLOR REF: TTU/VC/01/10/2016

. Taita Taveta University seeks to appoint an innovative scholar with demonstrable academic prowess and high academic integrity as well as exemplary academic achievement and management track record for the position of Vice Chancellor. The Vice-Chancellor shall be the Chief Executive Officer of the University and shall have overall responsibility for the direction, organization, administration and programmes of the University. The Vice Chancellor will be expected to build a dynamic management team to execute the University's Vision and Strategic Plan. He/she should be fully conversant with the current trends and challenges in University education locally and globally, and be able to develop visionary approaches for growing the University.

DUTIES AND RESPONSIBILITIES

Subject to the provisions of the Universities Act, No 42 of 2012, the Taita Taveta University Charter and Statutes, the Vice Chancellor shall:

- i. be the academic and administrative Head of the University, thus providing effective leadership;
- ii. be Chairperson of Senate and University Management Board;
- iii. be the Secretary to and an ex officio member of the University Council;
- iv. provide leadership in resource mobilization and be able to enhance national and international linkages;

- v. develop and recommend to Council short and long term strategies, business plans, and annual operating budgets, and establish proper internal monitoring control systems and procedures;
- vi. perform such other duties as may be assigned or delegated by the Council as provided for in the University Charter, Statutes and the Universities Act No.42 of 2012.

REQUIREMENTS

Subject to the provisions of the Universities Act No. 42 of 2012, the Taita Taveta University Charter and Statutes, the Vice Chancellor will be the Chief Executive of the University. To be eligible for appointment as Vice Chancellor, applicants shall have the following minimum qualifications:

- i. Be a full Professor and holder of an earned PhD from a recognized University;
- ii. Have thorough knowledge in structural, legislative and regulatory framework for administration and management of University Education in Kenya;
- iii. Have at least ten (10) years hands-on academic and research experience at senior level, and possess demonstrated capacity for leadership in an academic and/or research institution;
- iv. Must have served substantively with demonstrable results at least in the position of Dean/Director of Faculty/School, Deputy Principal or Principal of a University Constituent College or Deputy Vice Chancellor of a University;
- v. Have extensive knowledge of public finance management and public procurement process;
- vi. Possess corporate governance skills, interpersonal and communication skills, high ethical standards, integrity and professionalism;
- vii. Have a proven track record of international scholarship evidenced by publications in peer reviewed academic/professional journals and university-level books or book chapters;
- viii. Have relevant demonstrable managerial ability;
- ix. Demonstrable ability to attract grants and resources for scholarship, research and development as well as consultancy;
- x. Have thorough knowledge of current national, regional and global trends in the development of and provision of higher education; and
- xi. Be a registered and active member of professional associations in his/her profession;
- xii. Meet the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

TENURE OF OFFICE

In accordance with the Universities Act No. 42 of 2012, Taita Taveta University Charter and Statutes, the Vice-Chancellor shall hold office for a period of five (5) years renewable once for a further term of five (5) years subject to positive appraisal by the Council.

B) DEPUTY VICE CHANCELLOR (ADMINISTRATION, FINANCE & PLANNING) REF: TTU/DVC/02/10/2016

DUTIES AND RESPONSIBILITIES

Subject to the provisions of the Universities Act No. 42 of 2012, the Taita Taveta University Charter and Statutes, the Deputy Vice Chancellor (Administration, Finance and Planning) will be one of the principal assistants to the Vice Chancellor. He/she will head the Administration,

Finance and Planning Division and will be responsible for management of physical and financial resources of the University. He/she will also be responsible for infrastructure and development matters to achieve the University's goals, objectives and agreed performance targets. The Deputy Vice Chancellor shall:

- i. oversee the development, implementation, monitoring and evaluation of policies and appropriate procedures to ensure efficient performance and delivery of services in the University;
- ii. co-ordinate and advise management on matters relating to labour relations, union matters, promotions, discipline, employee services, staff welfare-related issues.
- iii. Establish and maintain effective workable systems for regular monitoring and evaluation of the performance, quality of service, relevance and efficiency of all planning, finance and development units.
- iv. co-ordinate the preparation of statutory financial statements and management reports for planning and decision making;
- v. co-ordinate physical infrastructure planning and development as well as monitoring and evaluation;
- vi. oversee the implementation of the Master Plan and Procurement Plans;
- vii. co-ordinate preparation of Budget and management of expenditure;
- viii. provide leadership in the management of the Planning and Partnerships activities of the University;
- ix. establish strategic linkages with government/regulatory agencies and other local/international institutions;
- x. co-ordinate the design and implementation of appropriate human resource systems which will attract, develop and retain competitive human resource capital;
- xi. co-ordinate the University's Income Generating Activities;
- xii. co-ordinate Catering Services; Estates Management; Staff Health Care Services, maintenance and repair of existing facilities; and
- xiii. Perform such other duties as may be assigned or delegated by the Vice-Chancellor.

