



MASENO UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
ADMINISTRATION, FINANCE AND DEVELOPMENT

DECLARATION OF VACANCIES

In pursuit of its mission and mandate, the University wishes to invite applications from qualified candidates to fill the positions indicated below:

EXTERNAL ADVERTISEMENT
NON – TEACHING POSITIONS

OFFICE OF THE DEPUTY VICE-CHANCELLOR - PARTNERSHIP, RESEARCH AND INNOVATION

Registrar, Partnership, Research and Innovation – Grade 15

One (1) Position
MSU/PRI/RRP/01/23

OFFICE OF THE DEPUTY VICE-CHANCELLOR - ACADEMIC AND STUDENT AFFAIRS

RE-ADVERTISEMENT

Registrar, Academic and Student Affairs – Grade 15

One (1) Position
MSU/ACA/ASA/01/23

OFFICE OF THE DEPUTY VICE-CHANCELLOR- ADMINISTRATION, FINANCE AND DEVELOPMENT

RE-ADVERTISEMENT

Registrar, Administration and Central Services – Grade 15

One (1) Position
MSU/ADM/ACS/01/23

Any canvassing will lead to automatic disqualification. Applications must be submitted on or before **30th January, 2023 1700hrs** and addressed to:

**The Deputy Vice-Chancellor
Administration, Finance and Development
Maseno University
P. O. BOX 333 - 40105
MASENO**

Only shortlisted candidates will be contacted. Maseno University is an equal opportunity employer and therefore applicants of all gender, marginalized group and persons living with disability are encouraged to apply. Any canvassing will lead to automatic disqualification. The University does not charge any fee for the recruitment and selection process.

Interested applicants should visit Maseno University Website; www.maseno.ac.ke to view detailed requirements.

REQUIREMENTS FOR APPOINTMENT

1. Registrar, Partnerships, Research and Innovations - Grade 15 - One (1) Position MSU/ACA/ASA/01/23

Requirements for Appointment:

- PhD degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized University with Ten (10) years relevant cumulative work experience, Five (5) of which must have been served at the level of Senior Management in a University setup or comparable institution **OR**;
- Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized University with Twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Management in University setup or in a comparable institution;
- Must be a registered member of a recognized professional body where relevant;
- Knowledge of management information and communication technologies; and
- Experience in research management and/networking will be an added advantage.

Duties and Responsibilities:

- Recommend regular review of policies and regulations that govern partnerships, research and innovation matters to ensure continuous improvement of research and innovation within the University.
- Participate in the annual preparation of the divisional budget for incorporation into the final university budget to guide in allocation of funds for the division.
- Prepare quarterly divisional reports on the performance of various departments under the division and the performance contracting to aid in senior management decision making for the betterment of the divisional operations.
- Participate in the annual preparation of work plans for all divisional staff members to ensure proper placement of staff and organization of various tasks towards achievement of divisional goals and objectives.
- Participate in approval of the annual staff leave roster to ensure the division is adequately staffed at all times for effective service delivery in the University.
- Coordinate research, extension and outreach programmes hence ensure skills and technology transfer to the industry and society.
- Promote management and collaboration in extension linkages, programmes and activities to joint research activities within and without the University.
- Coordinate publication of research findings in the journals to enhance dissemination of knowledge and research findings.
- Ensure staff performance evaluation within the division is carried out on an annual basis to ensure proper monitoring of staff productivity and offer meaningful feedback for enhanced productivity
- Coordinate regular extension and outreach programmes to ensure the effectiveness of the same in benefiting target groups within the society.
- Establish linkage and networks with the community to empower the community and enhance

- positive image of the University in the community.
- Assist in development of research proposals by reviewing of research publications, and academic journals to facilitate research activities and attract funds to the university.
- Design outreach programmes which target the achievement of University Mission and Vision to facilitate transfer of technology and practices to the community.
- Review the outreach programmes to identify areas of improvement and enhance achievement of their intended outcome.
- Liaising with external agencies for purpose of mobilizing financial support from development partners of the university.
- Organize for local exhibition fora by inviting proposals from the potential participants to show case the innovations and knowledge.
- Create fora for purposes of linking the external stakeholders and the University.

