



## TAITA TAVETA UNIVERSITY

### INTERNAL ADVERTISEMENT FOR CHAIRMAN OF DEPARTMENT POSITION

The Vice Chancellor, in line with the Taita Taveta University Statute XIII, 1, 2(a) - (c), and 3 wishes to competitively appoint suitable qualified individuals from among full-time members of the academic staff to fill the following management position:

#### **CHAIRMAN, DEPARTMENT OF MINING AND MINERAL PROCESSING ENGINEERING**

#### **1. REQUIREMENTS**

##### **1.1 To be eligible for appointment as a Chairman:**

A person shall be required to be at least a Lecturer, Senior Lecturer or above, with an earned PhD preferably in a relevant Engineering discipline, and Registered with the Engineers Board of Kenya (EBK) and shall have served as such at Taita Taveta University.

##### **1.2 In addition to 1.1 above, he/she must:**

- a) Have demonstrable knowledge and skills in leadership and management of students and staff, as well as University academic programmes and research activities.
- b) Be knowledgeable in Quality Management System based on ISO 9001:2015.
- c) Be knowledgeable in ICT, especially the ERP system and its application in provision of services and data handling.
- d) Have basic knowledge in budgeting and public procurement procedures in relation to the Department.
- e) Have excellent knowledge of and demonstrable ability for promoting the principles of National Cohesion.
- f) Be of high integrity that meets the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

#### **2. CORE COMPETENCIES**

The following are core competencies and skills required for the position of Chairman:

- 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.
- b) Being a visionary and result oriented leader with clear transformative plan and strategies for taking the Department to the next level of growth and development.



- c) Capacity and ability for networking, resource mobilization and mentorship of staff and students.
- d) Excellent knowledge and skills in conflict management and resolution.

### **3. DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN OF DEPARTMENT**

In addition to his/her teaching, research and other duties and responsibilities, the Chairman of Department shall:

- a) Act as the representative of the Vice Chancellor in the Department and administer the University policies at the departmental level.
- b) Be the administrative and academic head of the Department.
- c) Spearhead review, development and implementation of programmes.
- d) Hold regular departmental meetings and ensure that the members of staff attend such meetings where the Chairman and the entire staff have an opportunity to exchange ideas on policy matters.
- e) Chair all Departmental and Examiners' Board meetings.
- f) Represent the Department on appropriate University Committees and other bodies as required.
- g) At all times use his/her best endeavor to ensure that proper and acceptable standards of teaching and research are maintained in the Department.
- h) Prepare and submit departmental annual budget, procurement plans and annual reports.
- i) Be responsible for the development, implementation, monitoring and evaluation, and reporting of the Annual Performance Contract.
- j) Ensure that proper and acceptable standards of teaching and research are maintained in the Department.
- k) Formulate the development plan and make recommendations in respect of annual and other estimates of expenditure in the Department.

#### **Further, Chairs 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 programs developed by the departments 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 department, 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) Take responsibility for all matters pertaining to academic activities of the department; coordinating and formulating proposals with respect to the development and implementation of academic plans of the department.
- e) Initiate, promote and enhance corporate social responsibility, community relations, partnerships, linkages and collaborations.





- f) Be in-charge of all undergraduate and postgraduate teaching programmes of the department i.e. ensuring that the courses in the relevant departments approved by senate and timetabled, taught, examined and provisional results approved after the Departmental Board of Examiners' meeting.
- g) Prepare budgetary estimates and administering all financial resources in the department and participate in various committees of the University.
- h) Promote and maintain a conducive working environment in the department.
- i) Make recommendations with respect to discipline, probation, advancement, and promotion of academic staff and administrative staff within the department.

#### **4. DURATION AND TERMS OF SERVICE**

- a) In accordance with the TTU Statute XII 3 the Chairman shall hold office for a period of up to three (3) years renewable once, subject to satisfactory performance, for a further term of up to three (3) years.
- b) The successful candidate will be paid a management allowances totaling to Kshs 40,000 per month as per University policies and regulations and any amendments thereto.

#### **5. MODE OF APPLICATION AND TIMELINE**

Interested and qualified candidates should submit soft copy and one (1) hard copies of the application, accompanied by detailed updated Curriculum Vitae, copies of relevant supporting testimonials, and a summary of your vision for the Department, to office of the Vice Chancellor ([vc@ttu.ac.ke](mailto:vc@ttu.ac.ke)) not later than close of business, 31<sup>st</sup> August 2023.

Vice Chancellor  
Taita Taveta University  
P.O Box 635  
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