



THE TECHNICAL UNIVERSITY OF KENYA RE-ADVERTISEMENT

VACANCY ANNOUNCEMENT

As a technical university, the Technical University of Kenya (TU-K) is one of the special Public Universities in Kenya whose strategic objectives are teaching and learning, research and innovation, and community service and extension. Beyond this, TU-K offers education and training that is focused on application of technological knowledge and skills. The University also engages in research with a keen sense of applicability of such research in the solution of immediate societal problems as well as future, anticipated problems. Innovativeness is a major guiding factor in the research at TU-K and also influences everything the Institution is involved in, especially in the management and administration of its courses and resources. The University wishes to recruit the following:

A. EXECUTIVE DEAN, FACULTY OF ENGINEERING, SCIENCE AND TECHNOLOGY - GRADE 16 (REF/NO.AD/0016/13)

The Executive Dean of Faculty is the academic and administrative head of the faculty. The Executive Dean shall, under the general direction of the Vice-Chancellor, be expected to provide overall and strategic leadership to the faculty and to this extent shall have overall responsibility for the direction, organization, and administration of the programmes within the faculty.

Candidates for this position should possess an earned PhD or equivalent and be senior scholars of at least the level of Associate Professor. They should have extensive experience in university teaching and research, as demonstrated by supervision of postgraduate studies, and publications in scholarly journals. They should also have at least five years of experience in university management or equivalent.

The Executive Dean shall be expected to provide academic leadership in her/his area of specialization and shall be required to dedicate at least forty percent (40%) of her/his time to academic pursuits including teaching responsibilities. The successful candidate shall thus be simultaneously appointed to the position of professor in the teaching Department of their respective field of specialization within the University, and should thus in addition be qualified to be appointed as such.

The Faculty of Engineering Sciences and Technology is organized into the following schools: Architecture and the Built Environment, Electrical and Electronic Engineering, Infrastructure and Resource Engineering, Mechanical and Process Engineering, and Surveying and Geospatial Sciences; and Centre for Engineering Innovation and Production.

B. EXECUTIVE DIRECTOR, INSTITUTIONAL ADVANCEMENT AND DEVELOPMENT – GRADE 16 (REF/NO.AD/0018/13)

The Executive Director, Institutional Advancement and Development, will be responsible to the Vice-Chancellor and Management for the following functions:

(i) **Marketing and corporate communications- marketing and event management, institutional culture and communications, and Government and institutional relations;**

(ii) **Institutional development and fundraising- friends and donor relations, the entrepreneurial university activities, and fundraising and university foundation; and**

(iii) **Enterprise and consulting services- consultancy and professional services, research and innovation services, and production and commercial services.**

Candidates for this position should possess an earned PhD or equivalent and be senior scholars of at least the level of Associate Professor. They should have extensive experience in university teaching and research, as demonstrated by supervision of postgraduate studies, and publications in scholarly journals. They should also have at least five years of experience in university management or equivalent.

The candidates should in particular have good communicative and interpersonal skills and generally be of outgoing personality. They should be team-builders with demonstrable leadership.

The successful candidate shall be required to dedicate at least forty percent (40%) of her/his time to academic pursuits including teaching responsibilities and shall thus be simultaneously appointed to the position of professor in the teaching department of their field of specialization within the University, and therefore should in addition be qualified to be appointed as such.

C. EXECUTIVE DIRECTOR, FINANCIAL AND ACCOUNTING SERVICES – GRADE 16 (REF/NO.AD/0017/13)

The Executive Director, Financial and Accounting Services, is responsible to the Vice-Chancellor and Management for the day to day running of the finance functions of the University. The sub-division is organized into three departments as follows:

(i) **Financial systems and control- financial planning and analysis, budgeting and budgetary control, and financial information systems;**

(ii) **Accounting and treasury services- general accounting services, payroll and statutory payments and accounting and financial reporting; and**

(iii) **University financial services- payment and billing services, student and project finances and central cash office.**

Applicants should be Kenyan citizens with an earned and relevant PhD degree from a recognized university. They should be senior scholars with considerable experience in university teaching, research and administration or equivalent; and should be registered members of relevant professional body. They should also have competency in modern and international financial management systems and be able to demonstrate high managerial and administrative capabilities. They should be team-builders with demonstrable leadership, and communication skills. Candidates who are Certified Public Accountants or equivalent will have an added advantage.

The successful candidate shall be required to dedicate at least forty percent (40%) of her/his time to academic pursuits including teaching responsibilities and shall thus be simultaneously appointed to the position of professor in the teaching department of their field of specialization within the University, and therefore should in addition be qualified to be appointed as such.

TENURE AND APPOINTMENT

The appointment to this position is tenable on contract for a period of five (5) years and renewable under mutual agreement.

REMUNERATION

The remuneration shall be in line with the general wage structure in the public University system in Kenya and shall be at job Group XVI. In addition, there shall be attractive allowances and other benefits as approved by Council.

APPLICATION GUIDELINES

Applicants should forward ten (10) copies of their application letters accompanied by a similar number of 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 a national identity card.

They should in addition, provide names, telephone numbers and contact addresses of at least three(3) 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 position should be sent to the undersigned to be received on or before **24th January 2014**.

The reference number of the application should be clearly quoted on the envelopes and in the applicant's cover letters. All applications should be addressed to:

NOTE: Those who had applied earlier need not re-apply.

**The Vice-Chancellor
The Technical University of Kenya
P.O. Box 52428-00200, City Square,
NAIROBI.**

For more information, please visit:

<http://www.tukenya.ac.ke> “Education and training for the real world”