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## OFFICE OF THE VICE-CHANCELLOR

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### INTERNAL ADVERTISEMENT

4<sup>th</sup> AUGUST, 2022

Applications are invited from suitably qualified candidates for the following positions;

#### DEANS AND DIRECTORS

##### A. DEANS OF SCHOOLS

a) **Dean, School of Science – Ref: UoE/ADM/C/D/SSC/02/08/2022** (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 on 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 Education - Ref: UoE/ADM/C/D/SEDU/02/08/2022 (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 program developed by the School is 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 Agriculture & Biotechnology - Ref:  
UoE/ADM/C/D/SAB/02/08/2022 (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.

**d) Dean, School of Business, Economics and Management Sciences Ref: UoE/ADM/C/D/SBEMS/02/08/2022 (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.

**e) Dean, School of Environmental Sciences & Natural Resource Management Ref: UoE/ADM/C/D/SENRM/02/08/2022 (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, Strategic Planning & Performance Contracting - Ref: UoE/ADM/SPPC/C/02/08/2022 (1 Post)**

#### **Requirements/Qualifications:**

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Shall be knowledgeable in Quality Assurance/ISO procedures;
- iii. Shall be knowledgeable in ICT;
- iv. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- v. Must demonstrate commitment to high professional and ethical standards; and
- vi. Should be ready for vetting by relevant organs of Government.

#### **Duties and Responsibilities:**

- i. Developing policy, strategies and techniques for strategic planning and performance contracting to guide the University in realizing its strategic goals.
- ii. Coordinating strategic planning techniques that enhance the University's position and ranking.
- iii. Establishing performance targets for the development of performance contracts.
- iv. Organizing the endorsement of performance contracts in the University.
- v. Developing budgets and work plans for the Directorate.
- vi. Supervision of staff.
- vii. Attending the Senate and any other meeting to provide advisory on matters of performance and strategic planning.
- viii. Submitting quarterly and annual performance contracting reports to monitor performance.
- ix. Overseeing the implementation of strategies and techniques that will make the University meet set objectives.
- x. Placing surveillance and monitoring mechanisms to guide performance contracts, including establishing reasons for non-achievement.



**b) Director, Information & Communication Technology (ICT) - Ref: UoE/ADM/ICT/C/02/08/2022 (1 Post)**

**Requirements/Qualifications:**

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Shall be knowledgeable in Quality Assurance/ISO procedures;
- iii. Shall be knowledgeable in ICT;
- iv. Shall be knowledgeable in ERP systems;
- 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. Generally managing the operations of the Directorate to enhance the smooth running of the Directorate.
- ii. Participate in developing policies and strategies to streamline ICT operations.
- iii. Draw up budgets to ensure adequate funding is allocated to the Directorate.
- iv. Draw work plans to guide operations and for proper utilisation of resources.
- v. Write reports (monthly and quarterly) related to the Directorate to inform Management of the operations of the Directorate.
- vi. Allocate and supervise work to Systems Administrator, Networks Administrator, Operations and Maintenance Officer, Web Administrator and Computer Programmer for quality performance and delivery of services.
- vii. Represent the Directorate in various committees within the University to offer expert advice and to present issues of the Directorate.
- viii. Represent the University in National and international meetings and forums to offer expert advice and champion the interests of the University.
- ix. Participate in User training for efficient quality of service.
- x. Represent the Directorate in Senate and Deans Committee to present the interests of the Directorate.
- xi. Oversee procurement within the Directorate for quality goods and services.
- xii. Conduct regular research to solve problems in the ICT directorate.
- xiii. Write proposals and reports to source for grants to enhance some research activities.
- xiv. Evaluate the performance of staff in the Directorate for appraisal purposes.
- xv. Provide advice to management on areas related to ICT.

- xvi. Oversee performance contracting targets within the Directorate to ensure targets are realised.
- xvii. Evaluate the performance of ICT staff for employees' promotion and career growth.
- xviii. Participate in project teams to offer expert advice.
- xix. Liaise with vendors/suppliers of capital ICT projects to ensure quality service is given to the university.
- xx. Participate in drawing up ICT-related contracts to offer expert advice and to ensure the interests of the University are protected.
- xxi. Implement university rules, regulations and policies related to ICT for the smooth running of the University.

