TAITA TAVETA UNIVERSITY

INTERNAL ADVERTISEMENT FOR VACANCIES – 3RD SEPTEMBER 2026

The University invites applications from suitably qualified and experienced internal candidates for appointment to the following Management positions:

A. DEAN, SCHOOL OF SCIENCE AND INFORMATICS (SSI)

A.1. REQUIREMENTS

A.1.1 To be eligible for appointment as a Dean, a person shall be required to be at least:

a) A Senior Lecturer with an earned PhD and shall have served as such at Taita Taveta University;

OR

b) A Lecturer with an earned PhD and at least two (2) years' Management experience at the level of a Chairman of Department or higher.

A.1.2 In addition:

a) The Dean should have demonstrable strategic leadership, or demonstrate strategic leadership potential and vision, in managing students, staff, University academic programmes, research activities, as well as industry and international linkages;
b) Must be an academic leader of the school of which he/she is applying to be a Dean;
c) Must be knowledgeable in Quality Management Systems (QMS).
d) Must be knowledgeable in ICT and its application in provision of services and data handling;
e) Have demonstrable knowledge in Management, Budgeting and Public Procurement Procedures; and
f) Must be of high integrity meeting the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

A.2. CORE COMPETENCIES

The following core competencies and skills will be required for the position of Dean:

a) Excellent communication and interpersonal skills with an ability to relate to staff at different occupational levels as well as from different cultures and ethnic backgrounds; fostering an attitude of appreciating diversity and promoting the principles of National Cohesion.
b) Being a visionary and result oriented leader with excellent organizational skills as well as logical and sound decision-making ability.
c) Capacity to work under pressure, able to withstand constructive criticism and consider alternative perspectives with an aptness to make difficult independent decisions.
d) Ability to inspire and encourage colleagues with a commitment to collegiality.
e) High level of personal responsibility, professionalism and a strong sense of accountability.

A.3. DUTIES AND FUNCTIONS OF DEAN OF SCHOOL

a) The Dean of School shall be the administrative and academic head of the respective School.
b) The Dean of School shall be ex-officio member of Departmental meetings within their respective School.
c) The Dean of School shall chair all School and Examiners' Board meetings.
d) The Dean of School shall chair the Postgraduate Studies Committee for the School
e) The Dean of School shall chair all Postgraduate Examination Boards for the School.
f) The Dean of School shall from time to time give advice to the respective bodies on matters concerning the general development of the respective School.
g) The Dean shall formulate the development plan and make recommendations in respect of annual and other estimates of expenditure in the School.

Further, the Dean shall:

a) Participate in establishing policies for the University and ensuring that the institutional traditions and academic policies of the University support the needs of academic staff, students and the University's vision, mission, core values, objectives, strategies and plans.
b) Ensure that programmes developed by the School are innovative and teaching and research meet the highest standards set by the University Senate to produce quality students that are globally competitive.

c) Ensure that quality teaching, learning and research takes place in the School, supporting and promoting features of good practice, staff welfare, personal support and guidance of students, student evaluation of instructor and courses, curriculum development and review, regular appraisal and reward of students and staff.
d) Ensure that the issuance of transcripts is done promptly, as well as keeping of academic records, determining of academic eligibility, certifying enrolment, preparing statistical reports, supporting quality assurance functions and maintaining students' academic information database in the school.
e) Take responsibility for all matters pertaining to academic activities of the school; coordinating and formulating proposals with respect to the development and implementation of academic plans of the school.
f) Initiate, promote and enhance corporate social responsibility, community relations, partnerships, linkages and collaborations.
g) Be in-charge of all undergraduate and postgraduate teaching programmes of the School i.e. ensuring that the courses in the relevant departments approved by Senate are timetabled, taught, examined and provisional results approved after the School Board of Examiners' meeting.
h) Prepare budgetary estimates and administer all financial resources in the School and participate in various committees of the University.
i) Promote and maintain a conducive working environment in the School.
j) Make recommendations with respect to discipline, probation, advancement, and promotion of academic staff within the School.

A.4. DURATION AND TERMS OF SERVICE

a) A Dean shall hold office for a period of two (2) years renewable once, subject to satisfactory performance, for a further term of two years.
b) The successful candidate will be paid consolidated Management allowance of **KES 50,000** per month as per University policies and regulations.
c) The appointed Dean shall assume office on **1st November, 2026**.

