



## **REQUIREMENTS FOR SENIOR VACANT POSITIONS** **ADVERTISED ON 23<sup>RD</sup> JUNE, 2026**

### **1. DIRECTOR, ACADEMIC AFFAIRS – KUC 2**

Salary Kshs.220,729 x 8,829 – 229,558 x 8,829 – 238,387 x 8,829 – 247,216 x 8,829 – 256,045 x 8,829 – 264,874 x 8,829 – 273,703 x 8,829 – 282,533 p.m.

#### **a) Job description**

The Director, Academic Affairs is responsible for the following duties and responsibilities:

- i) Provide strategic leadership in the development, review, accreditation, and implementation of academic policies and curricula, ensuring all programmes meet high professional standards and remain aligned to industry, regulatory, and global hospitality trends.
- ii) Oversee the formulation and execution of the annual academic calendar, ensuring coherent scheduling of teaching, examinations, industrial training, and student activities for seamless College operations.
- iii) Promote and support a vibrant scholarly environment by facilitating seminars, conferences, workshops, and other professional development activities that enhance academic excellence and research culture.
- iv) Lead performance management, monitoring, and evaluation of directorate staff, ensuring adherence to quality teaching standards and continuous improvement in academic delivery.
- v) Coordinate the recruitment and engagement of reputable external examiners to strengthen quality assurance, benchmarking, and academic integrity across programmes.
- vi) Facilitate and oversee academic collaborations, partnerships, and linkages with local and international institutions to enhance programme relevance, innovation, and global competitiveness.
- vii) Prepare and present Academic Affairs reports and policy matters to the Council, providing evidence-based advice for decision-making on academic governance.
- viii) Oversee the operations of the Learning Resource Centre, ensuring availability of up-to-date learning materials, digital resources, and academic support services.
- ix) Establish and guide academic committees within the directorate to execute specific academic mandates, strengthen governance, and support institutional effectiveness.
- x) Advise on recruitment, deployment, and staff development needs within the academic directorate to ensure optimal staffing, talent growth, and operational efficiency.
- xi) Provide authoritative guidance on accreditation, standards compliance, and quality assurance, ensuring alignment with national regulatory bodies and international best practice.
- xii) Develop, implement, and periodically review the directorate's strategic plan and departmental work plans, ensuring alignment with institutional priorities and national development goals.
- xiii) Plan, monitor, and control directorate budgets and expenditures, ensuring prudent resource utilization and sustainable academic service delivery.
- xiv) Lead and contribute to research, publications, and capacity-building initiatives within the specialist area to advance knowledge and strengthen the College's academic standing.



- xv) Collaborate with the Directorate of Research on institutional research agendas, strategic initiatives, and knowledge-generation activities to support evidence-based academic decision-making.
- xvi) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- xvii) Provide strategic leadership in establishing, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Directorate's mandate.
- xviii) Provide strategic leadership in the formulation, implementation, monitoring, and review of the Directorate's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the Corporation's strategic priorities and governance frameworks.
- xix) Provide strategic leadership in supervising, coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Directorate's mandate
- xx) Provide strategic leadership in the formulation, implementation, monitoring, and continuous improvement of the Directorate's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- xxi) Provide strategic leadership in the development, implementation, and periodic review of the Directorate's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
- xxii) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Directorate, in line with the Constitution of Kenya, 2010, and the Corporation's core values.
- xxiii) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Directorate.
- xxiv) Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Directorate.
- xxv) Provide strategic oversight and management of all Directorate activities to ensure effective coordination, operational efficiency, and smooth execution of its mandate.
- xxvi) Provide leadership to Department and chairs the Directorate meetings.
- xxvii) Spearhead the preparation and submission of periodic reports in the Directorate.
- xxviii) Responsible for the implementation of College's resolutions and audit recommendations within the Directorate.
- xxix) Provide regular, thorough and prompt communication to the Directorate's staff on key technical, financial and administrative matters.
- xxx) Articulate issues relating to College's mandate in national and regional stakeholders forums.
- xxxi) Appraise the direct reports.
- xxxii) Approval of the Directorate's budget and expenditure.
- xxxiii) Approval of Directorate's annual procurement and assets disposal.
- xxxiv) Lead in Directorate's Resource mobilization.



## **b) Person Specifications**

For appointment to this position, a candidate must have:-

- i) Masters Degree in a relevant field from a recognized institution.
- ii) Bachelors Degree in Tourism, Hospitality or related field from a recognized institution.
- iii) At least fifteen (15) years' work experience five (5) of which are in a management position
- iv) Leadership course lasting not less than 4 weeks
- v) Two (2) Publication in a renowned journal or developed and facilitated capacity building programs/courses aligned with the institution's mandate.
- vi) Demonstrated results in work performance
- vii) Meet the requirement of Chapter 6 of the Constitution

## **c) Key Competencies and Skills**

- i) Strategic leadership and visioning skills
- ii) Negotiation skills
- iii) Stakeholder management skills
- iv) Corporate governance skills
- v) Financial management skills
- vi) Change management skills
- vii) Project management skills
- viii) Analytical and conceptual skills
- ix) Communication skills
- x) Report writing and presentation skills
- xi) Team management skills
- xii) Conflict resolution skills
- xiii) Emotional intelligence skills
- xiv) Networking and collaboration skills
- xv) Creativity and innovation skills

## **2.DIRECTOR, CORPORATE SERVICES/ADMINISTRATION –KUC 2**

Salary Kshs.220,729 x 8,829 – 229,558 x 8,829 – 238,387 x 8,829 – 247,216 x 8,829 – 256,045 x 8,829 – 264,874 x 8,829 – 273,703 x 8,829 – 282,533 p.m.

