

## KENYA UTALII COLLEGE, NAIROBI

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### **ADVERTISEMENT FOR SENIOR POSITIONS**

**Note: The advertisement for the position of Deputy Director, Academic Programmes has been cancelled.**

#### **1. DIRECTOR, ACADEMIC AFFAIRS - GRADE KUC 2 (1 POST)**

##### **a. Job Purpose**

The Director, Academic Affairs is responsible to the Principal and Chief Executive Officer for all academic and training matters and administration of academic support departments.

##### **b. Job Specification**

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

- i)** Oversee development, review and implementation of academic policies and curricular from time to time for all programs to ensure maintenance of high academic and professional standards
- ii)** Oversee the preparation and implementation of the annual academic calendar to guide the smooth operations of the College.
- iii)** Provide support for scholarly activities such as seminars, conferences and workshops for continuous professional development
- iv)** Monitoring and evaluation of the directorate staff for maintenance of high standards of training
- v)** Solicit external examiners from renowned institutions for purposes of quality assurance
- vi)** Co-ordinate external collaborations and linkages pertaining to training.
- vii)** Represent the directorate of studies in Council and Management meetings in all matters relating to the directorate
- viii)** Coordinate activities related to learning resource centre
- ix)** Constitute various committees to carry out specific tasks pertaining to the directorate
- x)** Guide on requests for hiring, transfer/deployment and training of staff in the academic directorate for enhanced performance of the directorate
- xi)** Advise on accreditation and quality assurance aspects to ensure conformity with the requirements of various bodies

- xii)** Develop implement and periodically review the strategic plan and departmental work plans for the smooth operations of directorate of studies.

**c. Person Specifications**

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

- i) Master's degree in a relevant field from a recognized institution
- ii) Bachelor's 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
- vi) Demonstrated results in work performance
- vii) Meet the requirement of chapter 6 of the constitution

**d. Key competence 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.

## **2. DIRECTOR, STRATEGY, PARTNERSHIP AND ENTERPRISE – GRADE KUC 2 (1 POST)**

### **a. Job Purpose**

The Director, Strategy Partnership and Enterprise is responsible for the partnership, enterprise, marketing, coordinating and the development of strategic policy initiatives, implementation of both the performance contract and the realization of the College's strategic objectives and enterprise. The position reports to the Principal and Chief Executive Officer.

### **b. Job Specification**

The duties and responsibilities of the officer will entail:

- i)** Overseeing the commercial enterprises
- ii)** Formulating, interpreting and implementing strategy, partnerships and business development policies and programmes
- iii)** Responsible for prudent management and utilization of all the resources in the directorate.
- iv)** Responsible for the development of the College master plan
- v)** Responsible for strategy and business continuity to maximise revenue generation.
- vi)** Responsible for implementing Council resolutions on matters affecting the directorate and departments under his/her oversight role
- vii)** Responsible for the consolidating of the directorate procurement plan and budgets
- viii)** Responsible for team work and collaborations among the various divisions and departments under his/her supervision
- ix)** Co-ordinating research activities and disseminate research findings to the stakeholders
- x)** Overseeing resource mobilisation activities
- xi)** Ensuring effectiveness of the College quality management system
- xii)** Overseeing the provision of consultancy services
- xiii)** Submitting reports on audit and reviews for further improvement and action
- xiv)** Co-ordinating the preparation of respective Board Papers.
- xv)** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- xvi)** Senior Management Course lasting not less than four (4) weeks from a recognized institution.

### **c. Person Specification**

For appointment to this grade, a candidate must have:

- i)** Professional Course in Sales and Marketing
- ii)** Diploma in Marketing or Diploma in Business Management
- iii)** Fifteen (15) years relevant working experience in public or private institution five (5) of which should have been at management level;
- iv)** Bachelor's degree in any of the following disciplines: Economics, Statistics, or equivalent qualification from a recognized Institution;
- v)** Master's degree in any of the following disciplines: Economics, Statistics, or equivalent qualification from a recognized Institution;
- vi)** Be registered with a professional body where applicable;
- vii)** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- viii)** Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- ix)** Leadership Course lasting not less than four (4) weeks from a recognized institution;
- x)** Proficiency in computer application skills;
- xi)** Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- xii)** Fulfil the requirements of Chapter six of the Constitution.

