



# THE TECHNICAL UNIVERSITY OF KENYA

## VACANCY ANNOUNCEMENT

THE Technical University of Kenya is a special public university in Kenya providing education and training. At the same time, it engages in research and innovation that is focused on application of technological knowledge and skills in the solution of societal problems. The University invites applications from suitable and qualified persons to fill the position of:

### DIRECTOR, STUDENT SUPPORT SERVICES: GRADE XV – REF/NO.AC/0001/16

The Director, Student Support Services will report to the Deputy Vice-Chancellor, Academics, Research and Students. He will be responsible for overseeing and implementing regulations, policies, guidelines and procedures that govern non academic matters related to student welfare including: (i) maintaining a supportive environment and culture that supports the development of students in a holistic way; (ii) Coordinating all matters related students' life on campus and their development; (iii) Managing student accommodation and catering services; and (iv) Coordinating students sports and co-curricular activities.

Applicants should be Kenyan citizens with a relevant PhD degree or equivalent professional qualifications from a recognized university. They should have at least ten (10) years work experience in the management of students' welfare, the last five (5) years of which should be at the level of Deputy Dean of Students in a university or equivalent position in a comparable organization. Those who possess relevant Masters Degree with at least twelve (12) years of relevant work experience, seven of which should be at the level of Deputy Dean of Students or equivalent, will also be considered.

In addition, they should be team-builders with demonstrable leadership and communication skills and have a clear understanding of students' social issues as well as current global trends in higher education and training.

#### **TERMS AND CONDITIONS OF SERVICE**

Successful candidates will be offered a competitive remuneration package which includes basic salary, and allowances, and medical cover as per The Technical University of Kenya Medical Scheme and the Kenya Government Public Service guidelines. The salary entry point will depend on qualifications and experience of the candidate.

#### **APPLICATION GUIDELINES**

*Applicants should submit ten (10 copies) of the application letter accompanied by copies of relevant certificates and testimonials, a Curriculum Vitae (detailing academic qualifications, work and professional experience, leadership, membership to professional associations, and community service, e-mail addresses and telephone contacts) and copies of the national identity card. They should provide names, telephone numbers and contact addresses of at least three referees who are knowledgeable about the applicant's competence and area of specialization. The applicants should request their referees to submit their references directly to the undersigned. Applications and referees' confidential reports on the applicant's suitability for the relevant position should be addressed to the undersigned.*

**Application deadline: Friday, 2<sup>nd</sup> December 2016.**

#### **NOTE:**

*The Technical University of Kenya is an equal opportunity employer. Women and persons with disability are encouraged to apply.*

*The Vice-Chancellor | The Technical University of Kenya | P. O. Box 52428 – 00200, City Square, NAIROBI. | E-MAIL: [vc@tukenya.ac.ke](mailto:vc@tukenya.ac.ke)*