



KISII UNIVERSITY OFFICE OF THE VICE CHANCELLOR VACANCY ADVERTISEMENT

Kisii University invites applications from suitably qualified candidates for the following positions:

1. Registrar (Administration, Human Resource and Central Services), Grade 15
2. Registrar (Academic Affairs), Grade 15
3. Registrar (Research, Innovation and Resource Mobilization), Grade 15

REGISTRAR (ADMINISTRATION, HUMAN RESOURCE AND CENTRAL SERVICES), GRADE 15, REF. NO: KSU/R(AHRCS)/01/2024

Basic Salary: Kes. 209, 694 – 283,087 per month

House Allowance: Kes. 73,715 per month

All other benefits will be as provided in the terms of service applicable for the position.

Duties and responsibilities:

Under the general direction of the Deputy Vice-Chancellor (Administration, Planning and Finance), the Registrar (Administration) shall have the following duties and responsibilities:

- a) working in partnership with academic and administrative units of the University in identification, recruitment, training, performance management of staff;
- b) implementation and application of the University's human resource development and management policies and strategy;
- c) implementation, application and review of the University's policies on employment and employee relations;
- d) overseeing the following operations in the University in coordination with its Schools, Campuses and Departments:
 - (i) selection and recruitment of employees;
 - (ii) induction and orientation of new employees, training and development of employees;
 - (iii) remuneration and employees' terms of service;
 - (iv) managing employee benefits;
 - (v) employee relations and welfare;
 - (vi) management of leave and employee records;

- (vii) discipline of employees; and
- (viii) payroll management;
- e) ensuring adherence to University rules and regulations;
- f) enforcement of University policies on human resource;
- g) coordinating management and provision of central services that include accommodation, estates, farm, transport and catering;
- h) safe custody of administrative University records; and
- i) undertaking such other responsibilities as shall be assigned by the Deputy Vice-Chancellor (Administration, Planning and Finance).

Academic and Professional Requirements and Experience

For appointment to the position of Registrar (Administration), one must meet the following requirements:

1. PhD in administration, public administration, human resource management, business administration, communication, educational communication, project planning, education or any other related, relevant field from a university recognized in Kenya
2. Certified Public Secretary (K)
3. Twelve years' administrative experience, 3 of which should have been at Deputy Registrar or its equivalent;
4. Evidence of outstanding professional competence in administration and management;
5. Evidence of administrative skills in organization, communication, time management and customer care;
6. Be computer literate;
7. Attendance of a management course lasting at least four weeks
8. Membership in good standing to a relevant professional body(ies) will be an added advantage.



REGISTRAR (ACADEMIC AFFAIRS), GRADE 15, REF. NO: KSU/RAA/02/2024

Basic Salary: Kes. 209,694 – 283,087/= per month

House Allowance: Kes. 73,715 per month

All other benefits will be as provided in the terms of service applicable for the position.

Duties and responsibilities

Under the general direction of the Deputy Vice-Chancellor (Academic, Research and Student Affairs), the Registrar (Academic Affairs) shall have the following duties and responsibilities:

- a) overseeing the promulgation, consistent application and compliance with policies relating to:
 - (i) development, review and delivery of curricula;
 - (ii) admission and enrolment of students;
 - (iii) course requirements;
 - (iv) teaching and learning;
 - (v) academic staff development;
 - (vi) examinations;
 - (vii) quality assurance;
 - (viii) student discipline and grievances;
 - (ix) setting of tuition fees;
 - (x) student financial aid;
 - (xi) students' records management; and
 - (xii) all other matters concerning administration of academic services.
- b) safe custody and stewardship of student academic records, and coordination services in the areas relating to course information, new semester registrations, the University calendar, academic timetabling and course scheduling, student progression, certification of enrolment and degrees awarded, administration of examinations, and protection and the release of academic transcripts and degree or diploma certificates;
- c) communication of policy matters and important decisions made by the Council and the Senate to all students and academic staff, as may be appropriate, and the publication of the Academic Calendar and the Academic Almanac and communication thereof to students and staff;
- d) preparation, implementation and review of the respective department's strategic plan and annual work plan;
- e) conducting annual appraisal of members of staff in the department;
- f) preparing the department's annual budget and procurement plan; and
- g) undertaking such other responsibilities as shall be assigned by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

Academic and Professional Requirements and Experience

For appointment to the position of Registrar (Academic Affairs) one must meet the following requirements:

1. PhD degree from a university recognized in Kenya;
2. Be at the rank of Associate Professor and above;
3. Must have worked as Department Chair, Dean or Director in a university;
4. Must be conversant with the running of academic affairs in a university;
5. Should be conversant with modern management techniques and be computer literate;
6. Demonstrate ability and leadership skills to effectively coordinate the academic and administrative functions of the University;
7. Demonstrate knowledge of strategic planning in educational development;
8. Proven capacity to promote learning, teaching, research and development in a modern university set up; and
9. Demonstrate knowledge of laws and policies governing education.