## **a) Job Description**

Duties and responsibilities will entail:-

- i) Provide strategic leadership in the development and implementation of policies, systems, and strategies governing finance, human resources, ICT, communications, and property management to ensure effective institutional support and operational excellence.
- ii) Oversee the formulation, harmonization, and enforcement of guidelines, regulations, and procedures for all corporate service functions to enhance governance, compliance, and service delivery across the College.
- iii) Lead the preparation and presentation of Council papers relating to finance, human resources, ICT, communications, and property management to support informed decision-making by the Council.
- iv) Champion change management initiatives, driving modernization, efficiency, and transformation of support functions to align with institutional priorities and evolving operational needs.



- v) Build institutional capacity within corporate services, including developing HR management plans, strengthening talent pipelines, and supporting effective succession planning.
- vi) Oversee prudent financial and asset management, ensuring transparent resource allocation, accurate reporting, optimal utilization, and compliance with financial legislation and best practices.
- vii) Institutionalize comprehensive performance management systems, including performance contracting, appraisals, and staff development frameworks to enhance accountability and productivity across the College.
- viii) Develop and maintain collaborative partnerships and linkages with stakeholders to support staff training, capacity building, and operational advancement of the College.
- ix) Uphold professional standards across all corporate services disciplines, ensuring adherence to ethical practices, regulatory requirements, and institutional policies.
- x) Interpret and provide advisory guidance on labour laws, financial regulations, ICT policies, and other relevant statutes, ensuring compliance and effective risk mitigation within corporate services functions.
- xi) Advise the College on adoption of modern technologies and digital systems that enhance operational efficiency, reduce redundancies, strengthen accountability, and promote paperless processes.
- xii) Provide overall leadership in property and facilities management, ensuring proper maintenance, safety, utilization, and optimization of college assets.
- xiii) Ensure robust financial stewardship and asset accountability, including oversight of budgeting, expenditure control, financial reporting, and institutional audits.
- xiv) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- xv) Provide strategic leadership in establishing, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Directorate's mandate.
- xvi) Provide strategic leadership in the formulation, implementation, monitoring, and review of the Directorate's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the Corporation's strategic priorities and governance frameworks.
- xvii) Provide strategic leadership in supervising, coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Directorate's mandate
- xviii) Provide strategic leadership in the formulation, implementation, monitoring, and continuous improvement of the Directorate's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- xix) Provide strategic leadership in the development, implementation, and periodic review of the Directorate's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
- xx) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Directorate, in line with the Constitution of Kenya, 2010, and the Corporation's core values.
- xxi) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Directorate.



- xxii) Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Directorate.
- xxiii) Provide strategic oversight and management of all Directorate activities to ensure effective coordination, operational efficiency, and smooth execution of its mandate.
- xxiv) Provide leadership to Department and chairs the Directorate meetings.
- xxv) Spearhead the preparation and submission of periodic reports in the Directorate
- xxvi) Responsible for the implementation of College's resolutions and audit recommendations within the Directorate.
- xxvii) Provide regular, thorough and prompt communication to the Directorate's staff on key technical, financial and administrative matters.
- xxviii) Articulate issues relating to College's mandate in national and regional stakeholders forums.
- xxix) Appraise the direct reports.
- xxx) Approval of the Directorate's budget and expenditure.
- xxxi) Approval of Directorate's annual procurement and assets disposal.
- xxxii) Lead in Directorate's Resource mobilization.

### **b) Person Specifications**

For appointment to this position, an officer must have:

- i) Served for a minimum of eight (8) years in Public Service or in a large and reputable organization in the Private Sector, four (4) of which must have been at a senior management level
- ii) Bachelor's Degree in any of the following disciplines: - Human Resource Management/Development/Planning, Commerce (Accounting or Finance option), Public Administration, Business Administration, Political Science/Government, Anthropology or equivalent qualification from a recognized institution
- iii) Master's Degree in any of the following disciplines: - Human Resource Management/Development/Planning, Finance, Accounting, Business Administration, Commerce, Public Administration, Political Science/Government, Anthropology or equivalent qualification from a recognized institution
- iv) CPA/CPS Finalist **or** Higher National Diploma in a relevant field
- v) A leadership course lasting not less than four (4) weeks from a recognized institution
- vi) Membership to a relevant professional body
- vii) Analytical skills, Leadership skills, Negotiation skills
- viii) Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results
- ix) Meets the requirements of Chapter Six of the Constitution
- x) Possess good oral and written communication skills, including report writing
- xi) Have a good understanding of the mandate of Council and its role in realisation of the national development agenda; and
- xii) Have good interpersonal, negotiation and computer application skills.

### **c) Key Competencies and Skills**

- i) Strategic leadership and visioning skills
- ii) Negotiation skills
- iii) Stakeholder management skills
- iv) Corporate governance skills
- v) Financial management skills
- vi) Change management skills



- vii) Project management skills
- viii) Analytical and conceptual skills
- ix) Communication skills
- x) Report writing and presentation skills
- xi) Team management skills
- xii) Conflict resolution skills
- xiii) Emotional intelligence skills
- xiv) Networking and collaboration skills
- xv) Creativity and innovation skills

### **3. GENERAL MANAGER, UTALII HOTEL - KUC 3**

Salary Kshs.121,041x 4,311 – 125,352 x 4,311 – 129,664 x 4,311 – 133,975 x 4,311 - 138,286 x 4,311 – 142,597 x 4,311 – 146,909 x 4,311 – 151,220 p.m.

