



UNIVERSITIES FUND

ADVERTISEMENT - VACANT POSITIONS IN THE UNIVERSITIES FUND

Applications are invited from qualified persons for the positions shown below: -

1. DIRECTOR RESOURCE MOBILIZATION AND PARTNERSHIPS, UF GRADE 2

Reports to the Director General/Chief Executive Officer

Job Purpose

Spearhead the development of policies and strategies that enhance resource mobilization and create strategic partnerships development. In addition, the Directorate will be responsible for the investment of unutilized balances from the Fund and also provide advisory on investment opportunities to the universities.

a) Job specification

The duties and responsible will entail;

- **Resource Mobilization & Investments**

- Providing strategic direction and coordination for effective achievement of partnerships initiatives.
- Spearheading the formulation, implementation and review of the Fund's resource mobilization policy, guidelines and strategies.
- Spearheading the development and submission of strategic fund-raising proposals for the Fund.
- Overseeing the implementation and delivery of projects in line with the Fund's mandate.
- Spearheading the establishment of guidelines and procedures for proposal development and submission to the potential donors;

- o Coordinating the development and submission of strategic fund-raising proposals for the Fund.
- o Coordinating the mobilization of non-financial resources from private sectors entities, individuals and corporate agencies.
- o Reviewing market trends to determine which investments may be appropriate for the Fund's portfolio at any given time
- o Reviewing the identified funding opportunities, listing them and sharing the information with Senior Management
- o Overseeing the implementation of Resource Mobilization and Investment projects in line with the Fund's mandate;
- o Monitoring the preparation of periodic reports on the progress of partnerships and linkages to support the achievement of the Fund's mandate;
- o Leading implementation and delivery of projects in line with the Fund's mandate;
- o Overseeing the establishment of guidelines and procedures for proposal development and submission to the potential development partners;
- o Coordinating proposal development, approval of grants, agreements and projections to facilitate sourcing of resources;
- o Reviewing quarterly and annual reports on income from funding proposals and new partnerships;
- o Overseeing the Directorate's risks identification, analysis, evaluation and risk mitigation strategies;
- o Overseeing the establishment and maintenance of quality management system in the Directorate;
- o Coaching and mentoring staff in the directorate;
- o Executing the Directorate's strategies, decisions and policies;
- o Participating in Management meetings.
- o Building and maintaining professional working relationship with stakeholders;
- o Maintaining and enhancing the corporate image of Fund with stakeholders;
- o Providing advice on key technical, financial and administrative matters in the Directorate;
- o Communicating the Fund's strategies, decisions and policies across the Directorate'
- o Guiding the Directorate in the implementation of institutional financial regulations and circulars and prudence utilization of resources
- o Overseeing preparation of the Directorate's work-plans and budget;
- o Spearheading the preparation of the Directorate annual procurement plan
- o Overseeing Directorate's expenditure;
- o Mobilizing finance resources to support implementation of the Directorate projects and programmes;
- o Guiding in preparation of financial proposals
- o Chairing the Resource Mobilization Committee.

- **Partnerships**

- o Participating in networking initiatives to create opportunities for linkages and partnerships for the Fund;
- o Facilitating in processes and various activities to build good relations between the Fund and various stakeholders at the national and international level including government and non-government sectors.
- o Submitting to the Senior Management up to date donor mapping

- o Facilitating workshop, conference and focus group discussions as required by partnership activities.
- o Representing the Fund in various sessions related to the engagement process and able to present various Fund's agendas in front of various forums, at national and international levels.
- o Presenting to the Board of Trustees quarterly and annual reports on income from investments, funding proposals and new partnerships;
- o Appraising Senior Management and the Board of Trustees on risk and opportunities identified in partnership development on a case by case basis;
- o Monitoring the progress on the implementation of risk mitigation strategies;
- o Engaging the legal department in the development and review of MOUs and partnership agreements
- o Giving strategic direction to the Directorate on partnership approaches for the attainment of Fund objectives
- o Giving technical advice to the Senior Management on MoUs, Contracts and Agreements for negotiation with partners to safeguard Fund's interests
- o Maintaining and enhancing the corporate image of the Fund with stakeholders;
- o Building and maintaining professional working relationship with stakeholders;
- o Maintaining regular communication with the relevant partner and government agencies to update the programme and partnership activities to ensure smooth and impactful collaboration.

