

## **JOB RE-ADVERTISEMENT**

### **RECRUITMENT OF DEPUTY VICE CHANCELLOR – FINANCE, ADMINISTRATION & PLANNING**

#### **DAYSTAR UNIVERSITY**

**Advertisement Date: May 17, 2019**

**Application Deadline: May 31, 2019**

## **DEPUTY VICE CHANCELLOR (DVC) FINANCE, ADMINISTRATION & PLANNING**

Reporting to the Vice Chancellor, this position is charge of overall implementation of Strategy and Policies for the attainment of the University's Vision and Mission in the areas of Finance, Administration and Planning.

### **Key responsibilities include:**

Based on the Charter and Statutes of Daystar University, the responsibilities are: -

- Management and implementation of Finance, Human Resource, Assets and Development Plans;
- Expected to coordinate and oversee the procurement process;
- In charge of designing, modeling and managing long-term financial and physical plans;
- In charge of optimal utilization and investments of the University's resources;
- In charge of managing the budgeting process;
- Responsible for maintenance of buildings and other properties;
- Exercise control over security services;
- Provision of accurate financial reports and information to support decision making;
- Review academic and administrative staff establishments;
- Develop and implement appropriate finance and administrative management policies and procedures in conformity with existing Kenyan law and relevant regulations; and
- Carry out other duties and responsibilities as may be delegated by the Vice Chancellor.

**Candidate should have the following requirements: -**

### **Academic & professional Qualifications:**

- Holder of an earned Doctorate Degree or equivalent qualification from a recognized University in Kenya;
- Master's degree in Finance and or Business Administration;
- Graduate qualification in Management will be an added advantage;

### **Management & Academic Experience:**

- Be at the rank of Senior Lecturer / Associate Professor / Professor and a holder of an earned Doctorate degree or equivalent qualification from a University recognized in Kenya;
- Possess thorough knowledge of the structural, legislative and regulatory framework for administering University education in Kenya;
- Have at least 10 years of hands-on experience at a senior level in a University or equivalent institution with demonstrable leadership and management capacity;
- Have experience and thorough knowledge of financial and human resource management;
- Have demonstrable experience in development and implementation of University policies and guidelines in procurement, finance, administration, human resource and planning;
- Have a post graduate qualification in Management;
- Be an accomplished scholar with proven track record in research and publication in peer reviewed journals, monographs and books;
- Possess experience in designing and managing academic programmes, supervising and mentoring Masters and PhD students;
- Have demonstrable experience in coordinating the activities of business units;
- Possess sufficient experience in networking, fundraising and resource mobilization;
- Have demonstrable experience in transformative and strategic leadership;
- Have demonstrable growth in the entity the applicant is leading now;
- Demonstrable evidence of being a great team player at a senior management level, preferably within a University set up.