#### **a)Job description**

Duties and responsibilities at this level will entail:

- i) Provide leadership in the preparation and control of the hotel budget in terms of both revenues and expenditures to ensure that it is within the approved allocation
- ii) Spearhead the development of strategies to maximize hotel performance through the effective management of customer needs and exploring new opportunities/markets
- iii) Spearhead sound financial management of the hotel through controlling expenditures, cash flows (payables & receivables) and instituting effective control systems to achieve the hotel's financial obligations
- iv) Provide leadership in the development and implementation of the hotel's strategic plan order to achieve the hotels' goals
- v) Provide leadership in the development and implementation of the hotels' work plan to ensure smooth cohesion of services provided in an effort to achieve customer satisfaction
- vi) Spearhead the preparation of financial reports for management that clearly explains operational effectiveness, trends and variances to monitor financial status of the hotel
- vii) Approve all hotel expenditure and payments to facilitate the smooth running of the hotel through controlling the budgets
- viii) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- ix) Provide strategic leadership in establishing, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate.
- x) Provide strategic leadership in the formulation, implementation, monitoring, and review of the Department's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the College's strategic priorities and governance frameworks.
- xi) Provide strategic leadership in supervising, coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate



- xii) Provide strategic leadership in the formulation, implementation, monitoring, and continuous improvement of the Department's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- xiii) Provide strategic leadership in the development, implementation, and periodic review of the Department's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
- xiv) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Department, in line with the Constitution of Kenya, 2010, and the College's core values.
- xv) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Department.
- xvi) Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Department.
- xvii) Provide strategic leadership in managing public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence.
- xxviii) Provide leadership in the maintenance of product and service quality standards through conducting periodic evaluations and investigating customers complaints to achieve customer satisfaction
- xix) Establish and maintain a pro-active human resource function to ensure employee motivation, training and development, wage and benefits, administration and compliance with established labour regulations
- xx) Provide leadership in ensuring that the statutory requirements needed to operate a hotel are complied with in order to adhere to the regulations required for operating a hotel establishment
- xxi) Spearhead good safety practices of employees and guests by overseeing the maintenance of proper emergency and security procedures
- xxii) Establish and maintain applicable preventive maintenance programs to protect the physical assets of the hotel
- xxiii) Facilitate training of students on practical attachment at the hotel to improve their skills
- xxiv) Provide strategic oversight and management of all Department activities to ensure effective coordination, operational efficiency, and smooth execution of its mandate.
- xxv) Provide leadership to staff and chairs the Department's meetings.
- xxvi) Spearhead the preparation and submission of periodic reports in the Department.
- xxvii) Responsible for the implementation of College's resolutions and audit recommendations within the Department.
- xxviii) Provide regular, thorough and prompt communication to the Department staff on key technical, financial and administrative matters.
- xxix) Articulate issues relating to College's mandate in national and regional stakeholders forums.
- xxx) Appraise the direct reports.
- xxxi) Approving the Department's budget and expenditure.
- xxxii) Approving Department's annual procurement and assets disposal.
- xxxiii) Leading the Department's Resource mobilization.

### **a) Person Specifications**



For appointment to this position, an officer must have:

- i) Master's degree in hospitality or its equivalent from a recognized institution
- ii) Bachelor's degree in relevant field
- iii) Fifteen (15) years relevant working experience five (5) of which must be in a management position
- iv) Leadership course lasting not less than four (4) weeks
- v) Membership of professional body (where applicable)
- vi) Meets requirements of chapter six of the constitution
- vii) Demonstrated results in work performance
- viii) Knowledge of Hotel Information System

### **c. Key Competencies and Skills**

- i) Strong analytical skills;
- ii) Strategic and innovative thinking;
- iii) Ability to mobilize resources;
- iv) Strong interpersonal skills;
- v) Strong leadership skills; and
- vi) Negotiation skills
- vii) Strong communication and reporting skills
- viii) Organizational skills
- ix) Conceptual skills
- x) Interpersonal skills

## **4. DEPUTY DIRECTOR, STUDENTS WELFARE & INDUSTRIAL LIAISON, KUC 3**

Salary Kshs.121,041x 4,311 – 125,352 x 4,311 – 129,664 x 4,311 – 133,975 x 4,311 - 138,286 x 4,311 – 142,597 x 4,311 – 146,909 x 4,311 – 151,220 p.m.

### **a)Job description**

Duties and responsibilities at this level will entail:

- i) Oversee the coordination of Kenya Utalii College Alumni activities to promote loyalty, fraternity and long-term relationship between the alumni and the institution.
- ii) Oversee the coordination of National Tourism Competitions for industry personnel to enhance professionalism in the hospitality and tourism industry
- iii) Oversee the coordination industrial attachments for the KUC full time students to provide professional exposure.
- iv) Liaise with the tourism industry on job placement for KUC graduates to facilitate their employment.
- v) Oversee the coordination of mentorship programs for the KUC students in preparation for their industrial attachment. Undertake teaching responsibilities in areas of specialization to prepare students for the tourism industry.
- vi) Coordinates capacity building programs for the tourism and hospitality industry
- vii) Ensure proper administration of student accommodation and welfare through the office of the Dean of Students.
- viii) Oversee the coordination of collaborations and linkages
- ix) Coordination of Kenya Utalii College alumni activities to promote close relationship between the alumni and the institution.



- x) Oversee the implementation of the performance contract targets in the students' administration and industrial training division for compliance.
- xi) Organize for industrial attachments for the KUC full time students to provide professional exposure.
- xii) Liaise with the tourism industry on job placement for KUC graduates to facilitate their employment.
- xiii) Coordinate mentorship program for the KUC students in preparation for their industrial attachment.
- xiv) Coordinate the activities of the KUC/Tourism Liaison and the Secretariat
- xv) Undertaking such other duties as may be reasonably required and which are consistent with the level of responsibility of this grade.

