



KISII UNIVERSITY OFFICE OF THE VICE CHANCELLOR

JOB VANCANCY

Kisii University, a leading public institution situated in south-western Kenya obtained its University Charter in 2013 under the Universities' Act 2012. To enhance dynamic, strategic and transformative leadership critical to the growth of university, the University Council invites applications from suitably qualified and experienced persons with excellent credentials and requisite competencies to fill this position.

REGISTRAR (ADMINISTRATION) - REF. NO: KSU/RA/04/2018

The Registrar Administration shall be answerable to Deputy Vice Chancellor (Administration, Planning and Finance) and responsible for general administrative matters and services.

Job Requirements:

The ideal candidate should possess the following qualifications and competencies:

- i. Must have a minimum of Masters Degree in MBA specialized in Human Resource Management with over 10 years work experience, preferably in a University setting. PhD Qualification in Human Resource Management or related field, with 5 years work experience would be an added advantage.
- ii. Be a member of the Institute of Human Resource Management (IHRM) with a valid practicing license.
- iii. Be a CPS (K) or have equivalent professional qualification.
- iv. Must have a minimum of five (5) years' experience as Deputy Registrar (Administration): preferably in a University setting or similar position in related institution.
- v. Must be conversant with modern management techniques including knowledge/experience of Enterprise Resource Planning System in a University setting with specific focus on Management Information System.
- vi. Be familiar with all matters in human resource, planning and acquisition, talent management, succession planning, training and development.
- vii. Be familiar with finance and performance management as applicable in a University setting.
- viii. Must show ability to demonstrate progressive leadership experience in modern Electronic Academic Record storage and delivery System.
- ix. Demonstrate ability and leadership skills to effectively co-ordinate the administrative functions of University
- x. Excellent interpersonal relations, communication and negotiation skills
- xi. Be conversant with the current Labour Laws
- xii. Be of highest ethical standards, integrity, accountability and professionalism

Duties and Responsibilities

- i. Responsible for management and administration activities (HR and Assets Resources) of the University, staff welfare, appointment/promotions, Council and University Management Board matters, staff discipline, Collective Bargaining Agreement (CBAs) among others.
- ii. Advise the University Management Board on all matters concerning the administration and management of the University.
- iii. Responsible for the formulation and the implementation of the Policies, Divisional work Plan and the University Strategic Plan.
- iv. Any other duties that will be assigned to him/ her.

Terms and Conditions of service

- i. The appointment will be on permanent and pensionable terms
- ii. The successful candidate will be offered competitive remuneration package including house allowance and other benefits in accordance with the Government of Kenya public service guidelines

General Requirements

All applicants must satisfy the requirements of chapter six of the Constitution of Kenya, 2010 by obtaining clearance from the following Government agencies:

- i. Higher Education Loans Board (HELB)
- ii. Ethics and Anti-Corruption Commission (EACC)
- iii. Kenya Revenue Authority (KRA)
- iv. Credit Reference Bureau (CRB)
- v. Commission for University Education (CUE)
- vi. National Police Service (NPS) for current certificate of good conduct

Mode of Application

Applicants must submit ten (10) copies of application giving details of age, educational and professional qualifications, detailed work experience, present job and salary, telephone number and e-mail address. Enclose relevant certified copies of certificates and testimonials giving names and addresses of three (3) referees who are knowledgeable about the applicant's competence and areas of specialization, accompanied by a detailed Curriculum Vitae and a copy of most recent letter of appointment. Applicants should request their referees to write directly to the undersigned. The soft and hard copies of application and information from referees should reach the undersigned not later than **6th August, 2018** Kindly indicate the Job Title and Reference Number on the face of the envelope.

**THE CHAIRMAN OF COUNCIL,
KISII UNIVERSITY,
P. O. BOX 408-40200
KISII, KENYA**

**E-mail: chairmancouncil@kisiuni.ac.ke
Website: www.kisiuni.ac.ke**

Kisii University is an equal opportunity employer