



KENYA METHODIST UNIVERSITY VACANCY

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We would wish to invite qualified applicants for the position of Deputy Vice Chancellor – Academic and Students’ Affairs.

DEPUTY VICE CHANCELLOR ACADEMIC AND STUDENT AFFAIRS: KeMU/VC/DVC/1/8/2024

In accordance to our University vision and mission, we wish to invite suitable qualified applicants for the position of Deputy Vice-Chancellor (Academic and Student Affairs). The position requires a visionary, ethical and transformative person to provide leadership for the core University functions in the academic, research and students welfare services. The successful candidate will be expected to have held a similar or any other senior position in a recognized institution of higher learning.

Duties and Responsibilities:

1. Provide vision and leadership for all University academic activities and strategic planning, including oversight of the academic, research and students’ affairs budget;
2. Ensure effective management and implementation of academic and research activities in the University;
3. Provide leadership and supervisory oversight to the academic staff and students;
4. Present teaching and research programs to the Senate for approval and oversee implementation;
5. Promote a learning environment that is supportive of the University mission and vision through student-centered services;
6. Work closely with other Deputy Vice Chancellors (APF) on staff development, training and research programmes;
7. Guide Deans of schools, Chairpersons of Departments and Directors of Campuses on running of academic programmes;
8. Co-ordinate admissions, registration of students, examinations, and general student campus life;

9. Ensure that the University Senate is properly advised in the development of academic programmes in conformity with ethical standards and legally recognized professional bodies;
10. Facilitate the development, review, and revision of academic programmes in line with the University's Vision and Strategic Plan;
11. Develop internal and external academic linkages with industry, institutions and other relevant bodies that benefit the university in one way or another;
12. Spearhead fundraising initiatives in the Division including scholarships and grants;
13. Any other duties that may be assigned by the Vice Chancellor from time to time.

Requirements

The applicant must have the following qualifications and experience:

1. Be a holder of an earned PhD from an accredited and recognized university.
2. At least ten (10) years' experience in a senior academic and management position at a university, or with proven experience in executive leadership position in an institution of comparable status.
3. Have thorough knowledge in the structural, legislative and regulatory framework for administering university education in Kenya.
4. Have good understanding of governance structures, strategic planning and Vision 2030.

How to apply:

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address applications.dvcesa@kemu.ac.ke
2. Three hard copies marked as per the position should be sent to:

Chairperson of University Council
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

To be received on or before **13th September 2024**. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to bring the following:

1. Tax Compliance Certificate from Kenya Revenue Authority;
2. Higher Education Loans Board;
3. Ethics and Anti-Corruption Commission;
4. Credit Reference Bureau;
5. Certificate of Good Conduct from Criminal Investigation Department;
6. 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 of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.