Personal Specification

- o Master's Degree in any of the following fields: Economics, Statistics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution
- o Bachelor's Degree in any of the following fields: Economics, Statistics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution
- o Must have served at the level of Deputy Director Resource Mobilization for three (3) years or its equivalent
- o Leadership Course lasting not less than four (4) weeks from a recognized institution.
- o Membership to a relevant professional body and in good standing;

Key Competencies and Skills

- o Leadership skills
- o Problem solving skills
- o Negotiation skills
- o Research and data analysis skills
- o Analytical skills
- o Communication skills
- o Negotiation and influencing skills;
- o Presentation and Report Writing skills
- o Interpersonal skills
- o Emotional Intelligence
- o Risk Management
- o Proactive and Transformative

2. SENIOR RESOURCE MOBILIZATION AND PARTNERSHIP OFFICER, UF GRADE 6

Reports to the Principal Resource Mobilization Officer

Job purpose

To collect, collate, and provide credible data and reports of the resource mobilization, and partnership initiatives

a) Job specification

An officer in this level shall perform the following functions:

- **Resource Mobilization & Investment**

- Collecting data to facilitate formulation, implementation and review of the Fund's partnerships policy, guidelines and strategies;
- Drafting strategic fund-raising proposals for the Fund;
- Determining how much risk is involved in a particular investment based on the nature of the investment
- Monitoring the administrative aspects of an investment program, including filing required paperwork with regulatory agencies
- Drafting MoUs, Contracts and Agreements for negotiation with partners to safeguard Fund's interests;
- Drafting monitoring and evaluation reports on implementation of MoUs, Contracts and Agreements with partners;
- Collecting and collating data to facilitate departmental risks identification, analysis, evaluation and propose risk mitigation strategies;
- Drafting quarterly and annual reports on income from investments and new donors;
- Drafting proposals for submission to the potential development donors;
- Collecting and compiling data to inform the development and review of quality management system documents for the Directorate.

- **Partnership**

- Collecting data to facilitate formulation, implementation and review of the Fund's partnerships policy, guidelines and strategies;
- Updating and maintaining database of strategic development partners;
- Formulating and documenting partnerships initiatives;
- Analysing and documenting potential areas of partnerships;
- Preparing periodic reports on the outcome of partnerships and linkages programmes implemented;
- Drafting MoUs, Contracts and Agreements for negotiation with partners to safeguard Fund's interests;
- Carrying out research on strategies and processes, in partnership development and management

- o Preparing periodic reports on the outcome of partnerships and linkages programmes implemented;

b) Person Specifications

For appointment to this Grade an officer must have

- o Bachelor's Degree in any of the following fields: Economics, Statistics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
- o Must have served at the level of Resource Mobilization Officer I for two (2) years or its equivalent.

c) Key Competencies and Skills

- o Proficiency in IT;
- o Communication and reporting skills;
- o Team player
- o Research and data analysis skills
- o Analytical skills
- o Computing skills
- o Presentation skills
- o Interpersonal skills
- o Problem solving skills

3. DEPUTY DIRECTOR, GRANTS MANAGEMENT UF GRADE 3

Reporting to the Director General/Chief Executive Officer

Job Purpose

To manage the directorate and spearhead carrying out activities on financing of universities and implementation of policies that ensure fair, transparent and equitable sharing of resources to universities in accordance with the established criteria.

a) Job Specifications

The duties and responsibilities will entail:

● Grants Administration

- o Initiating development of policies, regulations and strategies relating to Grant Management;
- o Identifying and advising the Director on priority areas for funding;
- o Reviewing indents for making Calls for proposals;
- o Coordinating the screening and reviewing of grant proposals for eligibility;
- o Reviewing of draft letters of offer and contracts for grants,
- o Confirming the applicants are advised accordingly before and after the call for proposals;
- o Following up on approved grants to ensure they are disbursed;

