

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

DEPUTY DIRECTOR (PLANNING & PERFORMANCE MANAGEMENT) – AD/12/158/22 (1 POST)

The position

The position is domiciled in Administration Department. The successful candidate will be deployed to the Directorate of Planning and Performance Management. The University reserves the right to deploy anywhere within its establishment.

Job specifications

- Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Education, Educational Administration, Communication or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years administrative experience, 3 of which must be at the level of Senior Assistant Registrar Grade 13
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

Job description

- Facilitating the development, implementation and review of University Strategic Plan
- Facilitating the development, implementation and review of University Performance Contract framework
- Setting performance management and measurement standards
- Liaise with all units in the University to develop, harmonize and define performance indicators.
- Conducting negotiations, vetting and signing of Performance Agreements/Contracts
- Conducting sensitization and capacity-building programs to enhance performance
- Providing technical assistance towards improving the quality of performance indicators and targets.
- Coordinating data collection in the University
- Analysis of data to generate various periodic and non-periodic University Statistics and reports
- Advising and partnering with Units and Stakeholders with specific data management needs and initiatives.
- Any other related duties as may be assigned 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 forwarded to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-ddg14ppm@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

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