### **b) Person Specifications**

For appointment to this position, a candidate must have:

- i) Masters degree in a relevant field with seven (7) years relevant working experience in a comparable position at a reputable organization, three (3) of which must be in senior management  
OR  
must have served as Senior Principal Officer for a period not lasting not less than three (3) years
- ii. Bachelor's Degree in Hospitality, Tourism, Social Sciences or Humanities from a recognized institution
- iii. A member of professional body where applicable
- iv. A leadership course lasting not less than 4 weeks
- v. Computer Literacy
- vi. Demonstrate results in work performance
- vii. Meet the requirement of Chapter six (6) of the Constitution

### **c. Key Competencies and Skills**

- i) Negotiation skills
- ii) Stakeholder management skills
- iii) Corporate governance skills
- iv) Financial management skills
- v) Change management skills
- vi) Project management skills
- vii) Analytical and conceptual skills
- viii) Communication skills
- ix) Report writing and presentation skills
- x) Team management skills
- xi) Conflict resolution skills



## 5. DEPUTY DIRECTOR, ACADEMIC & STUDENTS AFFAIRS, KUC 3

Salary Kshs.121,041x 4,311 – 125,352 x 4,311 – 129,664 x 4,311 – 133,975 x 4,311 – 138,286 x 4,311 – 142,597 x 4,311 – 146,909 x 4,311 – 151,220 p.m.

### b) Job description

Duties and responsibilities at this level will entail:

- i) Provide strategic leadership in curriculum design, review, and alignment, ensuring all academic programmes meet industry standards, global hospitality trends, and regulatory requirements.
- ii) Lead the development, approval, and implementation of the annual academic calendar, ensuring seamless coordination of teaching, examinations, student activities, and institutional events.
- iii) Strengthen scholarly excellence by promoting and overseeing seminars, conferences, workshops, and other professional development platforms that advance academic innovation and research culture.
- iv) Support the establishment and management of academic committees, ensuring effective delegation, governance, and execution of key academic and student affairs mandates.
- v) Advise on human resource needs for the academic directorate, including recruitment, deployment, staff development, and talent management to build a high-performing academic workforce.
- vi) Oversee monitoring, evaluation, and performance management of academic staff to uphold high training standards and promote continuous improvement in teaching and learning outcomes.
- vii) Coordinate the identification and engagement of reputable external examiners to enhance academic quality assurance, benchmarking, and programme integrity.
- viii) Provide oversight over student assessment, evaluation, and certification processes, ensuring transparency, academic rigor, and compliance with examination policies.
- ix) Guide the development of teaching timetables, workloads, and work schedules, ensuring optimal resource utilization and balanced academic delivery across programmes.
- x) Oversee curriculum implementation and pedagogical delivery, ensuring teaching standards, instructional methodologies, and assessment approaches reflect best practice in hospitality training.
- xi) Provide leadership in supervising academic divisions, ensuring coherence, alignment, and operational efficiency across all academic units.
- xii) Coordinate academic consultancy, training, and industry-linked services, leveraging internal expertise to enhance the College's visibility, revenue streams, and sector contribution.
- xiii) Advance scholarship by leading or contributing to research, publications, and capacity-building initiatives, thereby strengthening the College's role in shaping the hospitality and tourism knowledge ecosystem.
- xiv) Provide authoritative guidance on academic policies, standards, and regulations, ensuring staff, students, and departments operate within a clear, coherent academic governance framework.
- xv) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- xvi) Provide strategic leadership in establishing, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners,



- the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate.
- xvii) Provide strategic leadership in the formulation, implementation, monitoring, and review of the Department's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the College's strategic priorities and governance frameworks.
  - xviii) Provide strategic leadership in supervising, coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate
  - xix) Provide strategic leadership in the formulation, implementation, monitoring, and continuous improvement of the Department's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
  - xx) Provide strategic leadership in the development, implementation, and periodic review of the Department's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
  - xxi) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Department, in line with the Constitution of Kenya, 2010, and the College's core values.
  - xxii) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Department.
  - xxiii) Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Department.
  - xxiv) Provide strategic leadership in managing public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence.
  - xxv) Provide strategic oversight and management of all Department activities to ensure effective coordination, operational efficiency, and smooth execution of its mandate.
  - xxvi) Provide leadership to staff and chairs the Department's meetings.
  - xxvii) Spearhead the preparation and submission of periodic reports in the Department.
  - xxviii) Responsible for the implementation of College's resolutions and audit recommendations within the Department.
  - xxix) Provide regular, thorough and prompt communication to the Department staff on key technical, financial and administrative matters.
  - xxx) Articulate issues relating to College's mandate in national and regional stakeholders forums.
  - xxxi) Appraise the direct reports.
  - xxxii) Approving the Department's budget and expenditure.
  - xxxiii) Approving Department's annual procurement and assets disposal.
  - xxxiv) Leading the Department's Resource mobilization.

### **b) Person Specifications**

For appointment to this position, an officer must have:

- i) Masters' degree in relevant field.
- ii) Bachelor's degree in hospitality or Tourism Management or relevant qualification from a recognized institution.
- iii) Leadership course lasting not less than four (4) weeks from a recognised institution.



- iv) Certificate in pedagogy skills lasting not less than four (4) weeks.
- v) Thirteen (13) years relevant working experience five (5) of which must be in Management

### **c) Key Competencies and Skills**

- i) Strategic leadership and visioning skills
- ii) Negotiation skills
- iii) Stakeholder management skills
- iv) Corporate governance skills
- v) Financial management skills
- vi) Change management skills
- vii) Project management skills
- viii) Analytical and conceptual skills
- ix) Communication skills
- x) Report writing and presentation skills
- xi) Team management skills
- xii) Conflict resolution skills
- xiii) Emotional intelligence skills
- xiv) Networking and collaboration skills
- xv) Creativity and innovation skills
- xvi) Pedagogy skills

## **6. DEPUTY DIRECTOR, HUMAN RESOURCE & ADMINISTRATION, KUC 3**

Salary Kshs.121,041x 4,311 – 125,352 x 4,311 – 129,664 x 4,311 – 133,975 x 4,311 – 138,286 x 4,311 – 142,597 x 4,311 – 146,909 x 4,311 – 151,220 p.m.