- o Managing development and maintenance of an interactive database of grants;
- o Coordinating the Monitoring and Evaluation of grants disbursed;
- o Assessing suitability for support towards membership to appropriate international science organisations;
- o Confirming compliance with requirements of grant award contract;
- o Advising management on policies, regulations and guidelines on grants management;
- o Spearheading developing Agenda on Grants management;
- o Coordinating Implementation of the Trustees decisions on Research Grant Management;
- o Supervising the field research evaluation activities;
- o Coordinating the identification of stakeholders for consultations and engagement;
- o Evaluating staff Performance in the department;
- o Supervising, Mentoring and coaching of staff

● **Policy Research & Standards**

- o Serving as a primary point-of-contact regarding the university funding policy development and revision process;
- o Advising on the possible interaction between proposed university funding policies with other existing policies and law in the university sector.
- o Coordinating submission of policies to the appropriate administrators for review and approval.
- o Coordinating the development and reviewing of transparent and fair criteria for funding of universities
- o Facilitating the development and review of the costs for universities;
- o Facilitating the development and review of the Minimum Discipline Differentiated Unit Costs for universities.
- o Responding to, and directing, stakeholder enquiries and communications throughout the university funding policy consultation, design and implementation phases.
- o Guiding and facilitating the formulation, review, publication and implementation of institutional policies and procedures, including recommendation on involvement of key stakeholders, chairing or co-chairing policy committees, and collection of feedback on proposed policy revisions on university funding.
- o Issuing policy advisories on emerging funding issues to the Director General

b) Person Specification

- o Must have served in the grade of assistant Director, Grade UF 4 for a minimum period of three (3) years or its equivalent;
- o Bachelors' degree in Finance, Economics, Statistics, Accounting, Commerce, Project Management, ICT, Data Science or any related discipline;
- o Masters' Degree in Finance, Economics, Statistics, Accounting, Commerce, Project Management, ICT, Data Science or any related discipline;
- o Professional qualification and membership where applicable;
- o Leadership course lasting not less four (4) weeks;
- o Demonstrated results in work performance;
- o Proficiency in computer applications;

c)Key Competencies and Skills

- o Strategic thinking
- o Analytical skills
- o Research skills
- o Communication and reporting skills
- o Managerial skills and ability to lead teams
- o Mentoring,

4. PRINCIPAL GRANTS MANAGEMENT, UF GRADE 5

Reporting to the Assistant Director Grants Management

Job Purpose

To oversee grants administration processes, craft the funding proposals, maintain databases, facilitate policy research, and ensure adherence to university funding policies to enhance effective financing of universities.

Job specification

The duties and responsibilities will entail:

● Grants Administration

- o Reviewing indents for calls,
- o Screening and reviewing of grant proposals for eligibility;
- o Reviewing responses to grant applicants;
- o Developing funding proposals for funding of infrastructure in universities
- o Reviewing letters of awards and contracts for grants;
- o Responding to queries made by universities;
- o Monitoring Universities Fund database of grants;
- o Developing and maintaining a database of Government Sponsored Students and funded universities;
- o Participating in assessing suitability for support towards membership to appropriate international organization's and advising the Assistant Director;
- o Participating in developing policies, regulations and guidelines on grants management;
- o Developing Performance Targets for the Directorate;
- o Preparing the budget and work plan for the Directorate

● Policy Research & Standards

- o Conducting analysis using established processes to support and inform university funding policy evaluation activities.

- o Maintaining accurate records of policy advice, including key discussions, decisions, handwritten and electronic notes on university funding.
- o Ensuring university funding policies are published in a timely manner and in a format that is user-friendly, consistent, and compliant with public record requirements;
- o Maintaining a schedule for the routine review and revision of existing policies.

