



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

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

#### **DIRECTOR, PLANNING AND PERFORMANCE MANAGEMENT, ADVERT REF GRADE: 15; AC/12/281/23 - 1 POST**

##### **Salary and benefits**

Basic Salary:	Kshs 209,694-283,087
House Allowances:	Kshs 73,715

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:**

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

##### **Experience and skills**

- 12 years administrative experience, of which 3 years should be at Deputy Registrar or equivalent.
- Have outstanding professional competence in performance management or administration.
- Administrative skills including organization, communication, time management, customer care, events management
- Computer literacy

##### **Duties and Responsibilities**

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

- Strategic planning:** Leads Strategic Planning processes and facilitates the identification of key business objectives and goals and providing leadership and technical support in planning, monitoring and evaluating programs and projects across the University
- Policy Formulation and Implementation:** Provide leadership in the formulation of public policy, standards and Frameworks within the institution;
- Monitoring, Evaluation and Reporting:** Providing expertise in monitoring and evaluation approaches and tools and how they are applied in practice and tailored for the intended purposes;
- Research:** Identify, collect and analyze credible information to make evidence-based policy, strategic,

- technical, and financial recommendations;
- e) Capacity Building and Skills Development: Provide technical expertise in planning frameworks that can be leveraged to facilitate the development and delivery of performance skills in the University;
  - f) Trends Analysis: Identify and keep pace with Industry trends that facilitate the development of informed strategic and technical direction by easily analyzing emerging trends in the higher education sector.
  - g) Accountability: Accountable for all aspects of strategic planning, Policy Formulation and Implementation, resource allocation and statistical reports production.
  - h) Any other duties as may be assigned by the Vice Chancellor from time to time.

#### **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, P.O. Box 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](mailto: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**