B. DIRECTOR OF FINANCE

B.1. REQUIREMENTS

B.1.1 To be eligible for appointment as a Director of Finance, a person shall be required to have the following:

a) Must possess PhD in Accounting/Finance option or its equivalent;

b) Must have at least nine (9) years relevant cumulative work experience in financial management or audit with demonstrable results in the position of Senior Accountant/ Senior Internal Auditor (Grade 13) or higher, or at a comparable level of Senior Management position in an accredited University or comparable organization.

c) Must possess professional qualification specifically CPA (K) or its equivalent and be in good standing in membership with the professional body (ICPAK or its equivalent);

d) Must have demonstrable knowledge and competence in relevant management information and communication technologies;

e) Must possess working knowledge of computerized financial management systems and practical experience in use of ERP Systems;

f) Must have demonstrable knowledge and skills in cashflow management.

g) Must have demonstrable knowledge and ability in management accounting and reporting.

h) Must demonstrate strong leadership and effective staff management skills within the Finance Directorate.

i) Must have demonstrable knowledge and skills in debt management.

j) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya 2010 on leadership and integrity.

OR

a) Must possess Master's Degree (Accounting/Finance) or its equivalent;

b) Must have at least ten (10) years relevant cumulative work experience in financial management or audit with demonstrable results in the position of Senior Accountant/ Senior Internal Auditor (Grade 13) or higher or at a comparable level of Senior Management in an accredited University or comparable institution;

c) Must possess professional qualification specifically CPA (K) or its equivalent and be in good standing in membership with the professional body (ICPAK or its equivalent);

d) Must have demonstrable knowledge and competence in relevant management information and communication technologies;

e) Must possess working knowledge of computerized financial management systems and practical experience in use of ERP Systems;

f) Must have demonstrable knowledge and skills in cashflow management.

g) Must have demonstrable knowledge and ability in management accounting and reporting.

h) Must demonstrate strong leadership and effective staff management skills within the Finance Directorate.

i) Must have demonstrable knowledge and skills in debt management.

j) Must comply with the requirements of Chapter Six (6) of the Constitution of Kenya 2010 on leadership and integrity.

B.2. DUTIES AND FUNCTIONS OF A DIRECTOR OF FINANCE

a) Provide strategic financial leadership to the University, translating the University's Strategic Plan into a corresponding financial strategy, medium-term financial framework, and annual resource plans.

b) Lead the University's annual budgeting and medium-term expenditure planning process, ensuring alignment with the Strategic Plan, statutory budget cycles and Council's approval.

c) Be responsible for University’s cashflow management.

d) Responsible for the University's debt management.

e) Ensure the timely preparation, quality assurance and submission of statutory financial statements and reports to Council, the National Treasury, the Auditor-General and other oversight bodies.

f) Lead enterprise risk management for financial risk, including fraud risk, credit risk, liquidity risk and investment risk, and ensure robust internal risk management controls are embedded in the University's operations.

g) Serve as the Secretary to the University Public Finance Management Standing Committee.

h) Providing Management and Council with timely, decision-useful management accounting and financial analysis reports.

i) Drive continuous improvement of financial systems, processes and reporting standards to enhance efficiency, transparency and accountability across the University.

j) Ensure the University's full compliance with the Public Finance Management Act, the Universities Act, Public Procurement and Asset Disposal Act, tax laws, the TTU Financial Regulations and Accounting Procedure Manual and other applicable statutory and regulatory requirements.

k) Develop and implement internal controls to ensure compliance with legal and regulatory frameworks.

l) Champion resource mobilization and revenue diversification for the University.

m) Build, lead and develop a high-performing Finance Directorate, including workforce planning, mentorship, succession planning, performance management and continuous professional development of finance staff.

n) Formulate, review and recommend for University Management and University Council's approval sound financial policies, regulations and frameworks that safeguard the University's assets and ensure prudent use of public and internally generated funds.
o) Ensure the development and management of the University assets register in compliance with applicable laws, regulations and policies.
p) Champion change management and institutional culture change towards a performance and integrity-driven Finance Directorate.
q) Advise the Vice Chancellor, University Management Board, Senate and Council on the financial implications of institutional decisions, new academic programmes, capital projects, partnerships and investments.
r) Perform any other duties as may be assigned from time to time.

B.3. DURATION AND TERMS OF SERVICE

a) A Director of Finance shall hold office for a period of five (5) years renewable once, subject to satisfactory performance, for a further term of five (5) years.
b) The successful candidate will be paid consolidated Management allowance of **KES 70,000** per month as per University policies and regulations.
c) The appointed Director of Finance shall assume office on **1st January 2027**.

C. MODE OF APPLICATION

Each application shall be accompanied by detailed Curriculum Vitae, Certified Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents and: a) soft copy sent to vc@ttu.ac.ke; and b) hard copy delivered to the undersigned; not later than **Thursday 17th September 2026** at **5.00 pm.**

Vice Chancellor
Taita Taveta University
P.O Box 635 - 80300
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