

Internal Advertisement, 27th August, 2026

1.0 INTRODUCTION

The University wishes to advertise internally for various positions of **Deans** and **Directors**. Applications are invited from suitably qualified candidates.

The details of the duties, responsibilities and requirements for appointment to the positions are in line with the University Statutes and career guidelines as provided hereunder:

Summary of Positions

S/No	Position	Reference	No
1.	Dean, SEDU	UoE/ADM/C/D/SEDU/01/08/2026	1
2.	Dean, SAGR	UoE/ADM/C/D/SAGR/02/08/2026	1
3.	Dean, SENV	UoE/ADM/C/D/SENV/03/08/2026	1
4.	Director, Quality Assurance	UoE/ADM/QA/C/04/08/2026	1
5.	Director, Research & Innovation	UoE/ADM/RI/C/05/08/2026	1
	TOTAL		5

A. DEANS OF SCHOOLS

a) Dean, School of Education – Ref: UoE/ADM/C/D/SEDU/01/08/2026 (1 Post)

Requirements/Qualifications:

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Demonstrate leadership and vision in managing students, staff and the University academic Programmes;
- iii. Shall be an academic leader of the School to which she/he is applying to be a Dean;
- iv. Shall be knowledgeable in Quality Assurance/ISO procedures;
- v. Shall be knowledgeable in ICT;

- vi. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- vii. Must demonstrate commitment to high professional and ethical standards; and
- viii. Should be ready for vetting by relevant organs of Government.

Duties and Responsibilities:

- i. Responsible for the academic and administrative leadership and coordination of the School;
- ii. Participating in establishing policy for the University and ensuring that the institutional traditions and academic policies support the need of academic staff, students and the University's vision, mission, core values, objectives, strategies and plans are achieved;
- iii. Ensuring that the review, recruitment, appointments and promotions of academic and administrative staff in the School are of the highest quality;
- iv. Ensuring that the programmes developed by the School are innovative and teaching and research meet the highest standards set by the University Senate to produce globally competitive quality students;
- v. Ensuring that quality teaching, learning and research take place in the School; supporting and promoting features of good practice, staff, welfare, personal support and guidance to students, student evaluation of instructor and courses, curriculum development and review, regular appraisal and reward of students and staff;
- vi. Ensuring that the issuance of transcripts, academic transcripts, and academic records are kept promptly, determining academic eligibility, certifying enrollment, preparing statistical reports, supporting quality assurance functions and maintaining the student's academic information database in the school;
- vii. Taking responsibility for all matters about academic activities of the School; coordinating and formulating proposals concerning the development and implementation of academic plans of the school;
- viii. Initiating, promoting and enhancing corporate social responsibility, community relations, partnerships, linkages and collaborations;
- ix. In charge of all undergraduate and postgraduate teaching programs of the School i.e. ensuring that the courses in the relevant departments approved by the Senate are timetabled, taught, examined and provisional results approved after the School Board of Examiners' Meeting;
- x. Preparing budgetary estimates and administering all financial resources in the School, participating in various committees of the University, helping in the coordination of School Alumni and maintaining Alumni connections;
- xi. Performing any other duties as may be assigned from time to time by Deputy Vice-Chancellor (Academic & Students' Affairs) on behalf of the Vice-Chancellor.

b) Dean, School of Agriculture & Biotechnology - Ref: UoE/ADM/C/D/SAGR/02/08/2026 (1 Post)

Requirements/Qualifications:

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Demonstrate leadership and vision in managing students, staff and the University academic Programmes;
- iii. Shall be an academic leader of the School to which she/he is applying to be a Dean;
- iv. Shall be knowledgeable in Quality Assurance/ISO procedures;
- v. Shall be knowledgeable in ICT;
- vi. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- vii. Must demonstrate commitment to high professional and ethical standards; and
- viii. Should be ready for vetting by relevant organs of Government.