REGISTRAR (RESEARCH, EXTENSION, INNOVATION AND RESOURCE MOBILIZATION), GRADE 15: REF. NO: KSU/R(REIRM)

/03/2024

Basic Salary: Kes. 209,694 – 283,087 per moth

House Allowance: Kes. 73,715

All other benefits will be as provided in the terms of service applicable for the position.

Duties and responsibilities

Under the general direction of the Deputy Vice-Chancellor (Academic, Research and Student Affairs), the Registrar (Research, Extension, Innovation and Resource Mobilization) shall have the following duties and responsibilities:

- a) setting policies to shape the University's research, extension, innovation, resource mobilization and linkages agenda;
- b) facilitating the transfer of the University's innovation into the public domain while protecting the University's intellectual property rights and interests;
- c) overseeing the preparation and implementation of University resource mobilization policy;
- d) promotion and implementation of policies and strategies on sponsored research and coordination of research, linkages and innovation activities in the University including:
 - (i) research management and support;
 - (ii) communication and publication of research findings by University's scholars;
 - (iii) research ethics management, technology transfer and innovation;
 - (iv) commercialization and entrepreneurship of research; and
 - (v) fundraising for research from industry and other external organizations;
- e) safe custody of the University's research, repository and ensuring that an e-Research and learning repository is created, and maintained in the library, and is kept up-to-date;
- f) ensuring that operational research management plans are prepared and submitted for review by the Research and Innovation Board;
- g) ensuring that strategic plans for research in the University are prepared and submitted for review by the Research and Innovation Board;
- h) preparation of the annual research budgets and submitting them for review by the Research and Innovation Board;
- i) developing and applying metrics for measuring research performance by individuals, Schools and the University as a whole;
- j) ensuring that applications for internal research grants are processed in a timely manner and presented for review and evaluation, and award of grants to successful applicants by the Research and Innovation Board, in accordance with approved procedures and policies;
- k) ensuring that annual research reports are prepared and submitted to the Council in a timely manner;

- l) providing advice and support in the protection and development of intellectual property arising out of the University's research and innovation activities;
- m) providing advice and support in the protection and development of intellectual property arising out of the University's research and innovation activities;
- n) continually reviewing the University regulations on research policies, resources and services to ensure that they reflect the changing needs of the University and its sponsors and submit proposals to the Board of Research and Innovation;
- o) serving as the secretary of the Universities' Board of Research and Innovation;
- p) coordinating all research, extension, resource mobilization and linkages in the University;
- q) preparing, implementing and reviewing the department's strategic plan and annual work plan;
- r) conducting annual appraisal of members of staff in the department;
- s) preparing the department's annual budget and procurement plan; and
- t) undertaking such other responsibilities as shall be assigned by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

Academic and Professional Requirements and Experience

For appointment to the position of Registrar (Research, Innovation and Resource Mobilization) one must meet the following requirements:

1. PhD degree from a university recognized in Kenya;
2. Be at the rank of at least Associate Professor;
3. Proven track record in promoting learning, teaching, research and development on a university;
4. Evidence of publications in refereed journals and published works;
5. Strong analytical skills;
6. Advanced computer literacy skills;
7. Demonstrate experience in writing research proposals, developing fundable proposals and good document/editing skills; and
8. Knowledge of national laws and policies governing education.



HOW TO APPLY

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and email contacts.
2. Applicants should state their current designation, salary, and other benefits attached to those positions.
3. Applicants should meet requirements of chapter six of the Constitution:
 - (a) Kenya Revenue Authority
 - (b) Higher Education Loans Board
 - (c) Ethics and Anti-corruption Commission
 - (d) Criminal Investigation Department
 - (e) Credit Reference Bureau
- (f) Applications should be addressed to: Chair of Council, Kisii University, P.O. Box 408-40200, KISII
- (g) Electronic applications should be sent as one PDF file to: vc@kisiiversity.ac.ke

CLOSING DATE: Wednesday 27th February, 2024 at 5pm

**THE CHAIRPERSON OF COUNCIL,
KISII UNIVERSITY,
P.O BOX 408-0200
KISII**

Kisii University is an equal opportunity employer. Women and persons living with disability are encouraged to apply. Only shortlisted candidates will be contacted.



