



DECLARATION OF VACANCIES

Egerton University was founded in 1939 as Egerton Farm School and was upgraded to an Agricultural College in 1950. In 1986, the Agricultural College became a constituent College of the University of Nairobi. It was elevated to a University in 1987 through an Act of Parliament. Since its inception, the University has registered significant expansion in student numbers, academic programmes and physical facilities. Currently the University has a student population of over 16,000 and a staff number of 1,291 and consists of two (2) campuses. Njoro Main Campus and Nakuru City Campus College.

Egerton University invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following posts.

OFFICE OF THE VICE-CHANCELLOR

AUDIT DEPARTMENT

RE-ADVERTISEMENT

1. Chief Internal Auditor Grade 15 (1 Post) - EU/VC/2024 - 1001

The Chief Internal Auditor reports to the Vice-Chancellor and will head the Department of Internal Audit. Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Must have a Master's degree in Finance or a related field
- (ii) Must have a Bachelor's degree in Finance or related field.
- (iii) Must be a Certified Public Accountant and Certified Internal Auditor or their equivalent, and be a Certified Information Systems Auditor (CISA).
- (iv) Must be conversant with relevant auditing computer packages such as SAGE ACCPAC.

- (v) Must have at least ten (10) years of experience in Audit work, five (5) of which must be at senior levels.
- (vi) Must be a member of a relevant professional body and in good standing.
- (vii) Must meet the requirements of Chapter six (6) of the Constitution (**documents will be required for those shortlisted**).

The successful candidate will perform the following audit duties and responsibilities:

- i. Undertake audit duties in the University.
- ii. Prepare workable audit programs and audit policies.
- iii. Supervise, direct and provide team leadership to internal auditors.
- iv. Prepare periodic audit reports for the University Management and University Council.

Terms

Terms and conditions of service will be as provided for in the approved terms and conditions of service for the position. The Chief Internal Auditor position is a **five (5) year** contract and will be eligible for renewal once based on satisfactory performance.

PROCUREMENT DEPARTMENT

RE-ADVERTISEMENT

2. Chief Procurement Officer Grade 15 (1 Post) - EU/VC/2024 - 1002

The Chief Procurement Officer/ Procurement Manager will direct and coordinate all aspects of the University's Procurement, Accounts Payable, and University Services functions. He/ she will operationalize policies procedures, and objectives of the University's procurement activities in accordance with the Public Procurement and Assets Disposal Act (2015) and PPAD Regulations (2020) and other applicable guidelines as provided by the law.

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Must have Master's degree in Procurement and Supply Chain Management OR related field.

- (ii) Must have a Bachelor's degree in Procurement and Supply Chain Management OR related field.
 - (iii) Must have at least ten (10) years' relevant work experience in procurement and supply chain management, five (5) of which must be at senior levels.
 - (iv) Must be a Certified Procurement and Supply Professional (CPSP-K) or its equivalent.
 - (v) Must be a Member of Kenya Institute of Supplies Management in good standing
 - (vi) Must be a licensed procurement and supply chain management practitioner
 - (vii) Must be computer literate and proficient in relevant software.
3. Must meet the requirements of Chapter six (6) of the Constitution (documents will be required for those shortlisted).

Duties and Responsibilities of the Head of Procurement Function

- i. Planning and coordinating the activities of the Procurement Unit and managing the development and implementation of the procurement plan in the University.
- ii. Providing inputs for the preparation of the annual budget.
- iii. Receiving procurement requests from originating officers, ensuring that the proposed procurement is within the approved procurement plan, and that budgeted funds are available prior to commencement of the procurement proceedings.
- iv. Coordinating the preparation of specifications, terms of reference, shortlists or advertisements, and pre-qualification, tender or request for quotation documents, and where so required, submission of tender documentation for evaluation prior to issue.
- v. Arranging the publication of advertisements and notices of contracts.
- vi. Coordinating the process of opening of tenders and quotations and ensuring the preparation of formal records of tender or quotation opening in accordance with the Public Procurement and Asset Disposal Act (2015), and Regulations (2020).
- vii. Preparing submissions for approval of the award by the Vice-Chancellor in accordance with the Public Procurement and Asset Disposal Act (2015), and Regulations (2020).
- viii. Maintaining and updating the database of suppliers.
- ix. Negotiating with consultants, where necessary or with other tenderers where expressly permitted, in the Public Procurement and Asset Disposal Act (2015), and Regulations (2020).

