

VACANCIES

Written by Egerton University

Monday, 04 June 2018 07:46 - Last Updated Monday, 04 June 2018 08:11



DECLARATION OF VACANCIES

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Egerton University was founded in 1939 as Egerton Farm School and was upgraded to an Agricultural College in 1950.

In 1986, the Agricultural College became a constituent College of the University of Nairobi

It was elevated to a University in 1987 through an Act of Parliament.

VACANCIES

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Since its inception, the University has registered significant expansion in student numbers, academic programmes and physical facilities. Currently the University has a student population of over 15,000 and a staff number of 1,900 and consists of four campuses (Njoro, Nakuru Town, Nairobi City and Baringo Campuses)

The University invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following posts

DEPUTY VICE-CHANCELLOR (RESEARCH AND EXTENSION)

VACANCIES

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Egerton University is a public University which aspires to be a World Class University for the advancement of humanity.

To strengthen its Research and Extension Division, Egerton University wishes to recruit a suitable applicant to the position of Deputy Vice Chancellor, Research and Extension.

The successful candidate will be expected to play a leading role in the implementation of the envisaged transformation process, mainly in the research, extension and consultancy functions of the university.

Qualifications and Experience

i. Be a Professor of a recognized University with at least eight (8) years of experience in a senior academic, research and management position or with proven experience in executive leadership position in an institution of comparable status or with proven experience in leading multidisciplinary and international research programmes.

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ii. Extensive experience in corporate leadership that will stimulate the realization of the University Vision.

iii. Demonstrate experience in networking, fundraising and resource mobilization including harnessing research and development grants.

iv. Ability and leadership skills to effectively coordinate the research, extension and consultancy functions in the University.

v. Demonstrate evidence of outstanding grant raising and international networking.

vi. Conversant with national laws and policies in education, research and innovation.

vii. Demonstrate evidence of outstanding communication ability, coupled with excellent presentation skills within a complex work environment.

viii. Demonstrate a high degree of a result-oriented performance characterized by foresight, strategic thinking, rapid growth and service delivery.

ix. Proven experience in change management and transformation of ideas into value outputs.

x. Have a demonstrable experience in transformative and strategic leadership and developing strategic documents for the University management.

xi. Be an accomplished scholar with proven track record in supervising and mentoring Master and PhD students.

VACANCIES

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xii. Have a proven track record of research and publications in peer reviewed journals, monographs and books.

xiii. Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity.

xiv. Must be of high ethical standards, integrity, accountability, professionalism, teamwork and stewardship, and comply with the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

The Deputy Vice Chancellor (Research and Extension) will assist the Vice Chancellor in the day to day running of the Research, Extension and Consultancy functions of the University.

His/her responsibilities will include:

i. Providing leadership, guidance, and direction in the division;

ii. Developing, implementing and monitoring the strategic plan of the University

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iii. Developing and implementing research, extension and consultancy plans and policies, to ensure efficient performance and delivery of services in line with the University's strategic plan and performance contracting.

iv. Mobilize and solicit financial support for research and community extension through fundraising activities from industry and donor organizations.

v. Maintain collaboration and linkages with both local and international institutions of higher learning for academic research and innovation programmes

vi. Coordinating the design, implementation, maintenance and development of appropriate policies, procedures and systems, activities stipulated in the performance contract.

vii. Management of research, extension and consultancy services and production of education materials, and the co-ordination of seminars, workshops, exhibitions, conferences and symposia.

viii. Ensuring that performance contract reports follow-ups are submitted to the relevant authorities within the stipulated period.

ix. Training and development of staff in research and project management.

Terms and Conditions of Service

VACANCIES

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The post of Deputy Vice Chancellor (Research and Extension) is a **five (5) year contract** and one is eligible for renewal (once) based on the candidate's individual satisfactory performance. The position carries a competitive remuneration package, terms and benefits. The entry point will depend on qualifications and experience.

The successful candidate will be entitled to an attractive package which includes: basic salary, house allowance, medical cover as per the University medical scheme, leave allowance, official transport and gratuity payable at the end of the contract.