- o Providing support on the policy development process on university funding by ensuring consistency and avoiding duplication or conflicts among policies on university funding;
- o Researching and analysing university funding policy concepts, complex policy issues, possible legal implications, and the impact of proposed policies and policy revisions on key areas of the institution for effective financing of universities;
- o Identifying appropriate information sources and compile an evidence base to support university funding policy development activities.
- o Reviewing correspondence or contribute information to minutes, briefs, submissions, reports, updates or statements.

b) Person Specification

- o Must have served in the grade of Senior Grants Management Officer , Grade UF 6 for a minimum period of three (3) years or its equivalent;
- o A bachelor’s degree in Finance, Economics, Statistics, Accounting, ICT, Data Science or any related discipline
- o Supervisory course not lasting less than two (2) weeks;
- o Membership to a relevant professional body and in good standing

c) Key Competencies and Skills

- o Strategic thinking
- o Research skills
- o Analytical skills
- o Communication and reporting skills
- o Ability to lead teams
- o Mentoring, coaching and leadership skills
- o Interpersonal and negotiation skills
- o Team player

5. ASSISTANT DIRECTOR LEGAL SERVICES, UF GRADE 4

Reports to the Director General/Chief Executive Officer

Job Purpose

Director Legal Services will provide corporate secretariat services to the Board and coordinate provision of legal services to the Fund.

Duties and responsibilities of this position shall entail:

- o Providing corporate secretariat services to both the Board
- o Coordinating provision of legal services to the Fund.
- o Custodian of the Common Seal.
- o Interpreting and advising the Fund on all matters relating to the law.
- o Overseeing the design, implementation and reviewing of legal agreements and contracts in liaison with relevant departments.
- o Advising the Fund towards ensuring compliance with statutory, governance and other regulatory requirements.
- o Providing advisory services in the formulation, implementation and review of the relevant laws, regulations and policies.
- o Interpreting relevant legislation and advising Management and relevant Departments on changes in Law.
- o Providing guidance in research and review of legislation that impacts on the Fund and recommend any necessary amendments.
- o Coordination of the provision of legal advisory services to the Board of directors and Management.
- o Liaising with the External Counsel representing the Fund in mainstream courts, Tribunals, and other courts.
- o Reviewing and advising on contract execution by the Director General
- o Being the custodian of the Fund's contract documents, leases and charges, title documents to all landed property, Intellectual property rights and vehicle log books.
- o Providing legal guidance on contractual and statutory obligations binding to the Fund and legal duties for the Board.
- o Coordinating the preparation of legal opinions and instruments, memorandum of understanding, bilateral and multilateral legal instruments and other legal documents on behalf of the Fund.
- o Liaising with and coordinating provision of legal and policy guidance by other relevant Ministries, Departments and Agencies.
- o Coordinating the negotiation of legislation pertinent to the interests of the Fund.
- o Liaising with stakeholders on consultations on various proposed laws and regulations.
- o Providing legal expertise in regional and international partnership.
- o Guiding in formulation and overseeing implementation of strategies for the Unit.
- o Dissemination of the Board Resolutions.

b) Person Specification

For appointment to this a grade, a candidate must have;

- o Bachelor of Laws Degree from a recognized institution;
- o Master's Degree in Law or other relevant Social Science from a recognized University;
- o Must have served in the grade of Principal Legal Officer, Grade UF 5 for a minimum period of three (3) year or its equivalent
- o Postgraduate Diploma in Legal Studies from the Council for Legal Education;
- o Membership to the Law Society of Kenya (LSK);
- o Admitted as an Advocate of the High Court of Kenya;
- o Valid Practising Certificate;
- o Certificate in Corporate Governance from a recognized institution;

- o Certified Secretary (CS-K) or its equivalent qualification from a recognized Institution;
- o Certificate in Management course lasting not less than four (4) weeks from a recognized institution; and
- o Certificate in computer applications.

c) Key Competencies and skills

- o Communication and reporting skills
- o Managerial skills and ability to lead teams.
- o Mentoring, coaching and leadership skills
- o Problem solving and analytical skills
- o Interpersonal and negotiation skills
- o Emotional Intelligence
- o Decision Making skills
- o Supervisory skills
- o Analytical skills
- o Negotiation skills
- o Visionary and innovative thinking
- o Influencing skills
- o Proficiency in IT applications

6.DEPUTY DIRECTOR, HUMAN RESOURCE & ADMINISTRATION, UF GRADE 3

Reports to the Director General/Chief Executive Officer

Job purpose

To provide overall strategic policy direction and leadership in human resource management and development by coordinating the development, implementation, interpretation and provision of advice on the Human Resource Management and Development policies, strategies, regulations, standards, procedures and guidelines to ensure the actualization of the core mandate of Fund.