- x. Preparing notification of awards and contracts.
- xi. Preparing Contract Documents and Purchase Orders, in line with award decisions
- xii. Maintaining procurement records in accordance with the Public Procurement and Asset Disposal Act (2015) and Regulations (2020)
- xiii. Advising the University management on the following:
 - a. Reliability of suppliers based on past dealings with them
 - b. Ability of suppliers to provide credit to the University where necessary
 - c. Ability of suppliers to give warranties where applicable.

Terms

The incumbent shall hold office on a contract period of **five (5) years** and will be eligible for reappointment for a further one term in accordance with terms and conditions of service as approved by the Council from time to time.

RE-ADVERTISEMENT

3. Deputy Chief Procurement Officer Grade 14 (1 Post) - EU/VC/2024 – 1003

The Deputy Chief Procurement Officer will deputize the Chief Procurement Officer.

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Must have earned Bachelor's and Master's degrees in Procurement and Supplies Management OR equivalent degrees from accredited institution(s)
- (ii) Must have at least five (5) years' experience at senior procurement position directly related to the duties and responsibilities specified.
- (iii) Must be a member of Kenya Institute of Supplies Management
- (iv) Must be Computer literate
- (v) Must meet the requirements of Chapter six (6) of the Constitution (**documents will be required for those shortlisted**).

LEGAL OFFICE

RE-ADVERTISEMENT

4. Senior Legal Officer Grade 13 (1 Post) - EU/VC/2024-1004

Applicants **MUST** have the following academic/professional qualifications and requirements

- i. Must have a Master's degree in Law (LLM) from a recognized University.
- ii. Must have a Bachelor's degree in Law (LLB) from a recognized University.
- iii. Must have a Post Graduate Diploma from the Kenya School of Law
- iv. Must be an active member of the Law Society of Kenya and in good standing
- v. Must be a Certified Public Secretary (K)
- vi. Must be an Advocate of the High Court of Kenya with a valid practicing certificate.
- vii. Must have at least ten (10) years working experience, five (5) of which must be at senior level.
- viii. Must meet the requirements of Chapter six (6) of the Constitution (documents will be required for those shortlisted).

Duties and Responsibilities

- i. Check for activities in the legislative environment that have an impact on the University's operations.
- ii. Prepare and draft amendments to legislations affecting the University.
- iii. Prepare the University's comments and feedback on the proposed legislation.
- iv. Participate in public forums where legislations affecting the University are being discussed.
- v. Develop the annual compliance work plan that reflects the university's unique characteristics.
- vi. Regularly review the compliance plan in the context of the regulatory changes.
- vii. Prepare and present compliance reports to the Board and the management committee.
- viii. Liaise with the relevant regulators and government agencies on compliance issues affecting the University.
- ix. Coordinate internal compliance review and monitor the activities,

- x. Participate in negotiations, drafting and reviewing of commercial contracts and ensuring they are duly executed.
- xi. Draft legal opinions and maintain a database.
- xii. Conduct legal research and analysis on various areas of law.
- xiii. Conduct due diligence on conveyancing transactions and prepare /draft Leases in liaison with the University's external lawyers.
- xiv. Ensure the University's transactions comply with corporate and industry laws and regulations.
- xv. Examine legal issues related to new products and services
- xvi. Handle litigation and disputes involving the University.
- xvii. Prosecute and defend legal cases on behalf of the University.
- xviii. Monitor compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes, prosecutions and disputes.
- xix. Liaise with external lawyers on court cases involving the University.
- xx. Provide legal opinions on issues affecting the University
- xxi. Attend to all legal matters of the University including advising, vetting and drafting of legal agreements and contracts.
- xxii. Represent the University in courts (Superior and Subordinate Courts), tribunals, and before government agencies.
- xxiii. Conducting pre-trial briefings and site visits in order to be fully appraised of matters and prepare litigation strategies.
- xxiv. Communicate with colleagues, judicial officers, investigative agencies, licensing authorities and others in matters allocated to them.
- xxv. Engage in amicable settlement of disputes and complaints and follow up on their resolutions.
- xxvi. Oversee the work of support staff, under his/her docket to enable efficient delivery of services.
- xxvii. Provide guidance, advice, legal awareness and/or training and educational programs, to improve business understanding of related laws and regulatory requirements and contractual matters as may be required.

