

# TANGAZA UNIVERSITY COLLEGE

## THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

## DEPUTY VICE CHANCELLOR, ACADEMIC AND STUDENT AFFAIRS, DESIGNATE

Do you want to work with the best and push your career to a whole new level? Tangaza University College is moving towards becoming a fully-fledged university. As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University College and requires to be filled.

JOB TITLE: DVC ACADEMIC AND STUDENT AFFAIRS, DESIGNATE

REPORTS TO: VICE - CHANCELLOR, DESIGNATE

DEPARTMENT: CENTRAL ADMINISTRATION

EMPLOYMENT STATUS: CONTRACT

#### **Position Summary**

The DVC for Academic and Student Affairs will be Responsible for the effective leadership and management of the academic affairs of the University and work closely with the Vice Chancellor in ensuring the realization of the vision, mission, values and strategic objectives of the University.

The DVC for Academic and Student Affairs will specifically provide academic leadership of the faculty, research engagements, educational resources, curricula development and implementation, and teaching and quality assurance of all academic programs.

The DVC for Academic and Student Affairs is responsible for the students' holistic formation, which involves creating a vibrant students' community of integrity.

## Primary Duties and Responsibilities (A detailed Job Description [JD] will be given on appointment)

The Deputy Vice-Chancellor for Academic and Student Affairs shall:

- 1. Be responsible for the academic and student affairs of the University.
- 2. Assist the Vice-Chancellor in the administration of the University by having direct oversight of the faculty, curriculum and quality of academic programmes.
- 3. Guide the Dean of Schools, Faculties, Directors of Academic Institutes on the running of Academic programmes.
- 4. Supervise the Dean of Students in the Implementation of goals and objectives, which include planning and staff enhancement under him/her students' holistic wellbeing, orientation and retention strategies, developing and maintaining campus culture and decorum, student leadership development and service and liaison function.
- 5. Be responsible for the quality of academic programmes and their compliance with prescribed standards internally and accrediting and professional bodies locally and externally, where applicable.
- 6. Be responsible for ensuring that the University implements a student-centered teaching and learning system and that the experience of students is enhanced by services that support their learning and development.
- 7. Have oversight over academic support services, which include library services, placement services, co-ordination of the allocation of resources and facilities for academic usage, registry and safety in teaching areas.
- 8. Promote academic research and innovations, partnerships and linkages with other institutions of higher learning as well as with potential employers.
- 9. Be a member of the Senate and Management Board, and serve on any other committees by virtue of office or at the appointment of the University Council or Vice-Chancellor.
- 10. Prepare and present teaching and research programs to the Senate for approval and oversee implementation of all aspects of planning, development and quality control of the extension studies and affiliated tertiary level educational institutions.
- 11. Assisting in formulating for approval by the University Council, key institutional objectives, policies and strategies for maintenance of high academic standards for all the academic programs and research activities.
- 12. Promote a learning environment that is supportive of the University's mission, vision strategic objectives.

## Qualification and Experience

- A PhD or equivalent academic doctoral degree and preferably ranked as an associate professor from a recognized University.
- A minimum of 7-year experience in a senior administrative management position or served as a Dean or College/Campus principal for at least 3 years.
- A person who is both people and performance oriented.
- Experience in running of University affairs, procedures and systems and well versed with the context of the Kenyan system of higher learning.
- 4 recognized international journals publications since promotion to Associate Professor.
- 1 scholarly book publication within relevant academic discipline.
- 4 presentations with at least 1 at recognized international conference in the last 5 years.
   Positive evaluation of publication by two (external) professional neers

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Applicants should enclose a Letter of Introduction, Curriculum Vitae, copies of relevant certification and three (3) reference letters from recognized persons / institutions by

5th February, 2024 indicating your daytime contacts to;

The Human Resource and Administration Manager

Tangaza University College

P.O. BOX 15055-00509

NAIROBI

E-mail: tucvacancies@tangaza.ac.ke

Tangaza University college is an equal opportunity employer and does not discriminate

NB: Only shortlisted candidates will be contacted and given a copy of detailed job description.

Please indicate the position applied as subject of the email.

on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.