### **d. Key Competencies and Skills**

- i)** Strong communication and reporting skills
- ii)** Managerial skills and ability to lead teams.
- iii)** Mentoring, coaching and leadership skills
- iv)** Interpersonal skills
- v)** Team player;
- vi)** Integrity

### **3. DIRECTOR, HUMAN RESOURCE & ADMINISTRATION – GRADE KUC 2 (1 POST)**

#### **a. Job Purpose**

The Manager, Human Resource & Administration will be responsible to the Principal and Chief Executive Officer for the overall management of the human resource and administration function. The position reports to the General Manager, Corporate Services.

#### **b. Job Specification**

Specific duties and responsibilities will entail:

- i)** Co-ordinating the formulation, review, harmonization and implementation of human resource and administration policies, guidelines and regulations;
- ii)** Building capacity of human resource and administration for effective execution of human resource and administration function;
- iii)** Developing human resource management plans to ensure effective succession management;
- iv)** Ensuring institutionalization of performance management including performance appraisal system;
- v)** Interpreting and advising on human resource and administration policies and regulations;
- vi)** Monitoring the implementation of human resource and administration policies, rules and regulations and analysing their impact on staff;
- vii)** Facilitating human resource planning, communication, discipline, employee relations, remuneration and staff welfare;
- viii)** Overseeing the development and maintenance of an up-to-date human resource and administration database;
- ix)** Spearheading the monitoring, evaluation and auditing of human resource and administration activities and programmes;
- x)** Overseeing the preparation of Board papers relating to human resource and administration for deliberation and decision making by the Council
- xi)** Overseeing allocation and utilization of office space; supervising office management services and staff;
- xii)** Facilitating prompt payment of electricity, water bills and other utilities; ensuring adherence to Government regulations and procedures on vehicle usage;
- xiii)** Devising and implementing security procedures and policies;
- xiv)** Liaising with the security officer for investigation of all security incidences;
- xv)** Undertaking prompt settlement of accident vehicle cases; coordinating rental management;

- xvi)** Ensuring implementation and promotion of best human resource and administration standards and practices;
- xvii)** Preparing departmental budget and work plans;
- xviii)** Coaching and mentoring of staff.
- xix)** Approving of departmental plans and budget
- xx)** Appraising performance of officers and recommend for rewards or sanctions
- xxi)** Undertaking such other duties as may be reasonably required and which are consistent with the level of responsibility of this grade.

### **c. Person Specifications**

For appointment to this grade, an officer must have:

- i)** Master's Degree in business administration, human resource or a related field or equivalent qualification from a recognized institution;
- ii)** Bachelor's Degree in any other field and a post graduate diploma in Human Resource Management
- iii)** Thirteen (13) years relevant working experience five (5) of which must be in management.
- iv)** Certified Human Resource Professional (CHRP) will be an added advantage
- v)** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- vi)** Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- vii)** A Leadership course lasting not less than four (4) weeks from a recognized institution;
- viii)** Membership to a relevant professional body
- ix)** Value and principles (provisions of chapter six of the constitution
- x)** Certificate in computer applications from a recognized institution; and
- xi)** Demonstrated results in work performance

### **d. Key Competencies and Skills**

- i)** Strategic thinking;
- ii)** Analytical skills;
- iii)** Strong communication and reporting skills;
- iv)** Strong managerial skills and ability to lead teams;
- v)** Mentoring, coaching and leadership skills;
- vi)** Interpersonal and negotiation skills;
- vii)** Project Management Skills
- viii)** Team player; and
- ix)** Integrity

#### **4. DEPUTY DIRECTOR, LEGAL SERVICES – GRADE KUC 3 (1 POST)**

##### **a. Job Specification**

Duties and responsibilities

- i)** Advising KUC on various legal matters and monitoring the compliance of KUC with various applicable regulations
- ii)** Representing the organisation in court
- iii)** Monitoring policy, strategy and programs for legal services
- iv)** Oversee compliance issues within KUC
- v)** Providing timely legal advice to assist KUC in making an informed decision
- vi)** Support in the development of council calendars
- vii)** Liaising with Attorney General (AG) office and advising KUC on legal matters
- viii)** Attending to legal matters of KUC including advising, vetting and drafting of legal agreements in relation to KUC's operations
- ix)** Liaising with the functional units on queries or legal matters that should arise that relate to KUC's affairs

##### **b. Person Specifications**

For appointment to this grade, an officer must have:

