



TAITA TAVETA UNIVERSITY

INTERNAL ADVERTISEMENT FOR THE POSITION OF DEAN OF SCHOOL

Taita Taveta University (TTU) is a dynamic Public University in Kenya established in 2016 under the Universities Act 2012. It is strategically located near Voi Town and about 8 Kilometres off the Mombasa–Nairobi highway in Taita Taveta County. The University, touted 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 an educated and transformed society in sustainability of natural resources and her mission to be a University for research, education, teaching, and community services in management of mineral and natural resources for sustainable development. In this regard, the University is seeking to recruit suitably qualified and experienced individuals to fill the position of:

a) Dean, School of Education

1. REQUIREMENTS

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 Chair of Department or equivalent.

OR

- c) A Lecturer with an earned PhD and at least three (3) years teaching experience as Lecturer.

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 System based on ISO 9001:2015
 - 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 of the Constitution of Kenya on Leadership and Integrity

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.

3. DUTIES AND FUNCTIONS OF DEAN OF SCHOOL

- a) The newly appointed Dean shall assume office on **1st November, 2025** upon appointment.
- b) The Dean of School shall be the administrative and academic head of the respective School.
- c) The Dean of School shall be ex-officio member of Departmental meetings within their respective School.
- d) The Dean of School shall chair all School and Examiners' Board meetings.
- e) The Dean of School shall chair the Postgraduate Studies Committee for the School
- f) The Dean of School shall chair all Postgraduate Examination Boards for the School.

- g) 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.
- h) 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 programs 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.

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 attractive management allowances as per University policies and regulations.

5. MODE OF APPLICATION

Each application shall be accompanied by detailed Curriculum Vitae, 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 **Friday 19th September, 2025** at **5.00 pm**.

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