How to apply

All applicants should:

- i. Submit ten (10) copies of letters of application, certificates, testimonials and updated curriculum vitae to include full details of education and professional qualifications, experience, present salary and names, email, telephone and addresses of three referees.

- ii. Request their referees to forward reports on their suitability to the undersigned directly

VACANCIES

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Monday, 04 June 2018 07:46 - Last Updated Monday, 04 June 2018 08:11

iii. Forward clearance certificates from the following Institutions

a) Higher Education Loans Board

b) Ethics and Anti-Corruption Commission

c) Kenya Revenue Authority

d) Criminal Investigations Department (Certificate of Good Conduct).

e) Credit Reference Bureau Certificate

Applications should clearly be marked “**Application for the Position of Deputy Vice-Chancellor (Research and Extension)**”
ssed to:

and addre

The Vice Chancellor

Egerton University

VACANCIES

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P. O. Box 536 – 20115

EGERTON

CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION

OFFICE OF THE VICE CHANCELLOR

AUDIT DEPARTMENT

1. INTERNAL AUDIT MANAGER GRADE 15 (1 POST) - EU/DVC /APD/2018-0601

VACANCIES

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The candidates should possess the following qualifications and experience:-

- Must have Masters Degree in relevant field and Certified Internal Auditor or Certified Public Accountant final or CISA (Certified Information Systems Audit) Final or its equivalent.
- Must have Bachelors Degree in Commerce (Accounting option) or any other related field.
- Must be conversant with the internal standards on Auditing or international standards on Review Engagements.
- Must be conversant with relevant computer packages such as SAGE ACCPAC.
- Must have at least ten (10) years experience in Audit work at senior level in Government, Parastatal or equivalent organizations.
- Must be a member of relevant professional bodies and in good standing
- Must meet the requirements of Chapter six (6) of the Constitution

The successful candidate will be required to undertake audit duties in the University and should be able to prepare workable audit programs, audit policies, supervise and direct a team of internal auditors as a leader. He/she will also be expected to prepare periodic audit reports for the University Management and University Council.

VACANCIES

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The appointment will be on a **three (3) year contract** renewable based on satisfactory performance.

2. SENIOR INTERNAL AUDITOR GRADE 13 – (1 POST) - EU/DVC/APD/2018 - 0602

The candidates should possess the following qualifications and experience: -

- Masters degree in relevant field.

- Bachelors Degree in Commerce (Accounting option) or any other relevant field and CIA or CPA Final or CISA (Certified Information Systems Auditor) Final.

- Must be conversant with relevant computer packages such as SAGE ACCPAC.

- Exemplary work performance.

- Five (5) years experience in Audit work at senior level in Government, Parastatal or equivalent organizations.

- Must be a member of relevant professional bodies and in good standing

VACANCIES

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- Must meet the requirements of Chapter six (6) of the Constitution

The terms of service attached to this post will be permanent and pensionable

1. ASSISTANT INTERNAL AUDITOR I GRADE 10 (1POST) – EU/DVC/APD/2018 - 0603

The candidates should possess the following qualifications and experience:-

- Bachelor's degree in Commerce (Accounting Option) or its equivalent and Certified Internal Auditor (CIA) II or Certified Public Accountant (CPA) II.

OR

- Certified Internal Accountant (CIA) or Certified Public Accountant (CPA (K) Final

VACANCIES

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· Exemplary work performance.

- Must be conversant with relevant computer packages such as SAGE ACCPAC.
- Must have at least three (3) years experience in Audit work.
- Must be a member of relevant professional bodies and in good standing.

The terms of service attached to this post will be permanent and pensionable

PROCUREMENT DEPARTMENT

1. CHIEF PROCUREMENT OFFICER GRADE 15 (1 POST) - EU/DVC/APD/2018 - 0604

Applicants must have the following academic/professional qualifications:

- Masters degree in Procurement and Supplies Management/Supply Chain Management or its

VACANCIES

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equivalent from a recognized institution and a Bachelors degree in Procurement and Supplies Management/Supply Chain Management or its equivalent with advanced Diploma in Supplies and Procurement from a recognized institution

- Must have current registration certificate from Kenya Institute of Supply Management (see supplies practitioners Management Act, 2007 Part VI Section 32 (1), (2))
- Must be well conversant with Procurement Laws.
- Must have a minimum of ten (10) years work experience at management level, three (3) years of which must be at Senior Management level.
- Must meet the requirements of Chapter six (6) of the Constitution

The successful candidate will report to the Vice -Chancellor. He/she will ensure implementation and enforcement of Public Procurement Act Regulations and Procedures and preparation of supplies estimates and expenditure, preparation of procurement plan, formulation of strategic plan of the department, verification and disposal of unserviceable assets, responsible for planning and coordination of procurement as well as supervision of staff in the department.