- i)** Master's degree from a recognized institution
- ii)** Bachelors of laws degree from a recognised institution
- iii)** At least fifteen (15) years relevant work experience with at least three (3) years in a management role
- iv)** Postgraduate Diploma in Legal Studies from the Kenya school of law
- v)** Admitted as an advocate of the High court of Kenya
- vi)** Leadership course lasting not less than four (4) weeks from a recognized institution
- vii)** Member of a professional body where applicable
- viii)** Fulfilled the requirements of chapter six of the constitution
- ix)** Demonstrate resultants' in work performance
- x)** Computer proficiency skills

##### **c. Key competences and skills**

- i)** Good communication skills
- ii)** Good interpersonal skills
- iii)** Attention to details
- iv)** Arbitration skills
- v)** Good negotiation skills
- vi)** Excellent listening skills

**vii) Analytical skills**



## **5. DEPUTY DIRECTOR, INTERNAL AUDIT AND RISK ASSURANCE - GRADE KUC 3 (1 POST)**

### **a. Job description**

Duties and responsibilities at this level will entail:

- i)** Developing a comprehensive programme of engagement coverage for assigned areas
- ii)** Ensuring conformity to acceptable standards, plans, budgets and schedules
- iii)** Coordinating preparation of specific audit assignment plans and programmes
- iv)** Preparation of the internal audit systems, procedures and guidelines
- v)** Carrying out audit tests findings are properly documented
- vi)** Ensuring that the audit findings are properly documented
- vii)** Preparing draft audit reports detailing audit findings
- viii)** Approve and operationalize the teaching timetables
- ix)** Oversee and monitor curriculum delivery in respective departments in order to ensure quality education standards are met
- x)** Assign lecturers in respective departments to visit and evaluate students on internship
- xi)** Represent the department in academic board and other committees
- xii)** Set targets, supervise and appraise staff in the respective department for effective work performance
- xiii)** Oversee the setting, and counselling to impart relevant social life skills to students
- xiv)** Ensure students projects are submitted, marked and results submitted to the examination office
- xv)** Provide guidance and counselling to impart relevant social life skills to students
- xvi)** Approve requisitions for departmental supplies
- xvii)** Developing and reviewing policies and procedure for the department

### **b. Person Specifications**

For appointment to this grade, an officer must have:

- i)** Master's 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)** Minimum of fifteen (15) years relevant work experience of which three (3) of which should be in a management position.
- iv)** Be in possession of any of the following: - CPA (K).
- v)** Member of a professional body in good standing

- vi)** Leadership Course lasting not less than four (4) weeks.
- vii)** Computer proficiency skills.
- viii)** Fulfil the requirements of Chapter Six of the Constitution.

**c. Key Competencies and skills**

- i)** Planning skills.
- ii)** Analytical skills.
- iii)** Communication and reporting skills.
- iv)** Interpersonal skills.
- v)** Team player.
- vi)** Negotiation skill.
- vii)** Ethical and integrity

**6. DEPUTY DIRECTOR, MARKETING AND ENTERPRISE DEVELOPMENT – GRADE KUC 3 (1 POST)**

**a. Job Specification**

- i)** Developing, implementing and review of marketing policies and strategies of the college
- ii)** Enhancing stakeholder engagements, participation and collaboration for increased productivity
- iii)** Providing advisory services in the development of the implementation framework for the marketing support services function
- iv)** Spearheading innovation and creativity in marketing concepts and tools
- v)** Conducting periodical market surveys, benchmarks and marketing intelligence
- vi)** Identifying market niches suitable for targeted growth and development of the KUC's products and service portfolio
- vii)** Planning, coordinating and overseeing marketing of the KUC's products and services, including advertising and promotion for improved awareness and uptake
- viii)** Ensuring visibility of KUC products/services at all outdoor activities and other events through the use of promotional materials for brand memory
- ix)** Ensuring business prospection and sales activities for revenue generation from commercial activities are effectively carried out
- x)** Monitoring and measuring the performance results to track the milestones achieved against set targets and gauge the effectiveness of strategies deployed
- xi)** Developing and implementing corporate resource mobilization and enterprise development strategies

**b. Person Specification**

For appointment to this grade a candidate must have:

- i)** Master's degree from a recognized institution
- ii)** Bachelor's degree in business administration, marketing or equivalent qualification from a recognised institution
- iii)** At least fifteen (15) years relevant working experience, three (3) of which should be in a management position
- iv)** Leadership course lasting not less than four (4) weeks from a recognized institution
- v)** Demonstrated results in work performance
- vi)** Proficiency in computer applications
- vii)** Member of a relevant professional body
- viii)** Fulfil the requirements of chapter 6 of the constitution

