

## INTERNAL ADVERTISEMENT FOR ACADEMIC & ADMINISTRATIVE POSITIONS

Gretsa University invites applications from qualified competent and interested persons for the following positions:

| No | Position                        | Vacant Positions | Terms of Service | Ref No          |
|----|---------------------------------|------------------|------------------|-----------------|
| 1  | DVC, Academic & Student Affairs | 1                | Contract         | GU/001/DVC/1/25 |
| 2  | Associate Professor             | 1                | Contract         | GU/002/AP/2/25  |

### 1. ASSOCIATE PROFESSOR

**For appointment to this position the applicants must have:**

- i. An earned PhD or equivalent Doctorate degree qualification in the relevant field of study from an accredited and recognized University.
- ii. At least three (3) years teaching experience at the University as a Senior Lecturer; or Senior Researcher /Industry experience or equivalent;
- iii. A minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty-two (32) should be from refereed scholarly journals.
- iv. Supervised a minimum of four (4) post-graduate students to completion, including at least one doctoral student;
- v. Attracted research or development funds as a Senior Lecturer/Senior Research Fellow.
- vi. Registered with the relevant professional body (where applicable)

### DUTIES AND RESPONSIBILITIES

1. Teach and assess courses in one's discipline at both undergraduate and postgraduate level.
2. Develop undergraduate and postgraduate programs.
3. Initiate, promote and participate in research projects
4. Participate in academic conferences /seminars/ workshops
5. Participate in preparation of Faculty/School development plans.
6. Set, invigilate, administer examinations to test the understanding of course content and give progressive report to the Department.
7. Any other duty as assigned by the supervisor.

## **2. DEPUTY VICE CHANCELLOR, ACADEMIC & STUDENT AFFAIRS**

Reporting to the Vice-Chancellor, the Deputy Vice-Chancellor (ASA) shall oversee Academic and Student Affairs of the University. Duties and responsibilities will include:

1. Provide vision and leadership to all University academic activities and strategic planning, including oversight of the academic, research and students' affairs budget.
2. Facilitate the development, review, and revision of academic programmes in line with the University's Vision and Strategic Plan.
3. Co-ordinate admissions, registration of students, examinations, and general student campus life.
4. Ensure academic excellence and quality assurance in all teaching and learning processes; research and student services.
5. Provide leadership and supervisory oversight to the academic staff and students.
6. Present teaching and research programs to the Senate for approval and oversee implementation.
7. Provide strategic leadership by chairing academic boards and committees, and engaging in university governance to advance institutional excellence.
8. Coordinate, preparation and review of the University academic calendar, prospectus, and any other academic and students' events.
9. Ensure that the University Senate is properly advised in the development of academic programmes in conformity with ethical standards and legally recognized professional bodies.
10. Act as liaison with internal and external stakeholders, including regulatory bodies, to promote the University's interests and image.
11. Planning and advising in the recruitment and development of teaching and technical staff in the academic division.
12. Undertake any other duties assigned by the Vice Chancellor and the University Council to advance the University's academic mission.

### **For appointment to this position the applicants must have:**

- i. An earned PhD or equivalent degree qualification in the relevant field from an accredited and recognized University.
- ii. Served successfully in a Senior Administrative and Management position with demonstrable results at the level of either a Dean/Director for a cumulative period of at least (5) years.
- iii. Shown good understanding of university functions and procedures.
- iv. Shown passion for the promotion of learning, excellence in teaching, research and innovation;
- v. Demonstrated ability and leadership skills to effectively coordinate academic, student, research and outreach functions in a university environment.
- vi. Demonstrated experience in curricula design and development at university level.
- vii. Supervised and mentored students in Postgraduate Programmes in addition to being an accomplished scholar with proven track record in research and attracted research grants.
- viii. A minimum of thirty-two (32) publication points as a Lecturer or equivalent; at least twenty-four (24) of them from refereed scholarly journals.

## APPLICATION PROCEDURE

- i. Interested applicants should submit four (4) copies of their application accompanied by a detailed curriculum vitae (detailing academic qualifications, professional experience, academic leadership, publications, awards/scholarships/funding, membership to professional association and linkages) as well as copies of relevant certificate.
- ii. In addition, send a soft copy of the same as one running document to [hr@gretsauniversity.ac.ke](mailto:hr@gretsauniversity.ac.ke).
- iii. Applicants should also provide names and contact addresses of three referees who are knowledgeable of their competence.
- iv. Hard copy applications should be submitted in a sealed envelope clearly marked for the position being applied for and delivered to:

**VICE CHANCELLOR  
GRETSA UNIVERSITY  
P.O BOX 3 -01000 THIKA**

Applications To be received on or before Friday 31<sup>st</sup> October 2025.

*Gretsa University is an equal opportunity employer and canvassing will lead to automatic disqualification. PWD's are encouraged to apply. Only short-listed candidates will be contacted.*