### **a) Job description**

Duties and responsibilities at this level will entail:

- i) Provide strategic leadership in Preparation and implementation of HR plans and strategies including manpower plans, career progression and succession plans aligned to the College's strategy in order to support operations of the College towards delivering its mandate
- ii) Provide strategic leadership in Formulating, reviewing and implementing HR policies and procedures to ensure they are in tandem with industry HR best practices and benchmarks
- iii) Provide strategic leadership in documentation of HR plans, policies, code of conduct and career schemes to ensure they are up to date and support the operations of the College
- iv) Provide strategic leadership in guidance to management on HR policies and practices to ensure all decisions on people management are well advised and compliant with policies as well as labour laws
- v) Provide strategic leadership in formulation, review, harmonization and implementation of human resource and administration policies, guidelines and regulations
- vi) Provide strategic leadership in preparation of Board papers relating to human resource and administration for deliberation and decision making by the Council
- vii) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.



- viii) Provide strategic leadership in establishing, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate.
- ix) Provide strategic leadership in the formulation, implementation, monitoring, and review of the Department's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the College's strategic priorities and governance frameworks.
- x) Provide strategic leadership in supervising, coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate
- xi) Provide strategic leadership in the formulation, implementation, monitoring, and continuous improvement of the Department's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- xii) Provide strategic leadership in the development, implementation, and periodic review of the Department's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
- xiii) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Department, in line with the Constitution of Kenya, 2010, and the College's core values.
- xiv) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Department.
- xv) Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Department.
- xvi) Provide strategic leadership in managing public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence.
- xvii) Facilitate effective work force planning to ensure the College has the right people with the right competences and skills at the right levels linked to the College's strategic objectives
- xviii) Guide placement consultants on recruitment and manpower resourcing, approve recruitment advertisements and conduct interviews in search of best suitable candidates for vacant positions
- xix) Ensure an optimal organisation structure is in place and appropriate and up to date job descriptions and specifications to facilitate efficient and effective operations of the College.
- xx) Provide leadership in the development and implementation of performance management system to promote a performance-based culture across the institution
- xxi) Effectively manage an HR information system which ensures effective performance management and accountability of the College employees
- xxii) Approve all training needs reports and ensure staff development/training as are adhered to in order to build a positive and progressive work environment and handle industrial relations disputes whenever they arise in compliance with labour laws and regulations
- xxiii) Provide oversight of payroll administration system in liaison with finance to ensure accuracy and timely payment of staff salaries
- xxiv) Ensure development and acquisition of optimal knowledge, skills and competencies through mentorship and coaching of the HR team commended by heads of departments conforms to the College strategic plan



- xxv) Provide strategic oversight and management of all Department activities to ensure effective coordination, operational efficiency, and smooth execution of its mandate.
- xxvi) Provide leadership to staff and chairs the Department's meetings.
- xxvii) Spearhead the preparation and submission of periodic reports in the Department.
- xxviii) Responsible for the implementation of College's resolutions and audit recommendations within the Department.
- xxix) Provide regular, thorough and prompt communication to the Department staff on key technical, financial and administrative matters.
- xxx) Articulate issues relating to College's mandate in national and regional stakeholders forums.
- xxxi) Appraise the direct reports.
- xxxii) Approve the Department's budget and expenditure.
- xxxiii) Approve Department's annual procurement and assets disposal.
- xxxiv) Lead the Department's Resource mobilization.

### **b) Person Specifications**

For appointment to this position, an officer must have:

- i) Master's Degree from a recognized institution;
- ii) Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution
- iii) A Leadership course lasting not less than four (4) weeks from a recognized institution;
- iv) Membership to a relevant professional body
- v) At least fifteen (15) years relevant working experience five (5) of which must be in a management position

### **c. Key Competencies and Skills**

- i) Strategic leadership and visioning skills
- ii) Negotiation skills
- iii) Stakeholder management skills
- iv) Corporate governance skills
- v) Financial management skills
- vi) Change management skills
- vii) Project management skills
- viii) Analytical and conceptual skills
- ix) Communication skills
- x) Report writing and presentation skills
- xi) Team management skills
- xii) Conflict resolution skills
- xiii) Emotional intelligence skills
- xiv) Networking and collaboration skills
- xv) Creativity and innovation skills



## 7. SENIOR PRINCIPAL LEGAL OFFICER, KUC 4

Salary Kshs.102,343 x 3,938 x 106,281 – 110,219 x 3,938 – 114,157 x 3,938 – 118,095 x 3,938 – 122,033 x 3,938 – 125,971 x 3,938 – 129,909 x 3,938 – 133,847 x 3,938 – 137,785 x 3,941 – 141,726 p.m.

### a) Job description

Duties and responsibilities at this level will entail:

- i) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- ii) Oversee establishment, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate.
- iii) Oversee formulation, implementation, monitoring, and review of the Department's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the College's strategic priorities and governance frameworks.
- iv) Oversee coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate
- v) Oversee formulation, implementation, monitoring, and continuous improvement of the Department's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- vi) Oversee development, implementation, and periodic review of the Department's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
- vii) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Division, in line with the Constitution of Kenya, 2010, and the College's core values.
- viii) Oversee development and implementation of corruption prevention and mitigation strategies in the Department.
- ix) Oversee implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Department.
- x) Oversee management of public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence.
- xi) Advise KUC on all legal matters that may arise in its operations.
- xii) Represent the organization in Court
- xiii) Draw and vet Contracts, MoUs and other legal documents.
- xiv) Follow up on cases filed against KUC and preparation of legal reports and opinions.
- xv) Develop, implement and review legal policies and procedures to ensure that they are in accord with the existing legislation.
- xvi) Negotiate for contracts.
- xvii) Coordinate with service providers in legal matters involving KUC.
- xviii) Initiate legal action on behalf of KUC on recovery measures.
- xix) Advise College on the legislation that affect KUC and changes made thereof.
- xx) Monitor compliance with regulatory and legislative requirements.
- xxi) Provide day to day legal and regulatory support to the functional areas covering general compliance queries and reviews.
- xxii) Liaise with external lawyers on all cases filed against KUC to ensure instructions, witnesses and statements are procured on time.



