

Deputy Vice Chancellor – Academic Affairs at Pan Africa Christian University

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Job Description

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PAC (Pan Africa Christian) University, a Chartered Private University, is seeking to fill the positions outlined below from suitable candidates. Applicants must be born again Christians and active members of a local Church.

Key Responsibilities:

As per the University's Charter and Statutes, the duties and responsibilities of the DVC-AA shall be:

Provide leadership in the Academic Division of the University to ensure the provision of quality teaching, research, innovation, and community engagement in line with the University's Vision and Mission.

Be responsible for the development, review, and revision of academic curricula for purposes of relevance, quality assurance, and accreditation.

Oversee and coordinate the implementation of academic policies and regulations as laid down by the University Council, the Senate, and the Management Board.

Oversee the work of the Registrar, Academic Affairs; Deans of Schools; Dean of Students, and the Directors (Research, Institutes/Campus, and Quality Assurance) and provide overall supervision concerning their activities and outputs.

Arrange and oversee, in consultation with the Vice-Chancellor, appropriate activities, both on

the campus and elsewhere, for the academic and professional development of the faculty.

Ensure the availability of sufficient high-quality learning resources and library materials for reference by both Faculty and students.

Supervise the development and presentation of the budget for the Academic Division and approve the acquisition of learning resources in line with approved budgets.

Manage the graduation process successfully and oversee the graduate tracking process.

Give oversight to the development of intellectual property rights and trademark licensing for the University's research, products, and services.

Participate in and oversee the selection, hiring, retention, performance evaluation, and other personnel decisions associated with faculty and staff.

Serve as the Secretary to the Academic Committee of Council and Secretary to the Senate, and provide able leadership as Chairperson of the relevant Senate Committees.

Participate in various governance organs such as the University Council and the Management Board.

Take responsibility for all aspects of academic quality assurance and community programmes of the University, and its campuses.

Support the Vice Chancellor in the administration and management of the University on a day-to-day basis.

Represent PAC University in various forums and maintain partnerships with other necessary organizations as advised by the Vice-Chancellor.

Carry out such other duties and responsibilities as may be delegated by the Vice Chancellor in a quest to drive the Vision and Mission of the University.

Minimum Requirements:

Have an earned PhD degree or equivalent from a university recognized in Kenya;

Must be of the rank of Senior lecturer and above;

Have at least five years of hands-on experience at a senior level in a University or equivalent institution with demonstrable leadership and management capacity;

Have experience and thorough knowledge of Academic Affairs management and administration at a university;

Have demonstrable experience in the development and implementation of University academic policies and guidelines.

Be an accomplished scholar with a proven track record in research and publications in peer-reviewed journals, monographs, and books;

Have experience in designing and managing academic programs, supervising and mentoring PhD and Master's students;

Have sufficient experience in networking, fundraising, and resource mobilization;

Have demonstrable experience in transformative and strategic leadership;

Have demonstrable growth in the entity s/he is now leading;

Demonstrable evidence of having been a great team player at the senior management level, preferably within a university setup;

Understand and adhere to the PAC University Statement of Faith.

Core Competencies:

The following core competencies and skills will be required for this position:

Ability to integrate Christian faith and principles into leadership;

Being a visionary and results-oriented thinker;

Excellent organizational, interpersonal, and communication skills;

Capacity to work under pressure to meet strict deadlines;

Firm, fair, and transparent management style.

Appointment Details:

The DVC-AA shall hold office for a term of five years, with the possibility of one-time

renewal for another term of similar years subject to a positive appraisal by the University Council.

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