

# INTERNAL ADVERTISEMENT

## JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. 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 remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: **Dean of Students**  
Reporting To: **Deputy Vice Chancellor, Academic Affairs**  
Department: **Dean of Students**

### Purpose of Role:

- To provide leadership and strategic direction in matters relating to student welfare, development, and discipline. The Dean of Students will oversee new student orientation, student associations' matters, accommodation and catering, student health and sports, spiritual formation in collaboration with the Chaplaincy department, students' discipline, and students' clubs across the University.

### KEY RESPONSIBILITIES

#### 1. New Students Orientation

- Prepare a comprehensive orientation every time the University receives new students across all campuses.
- Ensure that all departmental heads are involved in the orientation programme.
- Ensure that the orientation programme runs smoothly.

#### 2. Students Association

- Offer guidance to students on all matters of running of the University Students' Association.
- Attend and facilitate the election of student leaders into their association.
- Present student issues to the Management Board.
- Advise the DVC, Academic Affairs, on all matters relating to the Students' Association.

#### 3. Accommodation and Catering

- Listen and attend to students' concerns on matters of accommodation and catering through consultations with the Housekeeper and the Administrator.
- Offer advice to the Management Board concerning students' accommodation and catering.

#### 4. Health – Clinic and Sports

Regularly consult with the Registrar Administration and advise the Management to ensure that students' sports and health concerns are adequately addressed at all times in terms of:

- Appointment of responsible persons to oversee various functions of sports and health.
- Adequacy of health and sports facilities and equipment.
- Availability and servicing of game materials and facilities.

#### 6. Students' Spiritual Formation

- Regularly consult with the University Chaplain to ensure that adequate structures and processes are in place to facilitate students' spiritual formation.
- Present Chaplaincy concerns to the Management Board.

#### 7. Discipline

- Ensure that students abide by the University's code of conduct.
- Receive complaints of students' misconduct and address the matter in accordance with the code of conduct guidelines.
- Convene and chair the university students' disciplinary committee whenever it becomes necessary.
- Inform and advise the DVC, Academic Affairs, on all matters related to students' discipline.

#### 8. Clubs

- Coordinate University students' clubs
- Support and encourage existing clubs and facilitate the formation of new ones.
- Maintain a register with the names of all clubs and their members and the office bearers.
- Ensure each club abides by the laid-down club regulations.
- Prepare and manage a budget for facilitation of clubs.

**Any other duties as assigned by the immediate supervisor.**

### QUALIFICATIONS AND EXPERIENCE

- Master's degree in Theology, Education, Social Sciences or any other related field. A PhD in the stated fields or any other related field is an added advantage.
- 5 years and above of working experience in a learning institution dealing with student affairs
- Registered with a relevant professional body.
- Demonstrated experience in leadership and management of student support services.
- Demonstrated digital competence on responsible use of, and engagement with digital technologies to support student welfare, development, and discipline.
- Demonstrated knowledge and understanding of the Strategic Plan 2025–2030 and the ability to support its implementation is an added advantage.
- A committed Christian of high moral and ethical standing, aligned to the University's vision, mission, and values.

### KEY COMPETENCIES AND SKILLS

- Strong leadership skills
- Excellent communication skills
- Good interpersonal skills
- Problem-solving skills
- Teamwork & Collaboration
- Conflict resolution and mediation skills
- Strong organizational and time management skills.
- Digital Competencies.
- Emotional Intelligence skills.



Interested candidates who meet the stated requirements can submit applications and a duly filled job application form <https://www.spu.ac.ke/careers> via the following address: [recruit@spu.ac.ke](mailto:recruit@spu.ac.ke)

**All applications should be submitted on or before Wednesday, 18<sup>th</sup> February 2026. Only shortlisted candidates will be contacted.**

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