



KENYA METHODIST UNIVERSITY VACANCY

DEPUTY VICE CHANCELLOR, ADMINISTRATION, PLANNING AND FINANCE JOB GROUP MU16 REF: KeMU/ADM/DVCAFP/1/07/2026

Kenya Methodist University (KeMU), a Christian Chartered Private University sponsored by the Methodist Church in Kenya, invites applications from suitably qualified, experienced persons to be considered for appointment to the following position: -

DEPUTY VICE CHANCELLOR (ADMINISTRATION, PLANNING AND FINANCE), ONE (1) POST

Reporting to the Vice Chancellor, the Deputy Vice Chancellor (APF) shall have the following duties and responsibilities: -

1. Provide innovative and creative leadership in the administrative, planning, finance and development agenda of the University.
2. Provide leadership and guidance for Human resources training, discipline management, performance management and evaluation, and welfare services.
3. Coordinate policy development for administration, planning, finance, human resource, quality management and assurance, information communication technology, campuses, health and safety and infrastructure development.
4. Provide oversight for health care services, transport, estate management, enterprises, and physical development.
5. Shall mobilize resources for the University.
6. Ensuring compliance with the University policies and regulations.
7. Shall be an ex-officio member to the University Council.
8. Any other duties that may be assigned by superior officers from time to time.

Minimum Requirements

The suitable candidate should have the following qualifications and experience:

1. Have an earned PhD from a recognized university.
2. Have at least five (5) years of relevant academic, or administrative, and research experience in a university or in a comparable institution.
3. Have a record of scholarly and academic authorship as evidenced by refereed journal publications, university-level books, research grants, awards, and supervision of postgraduate students.
4. Proven record of resource mobilization and financial management.
5. Demonstrated capacity in strategic planning, financial management, human resource management, and institutional governance.
6. Experience in an education institutional leadership.
7. Be conversant with national education laws and policies, current trends in higher education nationally and globally, and quality assurance requirements.

8. Demonstrate a high degree of result-oriented performance characterized by foresight, strategic thinking, innovation, excellent organizational, communication, interpersonal, and leadership skills.
9. Be registered with and be an active member of a relevant professional body, where applicable.
10. High standards of integrity, professionalism, and ethical leadership consistent with the Christian values.
11. Compliance with the requirements of Chapter Six of the Constitution of Kenya, 2010.

Terms and Conditions of Employment

The appointment will be on a three (3) years contract.

How to apply:

Interested applicants should send **three (3) hard copies** and submit a **soft copy** of their application, detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport and any other relevant testimonials to the following: -

1. Three (3) hard copies addressed to: -

The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

AND

2. An electronic copy in PDF format to the Vice Chancellor through the email address applicationsjuly2026@kemu.ac.ke.

OR

3. Submit the application through the university's e-recruitment portal;
<https://recruitment.kemu.ac.ke/>

To be received on or before **21st August, 2026**. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to bring the following:

- i. Tax Compliance Certificate from Kenya Revenue Authority.
- ii. Higher Education Loans Board.
- iii. Ethics and Anti-Corruption Commission.
- iv. Credit Reference Bureau.
- v. Certificate of Good Conduct from Criminal Investigation Department.
- vi. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

The position above requires an individual who is committed to Christian values and of high ethical standards, integrity and professionalism.

KeMU is an Equal Opportunity Employer.