



DECLARATION OF VACANCIES

OFFICE OF THE VICE-CHANCELLOR

AUDIT DEPARTMENT

1. Chief Internal Auditor Grade 15 (1 Post) - EU/VC/2023 - 0901

The Internal Audit Manager reports to the Vice-Chancellor and will head the Department of Internal Audit. The suitable candidate should possess the following qualifications and experience: -

- i. Must have a Master's Degree in a relevant field and be a Certified Internal Auditor and Certified Public Accountant Final and CISA (Certified Information Systems Audit) Final or its equivalent.
- ii. Must have a Bachelor's Degree in Commerce (Accounting option) or any other related field.
- iii. Must be conversant with the internal and international standards on Auditing.
- iv. Must be conversant with relevant computer packages such as SAGE ACCPAC.
- v. Must have at least ten (10) years of experience in Audit work at a senior level in Government, Parastatal or equivalent organization.
- vi. Must be a member of relevant professional bodies and in good standing.
- vii. Must meet the requirements of Chapter six (6) of the Constitution.

The successful candidate will perform the following audit duties and responsibilities:

- i. Undertake audit duties in the University.
- ii. Prepare workable audit programs and audit policies.
- iii. Supervise, direct and provide team leadership to internal auditors.
- iv. Prepare periodic audit reports for the University Management and University Council.

“Transforming Lives through Quality Education”

Terms

Terms and conditions of service will be as provided for in the approved terms and conditions of service for the position. The contract for this position is a **Five (5) year** term renewable on the basis of satisfactory performance.

PROCUREMENT DEPARTMENT

2. Chief Procurement Officer Grade 15 (1 Post) - EU/VC/2023 - 0902

Summary

The Chief Procurement Officer/ Procurement Manager will direct and coordinate all aspects of the University's Procurement, Accounts Payable, and University Services functions. He/ she will operationalize policies, procedures, and objectives for the University's procurement activities in accordance with the Public Procurement and Asset Disposal Act (2015) and other applicable guidelines as per the law provided.

Responsibilities of the Head of Procurement Unit

- i. Overseeing and facilitating the purchasing strategy.
- ii. Planning and coordinating the activities of the Procurement Unit and managing the development and implementation of the procurement plan in the University.
- iii. Providing inputs for the preparation of the annual budget.
- iv. 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.
- v. 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.
- vi. Arranging the publication of advertisements and notices of contracts.
- vii. 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).

- viii. 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).
- ix. Maintaining and updating the database of suppliers.
- x. Negotiating with consultants, where necessary or with other tenderers where expressly permitted, in the Public Procurement and Asset Disposal Act (2015), and Regulations (2020).
- xi. Preparing notification of awards and contracts.
- xii. Preparing Contract Documents and Purchase Orders, in line with award decisions
- xiii. Maintaining procurement records in accordance with the Public Procurement and Asset Disposal Act (2015) and Regulations (2020)
- xiv. Advising the University management on the following:
 - a. Reliability of suppliers based on past dealings with them
 - b. Ability of suppliers to provide credit to the University where necessary
 - c. Ability of suppliers to give warranties where applicable.
- xv. Supervising teams of subordinate staff in purchasing, operations and logistics.

Qualification Requirements

- i. Earned Bachelors and Masters in Procurement and Supplies Management OR equivalent degrees from accredited institution(s).
- ii. At least 10 years' experience in a senior procurement position directly related to the duties and responsibilities specified.
- iii. A Member of Kenya Institute of Supplies Management.
- iv. Computer literate, especially MS Word and MS Excel skills.

Knowledge, Skills and Abilities Required

- i. Ability to negotiate contract terms with key suppliers to ensure value for money, quality standards and delivery terms with technical and operational input from stakeholders.
- ii. Ability to prepare bids, requests for quotes, and proposals in compliance with GoK policies and requirements.
- iii. Ability to manage contractual arrangements and obligations.

- iv. Ability to assess and report on contract compliance and product/ service quality.
- v. Ability to analyze purchasing requests/ orders for compliance with procurement procedures.
- vi. Ability to forecast price and market trends to identify changes of balance in buyer-supplier power.
- vii. Ability to develop, implement and maintain a supplier relationship and evaluation process to measure effective supplier performance and compliance.
- viii. Knowledge of accounts payable principles, procedures, and standards.
- ix. Knowledge of budget preparation and fiscal management.
- x. Skills in examining and re-engineering procurement operations and procedures, and formulating policy.
- xi. Ability to supervise and train employees and foster a cooperative work environment.
- xii. Working knowledge of contract law.

People Management

- i. Provide leadership to the procurement section.
- ii. Be a mentor and manage a team that delivers continuous improvement, added value and cost reductions.
- iii. Set department objectives and monitor ongoing progress and performance of procurement activities.
- iv. Ensure that the procurement function operates in accordance with required health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and other stakeholders.

Terms

The incumbent shall hold office on a contract period of **Five (5) years** but may be eligible for reappointment for a further one term in accordance with terms and conditions of service as approved by the Council from time to time.

Notes on Application

- i. Candidates should indicate two references of persons in the field/ profession who may be contacted by the Selection Committee for their recommendations.

- ii. Applicants should state their current designation, salary and other benefits attached to those designations.
- iii. The application letter must bear the reference code as shown in the advertisement.