- xxviii. Prepare reports and maintain the records of the University with respect to the department to enable monitoring and reporting to the management.
- xxix. Liaise with external lawyers on court cases and monitor compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes, prosecutions and disputes.

DIRECTORATE OF MARKETING AND RESOURCE MOBILISATION

5. Communications Manager Grade 12 (1 post) - EU/VC/2024 – 1005

Applicants **MUST** have the following academic/professional qualifications and requirements:

- i) Must have a Master’s degree in communication or related field
- ii) Must have a Bachelor’s degree in communication or related field.
- iii) Must have seven (7) years relevant work experience, two (2) of which must be at middle management level
- iv) Must have a relevant professional qualification in communication or public relations
- v) Must be a member of a relevant professional body and in good standing.
- vi) Must be computer literate
- vii) Must meet the requirements of Chapter six (6) of the Constitution (documents will be required for those shortlisted).

Duties and Responsibilities:

- i. Enhance internal and external communication
- ii. Market and publicize the University through print, electronic and data media
- iii. Develop and deploy Egerton University website content
- iv. Manage access to information enquiries, requests, feedback and complaints

DIVISION OF ACADEMIC, RESEARCH AND EXTENSION

RE-ADVERTISEMENT

6. Director (Research and Extension) Grade 15 (1 post) - EU/ARE/2024 - 1005

Egerton University is a public University which aspires to be a World Class University for the advancement of humanity. To strengthen its Research and Extension portfolio, the University wishes to recruit a suitable applicant for the position of Director, Research and Extension. The successful candidate will be expected to play a leading role in the implementation of the envisaged transformation process, mainly in the research, extension and consultancy functions of the University.

Applicants **MUST** have the following academic/professional qualifications and requirements:

- i. Must be a Professor or Associate Professor of the University with at least eight (8) years of experience in a senior academic, research and management position or with proven experience in executive leadership position in an institution of comparable status or with proven experience in leading multidisciplinary and international research programmes.
- ii. Must have extensive experience in research leadership that will stimulate the realization of the University Vision.
- iii. Must demonstrate experience in networking, fundraising and resource mobilization including harnessing research and development grants.
- iv. Must have ability and leadership skills to effectively coordinate the research, extension and consultancy functions in the University.
- v. Must be an accomplished scholar with proven track record in supervising and mentoring Master and PhD students.
- vi. Must have a proven track record of research and publications in peer reviewed journals, monographs and books.
- vii. Must meet the requirements of Chapter six (6) of the Constitution (documents will be required for those shortlisted).

Duties and Responsibilities

The Director (Research and Extension) will assist the Deputy Vice-Chancellor (Academic Research and Extension) in the day to day running of the Research, Extension and Consultancy functions of the University. His/her specific responsibilities will include:

- i. Providing leadership, guidance, and direction in the division;

- ii. Developing, implementing and monitoring the strategic plan of the University
- iii. Developing and implementing research, extension and consultancy plans and policies, to ensure efficient performance and delivery of services in line with the University's strategic plan and performance contracting.
- iv. Mobilize and solicit financial support for research and community extension through fundraising activities from industry and donor organizations.
- v. Maintain collaboration and linkages with both local and international institutions of higher learning for academic research and innovation programmes.
- vi. Coordinating the design, implementation, maintenance and development of appropriate policies, procedures and systems, and activities stipulated in the performance contract.
- vii. Management of research, extension and consultancy services and production of extension education materials
- viii. Training and development of staff in research and project management.
- ix. Coordination of seminars, workshops, exhibitions, conferences and symposia.
- x. Ensuring that performance contract reports are submitted to the relevant authorities within the stipulated period.

Terms and Conditions of Service

The post of Director (Research and Extension) is a **five-year (5) contract** and will be eligible for renewal once based on satisfactory performance. The position carries a competitive remuneration package, terms and benefits. The entry point will depend on qualifications and experience.

