



KAIRUKI UNIVERSITY **VACANCY RE- ADVERTISEMENT**

Deputy Vice Chancellor Planning, Finance and Administration (DVCPFA)

Applications are invited from suitably qualified and experienced Tanzanians to fill the position of Deputy Vice Chancellor, Planning, Finance and Administration at Kairuki University (KU).

The Deputy Vice Chancellor responsible for administration and finance is the principal assistant and responsible to the Vice-Chancellor in all matters pertaining to the administration of the University, including the administration and planning for human, funds and other resources of the University.

Qualifications and experience:

The candidates should:

- a) Be a senior staff member at the rank of **Professor** or **Associate Professor** and possess outstanding administrative experience at a senior management level.
- b) At least 10–15 years of relevant senior management experience, preferably in a higher education institution or public/private organization.
- c) Proven experience in strategic planning, financial management, budgeting, and resource mobilization.
- d) Demonstration of leadership experience overseeing finance, administration, human resources, procurement, infrastructure, and ICT services.
- e) Strong track record in policy development, implementation, and monitoring at institutional or national level.
- f) Experience in managing large budgets, financial controls, audits, and compliance with regulatory frameworks.
- g) Evidence of successful institutional transformation, efficiency improvement, or change management initiatives.
- h) Ability to work effectively with governing organs, senior management, academic leadership, and external stakeholders.
- i) Have excellent leadership, interpersonal and communication.

Duties and Responsibilities:

A Deputy Vice Chancellor for Planning, Finance and Administration shall:

- (a) Be accountable to the Vice Chancellor in respect of matters related to Planning, Finance and supervise and maintain acceptable standards of staff.
- (b) Provide leadership and supervisory activities to the general administration and personnel management of the university.
- (c) Advise the Vice Chancellor on all administrative, personnel, planning and financial matters
- (d) Ensure development of and implementation of appropriate policies and strategies that support the realization of University's overall mission and vision.
- (e) Develop and implement University regulations, policies as well as adhere to the Tanzania laws and regulations to ensure effective performance and delivery of education mission functions.
- (f) Coordinate the design, implementation, revision and evaluation of the University's periodic strategic plan.

- (g) Develop internal and external linkages with other academic institutions, industry, government agencies, funding organizations and other relevant bodies that benefit the university in one way.
- (h) Be responsible for formulating financial, accounting, staff and administrative policies and procedures of the University, prepare budget, and submit audited account.
- (i) Perform any other related duties as may be assigned to him or her by the Vice Chancellor, Council or by the Kairuki Health & Education Network (KHEN) Board.

Tenure and Remuneration:

The appointment will be for four (4) years, renewable once based on performance, and Remuneration will align with the KU salary scales and applicable university policies on fringe benefits.

Application Procedure:

Applications must be submitted by **31st March 2026** through an email: searchcommittee@ku.ac.tz.

The application package must include: An application letter; a current CV detailing academic qualifications, awards, scholarship, and membership to professional associations; Certified copies of relevant academic and professional certificates; Contacts including e-mail addresses and telephone and three referees and their contacts i.e., telephone number(s) and email addresses.