



# ST. PAUL'S UNIVERSITY

*Your University of Choice!*

## VACANCY

St. Paul's University is a Private, Christian, Ecumenical Institution of Higher Learning with campuses in Limuru, Nairobi and Nakuru. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have been instrumental to the growth of the university. St. Paul's University invites applications from mature Christian professionals with high ethical standing for the following position.

### DEPUTY VICE CHANCELLOR – FINANCE AND ADMINISTRATION

#### Job Objective

Reporting to the Vice-Chancellor, he/she will be responsible for the development and implementation of sound financial and administrative policies needed by the University to realize its mission, vision and strategic objectives.

#### Qualifications and Experience

The applicant must have the following qualifications and experience:

- A PhD holder and preferably an associate or full professor at a recognized University with a minimum of 7 years' experience in an academic and senior management position in a university or with proven experience in an executive leadership position in an institution of comparable status.
- Proficiency in financial management and business training will be an added advantage.
- Demonstrable track record in the management of financial, human and physical resources at a top management level.
- Demonstrate evidence of leadership skills, outstanding communication ability, coupled with excellent presentation skills within a University working environment.
- Experience in strategic management, resource mobilization and networking.
- Conversant with national laws on education and the Kenyan labour laws.
- Be of high ethical standards and professionalism.
- Demonstrable faith and Christian maturity.

#### Duties and Responsibilities

The successful candidate will be the Principal Assistant to the Vice Chancellor in the day to day running of the Administration, Finance, Planning and Development functions of the University. Key responsibilities will include:

- Provide leadership to the Finance and General Administration Departments, which currently include Finance, Human Resources, Administration and Information and Communication Technology.
- Ensure formulation and implementation of policies and strategies that support the realization of departmental and divisional objectives and the University's overall mission.
- Implement procurement, financial control, human resource and administrative policies and procedures to ensure effective performance and delivery of services and cause revisions of such policies and procedures as may be necessary.
- Develop appropriate procedures and ensure compliance to all statutory and legal requirements in general administration and finance within the University.
- Coordinate the implementation, revision and evaluation of the University's strategic plan.
- Develop systems and procedures to attract, recruit, develop and retain qualified and experienced staff and manage performance appraisal system, discipline, good work ethos and adherence to SPU's code of conduct.

Any other duties that may be assigned by the Vice Chancellor from time to time.

*Note: The position of the Deputy Vice Chancellor, Finance and Administration is a 5 year contract eligible for renewal on the basis of satisfactory performance. The position carries a competitive remuneration package. Only shortlisted candidates will be contacted.*

To apply for this position, please send your application letter, curriculum vitae/resume, relevant testimonials and a duly filled application form (available from our website) to [recruit@spu.ac.ke](mailto:recruit@spu.ac.ke). Hard copies should be addressed to: **The Vice Chancellor, St. Paul's University** and delivered to the VC's office.

Applications should be received on or before **15<sup>th</sup> January 2025**.

For more details please visit our website at <http://www.spu.ac.ke/>