The appointment will be on a **three (3) year contract** renewable based on satisfactory performance.

VACANCIES

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DIVISION OF ADMINISTRATION, PLANNING AND DEVELOPMENT

1. CHIEF LEGAL OFFICER GRADE 14 (1 POST) EU/DVC/APD/2018 - 0605

Applicants must have the following academic/professional qualifications:

- Must be a holder of Masters degree in Law

- Be a holder of CPS (K) or any other equivalent qualification with a good standing with the professional body.

- Must be an Advocate of the High Court of Kenya

- Must be a Commissioner of Oaths and Notary Public

- Must have eight (8) years relevant experience

VACANCIES

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- Must be a member of Law Society of Kenya with a valid Practicing certificate

- Have good negotiation skills

- Be conversant with legal audit processes

- Being a member of the Institute of Arbitrators of Kenya will be an added advantage
 - Must meet the requirements of Chapter six (6) of the Constitution

The successful candidate will report to the Deputy Vice Chancellor Administration, Planning and Development. He/she will In charge of all legal matters for the University and will be required to offer the necessary legal advice, interpret general University statutes, terms and conditions of service and any other documents, negotiate , draft, review all agreements and contracts between the University and other parties.

The appointment will be on a **three (3) year contract** renewable based on satisfactory performance

DIVISION OF ACADEMIC AFFAIRS

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1. TECHNOLOGIST I GRADE 8 - (1 POST) EU/DVC/APD/2018 - 0606

Applicants **MUST** have the following academic/professional qualifications:

- Must have BSc/Higher National Diploma in Printing/Graphic Design
- Must have knowledge in Graphic Design/Printing.
- Must have at least three (3) years working experience in a busy printing press
- Must have a minimum grade of C (Plain) in KCSE or its equivalent
- A current valid Certificate of good Conduct

VACANCIES

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The terms of service attached to this post will be permanent and pensionable

SALARY:

Internal Audit Manager Grade 15 - Kshs.170,681/= - Kshs.248,898/= per month

Chief Procurement Officer Grade 15 - Kshs.170,681/= - Kshs.248,898/= per month

Chief Legal Officer Grade 14 - Kshs.135,859/= - Kshs.189,813/= per month

Senior Internal Auditor Grade 13 - Kshs.106,327/= - Kshs.149,940/= per month

Assistant Internal Auditor Grade 10 - Kshs.46,978/= - Kshs.68,512/= per month

Technologist I Grade 8 - Kshs.34,415/= - Kshs.50,508/= per month

APPLICATION PROCEDURE

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More information on the posts and mode of application can be found on the University website:

<http://www.egerton.ac.ke>

Application letter together with

two (2) copies

of each giving full details of age, marital status

,
academic

certificates, transcripts, certified copies of the current payslip, curriculum vitae and professional qualification, experience, current post, salary, other financial benefits and names and addresses of three (3) referees one of whom should be your present or previous employer.

Applicants for positions in Grade 13 and above to attach copies of clearance certificates from the following Institutions:

a) Higher Education Loans Board

b) Ethics and Anti-Corruption Commission

c) Kenya Revenue Authority

d) Criminal Investigations Department (Certificate of Good Conduct).

e) Credit Reference Bureau Certificate

Applicants should quote the reference number of the position applied for on the envelope and address to:-

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The Deputy Vice Chancellor

(Administration, Planning & Development)

Egerton University

P. O. Box 536 – 20115

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So as to reach him not later than **15th June, 2018**. Only shortlisted candidates will be contacted.

Applicants are required to request their referees to write to us directly using the above address.

Women and persons with disability are encouraged to apply

. Egerton University is an equal opportunity employer.

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