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

- i)** Strong communication and reporting skills;
- ii)** Managerial skills and ability to lead teams;
- iii)** Mentoring, coaching and leadership skills;
- iv)** Analytical skills;
- v)** Interpersonal skills;
- vi)** Team player; and
- vii)** Ethical and integrity

**7. DEPUTY DIRECTOR, ESTATE MANAGEMENT—GRADE KUC 3  
(1 POST)**

**a. Job description**

Duties and responsibilities entails:

- i)** Daily coordination of transport facilities and services (work tickets, vehicle cleaning, repairs and maintenance, allocation, insurance, fuelling, accident handling etc.
- ii)** Facilities management (repair & maintenance, management of lease agreement, office space planning, furniture layout, facilities, office parking slots, washrooms, lighting, air circulation etc.)
- iii)** Work environment management in liaison with contractors and service providers (cleanliness, fumigation, emergency procedures, health, fire protection/safety and waste management)
- iv)** Master's degree in relevant field from a recognized institution
- v)** Bachelor's degree in relevant field from a recognized institution
- vi)** At least fifteen (15) years working experience three (3) of which must be in a management position
- vii)** A leadership course lasting not less than four (4) weeks
- viii)** Certificate in computer application
- ix)** Membership to a relevant professional body
- x)** Demonstrated results in work performance
- xi)** Computer literacy
- xii)** Meets the requirements of chapter six of the constitution

**b. Job Specifications Duties and Responsibilities entail:**

- i)** Daily co-ordination of Transport Facilities and services (work tickets, vehicle cleaning, repairs and maintenance, allocation, insurance, fuelling, accident handling etc.
- ii)** Facilities management (repair & maintenance, management of lease agreement, office space planning, furniture layout, facilities, office parking slots, washrooms, lightings, air circulation etc.)
- iii)** Work environment management in liaison with contractors and service providers (cleanliness, fumigation, emergency procedures, health, fire protection/safety and waste management)

**c. Person Specifications**

- i)** Master's degree in relevant field from a recognized institution
- ii)** Bachelor Degree in relevant field from a recognized institution
- iii)** Thirteen (13) years working experience five (5) of which must be in management level

- iv)** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution
- v)** Senior Management Course lasting not less than four (4) weeks from a recognized institution
- vi)** A leadership course lasting not less than four (4) weeks
- vii)** Certificate in computer application
- viii)** Membership to a relevant professional body
- ix)** Demonstrated results in work performance
- x)** Computer literacy.
- xi)** Meets the requirements of Chapter Six of the Constitution

## **8. DEPUTY DIRECTOR, INFORMATION & COMMUNICATION TECHNOLOGY – GRADE KUC 3 (1 POST)**

### **a. Job description**

Duties and responsibilities entail:

### **b. Job Specifications**

Duties and Responsibilities entail:

- i)** Ensuring that all ICT needs of the organization are met and to provide leadership to the ICT Department;
- ii)** Formulating and implement ICT policies, procedures and plans;
- iii)** Identifying ICT needs of College staff, students and clients;
- iv)** Developing, implementing and managing computerized information system;
- v)** Providing ICT services to transform KUC into an automated work environment that supports efficient and effective service delivery;
- vi)** Providing appropriate information and guidance on emerging trends and best practices in ICT to enable KUC optimize usage of technology;
- vii)** Providing support for users of KUC's ICT Services;
- viii)** Conducting and co-ordinating user training on various systems
- ix)** Maintaining KUC's information systems.
- x)** Implementing, administrating and maintaining KUC's network infrastructure
- xi)** Implementing capabilities to ensure Information System security.

### **c. Person Specifications**

- i)** Master's degree from a recognized institution
- ii)** Bachelor's degree in ICT related course from a recognized organisation
- iii)** ICT professional courses e.g. MCP(Microsoft Certified Professional),SQL (Structured Query Language), CISCO,MCSE,MCSD
- iv)** At least fifteen (15) years relevant working experience three (3) of which should be in a management position
- v)** Leadership Course lasting not less than four (4) weeks
- vi)** Demonstrated results in work performance
- vii)** Membership to a relevant professional body (where applicable)
- viii)** Meets provision of Chapter Six of the Constitution.

## **9. DEPUTY DIRECTOR, EXAMINATIONS- GRADE KUC 3 (1 POST)**

### **a. Job description**

Duties and responsibilities entail:

- i)** Coordinating the preparation of the examinations including typing, moderation, proofreading, photocopying, exam security, packaging and dispatch to examination venues.
- ii)** Preparing examination timetables and scheduling invigilators for examinations to ensure proper administration of examinations to students
- iii)** Ensuring that all examination requirements are adhered to by students before issuing examination cards to enable them sit for their examinations.
- iv)** Liaising with academic departments to receive the draft examinations.
- v)** Overseeing the preparation of worksheets for marks submitted by lecturers for presentation to the examinations board.
- vi)** Preparing student course completion letters and academic transcripts to enable them pursue opportunities within the industry.
- vii)** Preparing the graduation lists in liaison with the examinations board for graduands who have successfully completed their courses.
- viii)** Verifying and authenticating transcripts and certificates.
- ix)** Preparing the divisional budget
- x)** Supervising staff in the division
- xi)** Developing and reviewing policies and procedures for the department

### **b. Person Specifications**

- i)** For appointment to this grade, a candidate must have:
- ii)** Bachelor's degree in Hospitality or Tourism Management or equivalent in a relevant field from a recognized institution
- iii)** Master's degree in Hospitality or Tourism Management or equivalent in a relevant field from a recognized institution
- iv)** At least Nine (9) years relevant working experience
- v)** Demonstrated results in work performance
- vi)** Management course lasting not less than four (4) weeks
- vii)** One (1) publication for lecturers
- viii)** Computer proficiency Skills
- ix)** Meet the provisions of Chapter six of the Constitution



### **c. Key competencies and skills**

- i)** Communication skills
- ii)** Interpersonal skills
- iii)** Management skills
- iv)** Pedagogy skills
- v)** Classroom management skills

## **10. DEPUTY DIRECTOR – LIBRARY SERVICES, GRADE KUC 3 (1 POST)**

### **a. Job Description**

Duties and Responsibilities entail:

- i)** Formulate departmental work plans so as to ensure effective and efficient delivery of information resources and services.
- ii)** Develop policies, guidelines, rules and regulations to ensure the division fulfils its mandate to be a source of enduring knowledge accessible to all library users in the institution.
- iii)** Implementation of any changes in internationally agreed codes for information retrieval and dissemination;
- iv)** Monitor and evaluate the performance of the department through planning, directing and coordinating all activities of the library
- v)** Selection and purchase of information and other research materials in consultation with professional researchers.
- vi)** Prepare annual, quarterly and mid-term reports on the department's performance so as to ensure that the department meets its obligation to its patrons, to other institutions, as well as financial obligations.
- vii)** Acquire information materials or resources on request by user departments so as to ensure all departments in the institution have up to date information.
- viii)** Approve departmental staff leave in a coordinated and timely fashion for the Senior Librarian, Librarians and Library Assistants.
- ix)** Train and induct staff on their expected duties and responsibilities in the library through explanation of the use of library facilities, resources, equipment and services as well as provision of information about library policies.
- x)** Supervise technical aspects including classification, cataloguing and abstracting to ensure ready availability of information resources
- xi)** Review and evaluate materials, using book reviews, catalogues, faculty recommendations, and current holdings to select and order print, audio-visual, and electronic resources.
- xii)** Supervise library staff.
- xiii)** Developing and reviewing policies and procedures for the division.

### **b. Person Specifications**

- i)** Bachelor's Degree in Library and Information Science Management or its equivalent from a recognized institution
- ii)** Master's Degree in Library and Information Science Management or its equivalent from a recognized institution
- iii)** Fifteen (15) years relevant working experience five (5) of which must be in a management position
- iv)** A leadership course lasting not less than four (4) weeks
- v)** A member of professional body where applicable
- vi)** Computer proficiency skills
- vii)** Demonstrated results in work performance
- viii)** Meet the requirement of Chapter six (6) of the Constitution.

