



# JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

## VACANCY

### **RE-ADVERTISEMENT-POSITION: REGISTRAR (PLANNING AND ADMINISTRATION) - Grade 15**

#### ***1. Job Responsibilities and Roles***

The Registrar (Planning and Administration) shall report to the Deputy Vice Chancellor (Planning, Administration and Finance) and shall be responsible for the following:-

- a) Act as custodian of staff records through facilitation of smooth and efficient operations of the personnel, central and confidential registries to ensure safe custody and maintenance of all staff records;
- b) Evaluate reports, decisions and results of the division in relation to established goals and recommend new approaches, policies and procedures to effect continual improvement in efficiency of the division;
- c) Responsible for establishment and management of effective and efficient structures and systems for human resource management. Further facilitate the development, formulation and implementation of appropriate human resource policies, plans and procedures that attract and retain qualified and experienced human resources to facilitate achievement of all the university's objectives;
- d) Coordinate matters on performance contracting, annual staff performance, appraisals, appointments, promotions, staff retirement and disciplinary action, sanction of leave to ensure smooth running of the Human Resource Function of the university;
- e) Determine equitable monetary and non-monetary remuneration of employees in the university within the legal and statutory frameworks to thus retain qualified staff;

- f) Coordinate the training and development programs of staff in the university and ensure implementation to ensure that staff have requisite relevant skills to deliver on the university's objectives;
- g) Undertake appropriate risk assessment with regard to the division's activities at the departmental, functional and corporate level to inform management decisions and to develop mitigation measures if need be;
- h) Provide advisory services on matters human resource to the university's management and other members of staff as need be;
- i) Provide dynamic and effective leadership and day to day management of the departmental and operational activities to ensure effective, efficient and economic deployment of physical, financial and human resources;
- j) Ensure industrial peace in the university through provision of advisory services during collective bargaining, joint consultations and settlement of disputes;
- k) Prepare briefs to management on operations and issues under the Planning and Administration arm to inform management decisions;
- l) Participate in the development and implementation of the University policies, procedures and, guidelines as outlined in relevant policies and procedures manuals; accounting standards; and statutory requirements, further ensure adherence to the same
- m) As part of the University Management Board, assist Council in the daily running of the university through, enforcement and monitoring of policies that guide the running of the institution;
- n) Regularly monitor activities of all departments under the division to ensure that they deliver on their purpose and operate in line with the division's strategy;
- o) Facilitate development of divisional work plans and monitor implementation and execution of activities as outlined;
- p) Conduct annual staff appraisal for staff to provide feedback on their performance, advice on any skills gaps noted and recommend for promotion as necessary;
- q) Locally participate in the University liaison committee that brings the university community and local community together;

- r) Act as secretary or provide secretariat to committees as provided for by the university statutes;
- s) Member of various committees as prescribed by the university statutes;
- t) Control and manage expenditure under the registrar's budget to ensure compliance to allocated funds;
- u) Facilitate the preparation of the budget for the department;
- v) Facilitate the budgeting process of the entire university as a member of the budget committee;
- w) Prepare the department's procurement plan;

## **2. Minimum Qualifications and Experience**

- (i) PhD degree or its equivalent in either Public Administration or Human Resource Management or relevant field with ten (10) years administrative experience

**OR**

- (i) Master's degree or its equivalent in either Public Administration or Human Resource Management or its equivalent with at least fifteen (15) years Administrative experience
- (ii) At least three (3) years at Deputy Registrar level or equivalent
- (iii) Have outstanding professional competence in Administration and Management
- (iv) CPS (K) or relevant professional qualifications
- (v) Membership to relevant professional body
- (vi) Knowledge of Human Resource Management Information Systems

### **Terms of Service:**

The Successful candidate will be employed on a five (5) year Contract Terms renewable based on satisfactory performance.

### **How to apply:**

Candidates are advised to visit Jaramogi Oginga Odinga University of Science and Technology website [www.jooust.ac.ke](http://www.jooust.ac.ke) for the position advertised.

The application should be addressed to Deputy Vice Chancellor (Planning, Administration and Finance) by post or hand delivery to the following address:

**The Deputy Vice Chancellor (Planning, Administration and Finance)  
Jaramogi Oginga Odinga University of Science and Technology  
P.O Box 210 – 40601  
Bondo  
Email: [recruitment@jooust.ac.ke](mailto:recruitment@jooust.ac.ke)**

The deadline for application is **Tuesday 27<sup>th</sup> February 2024.**

***Please note that those who had applied earlier need not to reapply.***

***Jaramogi Oginga Odinga University of Science and Technology is an  
equal opportunity employer. Women and Persons with Disabilities are  
encouraged to apply***