- xxiii) Coordinate day-to-day Department activities and ensure smooth operations in line with approved work plans and performance targets.
- xxiv) Oversee the preparation, validation, and timely submission of periodic Departmental reports.
- xxv) Oversee the implementation of the College's resolutions and audit recommendations within the Department.
- xxvi) Articulate and represent issues relating to the College's mandate in national, regional, and international stakeholder forums.
- xxvii) Appraising the direct reports.
- xxviii) Oversee development, implementation and review of Annual Divisional budget
- xxix) Oversee development, implementation and review of Divisional annual procurement and assets disposal plan.
- xxx) Oversee Divisional Resource mobilization.

### **b) Person Specifications**

For appointment to this position, an officer must have: -

- i) Masters Degree from a recognized institution.
- ii) Bachelors of Laws degree from a recognized institution.
- iii) Atleast Twelve (12) years' work experience with at least three (3) years experience in a supervisory role.
- iv) Postgraduate Diploma in Legal Studies from the Kenya School of Law.
- v) Admitted as an advocate of the High Court Kenya.
- vi) A Management Course lasting not less than four (4) weeks from a recognized institution.
- vii) Computer Proficiency skills.
- viii) Demonstrated results as reflected in work performance.
- ix) Fulfilled the requirements of Chapter Six of the Constitution.

### **c) Key competence and skills**

- i) Negotiation skills
- ii) Stakeholder management skills
- iii) Corporate governance skills
- iv) Financial management skills
- v) Change management skills
- vi) Project management skills
- vii) Analytical and conceptual skills
- viii) Communication skills
- ix) Report writing and presentation skills
- x) Team management skills
- xi) Conflict resolution skills
- xii) Emotional intelligence skills
- xiii) Networking and collaboration skills
- xiv) Creativity and innovation skills



## 8. DEAN OF STUDENTS, KUC 4

Salary Kshs.102,343 x 3,938 x 106,281 – 110,219 x 3,938 – 114,157 x 3,938 – 118,095 x 3,938 – 122,033 x 3,938 – 125,971 x 3,938 – 129,909 x 3,938 – 133,847 x 3,938 – 137,785 x 3,941 – 141,726 p.m.

### a) Job Description

Duties and responsibilities at this level will entail:

- i) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- ii) Oversee establishment, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate.
- iii) Oversee formulation, implementation, monitoring, and review of the Department's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the College's strategic priorities and governance frameworks.
- iv) Oversee coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate.
- v) Oversee formulation, implementation, monitoring, and continuous improvement of the Department's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- vi) Oversee development, implementation, and periodic review of the Department's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
- vii) Represent the department in the Academic Board and institutional committees, contributing to policy formulation, academic governance, and strategic decision-making.
- viii) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Division, in line with the Constitution of Kenya, 2010, and the College's core values.
- ix) Oversee development and implementation of corruption prevention and mitigation strategies in the Department.
- x) Oversee implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Department.
- xi) Oversee management of public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence.
- xii) Provide leadership and coordination of student affairs and key stakeholders to facilitate harmonious environment for holistic nurturing of students in the institution.
- xiii) Prepare and supervise departmental work plans to ensure that the division executes its mandate effectively.
- xiv) Plan, maintain and monitor divisional budget to ensure prudent use of resources in the division.
- xv) Oversee allocation of students' facilities.
- xvi) Oversee implementation of departmental quality procedures on daily basis to ensure that the set standards are met.
- xvii) Prepare students appeals board papers as and when they arise to ensure that



- the students discipline issues are handled promptly.
- xviii) Oversee students' disciplinary process and procedures as they occur to ensure a conducive learning environment.
  - xix) Handle students' administration and welfare issues on daily basis to support their academic efforts in close liaison with Management.
  - xx) Guide and counsel students on regular basis to ensure that students remain focused in their academic life.
  - xxi) Oversee orientation programmes for new students to ensure that the students are familiar with the College programs, policies, procedures and facilities.
  - xxii) Oversee the management of students' records
  - xxiii) Manage students' activities including co-curricular, elections, and training.
  - xxiv) Maintenance of current students' records.
  - xxv) Oversee the performance of outsourced cleaning and sanitary services.
  - xxvi) Coordinate day-to-day Department activities and ensure smooth operations in line with approved work plans and performance targets.
  - xxvii) Oversee the preparation, validation, and timely submission of periodic Departmental reports.
  - xxviii) Oversee the implementation of the College's resolutions and audit recommendations within the Department.
  - xxix) Articulate and represent issues relating to the College's mandate in national, regional, and international stakeholder forums.
  - xxx) Appraising the direct reports.
  - xxxi) Oversee development, implementation and review of Annual Divisional budget
  - xxxii) Oversee development, implementation and review of Divisional annual procurement and assets disposal plan.
  - xxxiii) Oversee Divisional Resource mobilization.