Only the Successful applicants would be required to submit the following:

- a. Clearance from Kenya Revenue Authority
- b. Clearance from Higher Education Loans Board
- c. Clearance from the Ethics and Anti-Corruption Commission
- d. Clearance from Credit Reference Bureau
- e. Criminal Investigation Department (Certificate of Good Conduct)

DIVISION OF ACADEMIC AFFAIRS AND RESEARCH

3. Director (Research and Extension) (1 post) - EU/AA/2023 - 0903

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 portfolio, the University wishes to recruit a suitable applicant for the position of Director, 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 or Associate Professor of the University with at least eight (8) years of experience in a senior academic, research and management position or with proven experience in an executive leadership position in an institution of comparable status or with proven experience in leading multidisciplinary and international research programmes.
- ii. Extensive experience in corporate leadership that will stimulate the realization of the University Vision.

“Transforming Lives through Quality Education”

- 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.
- xii. Have a proven track record of research and publications in peer-reviewed journals, monographs and books.
- xiii. Ability to portray and uphold a 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 Director (Research and Extension) will assist the Deputy Vice-Chancellor (Academic Affairs and Research) 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
- 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, and activities stipulated in the performance contract.
- vii. Management of research, extension and consultancy services and production of extension education materials
- viii. Training and development of staff in research and project management.
- ix. Coordination of seminars, workshops, exhibitions, conferences and symposia.
- x. Ensuring that performance contract reports are submitted to the relevant authorities within the stipulated period.

Terms and Conditions of Service

The post of Director (Research and Extension) is a **Five-year (5) contract** and is eligible for renewal once based on 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 a 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.
- 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.

DIVISION OF ADMINISTRATION, PLANNING AND DEVELOPMENT

4. Registrar (Human Capital and Administration) – Grade 15 (1 Post) - EU/APD/2023 - 0904

Job specification:

Applicants are required to:

- i. Have earned a PhD degree in Human Resource Management OR Public Administration OR Business Administration or a related field of expertise from a recognized university.
- ii. Possess CPS (K), CHRP or relevant professional qualification.
- iii. Be registered as a member of a recognized professional administration or management body.
- iv. Have a minimum of **twelve (12) years** of administrative experience, three (3) of which must be at the Deputy Registrar level in a university or equivalent.
- v. Be computer literate.

In addition, applicants should have outstanding professional competence in administration and management.

Job description

“Transforming Lives through Quality Education”

The Registrar, Administration shall:

- i. Report to the Deputy Vice-Chancellor (Administration, Finance and Planning) and be responsible for all human resource and administration matters of the University.
- ii. Be the head of the Administration Department and responsible for efficient management of Human Resource and utilization of resources in the Department.
- iii. Facilitate implementation of Human Resources policies in the University.
- iv. Be the Secretary of the University Management Board (UMB) responsible to the Vice Chancellor.
- v. Advise top management on formulation and evaluation of human resource programmes, policies and procedures.
- vi. Coordinate training and development programmes of staff in the University and ensure their implementation.
- vii. Provide secretariat services to Standing Committees of Council and UMB Sub-committees.
- viii. Prepare management briefs for the Vice-Chancellor on policy and management matters.
- ix. Coordinate implementation and management of human resource policies in matters related but not limited to recruitment, training, discipline, industrial relations, registries and records, terms and conditions of service, schemes of service and collective bargaining agreements.
- x. Provide advice to heads of Departments regarding manpower planning, job analysis, design, recruitment and selection of staff.
- xi. Ensure processing of staff engagement/disengagement is done in accordance with the approved policies.
- xii. Coordinate all administration functions in the University including performance contracting, ISO, staff performance appraisal and Human Resources Information Systems.
- xiii. Ensure proper health and safety working conditions as provided for in applicable laws.
- xiv. Perform any other duties assigned by the Deputy Vice-Chancellor (APD) from time to time or any other officer authorized by the Vice-Chancellor.

Terms of service

The incumbent shall hold office on a contract period of **five (5) years** but may be eligible for reappointment for a further one term subject to satisfactory performance in accordance with terms and conditions of service as approved by the Council from time to time.

Knowledge, Skills and Abilities Required

- i. Strong interpersonal and communication skills.
- ii. Ability to work effectively with a wide range of stakeholders in a diverse community.
- iii. Knowledge of contracting processes and associated national laws and other regulations.
- iv. Skills in writing board papers and briefs.
- v. Have outstanding professional competence in Administration and Management.

Notes on Application

- i. Candidates should indicate two references of persons in the field/ profession who may be contacted by the Selection Committee for their recommendations.
- ii. Applicants should state their current designation, salary and other benefits attached to those designations.
- iii. The application letter must bear the reference code as shown in the advertisement.

Only the Successful applicants would be required to submit the following:

- a. Clearance from Kenya Revenue Authority.
- b. Clearance from Higher Education Loans Board.
- c. Clearance from the Ethics and Anti-Corruption Commission.
- d. Clearance from Credit Reference Bureau.
- e. Criminal Investigation Department (Certificate of Good Conduct).

APPLICATION PROCEDURE

Application letters together with ten (10) copies each of academic certificates, transcripts, certified copies of the current pay slip, professional qualifications, a copy of a valid certificate of Good Conduct and a curriculum vitae detailing experience, current post, salary, and other financial benefits. Names and addresses of three (3) referees, one of whom should be your current supervisor/ employer quoting the reference number on the envelope, should be addressed to: -

**The Vice-Chancellor,
Egerton University,
Njoro Mau-Narok Road,
P. O. Box 536,
20115 Egerton
Kenya**
Email: vc@egerton.ac.ke

So as to reach him not later than **26th September, 2023**. Only shortlisted candidates will be contacted. **Applicants are required to request their referees to write to the above address directly.**

Women, marginalized and persons living with disabilities are encouraged to apply. Egerton University is an equal-opportunity employer.

CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION