



**BOMET UNIVERSITY COLLEGE**  
(A Constituent College of Moi University)  
**OFFICE OF THE PRINCIPAL**

*Email: principal@buc.ac.ke*

P. O. Box 701 – 20400,  
BOMET, Kenya

**INTERNAL ADVERTISEMENT**  
**DECLARATION OF VACANT POSITIONS**

Bomet University College (BUC) is a Constituent College of Moi University, established through the Legal Notice No. 145 of 27<sup>th</sup> July 2017. BUC is on the path towards Accreditation by the Commission for University Education; and thereafter Award of Charter. The University College is therefore in the process of recruiting and appointing Deans and Heads of Departments, to fill up positions of Administrative and Academic Leadership to enable fulfillment of its Mandate as contained in the Legal Order, Number 145 of 27<sup>th</sup> July 2017 and Statutes.

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

**1. DEANS OF SCHOOLS – REF: BUC/INT.ADV/DEAN/01/04/2024**

BUC intends to recruit **internally** for the Position of Deans for the following Schools:

- (i) School of Education(SOE)
- (ii) School of Business and Entrepreneurship(SBE)
- (iii) School of Arts and Social Sciences(SASS)
- (iv) School of Pure and Applied Sciences(SPAS)

**Qualification Requirements**

For appointment to this position, a candidate must:-

- (i) Be a holder of an earned Doctorate Degree (PhD) from a recognized University in a field of study within the School of interest;
- (ii) Be at least a Senior Lecturer in the School of interest;
- (iii) Have demonstrated leadership skills and a vision in managing students, staff and the University Academic programmes;

- (iv) Be a Member of the School of which she/ he is applying to be a Dean;
- (v) Be knowledgeable in Vision, Mission, Strategic Goals, Objectives and Activities; Policies and Performance Contract targets and Implementation Processes of the University College;
- (vi) Be knowledgeable in Information Communication Technology (ICT) applications in work processes; and
- (vii) Be knowledgeable in Financial Management, Budgeting, Resource Mobilization Strategies, Public Procurement, Human Resource and Administration procedures.

### **Duties and Responsibilities**

The position of Dean is a Management position within the Academic and Student Affairs Division reporting to the Deputy Principal (Academic and Student Affairs) and shall be responsible for:

1. The Academic and Administrative leadership and coordination of the School;
2. Participating in establishing policies for the University and ensuring that the institutional traditions and Academic Policies support the needs of Academic Staff and Students;
3. Integration of Vision, Mission, Core Values, Objectives, Strategies and Plans of the University College in Academic procedures and processes in the School;
4. Ensuring that Review, Recruitment, Appointments and Promotions of Academic and Administrative Staff are of the highest quality and in line with the Approved Policy(ies) of the University College;
5. Ensuring that programmes developed by the School are innovative, Teaching and Research meet the highest standard set by the University Senate to produce quality Students that are globally competitive;
6. Ensuring that the University College's Policies are adhered to;
7. Ensuring that quality teaching, learning and Research take place in the School;
8. Support and promote features of good practice, staff welfare, personal support; guidance to Students, students evaluation of instructor and course, curriculum development and review; and regular appraisal and reward of Student and Staff;
9. Marketing and promotion of Academic programmes of the University College;
10. Ensuring that issuance of transcripts of Academic records is done promptly, determining Academic eligibility, certifying enrollment, preparing statistical reports, supporting quality assurance function and maintaining the student Academic information database in the School;

11. Taking responsibility for all matters pertaining to Academic activities of the School, coordinating and formulating proposals with respect to the development and implementation of Academic plans of the School;
12. Initiating, promoting and enhancing corporate social responsibility, community relations partnership, linkages and collaborations;
13. Being in charge of all undergraduate and post graduate teaching programmes of the School by ensuring that the Courses in the relevant Departments approved by Senate are timed tabled in the Master Timetable, taught, examined and provisional results released after the School Board of Examiners Meeting and Tuition fees is collected;
14. Budgetary estimates and administering all financial resources in the School, participating in various Committees of the University;
15. Coordination of School Alumni and maintaining connections for resource mobilization; and
16. Performing any other duties as may be assigned from time to time by the Deputy Principal, Academics and Student Affairs on behalf of the Principal.

**2. HEADS OF DEPARTMENT - REF: BUC/INT.ADV/HOD/02/04/2024**

For various teaching Departments of Schools.

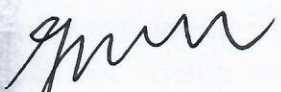
**Qualification Requirements**

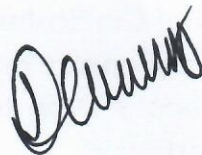
For appointment to this position, a candidate must;

- (i) Be holder of an earned Doctorate Degree (PhD) from a recognized University in her field of study;
- (ii) Have attained at least position of Lecturer in the University College.