a) Job Specifications

- o Aligning HR strategy to the corporate strategy to support the delivery of the Fund's strategic objectives;
- o Advising the Board and Management on policies, strategies and operational issues that relate to human capital and administration in support of the overall strategic direction of the Fund;
- o Providing leadership in the planning, organizing, coordinating and administration all human resource and Development activities in the Fund;
- o Overseeing the development and implementation of Quality Management Systems in the human resource and development department;
- o Designing and implementing Human Resource and Development policies, strategies and plans;
- o Overseeing the establishment and maintenance of proper and secure human resource record system, to ensure full compliance with the Employment laws on employee confidentiality as well as the basic staff records to be maintained by employers

- o Developing innovative and comprehensive programs for the attraction and retention of a high calibre workforce;
- o Providing human resource business partner services to other functions to help line managers accomplish strategic priorities, manage change, improve processes with the broader goal of strategically improving the effectiveness of the organisation;
- o Developing and implementing policies and procedures for realising succession planning at the Fund;
- o Developing and implement the Training and Development policy and ensure the skills, knowledge, abilities and performance of the workforce meet the current and future organisation business needs;
- o Coordinating staff performance appraisal programs, ensuring that job descriptions, performance standards, and performance evaluation instruments promote operational excellence and accountability;
- o Developing and implementing compensation and benefits schemes fit for the staff engaged at the Fund;
- o Leveraging on the human resource management information system to enhance efficiency and decision making with regard to operational duties;
- o Promoting cordial employee relations, values and work ethics in the Fund;
- o Overseeing the design, review and implementation of policies and procedures governing disciplinary issues and grievances;
- o Overseeing the effective and sustainable management of the Fund's assets.
- o Monitoring efficient service delivery and quality control with regard to HR and Administration projects and activities.
- o Overseeing the management and maintenance of the Fund's physical assets and facilities, including fleet management, office equipment and machinery, land and buildings and office services.
- o Providing leadership in the preparation and utilisation of the staff cost budget, assets/equipment acquisition and maintenance budget in line with the Fund's overall business strategy.
- o Investigating incidences of security lapse in the Fund in liaison with the Police and other security agencies;
- o Making arrangements for the acquisition of legal documents such as motor vehicle and assets insurances and licenses in liaison with the Legal unit and other relevant agencies
- o Ensuring all the Fund's assets have requisite ownership documents such motor vehicle logbooks, land title deeds;
- o Ensuring that the asset register and maintenance schedules are in place and updated as and when required;

b) Person Specification

For appointment to this grade, a candidate must have: -

- o Must have served in the grade of Assistant Director Human Resource & Administration Officer, Grade UF 4 for a minimum period of three (3) years or its equivalent
- o Relevant Bachelor's Degree in Human Resource Management, Commerce, Business Administration; or relevant Bachelor's degree in Humanities or Business-related field or equivalent qualification from a recognized Institution.

- o Relevant Master's Degree in Human Resource Management, Commerce, Business Administration; or relevant Master's degree in Humanities or Business-related field or equivalent qualification from a recognized Institution.
- o Post graduate diploma in Human Resource HRM or CHRP Certification;
- o Be a registered Member of the Institute of Human Resource Management and be in good standing.
- o Have Valid Human Resource Practising Certificate;
- o Leadership Course lasting not less than (4) weeks from a recognized institution.
- o Have demonstrated professional competence and administrative capability as reflected in work performance and results:

c) Key Competencies and skills

- o Strategic thinking;
- o Analytical skills;
- o Communication and reporting skills;
- o Managerial skills and ability to lead teams;
- o Mentoring, coaching and leadership skills;
- o Interpersonal and negotiation skills;
- o Project Management Skills;
- o Team player

Working Conditions - Office and field visits

7. PRINCIPAL INTERNAL AUDITOR, JOB GRADE UF 5

Reporting to the Assistant Director, Internal Audit.

Job Purpose

The job holder is responsible for coordination and conduct of various types of audit and reviews in accordance with International Standards for professional practice of Internal Auditing to promote efficiency and effective of operations, reliability and integrity of financial and operational information, safeguarding assets and to ensure adherence to applicable laws and regulations, policies and procedures, standards and contracts.

a) Job Specification

- o Assessing and improving security controls within the Fund to ensure that the assets of the Fund are safeguarded
- o Reviewing the fixed assets for completeness and accuracy and obtains explanations for
- o Variances noted between the book values and physical values of fixed assets, where noted

- o Reviewing periodic management accounts and reconciliations such as bank reconciliations, supplier statement reconciliations, debtor statement reconciliations for accuracy and completeness.
- o Designing, implementing and maintaining internal controls within the Fund to ensure the financial statements are free from material misstatements and also prevent errors and fraud.
- o Carrying out financial, operation and systems audits; assesses internal control systems.
- o Propose value-adding recommendations for improvement.
- o Carrying out relevant risk analysis and identifies high risk/auditable areas.
- o Assessing internal controls for sound financial and accounting practices.
- o Developing and implementing relevant audit programmes and tests
- o Establishing procedures covering the scope of audit
- o Carrying out special audit investigations on areas identified by management or the board.
- o Maintaining and documenting of standards, policies and practices

b) Person Specification

For appointment to this a grade, a candidate must have;

- o Must have served as Senior Internal Auditor for a minimum period of three (3) years: or its equivalent
- o Have Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution.;
- o Have proficient in computer application skills:
- o Demonstrated competence in work performance and results; and
- o Have a Supervisory Course lasting not less than two (2) weeks from a recognized institution.

c)Key Competencies and skills

- o Organizational skills
- o Communication skills
- o Problem solving skills
- o Emotional Intelligence skills
- o Analytical skills
- o Decision Making skills
- o Supervisory skills
- o Analytical skills
- o Negotiation skills
- o Interpersonal skills
- o Visionary and innovative thinking

8. PRINCIPAL CORPORATE COMMUNICATIONS OFFICER, GRADE UF 5

Reporting to the Assistant Director, Corporate Communications

Job Purpose

Coordinate development and execution of communication and stakeholder engagement strategies for the to establish positive reputation and build relationships with key stakeholders. Ensure effective communication with both internal and external stakeholders to achieve business objectives and enhance the Fund's image and reputation.

a) Job Specifications

Duties and responsibilities entail;

- o Incorporating online tools and in-person networking to create relationships and ultimately build the Fund's brand, both online and off line;
- o Content creation – writing blog posts, articles, newsletters, communications materials, and material for social media channels;
- o Social media marketing– creating, managing and growing the Fund's presence through blogs, Twitter, Facebook, and other strategically relevant online properties;
- o Events and event planning– attending industry events and planning meet ups for Fund leadership
- o Managing incoming media requests and building relationships with industry journalists; creating, executing and measuring media campaigns;
- o Responsible to overlook the customer support – collecting reports, and forwarding clients feedbacks to the management;
- o Managing any online feedback forums;
- o Implementing strategic communications plans and providing local market insight for the Fund's public-facing communications;
- o Analytics– Using Google Analytics and other measurement tools to provide reports on metrics, and continually find ways to improve on those metrics through testing and new initiatives;
- o Working with journalists, media producers, editors and strategic influencers;
- o Gathering information on programmes and significant events in a specific Fund Cluster area;
- o Responsible for scheduling media interviews;
- o Developing media plans, distribute and follow up media releases, book interviews and respond to media request;

b) Person Specification

- o Must have served in the grade of Senior Corporate Communication Officer, Grade UF 6 or its equivalent for a minimum period of three (3) years
- o Bachelor's Degree in Public relations, Communications, Journalism, Marketing, International relations or any other equivalent qualifications from a recognized institution
- o Supervisory Course lasting not less than two (2) weeks from a recognized institution

c) Key Competencies and Skills

- o Knowledge of best practices in Customer Experience
- o Brand & Product Marketing
- o Digital Media Management
- o Project management

- o Communication skills
- o Reporting skills
- o Competitive analysis
- o Analytical skills
- o Leadership skills
- o Interpersonal skills
- o Reliability & Dependability
- o Innovative, creativity and tenacity
- o Emotional Intelligence