**c) Director, Board of Postgraduate Studies - Ref: UoE/ADM/BPS/C/02/08/2022**  
(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 Postgraduate students, staff and the University Postgraduate 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. Implementing postgraduate studies policy in line with the requirements and standards of the Commission for University Education
- ii. Coordinating strategic and operational plans in line with the University strategic plan
- iii. Chairing and leading the Postgraduate School's Students Admission Committee to ensure admitted candidates meet the minimum requirements for the respective programmes.
- iv. Developing the annual procurement plan for the Directorate to facilitate quality teaching and achievement of set objectives.
- v. Organizing the development and review of the Postgraduate Students Handbook that will ensure quality teaching practices.

- vi. Reviewing the Standard Operating Procedures, incorporating emerging issues to ensure quality performance and service delivery.
- vii. Planning staff development that meets emerging needs, trends and practices to ensure quality knowledge, skills and values to students.
- viii. Developing budgets and work plans.
- ix. Supervision of staff.
- x. Overseeing the collation, analysis and dissemination of academic management reports that will enhance teaching processes, students' progression and quality compliance.
- xi. Overseeing Postgraduate students' registration.
- xii. Handling Postgraduate students' matters to meet individual students' needs.
- xiii. Recommending to the Senate appropriate candidates for appointment of Postgraduate internal and external examiners in the schools.
- xiv. Preparation of Postgraduate admission summary, teaching, student progression, examination result and graduation reports aiding in decision making.
- xv. Ensure effective teaching and quality learning of Postgraduate students through periodic checks on class attendance and lecturer schedules.
- xvi. Facilitating preparation, moderation, and administration of Postgraduate examinations and the processing and reporting of examination results to ensure integrity.

**d) Director, Industrial Linkages, Partnerships & Collaborations - Ref: UoE/ADM/ILPC/C/02/08/2022 (1 Post)**

**Requirements/Qualifications:**

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Shall be knowledgeable in Quality Assurance/ISO procedures;
- iii. Shall be knowledgeable in ICT;
- iv. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- v. Must demonstrate commitment to high professional and ethical standards; and
- vi. Should be ready for vetting by relevant organs of Government.

**Duties and Responsibilities:**

- i. Engage with the community both local and international to establish linkages and networks for empowerment and academic/research partnerships.
- ii. Serve as an expert on local and international committees in the area of industrial linkages, partnerships and collaborations.

- iii. Present articles and related activities that are aimed at enhancing the image of the University to make the university regionally and globally visible.
- iv. Coordinate partnerships and collaborations for multidisciplinary/multi-institutional research for funding opportunities.
- v. Develop memorandums of understanding with private partners, local businesses and other stakeholders to guide the functions of collaborations and partnerships.
- vi. Develop policies, strategies, budgets and work plans for the directorate to achieve set objectives.
- vii. Promotion of lifelong learning and continuous education through collaborations and linkages with industry and regional and global partners to keep up with changing global and market trends.
- viii. Coordinate and facilitate local and international industrial attachments and extensions to build and develop capacity.
- ix. Coordinate the welfare of external/international visiting staff and exchange staff/students while at University for a quality hospitable experience.
- x. Coordinate activities of University staff/students when visiting other institutions/universities locally and internationally for achievable goals.
- xi. Participate in negotiations leading to the drafting and signing of aid/research agreements and establishing of links including protection of Intellectual Property Rights (IPR) of the University staff.
- xii. Keep progress records of reports submitted to the donor under the terms of the agreement and ensure compliance to evaluate and report to the Vice-Chancellor.
- xiii. Represent the University in various external functions related to the directorate to gather information for sharing with the university community.
- xiv. Represent the directorate at Senate meetings to share information regarding the directorate.
- xv. Develop budgets and work plans for the Directorate.
- xvi. Develop an annual procurement plan for the Directorate.
- xvii. Supervision of staff under the Directorate.