Duties and Responsibilities:

- i. Responsible for the academic and administrative leadership and coordination of the School;
- ii. Participating in establishing policy for the University and ensuring that the institutional traditions and academic policies support the need of academic staff, students and the University's vision, mission, core values, objectives, strategies and plans are achieved;
- iii. Ensuring that the review, recruitment, appointments and promotions of academic and administrative staff in the School are of the highest quality;
- iv. Ensuring that programs developed by the School are innovative and teaching and research meet the highest standards set by the University Senate to produce globally competitive quality students;
- v. Ensuring that quality teaching, learning and research take place in the School; supporting and promoting features of good practice, staff, welfare, personal support and guidance to students, student evaluation of instructor and courses, curriculum development and review, regular appraisal and reward of students and staff;
- vi. Ensuring that the issuance of transcripts, academic transcripts, and academic records are kept promptly, determining academic eligibility, certifying enrollment, preparing statistical reports, supporting quality assurance functions and maintaining the student's academic information database in the school;

- vii. Taking responsibility for all matters about academic activities of the School; coordinating and formulating proposals concerning the development and implementation of academic plans of the school;
- viii. Initiating, promoting and enhancing corporate social responsibility, community relations, partnerships, linkages and collaborations;
- ix. In charge of all undergraduate and postgraduate teaching programs of the School i.e. ensuring that the courses in the relevant departments approved by the Senate are timetabled, taught, examined and provisional results approved after the School Board of Examiners' Meeting;
- x. Preparing budgetary estimates and administering all financial resources in the School, participating in various committees of the University, helping in the coordination of School Alumni and maintaining Alumni connections;
- xi. Performing any other duties as may be assigned from time to time by Deputy Vice-Chancellor (Academic & Students' Affairs) on behalf of the Vice-Chancellor.

c) Dean, School of Environmental Sciences & Natural Resource Management_Ref: UoE/ADM/C/D/SENV/03/08/2026 (1 Post)

Requirements/Qualifications:

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Demonstrate leadership and vision in managing students, staff and the University academic Programmes;
- iii. Shall be an academic leader of the School to which she/he is applying to be a Dean;
- iv. Shall be knowledgeable in Quality Assurance/ISO procedures;
- v. Shall be knowledgeable in ICT;
- vi. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- vii. Must demonstrate commitment to high professional and ethical standards; and
- viii. Should be ready for vetting by relevant organs of Government.

Duties and Responsibilities:

- i. Responsible for the academic and administrative leadership and coordination of the School;
- ii. Participating in establishing policy for the University and ensuring that the institutional traditions and academic policies support the need of academic staff, students and the University's vision, mission, core values, objectives, strategies and plans are achieved;

- iii. Ensuring that the review, recruitment, appointments and promotions of academic and administrative staff in the School are of the highest quality;
- iv. Ensuring that programs developed by the School are innovative and teaching and research meet the highest standards set by the University Senate to produce globally competitive quality students;
- v. Ensuring that quality teaching, learning and research take place in the School; supporting and promoting features of good practice, staff, welfare, personal support and guidance to students, student evaluation of instructor and courses, curriculum development and review, regular appraisal and reward of students and staff;
- vi. Ensuring that the issuance of transcripts, academic transcripts, and academic records are kept promptly, determining academic eligibility, certifying enrollment, preparing statistical reports, supporting quality assurance functions and maintaining the student's academic information database in the school;
- vii. Taking responsibility for all matters about academic activities of the School; coordinating and formulating proposals concerning the development and implementation of academic plans of the school;
- viii. Initiating, promoting and enhancing corporate social responsibility, community relations, partnerships, linkages and collaborations;
- ix. In charge of all undergraduate and postgraduate teaching programs of the School i.e. ensuring that the courses in the relevant departments approved by the Senate are timetabled, taught, examined and provisional results approved after the School Board of Examiners' Meeting;
- x. Preparing budgetary estimates and administering all financial resources in the School, participating in various committees of the University, helping in the coordination of School Alumni and maintaining Alumni connections;
- xi. Performing any other duties as may be assigned from time to time by Deputy Vice-Chancellor (Academic & Students' Affairs) on behalf of the Vice-Chancellor.

B. DIRECTORS

a) Director, Quality Assurance - Ref: UoE/ADM/QA/C/04/08/2026 (1 Post)

Requirements/Qualifications:

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Demonstrate leadership and vision in managing students, staff and the University Academic Programs;
- iii. Shall be knowledgeable in Quality Assurance/ISO procedures;

- iv. Shall be knowledgeable in ICT;
- v. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- vi. Must demonstrate commitment to high professional and ethical standards; and
- vii. Should be ready for vetting by relevant organs of Government.

