

# Re-advertisement

**EGERTON**



**UNIVERSITY**

## DECLARATION OF VACANCIES

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. 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 20,000 and a staff number of over 1200, with two (2) campuses (Njoro Campus and Nakuru City Campus College).

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

### OFFICE OF THE VICE CHANCELLOR

#### **1. Principal - Nakuru City Campus College Grade 17 (1 post) - EU/VC/1101**

##### **Qualifications and Experience:**

The Principal shall be the head of administration and academic programmes in the Campus College and should have the following qualifications and experience:

- Be a Professor or Associate Professor with an earned Ph.D. or its equivalent from a recognized University.
- At least ten (10) years of experience in senior, academic and management positions (at the level of Senior Lecturer and above).
- Leadership experience in a modern University environment
- Must have served as a Dean of Faculty or Director of a School/Institute/Centre for at least four (4) years.
- Ability and leadership skills to effectively coordinate the academic, research and administrative functions in the campus.
- Knowledge of strategic planning in education development
- Proven capacity to promote learning, teaching, research and development in a campus college.
- Knowledge of national laws and policies in education.
- Be of the highest ethical standards, integrity and professionalism.

- Senior Management Course/Strategic Leadership Development Programme will be an added advantage.

### **Duties and Responsibilities**

The Principal will work under the general direction of the Vice Chancellor and shall:

- Be the academic and administrative head of the Campus College
- Have overall responsibility of the direction, organization, administration and programmes of the Campus College
- Be responsible to the Vice Chancellor for the general conduct and discipline of the students
- Ensure effective accountability to the Vice Chancellor for proper management of the Campus College.

### **Terms of Service**

The position is on a five (5) year contract. The successful candidate shall be eligible for re-appointment once for a further five (5) years upon satisfactory performance and mutual agreement.

## **PROCUREMENT DEPARTMENT**

### **2. Chief Procurement Officer Grade 15 (1 Post) (Re-Advert) - EU/VC/2025 –1102**

The Chief Procurement Officer shall be the Head of Procurement function in the University and will direct and coordinate all aspects of the University's Procurement, Accounts Payable and University Services functions.

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

- (i) Must have Master's degree in Procurement and Supply Chain Management OR related field.
- (ii) Must have a Bachelor's degree in Procurement and Supply Chain Management OR related field.
- (iii) Must have at least ten (10) years' relevant work experience in procurement and supply chain management, five (5) of which must be at senior levels.
- (iv) Must be a Certified Procurement and Supply Professional (CPSP-K) or its equivalent.
- (v) Must be a Member of Kenya Institute of Supplies Management in good standing
- (vi) Must be a licensed procurement and supply chain management practitioner
- (vii) Must be computer literate and proficient in relevant software.

### **Duties and Responsibilities**

- i. Planning and coordinating the activities of the Procurement Unit and managing the development and implementation of the procurement plan in the University.
- ii. Providing inputs for the preparation of the annual budget.
- iii. Receiving procurement requests from originating officers, ensuring that the proposed

procurement is within the approved procurement plan, and that budgeted funds are available prior to commencement of the procurement proceedings.

- iv. Coordinating the preparation of specifications, terms of reference, shortlists or advertisements, and pre-qualification, tender or request for quotation documents, and where so required, submission of tender documentation for evaluation prior to issue.
- v. Coordinating the process of opening of tenders and quotations and ensuring the preparation of formal records of tender or quotation opening in accordance with the Public Procurement and Asset Disposal Act (2015), and Regulations (2020).
- vi. Preparing submissions for approval of the award by the Vice-Chancellor in accordance with the Public Procurement and Asset Disposal Act (2015), and Regulations (2020).

### **Terms of Service**

The position is on a **five (5) year contract**. The successful candidate shall be eligible for re-appointment once for a further five years upon satisfactory performance and mutual agreement.

### **3. Dean of Students Grade 15 EU/ARE/2025- 1103**

The ideal candidates will have a passion for student affairs, a deep commitment to academic excellence and a proven record of accomplishment of managing student services in higher educational setting.

### **Qualification and Experience**

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

- (i) An earned PhD degree in education administration, student affairs or related field.
- (ii) At least fifteen (15) years of experience in student affairs or a related area, including leadership roles in student services.
- (iii) Strong interpersonal and communication skills with the ability to engage effectively with student, faculty and staff
- (iv) Demonstration experience in diversity, equity and inclusion efforts, particularly as they relate to student services.
- (v) A deep commitment to student success and well-being, with a focus on fostering and inclusive campus environment.

### **Duties and Responsibilities**

- i. Facilitate communication between organs of management of the University and the students;
- ii. Manage student counselling and advisory services;
- iii. Enforce regulations governing the conduct and discipline of students;
- iv. Plan and organize student election
- v. Coordinate student financial assistance programmes;

- vi. Liaise with the Director of Undergraduate studies and Career services regarding career placement.
- vii. Oversee the management of students' property and facilities
- viii. Organize students' property and facilities
- ix. Organize students recreational and sporting activities
- x. Develop and implement strategies to enhance student engagement, well-being and academic success.

### **Terms of Service**

The position is on a **five (5) year contract**. The successful candidate shall be eligible for re-appointment once for a further five years upon satisfactory performance and mutual agreement.

### **APPLICATION PROCEDURE**

Information about the above posts and mode of application can be found on the University website: <http://www.egerton.ac.ke>. All those who had previously applied for the above positions physically are requested to channel their applications to the email addresses: [application.vc@egerton.ac.ke](mailto:application.vc@egerton.ac.ke) and copied to: [chair.fhrgp@egerton.ac.ke](mailto:chair.fhrgp@egerton.ac.ke)

All application letters, academic certificates, transcripts, professional qualifications and curriculum vitae detailing experience, current post, names and addresses of three (3) referees, quoting the reference number, to be submitted not later than **Friday, 28<sup>th</sup> November, 2025**.

Only shortlisted candidates will be contacted. Women, marginalized and persons living with disabilities are encouraged to apply. Egerton University is an equal-opportunity employer.

**No physical application will be accepted. Canvassing will lead to automatic disqualification.**