DIVISION OF ADMINISTRATION, FINANCE AND PLANNING

RE-ADVERTISEMENT

7. Registrar (Human Capital and Administration) Grade 15 (1 Post) -EU/AFP/2024 - 1007

Applicants **MUST** have the following academic/professional qualifications and requirements:

- (i) Must have earned PhD degree in Human Resource Management OR related field
- (ii) Must be CHRP or relevant professional qualification.
- (iii) Must possess CPS (K)

- (iv) Must be a licensed human resource practitioner.
- (v) Must be a member of a relevant professional.
- (vi) Must have **ten (10) years** administrative experience, five (5) of which must be at senior level.
- v) Must be computer literate.
- vi) Must meet the requirements of Chapter six (6) of the Constitution (documents will be required for those shortlisted).

Duties and Responsibilities

The Registrar, Human Capital and Administration shall:

- i. Report to the Deputy Vice-Chancellor (Administration, Finance and Planning) and be responsible for all human resource and administration matters of the University.
- ii. Be the head of the Administration Department and responsible for efficient management of Human Resource and utilization of resources in the Department.
- iii. Facilitate implementation of Human Resources policies in the University.
- iv. Be the Secretary of the University Management Board (UMB) responsible to the Vice Chancellor.
- v. Advise top management on formulation and evaluation of human resource programmes, policies and procedures.
- vi. Coordinate training and development programmes of staff in the University and ensure their implementation.
- vii. Provide secretariat services to Standing Committees of Council and UMB Sub-committees.
- viii. Prepare management briefs for the Vice-Chancellor on policy and management matters.
- ix. Coordinate implementation and management of human resource policies and matters related but not limited to recruitment, training, discipline, industrial relations, registries and records, terms and conditions of service, schemes of service and collective bargaining agreements.
- x. Provide advice to heads of Departments regarding manpower planning, job analysis, design, recruitment and selection of staff.
- xi. Ensure processing of staff engagement/disengagement is done in accordance with the approved policies.

- xii. Coordinate all administration functions in the University including performance contracting, ISO, staff performance appraisal and Human Resources Information Systems.
- xiii. Ensure proper health and safety working conditions as provided for in applicable laws.
- xiv. Perform any other duties assigned by the Deputy Vice-Chancellor (AFP) from time to time or any other officer authorized by the Vice-Chancellor.

Terms of service

The incumbent shall hold office on a contract period of **five (5) years** and will be eligible for reappointment for a further one term subject to satisfactory performance in accordance with terms and conditions of service as approved by the Council from time to time.

8. Chief Finance Officer Grade 15 (1 Post) - EU/AFP/2024 – 1008

Applicants **MUST** have the following academic/professional qualifications and requirements:

- i) Must have a Master's degree in finance or related field
- ii) Must have a Bachelor's degree in finance or related field.
- iii) Must be Certified Public Accountant (CPA -K) or its equivalent
- iv) Must be a member of a relevant professional body and in good standing.
- v) Must have ten (10) years relevant work experience, five (5) of which must be at senior level
- vi) Must be computer literate
- vii) Meet the requirements of Chapter six (6) of the Constitution (**documents will be required for those shortlisted**).

Duties and Responsibilities:

- i. In-Charge of the department.
- ii. Responsible for effective co-ordination and implementation of all financial policies.
- iii. Responsible for adherence to the International Financial Reporting Standards (IFRS).
- iv. Liaise with government and other agencies on all University financial matters.

- v. In-Charge of financial and personnel matters in the department
- vi. Responsible for the coordination and generation of financial reports
- vii. Responsible for compliance with all relevant laws on financial matters.
- viii. Ensure the maintenance of effective accounting systems in the university in line with the Generally Accepted Accounting Principles (GAAP).
- ix. Responsible for formulation and implementation of the departmental strategic plan.
- x. Responsible for the submission of the university budget to university council and the government.
- xi. Responsible for the submission of the university end of year financial statements and accounts to university council and Kenya National Audit.
- xii. Advise University Management and Council on all financial matters.
- xiii. Perform any other duties as may be assigned.

