

# KAIRUKI UNIVERSITY



## VACANCY ADVERTISEMENT

Applications are invited from suitably qualified and experienced Tanzanians to fill the position of **Deputy Vice Chancellor, Academic Affairs** at the Kairuki University (KU).

### **Summary Description:**

Responsible for advising the Vice Chancellor on all academic matters and ensuring high academic quality of the output of the University.

**Duties:** The successful candidate shall be expected to provide strategic academic leadership, plan, organize, manage and monitor the day-to-day academic, research and consultancy activities efficiently. Specifically, the successful candidate shall:

- (i) Advise the Vice Chancellor on academic, research and consultancy services.
- (ii) Advise the Vice Chancellor on recruitment and annual appraisal of academic staff.
- (iii) Chair various committees including Senate Higher Degrees, Admission, Graduation and Convocation and a member of Senate and Council.
- (iv) Maintain accurate data records and statistics related to staff and students' academic matters.
- (v) Supervise academic departments and faculties on academic matters in order to ensure efficiency and effective implementation of scholarly works.
- (vi) Assure quality assurance of all academic outputs.

### **Qualification:**

Applicants must have attained an academic rank of at least an Associate Professor, possessing a MMED and/or PhD degree (in health-related field) or an equivalent qualification from an accredited University. The applicant must have outstanding record of academic leadership, teaching, research and consultancy services. In addition, the candidate must have proven integrity and management experience in academic institutions; and must have at least five (5) years leadership as dean/director and teaching experience in a university.

### **Attributes and skills required:**

- (1) Excellent organizational skills
- (2) Strong academic leadership skills and compassion for the values and culture of the University

- (3) Strong interpersonal and communication skills
- (4) Good managerial skills, human relations, sound analytical and coordinating skills
- (5) Awareness of the Tanzania Commission for Universities operations.

**Tenure:** The Tenure of the office will be four (4) years renewable once based on performance.

**Remuneration:** Remuneration will be according to the KU salary scales and the University's policy on fringe benefits.

**Application Procedure:** Interested and qualified applicants for the above position are requested to submit an application letter, curriculum vitae with three names of his/her referees and attach copies of their certificates to: [searchcommittee@hkmu.ac.tz](mailto:searchcommittee@hkmu.ac.tz) by 3<sup>rd</sup> May 2024.

The advert can be accessed from the HKMU website: [www.hkmu.ac.tz](http://www.hkmu.ac.tz)