REQUIREMENTS:

For appointment to the position of Deputy Vice Chancellor (Administration, Finance and Planning), the applicant must meet the following minimum qualifications:

- i. Be a full Professor or Associate Professor with an earned PhD from a recognized University;
- ii. Have at least eight (8) years hands-on academic and research experience at senior level, and possess demonstrated capacity for leadership in an academic and/or research institution, having served substantively with demonstrable results at least in the position of Dean/Director of Faculty/School, Deputy Principal of a University Constituent College.
- iii. Possess an outstanding and internationally recognized scholarship record as evidenced by peer-refereed journal publications and university-level books or book chapters;
- iv. Have demonstrable ability and leadership skills to effectively co-ordinate the administration, finance and planning functions in the University;
- v. Possess demonstrable knowledge of and experience in strategic planning and implementation of physical and human resource development functions;
- vi. Have knowledge of Finance and/or Accounting
- vii. Be a registered and active member of professional associations in his/her profession;

- viii. Have demonstrable experience in networking, fundraising and resource mobilization in an academic/research institution;
- ix. Possess corporate governance skills, interpersonal and communication skills, high ethical standards, integrity and professionalism;
- x. Have thorough knowledge of current national, regional and global trends in the development and provision of higher education;
- xi. Comply with the requirements of Chapter Six (6) of the Constitution of Kenya on Leadership and Integrity.

TENURE OF OFFICE

In accordance with the Universities Act No. 42 of 2012, Taita Taveta University Charter and Statutes, the Deputy Vice Chancellor (Administration, Finance and Planning) shall hold office for a period of five (5) years renewable once for a further term of five (5) years subject to positive appraisal by the Council.

C) DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH AND OUTREACH) REF: TTU/DVC/03/10/2016

DUTIES AND RESPONSIBILITIES

Subject to the provisions of the Universities Act No. 42 of 2012, the Taita Taveta University Charter and Statutes, the Deputy Vice Chancellor Academic, Research and Outreach will be one of the principal assistants to the Vice Chancellor. He/she will head the Academic, Research, Community Outreach and Student Affairs Division and will have the following responsibilities:

- i. Be Secretary to the Senate;
- ii. Oversee the formulation, implementation and monitoring of policies, rules and regulations, guidelines and procedures on planning, development and management of academic activities, research, academic-related linkages, outreach programmes, and other academic-related programmes;
- iii. Oversee the development and implementation of academic programmes and regulations in line with national and regional regulatory standards;
- iv. Co-ordinate the management of examinations, postgraduate studies, undergraduate studies and Library services;
- v. Co-ordinate student affairs, including admissions, student welfare, accommodation and discipline;
- vi. Provide leadership in the management of research and innovation activities of the University;
- vii. Allocate academic facilities, e.g. buildings, rooms and offices as well as the formulation of rules governing their allocation and utilization;
- viii. Promote community outreach and extension services in the University and her environs;
- ix. Plan and mobilize resources for teaching, research and outreach services;
- x. Deliver University training and research strategy through management of teaching, which includes inter alia, planning for academic programmes, preparation of syllabi and their regulations, timetables, examinations, certificates, and transcripts, graduation, library services, students attachment and training of staff;
- xi. Co-ordinate all academic collaborations and linkages with other local/international partners, initiating programmes in research, scholarships, student and staff exchange; and
- xii. Perform such other duties as may be assigned or delegated by the Vice-Chancellor.

REQUIREMENTS

For appointment to the position of the Deputy Vice Chancellor (Academics, Research and Outreach), a person must meet the following minimum qualifications:

- i. Be a full Professor or Associate Professor with an earned PhD from a recognized University;
- ii. Have at least eight (8) years hands-on academic and research experience at senior level and possess demonstrated capacity for leadership in an academic and/or research institution, having served substantively with demonstrable results at least in the position of Dean/Director of Faculty/School, Deputy Principal of a Constituent University College;
- iii. Be a registered and active member of professional associations in his/her profession;
- iv. Possess an outstanding and internationally recognized scholarship record as evidenced by peer-refereed journal publications and university-level books or book chapters;
- v. Have demonstrated ability to attract research and consultancy grants, and other awards;
- vi. Possess demonstrable ability to plan, develop and implement academic programmes and institutional linkages;
- vii. Possess corporate governance skills, interpersonal and communication skills, high ethical standards, integrity and professionalism;
- viii. Comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on Leadership and Integrity.

TENURE OF OFFICE

In accordance with the Universities Act (2012), Taita Taveta University Charter and Statutes, the Deputy Vice Chancellor (Academic, Research and Community Outreach) shall hold office for a period of five (5) years renewable once for a further term of five (5) years subject to positive appraisal by the Council.

How to apply for the Vice Chancellor and Deputy Vice Chancellors Positions:

Interested persons should submit their applications as follows:

- i. Ten (10) hard copies of the application and;
- ii. An electronic copy of the application in PDF format by email sent to the Chairman of the Council by email: council.chairman@ttu.ac.ke

Each application shall be accompanied by detailed Curriculum Vitae, copies of relevant academic and professional certificates, copy of national Identity Card or Passport, testimonials, and other relevant supporting documents. Scanned copies of these documents must accompany the email application.

Applicants must also submit valid and current clearance certificates from the following:

1. Kenya Revenue Authority
2. Higher Education Loans Board
3. Ethics and Anti-Corruption Commission
4. Credit Reference Bureau
5. Certificate of good conduct from the Kenya Directorate of Criminal Investigations
6. An approval/ certification from the Commission for University Education (CUE) of Kenya for applicants with qualifications from foreign universities.
7. Letters of recommendation from at least three referees familiar with the applicant's professional experience and character in general should also be sent directly to the Chairman through the address below before 30th November, 2016.

All applications shall clearly be marked with the Reference Number of the Advertised position with an inscription “Application for the position of (position applied for)”

Applications must be submitted on or before **2nd December, 2016** and should be sent as registered mail to:

The Chairman of Council,
Taita Taveta University,
P.O. BOX 635-80300
VOI

***Note:** Taita Taveta University is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply.*