### **b) Person Specifications**

For appointment to this position, a candidate must have:

- Masters Degree from a recognized institution.
  - i) Bachelors degree in Hospitality or Tourism Management or equivalent in a relevant field
  - ii) Masters degree in a relevant field
  - iii) At least Twelve (12) years relevant working experience, three (3) of which must have been in a supervisory position
  - iv) Demonstrated results in work performance
  - v) A senior management course lasting not less than four (4) weeks
  - vi) Two (2) publication for lecturers
  - vii) Computer Proficiency Skills
  - viii) Meet the requirement of Chapter 6 of the Constitution

### **c) Key competencies and skills**

- i) Communication skills
- ii) Interpersonal skills
- iii) Pedagogy skills
- iv) Management Skills
- v) Counseling Skills



## 9. SENIOR PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, KUC 4

Salary Kshs.102,343 x 3,938 x 106,281 – 110,219 x 3,938 – 114,157 x 3,938 – 118,095 x 3,938 – 122,033 x 3,938 – 125,971 x 3,938 – 129,909 x 3,938 – 133,847 x 3,938 – 137,785 x 3,941 – 141,726 p.m.

### a) Job Description

Duties and responsibilities at this level will entail:

- i) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- ii) Oversee establishment, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate.
- iii) Oversee formulation, implementation, monitoring, and review of the Department's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the College's strategic priorities and governance frameworks.
- iv) Oversee coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate.
- v) Oversee formulation, implementation, monitoring, and continuous improvement of the Department's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- vi) Oversee development, implementation, and periodic review of the Department's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
- vii) Represent the department in institutional committees, contributing to policy formulation, academic governance, and strategic decision-making.
- viii) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Division, in line with the Constitution of Kenya, 2010, and the College's core values.
- ix) Oversee development and implementation of corruption prevention and mitigation strategies in the Department.
- x) Oversee implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Department.
- xi) Oversee management of public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence.
- xii) Prepare and supervise departmental work plans to ensure that the division executes its mandate effectively.
- xiii) Plan, maintain and monitor divisional budget to ensure prudent use of resources in the division.
  - xiv) Consolidate Annual and Revised Procurement Plan.
  - xv) Consolidate Annual Disposal Plan.
  - xvi) Check all procurement requisitions and ensuring all procurements are as per plan.
  - xvii) Prepare prequalification document.
  - xviii) Monitor contract management in accordance with terms and conditions of contract.
  - xix) Prepare RFP, EOI, Tender documents and quotations documents in consultation with the users.
  - xx) Provide Secretariat services to Procurement ad hoc Committee(s).
  - xxi) Prepare Tender adverts.



- xxii) Participate in the evaluation of tenders and quotations.
- xxiii) Undertake reconciliation of records as necessary.
- xxiv) Identify obsolete stores and equipment for disposal.
- xxv) Maintaining and updating list of prequalified bidders for goods, works and services including list of the special Groups.
- xxvi) Preparing monthly, quarterly, semi-annual and annual statutory and management reports on all procurement activities and report to the relevant authorities.
- xxvii) Maintaining and archiving procurement and asset disposal documents and records.
- xxviii) Preparing notification letters and letter of award.
- xxix) Participating in the inspection and acceptance of goods, works and services.

## **b) Person Specifications**

For appointment to this position, an officer must have:

- i. Masters Degree from a recognized institution.
- ii. Bachelor's Degree in any of the following disciplines; Procurement, Purchasing, Supply Chain Management, Logistics or any equivalent qualifications from a recognized institution.
- iii. A minimum period of six (6) years' relevant work experience.
- iv. Member of a professional body in good standing.
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six of the Constitution.

## **c) Key Competencies and skills**

- i) Negotiation skills
- ii) Stakeholder management skills
- iii) Corporate governance skills
- iv) Financial management skills
- v) Change management skills
- vi) Project management skills
- vii) Analytical and conceptual skills
- viii) Communication skills
- ix) Report writing and presentation skills
- x) Team management skills
- xi) Conflict resolution skills
- xii) Emotional intelligence skills
- xiii) Networking and collaboration skills
- xiv) Creativity and innovation skills

## **10. SENIOR PRINCIPAL INTERNAL AUDITOR, KUC 4**

Salary Kshs.102,343 x 3,938 x 106,281 – 110,219 x 3,938 – 114,157 x 3,938 – 118,095 x 3,938 – 122,033 x 3,938 – 125,971 x 3,938 – 129,909 x 3,938 – 133,847 x 3,938 – 137,785 x 3,941 – 141,726 p.m.

## **a) Job Description**



Duties and responsibilities at this level will entail –

- i) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- ii) Oversee establishment, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate.
- iii) Oversee formulation, implementation, monitoring, and review of the Department's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the College's strategic priorities and governance frameworks.
- iv) Oversee coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate.
- v) Oversee formulation, implementation, monitoring, and continuous improvement of the Department's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- vi) Oversee development, implementation, and periodic review of the Department's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
- vii) Represent the department in institutional committees, contributing to policy formulation, academic governance, and strategic decision-making.
- viii) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Division, in line with the Constitution of Kenya, 2010, and the College's core values.
- ix) Oversee development and implementation of corruption prevention and mitigation strategies in the Department.
- x) Oversee implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Department.
- xi) Oversee management of public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence.
- xii) Prepare and supervise departmental work plans to ensure that the division executes its mandate effectively.
- xiii) Plan, maintain and monitor departmental budget to ensure prudent use of resources in the division.
  - xiv) Developing of risk-based audit plans, programmes and schedules.
  - xv) Conducting preliminary reviews of the areas to be audited.
  - xvi) Examining and evaluating the College's internal controls to ascertain their adequacy and make recommendations for improvement.
  - xvii) Following up audits to determine the extent of implementation of audit recommendations.
  - xviii) Carrying out audit tests on internal controls in all processes.
  - xix) Ensuring that the audit working and paper files are complete and well referenced.
  - xx) Preparing draft audit reports.

## **b) Person specifications**

For appointment to this position, a candidate must have: -

- i) Masters Degree from a recognized Institution
- ii) Bachelors Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution.



- iii) CPA Part III (Section 6) or its equivalent qualifications
- iv) At least six (6) years relevant work experience
- v) Computer proficiency skills.
- vi) Fulfill the requirements of the Chapter Six of the Constitution.

