KCA University (KCAU) is one of Africa’s top private Universities, with a strong focus on business and technology. The University was founded in 1989 by the Institute of Certified Public Accountants of Kenya (ICPAK). In 2013, the University obtained its Charter by the Commission of University Education (CUE). KCAU’s main campus is located in Ruiru, Ruiru, Kenya, with other campuses in the Nairobi CBD, Kiseru, and Kitengela. The University has a Strategic Plan for the period 2019-2023 titled “KCA University’s Strategic Plan 2019-2023”. The University’s academic strength is based on its Doctorate, Masters and Bachelors Programmes, Diploma, Certificate Programmes, as well as Professional programmes.

The University offers distance learning mode of study and currently on remote engagement and assessments for all students in the College of Business; College of Technology; School of Education; School of Research & Graduate Studies; the Centre for Entrepreneurship & Leadership; the School of Professional Programmes; and to ensure studies are not stopped.

The University prides of its state-of-the-art Systems Modelling and Data-Analytics labs, its ICT lab and a ultra-modern library that was ranked 2nd in the Maktaba Awards in year 2012, 2013, 2014, 2016 and 2018. Enrolment for both Government and Self Sponsored students is over 15,000 with a staff base of close to 500 employees.

The University collaborates with Tohoku University in Japan; the New Zealand Institute of Business & Technology; the Dublin Institute of Technology; the Open University of Israel; among others. It also enjoys numerous corporate partnerships, including with Techno Brain and Centurion Systems.

KCA University is seeking to recruit a qualified, competent, dynamic and visionary leader to fill the position of Deputy Vice-Chancellor in charge of Finance, Planning and Development.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Deputy Vice-Chancellor for Finance, Planning and Development shall provide leadership in matters concerning Finance, Strategy, Planning and the future development of the University. He /she will be:

1. Provide innovative and creative leadership in areas of Human Resource, Finance, Procurement, Technology and Physical resource management;
2. Responsible for resource mobilization, establishment of linkages, fund raising and revenue growth strategies in accordance with the overall University Strategy;
3. Coordinate the preparation and implementation of the budget, financial statements management reports and ensuring compliance with both annual and medium-term expenditure plans consistent with the strategic plan;
4. Develop appropriate procedures and ensure compliance to all statutory and legal requirements in general administration and financial management of the University;
5. Maintain efficiency and good order of the university including staff welfare, conduct, discipline and ensure proper supervision and management of staff;
6. Collaborate with the University leadership to plan, develop and review University strategy; monitor the execution of the strategic plan and coordinate the strategy integrated reporting of the University’s Annual Performance Report;
7. Promote the use of accurate institutional data to support evidence-based decision making, institutional analysis and reporting including University intelligence, strategic planning and organizational effectiveness initiatives of the University;
8. Champion the long-term, integrated planning and resource mobilization for the University, provide strategic leadership and effective management of the University Master Plan and its related resources.

POSITION REQUIREMENTS

Academic Qualifications

1. Be a holder of an earned Doctorate degree in Business, Finance, Entrepreneurship or a closely related degree specialization from a recognized University;
2. Be registered member of professional associations such as ACCA, CIA, ICFAK, and IHM.

Work Experience:

1. At least 10 years of experience in Senior University Management positions;
2. Should have published extensively in refereed journals and conference meetings;
3. Demonstrate evidence of innovative and creative leadership in areas of planning, resource mobilization, research, human and physical resource management;
4. Have a demonstrable understanding of the Finance 2030 and relevant legislation guiding Higher Education in Kenya;
5. Have an understanding of the national policies and strategies governing University Financing, education and training in Kenya;
6. Demonstrate an understanding of Strategic Planning and Performance Management;
7. Have had experience as a senior member of the University senior management team;
8. Be an experienced academic leader and have a track record of leadership and integrity as provided in the Constitution of Kenya;
9. Provide evidence of leadership research, networking and ability to attract funds to the University;
10. Have an understanding of the factors and conditions shaping the development of Higher Education in Kenya;
11. Demonstrate understanding of Leadership and Integrity as provided in the Constitution of Kenya;
12. Demonstrate an understanding of the University’s financial systems and procedures;
13. Provide evidence of leadership research, networking and ability to attract funds to the University;
14. Have an understanding of the factors and conditions shaping the development of Higher Education in Kenya;
15. Demonstrate understanding of Leadership and Integrity as provided in the Constitution of Kenya;
16. Be competent to effectively design, develop and execute organizational strategic plans;
17. Be an excellent mentor and role model;
18. Demonstrate strong interpersonal and administrative skills;

CORE COMPETENCIES

The following core competences and skills will be required:

(i) Ability to portray and uphold positive national and international image of the University;
(ii) Ability to portray and uphold positive national and international image of the University;
(iii) Visionary thinker and result oriented;
(iv) Excellent organizational, interpersonal and effective communication skills;
(v) Outstanding organization development skills, entrepreneurial acumen and business process re-engineering competencies;
(vi) Ability to develop and execute decision-making abilities to the strategic level;
(vii) Creativity and Innovation abilities with a strong implementation, monitoring and evaluation focus;
(viii) Negotiation and conflict resolution skills;
(ix) An excellent mentor and role model;
(x) Be firm, fair, accountable and transparent in the conduct of duties.

KCA University Is an Equal Opportunity Employer. Women, The Marginalized and Persons With Disability Are Encouraged To Apply.