

Director Mombasa Campus at Kenya Methodist University (KeMU)

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Job Description

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Kenya Methodist University (KeMU) is a Chartered Private Christian Institution of higher learning which aims to contribute to the transformation of our society by providing high quality education that promotes excellence in scholarship, research and selfless service to the community.

DUTIES AND RESPONSIBILITIES

Reporting to the Vice chancellor, the person will be responsible for the smooth running of Mombasa Campus. They will be required to undertake the following;

Spearhead growth and development of the campus and the implementation of the University Strategic Plan;

Coordinate the academic functions of the Campus;

Coordinate and prudently manage financial and development activities of the Campus:

Provide enabling environment for teaching and learning as well as recreation activities for students and faculty of the Campus;

Provide periodic and annual progress reports to the Management Board; vi. Develop and implement strategies for resource mobilization and marketing; vii. Mentor, train & manage staff and their progress using performance management systems:

Maintain efficiency and good order of the Campus and ensure proper enforcement of the statutes and regulations;

Lead diverse work teams & develop organization-wide strategy for excellent service delivery:

Develop and implement risk management framework of the campus;

Establish and maintain effective internal and external communication, with highest standards of integrity, objectivity and rationale in execution;

Develop strong global networks to position the University on the global map in partnerships with relevant Institutions and funding bodies;

Any other duties as may be allocated by the Vice Chancellor.

REQUIREMENTS

Applicants must have an earned PhD from a recognized and accredited University;

Should have at least ten years' experience in academic/ research environment with at least 3 years' administrative experience at senior level; Excellent organizational, interpersonal and communication skills;

High ethical and moral standards, integrity and professionalism;

Have skills and capacity for determination, initiation and facilitation of development of relevant high quality market driven academic programmes; Have skills, capacity and determination to initiate and sustain linkages and networks for the promotion of scholarship:

Have proven capacity to promote learning, teaching, research and development in a university setting:

Experience in networking, fundraising and resource mobilization with proven results will be an added advantage.

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