**c. Key Competencies and Skills**

- i)** Analytical skills;
- ii)** Strategic and innovative thinking;
- iii)** Ability to mobilize resources;
- iv)** Interpersonal skills;
- v)** leadership skills

**11. DEPUTY DIRECTOR STUDENTS WELFARE (DEAN OF STUDENTS)- GRADE KUC 3 (1 POST)**

a. Job purpose

This position is responsible for handling students' administration and welfare issues that support their academic efforts. The position report to the Director, Academic Affairs.

b. Duties and Responsibilities entail:

- i)** Prepare and supervise departmental work plans to ensure that the division executes its mandate effectively.
- ii)** Plan, maintain and monitor divisional budget to ensure prudent use of resources in the division.
- iii)** Oversee allocation of students' facilities.
- iv)** Oversee implementation of departmental quality procedures on daily basis to ensure that the set standards are met.
- v)** Prepare students appeals board papers as and when they arise to ensure that the students discipline issues are handled promptly.
- vi)** Oversee students' disciplinary process and procedures as they occur to ensure conducive learning environment.
- vii)** Handle students' administration and welfare issues on daily basis to support their academic efforts in close liaison with Management.
- viii)** Guide and counsel students on regular basis to ensure that students remain focused in their academic life.
- ix)** Oversee orientation programmes for new students to ensure that the students are familiar with the College programs, policies, procedures and facilities.
- x)** Oversee the management of students' records
- xi)** Manage students' activities including co-curricular, elections, and training.
- xii)** Maintenance of current students' records
- xiii)** Managing and supervising of outsourced cleaning and sanitary services

c. **Person Specifications**

For appointment to this grade, a candidate must have:

- i)** Bachelor's degree in Hospitality or Tourism Management or equivalent in a relevant field

- ii)** Master's 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

**d. Key competencies and skills**

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

## **12. DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT, GRADE KUC 3 (1 POST)**

### **a. Job Purpose.**

This cadre is responsible to provide professional opinion to the Accounting Officer for efficient and effective procurement of goods, works and services, inventory management and Assets Disposal, provide secretariat role to all Adhoc constituted committee by Accounting Officer in provision of the Public Procurement and Disposal Act 2015 and Regulation of 2020

### **b. Job Description**

Duties and responsibilities will entail:

- i)** Plan and review the college and hotel annual procurement and disposal of assets for the purpose of monitoring and maintaining procurement records.
- ii)** Lead negotiations for major purchases and contracts to ensure the institution achieves value for money spent during procurement.
- iii)** Initiate market surveys in order to compare quality and prices of various items, thereby ensuring the prices quoted by contractors is reasonable.
- iv)** Monitor the disposal process done by the supply chain division, to ensure adherence to the procurement laws.
- v)** Advise the accounting officer in matters relating to supply chain approvals when need arises.
- vi)** Monitor the supply chain performance through the Electronic Resource Planning (ERP) system to ensure adherence to the public procurement and assets disposal regulations.
- vii)** Initiate and facilitate procurement processes to ensure timely delivery of quality goods, works and services for the smooth running of the operations of the institution.
- viii)** Write professional opinions on a daily basis in line with the Technical Evaluation Committee Report to advise the accounting officer.
- ix)** Approve Local Purchase Orders for daily supplies in the college and hotel, while ensuring stock levels are maintained in the stores for operations continuity.
- x)** Act as the secretary to the Technical Evaluation Committee for the purpose of advising on matters relating to procurement.
- xi)** Control purchases of goods and services to ensure they are within the procurement plans and financial budgets. xii) Implement cost effective stock holding levels to spearhead cost reduction in procurement initiatives in all departments in the institution.
- xii)** Provide leadership to ensure efficient and effective management of staff and resources in the supply chain division.

- xiii)** Advise user departments on possible cost cutting measures to prevent over expenditure on inventory.

**c. Person Specifications**

For appointment to this grade, a candidate must have:

- i)** Masters Degree from a recognized institution.
- ii)** Bachelors Degree in any of the following disciplines; procurement, Supply Chain Management, Logistics or any equivalent qualifications from a recognized institution.
- iii)** Fifteen (15) years' work experience three (3) of which should be in a Management position.
- iv)** Leadership Course lasting not less than four (4) weeks from a recognized institution.
- v)** Member of a professional body in good standing.
- vi)** Proficiency in computer applications.
- vii)** Fulfilled the requirements of Chapter Six of the Constitution.