**Duties and Responsibilities**

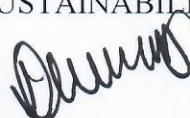
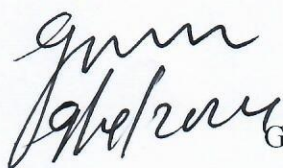
The Head of Department is the Academic and Administrative Head of a Department within a School and shall be responsible to the Principal through the Deputy Principal, Academic and Student Affairs and the respective Dean for promoting efficient and effective Management of the Department.

  
19/4/2024



In addition to being the Leaders for, and Manager of the Department, Chairperson/Heads of Departments are expected to:

1. Serve as representatives of the Principal in the Department and administer the University policies at the Departmental level;
2. Serve as the Academic and Administrative Head of the Department;
3. Ensure that the courses prescribed and approved by the Senate are taught to the expected standard by qualified personnel as per the curriculum;
4. Be responsible for all teaching resources, equipment and other University property within the Department and see to their effective utilization;
5. Be the Chief Examinations Officer in the Department, Co-ordinate the setting, Moderation, Marking and processing of examinations;
6. In consultation with the teaching staff, suggest new courses, units and Centres in the University;
7. Advise the Principal on the departmental staff requirements;
8. Prepare the Departmental budget and draft estimates for onward transmission to the Finance Officer;
9. Be the Accounting Officer in the Department and assist in the management and control of finances within the departments;
10. Identify and make recommendations on the training requirements of the members of staff in the Departments;
11. Ensure that a high standard of discipline is kept within the department by both members of the teaching staff, administrative staff and students;
12. Encourage members of staff to carry out research in their areas of specialization.
13. Assist in soliciting for research funds from Funding Organizations;
14. Organize departmental research seminars and disseminate information to the relevant offices on current research trends in the disciplines which fall under the department;
15. Hold regular duly constituted Departmental Meetings and ensure that the members of staff attend such meetings;
16. Initiate the process of Curriculum Review in liaison with members of the teaching staff and students, and ensure that the curriculum is continuously evaluated;
17. Liaise with the School's Dean to recommend suitable criteria for admission into courses in the Department;
18. Liaise with Quality Assurance and Data Management Unit on all quality related matters;
19. Enforce the Service Delivery Charter in the department at all cost.



20. Advise the Deputy Principal (Academic ad Student Affairs) on space and resources available for the purposes of declaring capacities for admission;
21. Keep proper academic records of students admitted in the department;
22. Advise teaching staff in the departments on Academic Matters;
23. Prepare the various annual documents for the Department e.g. budget plans, work plans procurement plan, performance contract reports, establishment etc;
24. Oversee implementation of Quality Management System (QMS), Environmental Management System (EMS) and Risk Management at the Department;
25. Co-ordinate the Staff Appraisals at the Department;
26. Propose necessary Institutional Linkages;
27. Promote welfare of the Staff in the department; and
28. Attend to any duties as may be specified by the Deans of School, Deputy Principals, Principal or his/her designate.

#### **TERMS OF SERVICE**

A Dean or a Head of Department shall hold office for a period of three (3) years renewable once for a further period of three (3) years. Any applicant who has served as Dean for two (2) consecutive terms shall not be eligible for reappointment within three (3) years immediately following the lapse of the last appointment.

#### **REMUNERATION**

A Dean or a Head of Department is remunerated based on Bomet University College Human Resource Policy Instruments.

#### **APPLICATION PROCEDURE**

Interested and qualified candidates should submit Ten (10) sealed hard copies of application package enclosing the following documents:

- (i) Certified copies of All Academic and Professional certificates/ Testimonials;
- (ii) A detailed Curriculum Vitae also indicating telephone contact, e-mail address, current position and remuneration;
- (iii) Names and contacts of three (3) Referees. Applicants are advised to contact their Referees and request them to send their letters of reference to the address below in sealed envelopes within three weeks from the date of this advertisement.

A soft copy to be sent to: [internaladvert@buc.ac.ke](mailto:internaladvert@buc.ac.ke)

*gmm*  
*19/04/2024*

GREEN ECONOMY FOR SUSTAINABILITY

*[Signature]*

The Applications should clearly indicate the Reference of the Advert and addressed to the **Principal, Bomet University College P.O Box 701-20400, BOMET**; and Delivered to the *Registry, Human Resource Office.*

This information can also be accessed from the University website [www.buc.ac.ke](http://www.buc.ac.ke)

The **deadline** for receiving applications for all the positions advertised will be **30<sup>th</sup> April 2024 by 5.pm.** Any application(s) received after this shall not be considered.

**Note:**

- *BUC is an equal opportunity employer and therefore applicants of all gender and persons living with Disability are encouraged to apply*
- *Only Shortlisted Candidates will be contacted*
- *BUC does not charge fees for Recruitment and Appointment for Positions Advertised*

*gm*  
*19/4/2024*

*[Signature]*