Terms

The incumbent shall hold office on a contract period of **five (5) years** and eligible for reappointment for a further one term subject to satisfactory performance in accordance with terms and conditions of service as approved by the Council from time to time.

9. Director ICT Grade 15 (1 Post) - EU/AFP/2024 - 1009

The overall responsibility of the ICT Director is to organize and run the operations of information and communication technology to the ICT department so as to offer effective, professional and customer-oriented service to the University and related stakeholders.

Applicants **MUST** have the following academic/professional qualifications and requirements:

- i) Must have a Master's degree in ICT or related field from a recognized institution.
- ii) Must have a Bachelor's degree in ICT or related field from a recognized institution.
- iii) Must have professional ICT qualifications such as Cisco Certified Network Associate (CCNA) or equivalent.
- iv) Must have at least ten (10) years' relevant work experience, of which five (5) must be at senior level.
- v) Must be a member of a relevant professional body in good standing.

- vi) Must meet the requirements of Chapter six (6) of the Constitution (**documents will be required for those shortlisted**).

Duties and Responsibilities:

- i) In Charge of the ICT department
- ii) To develop and implement ICT objectives, strategies and operational plans in tandem with the University Strategic Plan.
- iii) Overseeing the successful implementation of all ICT projects and ensuring that the inherent risks are effectively managed.
- iv) Coordinating the design/development and implementation of computer disaster recovery procedures to minimize on loss of data/or systems and enhanced data protection and privacy
- v) Formulating, implementing coordinating, monitoring and evaluating of ICT Policies, strategies and programmes in the organization.
- vi) Ensure timely implementation of ICT standards in line with the needs of the University
- vii) Managing ICT and systems security in line with ICT security policies, standards procedures and common practices.
- viii) Ensuring systems availability, optimum functionalities in the University.
- ix) Ensuring timely implementation and effective maintenance of ICT systems in the University
- x) Identifying and coordinating IT user training needs for both faculty, support staff and students and advice the University Management accordingly.
- xi) Provide technical guidance and advice in the procurement of ICT hardware and software goods and services.
- xii) Server installation, administration and maintenance.
- xiii) Updating and preparing operating manuals.
- xiv) Keep abreast with new and emerging issues in ICT and advice the University Management accordingly.
- xv) Prepare ICT quarterly status reports and ensure professional standards are observed
- xvi) Communication and feedback with ICT service providers and vendors on behalf of the university.
- xvii) Oversee staff matters in the department

xviii) Any other duties that may be assigned by the immediate supervisor.

10. Estates Manager Grade 13 (1 Post) - EU/AFP/2024 - 1010

Applicants **MUST** have the following academic/professional qualifications and requirements:

- i) Must have a Master's degree in Land Economics or relevant field
- ii) Must have a Bachelor's degree in Land Economics or relevant field
- iii) Must have at least seven (7) years' relevant work experience, two (2) of which must be in middle level management.
- iv) Be a member of a relevant professional body in good standing
- v) Be Computer literate
- vi) Must meet the requirements of Chapter six (6) of the Constitution (**documents will be required for those shortlisted**).

Duties and responsibilities:

- i) In-Charge of the Estates Department
- ii) Responsible for maintenance of the University plants, properties and equipment
- iii) Administer approved University plans and policies affecting land use, zoning, public utilities, community facilities and housing
- iv) Preparing and submitting plant, property and equipment quarterly reports to the University Management.
- v) Monitoring and reporting on the performance of estates activities by contractors.
- vi) Ensuring proper, adequate installation and maintenance of Fire Extinguishers and other emergency response equipment.
- vii) Advise the University Management on the physical development of the University
- viii) Formulate and submit policy proposals on physical infrastructure and development of the University.

- ix) Setting internal environmental standards and procedures for the University in consultation with the relevant government bodies.
- x) Oversee maintenance work for the staff quarters
- xi) Preparation and control of estates budget
- xii) Formulation of the department Strategic Plan
- xiii) Overseeing staff matters in the department
- xiv) Any other duty as may be assigned.