**d. Key Competences and skills**

- i)** Mentorship, coaching and leadership skills.
- ii)** In-depth knowledge of the government policies and regulations in public procurement.
- iii)** Demonstrated outstanding professional competence in supply chain services.
- iv)** Proficiency in Information Technology.
- v)** Strategic thinking.
- vi)** Strong managerial skills and ability to lead teams.
- vii)** Excellent listening skills.
- viii)** Strong analytical skills.
- ix)** Proficiency in IT.
- x)** Strong communication and reporting skills.
- xi)** Strong managerial skills and ability to lead teams.
- xii)** Interpersonal and negotiation skills
- xiii)** Ethical and integrity.
- xiv)** Attention to details.
- xv)** Problem solving.
- xvi)** People Management skills.

#### **14. DEPUTY DIRECTOR, RESEARCH & CONSULTANCY -GRADE KUC 3 (1 POST)**

The Deputy Director, Academic Affairs is responsible to the Director, Strategy, Planning and Research

##### **a. Job Description**

Duties and Responsibilities are to:

- i)** Ensuring that information on databases remain secure by instituting copyright in the website of the college.
- ii)** Coordinating the preparation, vetting and signing and evaluation of Performance Contract for the College Council, Divisional and Departmental heads.
- iii)** Planning, organizing, coordinating and executing relevant surveys and research projects and publish the results thereof. iv) Developing policies pertaining to patenting rights of articles and research projects produced by students and staff.
- iv)** Reviewing, synthesizing and analyzing the performance monitoring indicators, survey instruments, and toolkits in use.
- v)** Evaluating ideas, proposals, or suggestions for research and preparation of comprehensive proposals for approval by the College Management.
- vi)** Networking with local and internationally renowned consultants, professionals, scholars and institutions for cooperation in areas of research and innovation, and to source funds for research purposes.
- vii)** Promoting research culture within the College, and enhance its status as an authority in the field of hotel and tourism training.
- viii)** Disseminating research findings to students, staff and the hotel and tourism industry for the benefit of the sector.
- ix)** Contributing to financial sustainability of the College through writing of funding proposals.
- x)** Building infrastructure to support innovative research and dissemination, liaise with government agencies using the various Agency systems to ensure content is availed and systems data is retained and up to date.
- xi)** Developing, monitoring and implementation of the College strategic plan
- xii)** Monitoring performance contract quarterly reports including the sources of data used to inform indicators and parameter reporting. xiv) Supervising in preparation of annual performance contract report and participation in evaluation exercise of performance contracting
- xiii)** Preparing of corporate reports from government agencies on need be basis.



- xiv)** Maintaining and improving quality management system by conducting two internal audits and coordinate one external audit and timely closure of all non-conformities.
- xv)** Receiving, resolving, preparing and analyzing complaints from students, staff and external customers.
- xvi)** Developing and improving staff capacity by organizing two trainings on matters pertaining to quality management systems on an annual basis.
- xvii)** Monitoring the quality of lecturing and other programmes by conducting surveys comprising of quarterly/semester checks to ensure the satisfaction of Kenya Utalii College students and stakeholders.
- xviii)** Submitting quarterly quality reports on QMS audits and reviews to the management for further improvement and action.
- xix)** Co-ordinating knowledge management in the College

### **b. Person Specifications**

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

- i)** Masters degree from a recognized institution
- ii)** Bachelors degree in Economics / Statistics or its equivalent from a recognized institution
- iii)** At least twelve (12) years relevant working experience three (3) of which must be in supervisory position
- iv)** Management course lasting not less than four (4) weeks
- v)** Two (2) publications
- vi)** Member of professional body where applicable
- vii)** Demonstrated results in work performance
- viii)** Computer proficiency skills
- ix)** Meet provision of chapter six of the Constitution.
- x)** Patented research outcomes will be an added advantage

### **c. Key Competencies and skills**

- i)** Strong communication and reporting skills
- ii)** Managerial skills and ability to lead teams.
- iii)** Mentoring, coaching and leadership skills
- iv)** Analytical skills
- v)** Interpersonal skills
- vi)** Team player;
- vii)** Ethical and integrity

## **15. DEPUTY DIRECTOR, ADMISSIONS, PLACEMENT & INDUSTRY LIAISON GRADE KUC 3 (1 POST)**

The Deputy Director, Academic Affairs is responsible to the Director, Academic Affairs

### **a. Job Description**

Duties and Responsibilities are to:

- i)** Development and implementation of admission policy, strategy.
- ii)** Management of student intakes according to the admissions policy.
- iii)** Management of data for enrolment of new students
- iv)** Representation of the division in the Academic Board and Admissions Committee.
- v)** Creating records for admitted students
- vi)** Career guidance for prospective students
- vii)** Generation of admission reports
- viii)** Coordination of Kenya Utalii College alumni activities to promote close relationship between the alumni and the institution.
- ix)** Coordinate national tourism competitions for the tourism industry personnel to enhance professionalism
- 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)** Coordination of industrial training programs

### **b. Person Specifications**

- i)** Masters degree from a recognized institution
- ii)** Bachelor's degree in Social Sciences/ Education/ Management/ Curriculum
- iii)** Studies/ Finance/ Hospitality/ Tourism from a reputable institution
- iv)** At least twelve (12) years relevant working experience three (3) of which must be in supervisory position
- v)** Membership to a professional body where applicable
- vi)** Meet the provisions of Chapter six of the Constitution.
- vii)** Demonstrated results in work performance
- viii)** Computer literacy

**c. Key Competencies and skills**

- i)** Strong communication and reporting skills
- ii)** Managerial skills and ability to lead teams.
- iii)** Mentoring, coaching and leadership skills
- iv)** Analytical skills
- v)** Interpersonal skills
- vi)** Team player;
- vii)** Ethical and integrity

## **16. DEPUTY DIRECTOR, STRATEGY, PARTNERSHIPS AND ENTERPRISE GRADE KUC 3 (1 POST)**

The officer will be responsible for Monitoring and reporting on the strategy and performance of the College.

### **a. Job Description**

The duties and responsibilities of the officer will entail:-

- i)** Coordinate the development, implementation monitoring and evaluation of the College's Strategic Plan;
- ii)** Coordinate the development and review of policies and procedures on planning and quality assurance;
- iii)** Coordinate Strategic collaborations and partnerships;
- iv)** Coordinate the preparation and implementation of the Council's performance contract;
- v)** Carry out Inquiries, Studies and Research on matter relating to College's mandate;
- vi)** Coordinate the implementation of the College's quality management system (QMS) through quality assurance programmes ,
- vii)** Maintain the College's quality management systems
- viii)** Monitoring the quality of teaching by conducting surveys comprising quarterly/ semester checks to ensure the satisfaction of KUC's students and stakeholders
- ix)** Coordinate the development of the College's annual work plans and resource needs and prioritize its activities; x) Coordinate risk management of the College;
- x)** Coordinate the implementation of business process reengineering initiatives;
- xi)** Coordinate policy advocacy initiatives; and
- xii)** Coordinate the preparation of Annual reports for the College; xiv) Conduct economic analysis, evaluation and monitoring of development projects and programs,
- xiii)** Coordinating the preparation of quarterly and annual performance reports.

### **b. Person Specification**

For appointment to this grade, a candidate must:

- i)** Masters degree qualification from a recognized Institution;
- ii)** Bachelors degree in any of the following disciplines: Economics, Statistics, or equivalent qualification from a recognized Institution;
- iii)** Fifteen (15) years relevant work experience in public or private institution five (3) of which should have been at management level;

- iv)** Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v)** Be registered with a professional body where applicable;
- vi)** Proficiency in computer application skills;
- vii)** Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- viii)** Fulfil the requirements of Chapter six of the Constitution.

**c. Key Competencies and skills**

- i)** Strong communication and reporting skills
- ii)** Managerial skills and ability to lead teams. iii) Mentoring, coaching and leadership skills
- iii)** Interpersonal skills
- iv)** Team player;
- v)** Integrity

## **17. SENIOR PRINCIPAL LECTURER, KUC 3 (1 POST)**

### **a. Job Description**

Duties and Responsibilities are to;

- i)** Manage the divisional budget, work plans for running the departmental operations and ensure budgets are utilized for intended purpose
- ii)** Approve and operationalize the teaching timetables.
- iii)** Oversee and monitor curriculum delivery in respective departments in order to ensure quality education standards are met
- iv)** Assign lecturers in respective departments to visit and evaluate students on internship.
- v)** Represent the department in Academic Board and other committees.
- vi)** Set targets, supervise and appraise staff in the respective department for effective work performance.
- vii)** Oversee the setting, and marking of examinations in the department. viii)  
Ensure students projects are submitted, marked and results submitted to the examination office.
- viii)** Provide guidance and counselling to impart relevant social life skills to students
- ix)** Approve requisitions for departmental supplies.
- x)** Developing and reviewing policies and procedures for the department

### **b. Person Specifications**

For appointment to this grade, a candidate must have:

- 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)** Counselling Skills