Duties and Responsibilities:

- i. Reviewing policies on current curricula trends both locally and globally to enhance the University rating and relevancy.
- ii. Coordinating provision and development of quality assurance manuals, objectives and guidelines for quality operations.
- iii. Developing work plans, an annual procurement plan and budgets.
- iv. Supervision of staff under the Directorate.
- v. Supervise the printing of graduation certificates to ensure they meet the required criteria.
- vi. Organizing internal quality audits and surveillance to achieve and maintain set standards.
- vii. Carrying regular quality surveillance to measure the effectiveness of teaching processes and resources in the University.
- viii. Developing quality assessment tools and forms to streamline quality assurance activities and processes.
- ix. Analysing external examiners' reports to ensure marking of examinations is up to the required standards.
- x. Liaising with external agencies and bodies to harness and benchmark the best quality standards locally and globally.
- xi. Preparing annual reports on the status of quality assurance to the management on the level of compliance.

b) Director, Research and Innovations – Ref: UoE/ADM/RI/C/05/08/2026 (1 Post)

Requirements/Qualifications:

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Demonstrate leadership and vision in managing students, staff and the University Academic Programs;
- iii. Shall be knowledgeable in Quality Assurance/ISO procedures;
- iv. Shall be knowledgeable in ICT;

- v. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- vi. Must demonstrate commitment to high professional and ethical standards; and
- vii. Should be ready for vetting by relevant organs of Government.

Duties and Responsibilities:

- i. Oversee and coordinate research and innovation in the University to improve research quality.
- ii. Develop University Policies related to Research & Innovation, Consultancy, and Intellectual Properties to guide the execution of these activities within the University.
- iii. Establish and operationalize the University consultancy and intellectual property units to bid for consultancies and protect any innovations and inventions derived from research.
- iv. Organize conferences, workshops seminars and innovations days for dissemination of research findings, and training on matters related to research.
- v. Oversee training of staff on proposal development, research methods, and accessing research resources to enhance the research culture in the university.
- vi. Connect researchers to possible collaborators to respond to and develop joint research proposal calls.
- vii. Coordinate research-related outreach activities as a way of disseminating research products.
- viii. Monitor and evaluate the performance of internally funded research projects to ensure adherence to objectives and prudent use of research funds.
- ix. Facilitate sourcing, coordinate and monitor research funding to ensure quality and relevant research is conducted.
- x. Management and coordination of publication of research journals and conference proceedings within the University for dissemination of research findings.
- xi. Coordinate the process of creating research teams to respond to proposal calls whenever they arise.
- xii. Prepare quarterly performance contract reports to update the University on the performance of research-related activities.
- xiii. Develop work plans, annual procurement plan and budget for the Directorate.
- xiv. Represent the Directorate at Senate to inform senators on activities of the Directorate.
- xv. Organize public lectures to enlighten the University community on topical issues.
- xvi. Respond to questionnaires sent by various bodies like the Ministry of Education that touch on research.
- xvii. Compile a list of publications within the University to update the publication database to ensure there is a current and up-to-date listing of the publications.

Application procedure:

Interested applicants should send the electronic scanned copy of their application documents in PDF format (as one running document) to the email provided below.

All applications for Directors & Deans should be addressed to the Chairman of Council,
email: chairmancouncil@uoeld.ac.ke

Applicants are advised to indicate the position applied for and the advertisement reference number on the cover letter subject.

Application documents should include: - detailed Curriculum Vitae, Certified copies of relevant Academic Certificates, Professional Certificates, Testimonials, National Identity Card or Passport, three (3) reference letters and other relevant supporting documents. Applicants should contact their referees to send reference letters directly to the email provided and include the reference number and name of candidate as email subject.

Note: Only shortlisted candidates will be contacted.

TERMS AND CONDITIONS

The Deans of Schools and the Directors shall hold office for four (4) years non-renewable and will be paid allowances as per the University policies and regulations.

All applications must be received on or before midnight of 9th September, 2026.

Note:

Only shortlisted candidates will be contacted.

University of Eldoret is an Equal Opportunity Employer