**e) Director, Gender, Equity & Disability - Ref: UoE/ADM/GED/C/02/08/2022 (1 Post)**

**Requirements/Qualifications:**

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Shall be knowledgeable in Quality Assurance/ISO procedures;
- iii. Shall be knowledgeable in ICT;

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

**Duties and Responsibilities:**

- i. Developing policies for the management of the gender and equity programmes.
- ii. Reviewing gender and disability policies to promote reproductive health and wellbeing of staff and students.
- iii. Coordinating provision and development of guidelines for operations.
- iv. Developing budgets and work plans for the set objectives.
- v. Supervision of staff under the Directorate.
- vi. Organizing sensitization workshops on gender equity, integrity and neutrality for students and staff.
- vii. Establishing compliance with the 30% rule on gender representation to promote gender equality and equity in the University and regularly submit advisory reports to the management.
- viii. Preparing monthly reports to the management on gender-related issues.
- ix. Handling gender-related issues from staff and students to ensure a conducive learning and working environment.
- x. Representing the directorate at various meetings.

**f) Director, Quality Assurance - Ref: UoE/ADM/QA/C/02/08/2022 (1 Post)**

**Requirements/Qualifications:**

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Shall be knowledgeable in Quality Assurance/ISO procedures;
- iii. Shall be knowledgeable in ICT;
- iv. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- v. Must demonstrate commitment to high professional and ethical standards; and
- vi. 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.

**g) Director, Resource Mobilization & Strategic Initiative - Ref: UoE/ADM/RMSI/C/02/08/2022 (1 Post)**

**Requirements/Qualifications:**

The ideal candidate:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Shall be knowledgeable in Quality Assurance/ISO procedures;
- iii. Shall be knowledgeable in ICT;
- iv. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- v. Must demonstrate commitment to high professional and ethical standards; and
- vi. Should be ready for vetting by relevant organs of Government.

**Duties and Responsibilities:**

- i. Liaise with national and international donor organizations and academic institutions to identify possible funding opportunities and work with relevant schools to develop appropriate proposals.



- ii. Support initiatives that fund collaborations between the university and international reputable institutions through a Memorandum of Understanding and visiting professors to ameliorate shortages in any school.
- iii. Coordinate university-wide effort in resource mobilization and chair development of inter-disciplinary proposals between fields of expertise or schools.
- iv. Ensure proposals and monitoring documentation are done in a timely manner.
- v. Review draft documents arising from or leading to joint initiatives for funding purposes.
- vi. Allocation of duties/responsibilities to team members and directorate staff to ensure the quality of work is achieved.
- vii. Identify and follow up on funding opportunities through the development of proposals.
- viii. Developing work plans, an annual procurement plan and budgets.

**h) Director, Research and Innovations - Ref: UoE/ADM/RI/C/02/08/2022 (1 Post)**

**Requirements/Qualifications:**

The ideal candidate must possess:

- i. Must be at least a Senior Lecturer, Grade 13 with an earned PhD;
- ii. Shall be knowledgeable in Quality Assurance/ISO procedures;
- iii. Shall be knowledgeable in ICT;
- iv. Should be knowledgeable in Management, Budgeting and Public Procurement Procedures;
- v. Must demonstrate commitment to high professional and ethical standards; and
- vi. 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.

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

**Application Procedure:**

Applications should be addressed to the Chairman of the Council:

- i. Applicants should send soft copies of their applications to the Chairman of the Council as follows:

**Email:** [chairmancouncil@uoeld.ac.ke](mailto:chairmancouncil@uoeld.ac.ke)

- ii. Applicants are advised to indicate the reference of the position applied for on the cover letter;
- iii. The soft copies should include: - detailed Curriculum Vitae (detailing academic qualifications, professional experience and membership to professional associations, copies of certificates, e-mail address and telephone contacts).
- iv. Late applications will not be considered.
- v. Applicants should provide the names, telephone numbers and contact addresses of three referees.
- vi. Applicants are advised to contact their referees to write and send confidential reports directly using the following email address: [chairmancouncil@uoeld.ac.ke](mailto:chairmancouncil@uoeld.ac.ke) to be received together with the application letter.

**Note:**

**All applications should be received on or before 26<sup>th</sup> August, 2022 at midnight.**

**Only shortlisted candidates will be contacted.**

**General Requirements:**

Only successful candidates after interviews will be required to satisfy the requirements of Chapter Six of the Kenyan Constitution, 2010 by getting valid clearance certificates from KRA; HELB; EACC; Credit Reference Bureau and Kenya Police (Certificate of Good Conduct).

*University of Eldoret is an Equal Opportunity Employer*