2. Registrar, Academic and Students Affairs - Grade 15 - One (1) Position MSU/ACA/ASA/01/23

Requirements for Appointment:

- PhD degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized University with Ten (10) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Management in a University setup or comparable institution **OR**;
- Master's degree in Administration, Business Studies, Social Sciences or its equivalent from a recognized University with Twelve (12) years relevant cumulative work experience, Five (5) of which must have been served at the level of Senior Management in a University setup or in a comparable institution;
- Must be a registered member of a recognized professional body where relevant; and
- Knowledge of management information and communication technologies.

Duties and Responsibilities:

- Develop policies and strategies in liaison with various to guide in Management of University property and other resources.
- Prepare annual budgets to solicit for funds and resources to enable efficient provision of services.
- Prepare annual work plans in liaison with heads of departments/sections to outline the activities in the departments, timelines, responsible officers and resources required in order to ensure efficiency in operations.
- Prepare monthly and quarterly performance reports by consolidating departmental reports to inform decisions by Management.
- Allocate work to staff him/her to ensure department effectiveness is achieved.
- Monitor and evaluate performance of staff in department to ensure performance at expected levels.
- Monitor and evaluate reports from various departments or sections in the University to check compliance or non-compliance and give recommendations.
- Approve activities within Department under him/her to ensure they are within the budget.

- Maintain University records to ensure completeness, safe storage and easy retrieval, if required.
- Prepare and circulate notices and agendas for monthly Committee meetings to inform and prepare members prior to the meeting.
- Prepare minutes of the various Committee meetings in their docket for record and inform on action to be taken arising from deliberations of the meeting.
- Avail reports to the Management Board Committee meetings to facilitate discussion of agenda and inform decisions.
- Receive requests, complaints or queries daily and give appropriate responses.
- Meet regularly staff and guests of the University on issues related to sections to respond to their queries.
- Control or manage the budget.
- Control or manage expenditure.
- Influence or provide input into the process of budgeting.
- Any other duties as may be assigned by the supervisor from time to time

3. Registrar - Administration & Central Services - Grade 15 - One (1) Position MSU/ADM/ACS/01/23

Requirements for appointment:

- PhD degree in Administration, Business Studies, Social Sciences or its equivalent from an accredited and recognized University with ten (10) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Management in a University setup or in a comparable Institution **OR**;
- Master's degree in Administration, Business Studies, Social Sciences or its equivalent from an accredited and recognized University with twelve (12) years relevant cumulative work experience, five (5) of which must have been served at the level of Senior Management in a University setup or in a comparable Institution;
- A registered member of a recognized professional body where relevant; and
- Practical knowledge of Information Communication Technology (ICT) applications in the relevant area is mandatory.

Duties and Responsibilities:

- Develop policies and strategies in liaison with various to guide in Management of University property and other resources.
- Prepare annual budgets to solicit for funds and resources to enable efficient provision of services.
- Prepare annual work plans in liaison with heads of departments/sections to outline the activities in the departments, timelines, responsible officers and resources required in order to ensure efficiency in operations.
- Prepare monthly and quarterly performance reports by consolidating departmental reports to inform decisions by Management.
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- Influence or provide input into the process of budgeting.
- Any other duties as may be assigned by the supervisor from time to time

TERMS OF SERVICE

The terms of service for the positions will be on Five (5) year Contract Terms renewable once based on satisfactory performance.

MODE OF APPLICATION

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Each application should be submitted together with updated Curriculum Vitae giving details of the applicant's age marital status, academic and professional qualification, working experience, present post and latest pay slip, telephone contact, email address names and referees plus copies of the certificate and testimonials. Qualified candidates should submit Ten (10) copies of the application clearly indicating the reference number of the position applied.

Applications must be submitted on or before **30th January 2023 1700hrs** addressed to:

**The Deputy Vice-Chancellor
Administration, Finance and Development
Maseno University
P. O. BOX 333 – 40105
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