



THE TECHNICAL UNIVERSITY OF KENYA

VACANCY ANNOUNCEMENT

THE Technical University of Kenya (TU-K) is one of the special and the first technical public universities in Kenya whose strategic objective is not only teaching and learning, research and innovation, but also community service and extension. TU-K offers education and training that focuses on application of technological knowledge and skills. The University also engages in research with emphasis on innovation that provides practical solutions to societal challenges.

1. EXECUTIVE DEAN

FACULTY OF SOCIAL SCIENCES AND TECHNOLOGY
GRADE XVI (REF. NO. AC/ED001/17)

Overview:-

The **Faculty of Social Sciences and Technology** is organized into the following academic units:-

- **School of Business and Management Studies:** *Accounting and finance, business administration and management, management and business systems.*
- **School of Creative Arts and Technologies:** *Design and creative media, music and performing arts, fashion and textile technology, printing and media technology.*
- **School of Hospitality and Tourism Management:** *Event and leisure management, hospitality and institutional management, tourism and travel management*

- **School of Information and Communication Studies:** *Information and knowledge management, journalism and media studies, language and communication studies*

- **School of Social and Development Studies:** *Criminology and legal studies, economics and resource management, governance and public policy, human and social development*

- **Centre for Creative and Cultural Industries:** *Industrial and fine arts, media and creative communication, multimedia arts and technologies, performing arts and culture.*

Duties and responsibilities:-

- 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, organisation, and administration of the programmes within the Faculty.
- The Executive Dean shall further be expected to provide academic leadership in her/his area of specialisation and shall be required to dedicate at least forty percent 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 specialisation within the University,

and should thus in addition be qualified to be appointed as such.

Qualifications and skills:-

The candidates for this position should:-

- Possess an earned PhD or equivalent, and be senior scholars of at least the level of Associate Professor.
- Have extensive experience in university teaching and research, as demonstrated by supervision of postgraduate studies, and publications in scholarly journals.
- Have at least five (5) years of experience in university management at the position of Director of School or equivalent.

2. CHIEF FINANCIAL OFFICER

GRADE XVI (REF. NO. AD/002/17)

Overview:-

The **Finance Department** is concerned with the planning and controlling of the University's financial resources in consultation with the Vice-Chancellor. Specifically, the department is responsible for the following:

- Financial short & long term planning;
- Strategic direction, organisation and management of finances;
- Financing decisions; Investment decisions;
- Short- term capital management;
- Accountability & optimal resource utilisation;
- Financial systems & policies;
- Compliance with statutory and Government audit requirements;
- General financial advisory

Overall Purpose of the Job:-

The Chief Financial Officer will be responsible for the management of the University's financial resources.

Duties and Responsibilities:-

- Overall financial planning
- Design, monitoring and supervision of internal financial control measures and systems to safeguard the University's resources
- Preparation, design, deployment and management of computerized accounting and financial management system
- Budget preparation and provision of appropriate information, support and advice to the other departments and line managers during budgeting
- Assisting section heads in the management of their budgets through regular provision of detailed financial information
- Preparation of weekly, fortnightly, monthly, quarterly, half-yearly, annual and ad-hoc reports and, where necessary statement of accounts.
- Leadership, management and organisation of staff under the

finance department

- Chief advisor on all financial matters
- Preparation of financial regulations and guidelines
- Maintaining financial records and preparation of statutory accounts
- Liaison with internal and external auditors
- Exercising of appropriate expenditure controls
- Coordinating the activities of the departments and ensuring collaboration with the other departments.
- Any other duty assigned by the Vice-Chancellor.

Qualifications and Skills:-

Applicants should be Kenyan citizens with:-

- Bachelor's Degree with specialisation in Accounting or Finance or Economics or equivalent, from a recognized University.
- They should also have a relevant Master's Degree

- Certified Public Accountant (CPA(K)) or its recognized equivalent
- At least fifteen (15) years of work experience, the last five (5) of which should be at the level of Finance Officer or a comparable position in a University or an equivalently large organisation.
- Good communication skills, self-driven and possess good interpersonal skills
- Ability to manage staff and provide good leadership
- They should demonstrate competence in Modern Integrated Financial Management Information Systems
- The candidate should be fully compliant with the provisions of Chapter 6 of the Constitution of Kenya.

TERMS AND CONDITIONS OF SERVICE:-

The appointment to these positions are tenable on contract for a period not exceeding five (5) years, as maybe determined by the University Council, with the possibility of renewal for a further term.

The successful candidates will be offered a competitive remuneration package which includes basic salary, 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 both the hard copy and the soft copy, through the email address provided below, of their 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 national identity cards. They should provide names, telephone numbers and contact addresses of at least three (3) referees who are knowledgeable about the applicant's competence and area of specialisation. The applicants should request their referees to submit their references directly to the undersigned.

All applicants must also submit the following:

- a) Clearance from the Kenya Revenue Authority
- b) Clearance from the Higher Education Loans Board
- c) Clearance from the Ethics and Anti-Corruption Commission
- d) Certificate of Good Conduct from the Criminal Investigations Department
- e) Clearance from a credit reference bureau

APPLICATION DEADLINE: TUESDAY, 27TH JUNE, 2017

The Technical University of Kenya is an Equal-Opportunity employer.

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