## **c)Key Competencies and skills**

- i) Negotiation skills
- ii) Stakeholder management skills
- iii) Corporate governance skills
- iv) Financial management skills
- v) Change management skills
- vi) Project management skills
- vii) Analytical and conceptual skills
- viii) Communication skills
- ix) Report writing and presentation skills
- x) Team management skills
- xi) Conflict resolution skills
- xii) Emotional intelligence skills
- xiii) Networking and collaboration skills
- xiv) Creativity and innovation skills

## **11. PRINCIPAL RESEARCH OFFICER, KUC 5**

Salary Kshs.81,851 x 3,728 – 85,579 x 3,728 – 89,307 x 3,728 – 93,035 x 3,728 – 96,763 x 3,728 – 100,491 x 3,728 - 104,219 x 3,728 – 107,947 x 3,728 – 111,675 x 3,732 – 115,407 p.m.

### **a) Job Description**

Duties and Responsibilities entail:

- i) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- ii) Coordinate establishment, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate.
- iii) Coordinate formulation, implementation, monitoring, and review of the Department's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the College's strategic priorities and governance frameworks.
- iv) Coordinate coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate
- v) Coordinate formulation, implementation, monitoring, and continuous improvement of the Department's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- vi) Coordinate development, implementation, and periodic review of the Department's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.



- vii) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Division, in line with the Constitution of Kenya, 2010, and the College's core values.
- viii) Coordinate development and implementation of corruption prevention and mitigation strategies in the Department.
- ix) Coordinate implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Department.
- x) Coordinate management of public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence.
- xi) Appraise direct reports.
- xii) Coordinate day-to-day Department activities and ensure smooth operations in line with approved research work plans and performance targets.
- xiii) Coordinate the preparation, validation, and timely submission of research reports.
- xiv) Coordinate the implementation of the College's resolutions and audit recommendations within the Division.
- xv) Articulate and represent issues relating to the College's mandate in national, regional, and international stakeholder forums.
- xvi) Coordinate development, implementation and review of Annual Divisional budget
- xvii) Coordinate development, implementation and review of Divisional annual procurement and assets disposal plan.
- xviii) Coordinate Divisional Resource mobilization.

## **b) Person Specifications**

For appointment to this position, an Officer must have:-

- i) Bachelor's degree in Economics / Statistics or its equivalent from a recognized institution
- ii) At least six (6) years relevant working experience
- iii) Management course lasting not less than four (4) weeks
- iv) Member of professional body where applicable
- v) Demonstrated results in work performance
- vi) Meet provision of chapter six of the Constitution.
- vii) Patented research outcomes will be an added advantage

## **c) Key Competencies and skills**

- i) Negotiation skills
- ii) Stakeholder management skills
- iii) Corporate governance skills
- iv) Financial management skills
- v) Change management skills
- vi) Project management skills
- vii) Analytical and conceptual skills
- viii) Communication skills
- ix) Report writing and presentation skills
- x) Team management skills
- xi) Conflict resolution skills
- xii) Emotional intelligence skills
- xiii) Networking and collaboration skills
- xiv) Creativity and innovation skills



## 12. PRINCIPAL ESTATE MANAGEMENT OFFICER, KUC 5

Salary Kshs.81,851 x 3,728 – 85,579 x 3,728 – 89,307 x 3,728 – 93,035 x 3,728 – 96,763 x 3,728 – 100,491 x 3,728 - 104,219 x 3,728 – 107,947 x 3,728 – 111,675 x 3,732 – 115,407 p.m.

### a) Job Description

Duties and Responsibilities entail:

- i) Provide technical input in development, implementation and review of the College's strategic plan, vision, mission and objectives.
- ii) Coordinate establishment, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate.
- iii) Coordinate formulation, implementation, monitoring, and review of the Department's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the College's strategic priorities and governance frameworks.
- iv) Coordinate coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate
- v) Coordinate formulation, implementation, monitoring, and continuous improvement of the Department's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity.
- vi) Coordinate development, implementation, and periodic review of the Department's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations.
- vii) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Division, in line with the Constitution of Kenya, 2010, and the College's core values.
- viii) Coordinate development and implementation of corruption prevention and mitigation strategies in the Department.
- ix) Coordinate implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Department.
- x) Coordinate management of public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence.
- xi) Appraise direct reports.
- xii) coordinate periodic reports to inform on projects progress
- xiii) Guide Maintenance Officers to execute tasks within reasonable time to ensure effective operations.
- xiv) Coordinated staff training for capacity building.
- xv) Coordinate and ensure approved budget is properly allocated for budgets
- xvi) Coordinate work with other departments in drawing technical specifications for machinery purchase.
- xvii) Guide on effective energy management programs to minimize on utility bills costs.
- xviii) Coordinate development, implementation and review of Annual Divisional budget
- xix) Coordinate development, implementation and review of Divisional annual procurement and assets disposal plan.



xx) Coordinate Divisional Resource mobilization.

## **b) Person Specifications**

For appointment to this position, an Officer must have:-

- i) Bachelor Degree in relevant field from a recognized institution
- ii) At least nine (9) years relevant working experience
- iii) Management course lasting not less than four (4) weeks
- iv) A member of professional body where applicable
- v) Demonstrated results in work performance
- vi) Meets the requirements of Chapter Six of the Constitution
- vii) Computer literacy

## **c) Competencies and skills**

- i) Negotiation skills
- ii) Stakeholder management skills
- iii) Corporate governance skills
- iv) Financial management skills
- v) Change management skills
- vi) Project management skills
- vii) Analytical and conceptual skills
- viii) Communication skills
- ix) Report writing and presentation skills
- x) Team management skills
- xi) Conflict resolution skills
- xii) Emotional intelligence skills
- xiii) Networking and collaboration skills
- xiv) Creativity and innovation skills