11. Transport Officer Grade 12 (1 Post) EU/AFP/2024-1011

Applicants **MUST** have the following academic/professional qualifications and requirements:

- i. Bachelor’s degree in Mechanical Engineering or related field
- ii. At least seven (7) years relevant working experience, two (2) of which must be at middle level management.
- iii. A Master’s degree in the relevant field is an added advantage
- iv. Must have a valid driving license for all classes.
- v. Must have a Defensive Driving certificate from a recognized institution;
- vi. Must possess an Occupational Trade Test I for Drivers and Certificate in Institutional Driving
- vii. Must be computer literate
- viii. Must meet the requirements of Chapter six (6) of the Constitution (documents will be required for those shortlisted).**

Duties and Responsibilities

- i. Overall Management of the Transport Department of the University
- ii. Diagnosing mechanical problems of University vehicles and advising on repairs required
- iii. Maintaining all motor vehicles in serviceable condition and facilitating minor repairs;
- iv. Maintenance of all vehicle records, correct entries and update on vehicle logbooks, other office documentation and status of licenses and insurance policies;
- v. Renewal of motor vehicle Insurance covers and other road licenses;
- vi. Maintenance and enforcement of service schedules for all the vehicles in the University

- vii. Participate in development and implementation of the annual Transport operations, maintenance plan and drivers leave plans;
- viii. Reconciliation of motor vehicle work tickets and the tracking system; supervise vehicle online tracking, monitor vehicle movement and trace violations with possible corrective action;
- ix. Fuel and mileage monitoring to identify areas of high and low fuel efficiency for targeted action;
- x. Reporting of vehicle accidents and mishandling by all authorized drivers;
- xi. Maximization and efficient use of the outsourced transport for logistical operations;
- xii. Ensure all vehicle cleaning vouchers issued are recorded in the motor vehicles cleaning vouchers register for all vehicles cleaned;
- xiii. Supervision of all University drivers; workforce development, coaching and discipline management;
- xiv. Annual appraisal of drivers;
- xv. Vehicle inspection and handover by drivers before they proceed on leave or any trip; and
- xvi. Submission of quarterly and annual reports on the management of Egerton University transport system.

SALARY SCALE

Chief Internal Auditor Grade 15	-	Kshs.209,694.00 to Kshs. 283,087.00
Chief Procurement Officer Grade 15	-	Kshs.209,694.00 to Kshs. 283,087.00
Director (Research & Extension) Grade 15-		Kshs.209,694.00 to Kshs. 283,087.00
Registrar (HCA) Grade 15	-	Kshs.209,694.00 to Kshs. 283,087.00
Chief Finance Officer Grade 15	-	Kshs.209,694.00 to Kshs. 283,087.00
Director ICT Grade 15	-	Kshs.209,694.00 to Kshs. 283,087.00
Deputy Chief Procurement Officer Grade 14-		Kshs.162,303.00 to Kshs. 228,848.00
Senior Legal Officer Grade 13	-	Kshs.127,116.00 to Kshs. 184,318.00
Estates Manager Grade 13	-	Kshs.127,116.00 to Kshs. 184,318.00
Transport Officer Grade 12	-	Kshs.108,714.00 to Kshs. 155,461.00
Communication Manager Grade 12	-	Kshs.108,714.00 to Kshs. 155,461.00

APPLICATION PROCEDURES

Information about the posts and mode of application can be found on the University website: <http://www.egerton.ac.ke>.

For grades 12 and 13 applications should be sent to the Vice Chancellor's Email: applications.vc@egerton.ac.ke

For grades 14 and 15, applications should sent to the Vice Chancellor's Email: applications.vc@egerton.ac.ke and copied to Chairman, Finance and Human Resources and General Purposes Committee of Council Email: chair.fhrgp@egerton.ac.ke

All application letters, academic certificates, transcripts, professional qualifications and a curriculum vitae detailing experience, current post, names and addresses of three (3) referees, one of whom should be your current supervisor/ employer quoting the reference number to be emailed to the Vice Chancellor's Email: applications.vc@egerton.ac.ke so as to reach him not later than

25th October, 2024. Only shortlisted candidates will be contacted.

Applicants are required to request their referees to email recommendation letters to the above email addresses. **Women, marginalized and persons living with disabilities are encouraged to apply. Egerton University is an equal-opportunity employer.**

No physical application will be accepted.

CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION