

DEAN, SCHOOL OF ARTS AND SOCIAL SCIENCES (SASS)

Do you want to work with the best and push your career to a whole new level? 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 and requires to be filled.

JOB TITLE: DEAN, SCHOOL OF ARTS AND SOCIAL SCIENCES (SASS)

REPORTS TO: DVC, ACADEMIC, RESEARCH AND STUDENT AFFAIRS

DEPARTMENT: SCHOOL OF ARTS AND SOCIAL SCIENCES

EMPLOYMENT STATUS: CONTRACT

Position Summary:

The Dean, SASS plans and develops the instructional objectives for the school of arts and social sciences. He/ She leads department heads, programme leaders and faculty in the development, implementation and evaluation of new and existing curricula; reviews supporting facilities and equipment's required for conducive learning environment in the school. Spearheads the School budgeting, implementation of the University strategic plan and appraisal of human and non-human resources of the school.

Primary Duties and responsibilities:

- 1. Oversee academic departments under the School of Arts and Social Sciences; IST, ISC, IYS, CLM.
- 2. Plans and develops the instructional objectives for the school.
- 3. Evaluates full and part time faculty performance, engages in classroom observations and prepares summative reports.
- 4. Provide academic and administrative leadership for the undergraduate and graduate programs within the school and participate in the development of university-wide policies and university initiatives.
- 5. Supporting the University's commitment to diversity and fostering, academic, and non-academic activities to increase the school's visibility within the community.
- 6. Prepares, tracks, monitors and adheres to an annual budget; does cost projections for all activities, programs and courses and approves work orders and purchase requisitions.
- 7. Enhancing the School and University's profile, resource streams, and engagement with alumni and the community.
- 8. Measures and tracks school annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the University's Assessment Program.
- 9. Provides the vision and leadership for creating an interdisciplinary environment by building on the faculty strengths within the departments.
- 10. Fostering academic planning and innovative curricular and scholarly development.
- 11. Supervises supplies and equipment used to support instructional programs; oversees course scheduling and facilities use.
- 12. Supports faculty in research and publication through collaboration and partnership with like-minded institutions locally and globally.

Qualifications and Experience:

- 1. An Earned Doctorate Degree (PhD) in Social Sciences, Business or Management.
- 2. Minimum of 7 years of higher education experience including 2 years of administrative experience as a department head chair or higher, plus 3 years of university teaching, complemented by research and scholarly record (Minimum 5 articles in peer reviewed journals).
- 3. Demonstrate understanding of the University mission, vision and Core Values.
- 4. Demonstrated success in obtaining grants or other projects relevant to the development of academic programmes.
- 5. Experience with budget management, faculty and staff development and promoting university and community relations.
- 6. Exhibits strong skills in Leadership, Managing People, Communication, Customer and Student Focus, Building Relationships, Organizing and planning, Student recruitment initiatives.

Application Requirements:

- Letter of Introduction including your salary expectation
- Curriculum Vitae (CV)
- Copies of relevant certification
- Three (3) recommendation letters from recognized persons/institutions including one from a local religious leader who can speak to your character.

Submit your applications by 1st November, 2024 indicating your daytime contacts to:

The Human Resource and Administration Manager

Tangaza University

P.O. BOX 15055-00509

NAIROBI

E-mail to vacancies@tangaza.ac.ke

Tangaza University is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.

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.