



UNIVERSITY OF NAIROBI

EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

CHIEF OPERATIONS OFFICER, GRADE 17; ADVERT REF AC/12/274/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 416,420 – Kshs 555,800
House Allowances: Kshs 80,000

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a Bachelor's Degree in Public Administration, Human Resource Management, Business Administration, Communication, Educational Communication, Project Planning, Education or any other related, relevant disciplines from a University recognized in Kenya;
- b) Masters degree or its equivalent in Administration, Public Administration, Human Resource Management, Business Administration, Communication, Educational Communication, Project Planning, Education or any other related, relevant disciplines
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

Experience

- a) Have thorough knowledge in the structural, legislative and regulatory framework for administering University Education in Kenya;
- b) Have at least five years of hands-on & ample industry experience at a senior level in public or private institution with demonstrable leadership, and management capacity including knowledge of public financial management and strategic people management;
- c) Have demonstrable experience in networking, fundraising, resource mobilization and institutional development.
- d) Have demonstrable ability to lead a team and utilize resources
- e) Ability to manage budgets and people.
- f) Be registered by a relevant professional body.
- g) Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity; and
- h) Have a demonstrable experience in transformative and strategic leadership.
- i) Any other duty as may be assigned by the Vice Chancellor from time to time.

Competencies and Skills

- a) Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- b) Being a visionary and result oriented thinker;
- c) Excellent organizational, interpersonal and communication skills;
- d) Capacity to work under pressure to meet strict deadlines; and
- e) Firm, fair and transparent management style.

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a. Coordination of corporate support services to divisions in a cross-cutting manner;
- b. Focal point for resource mobilization at the university;
- c. Enhancement of synergies amongst the corporate services units;
- d. Facilitation of capacity building of the corporate services units and staff;
- e. Institutionalization, strengthening and harnessing of alumni relations in a multifaceted way;
- f. Chair, Corporate support Services coordinating committee;
- g. Chair, appointments committee for Grades 11 and 12 for all administrative staff, and Grades 12 and below for all non-teaching staff in central units;
- h. Any other duties to be assigned by the Vice Chancellor.

NOTES

- 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 e-mail contacts.
- 2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, 30197, 00100, Nairobi, Kenya.
- 3. Applicants should state their current designations, salaries and other benefits attached to those designations.
- 4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
- 5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
- 6. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke.

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**