

- In liaison with the Human Resource Manager advice management on labor and employee relations, staff promotion, discipline and grievance handling, employee services and general staff welfare.
- Establish and maintain workable systems for regular monitoring and evaluation of the employee performance, quality, relevance and efficiency.
- Oversee performance contracting, staff performance appraisal and reward management.
- Oversee fleet management including vehicle allocation, insurance, maintenance and servicing.
- Provide innovative and creative leadership in the areas of Catering Services, ICT services and Staff housing.
- Coordinate legal matters and security services.
- Perform any other duties as delegated and assigned from time to time.

TERMS OF SERVICE:

The terms of Service for these positions is a **four (4) year renewable contract** subject to satisfactory performance.

A competitive remuneration package which includes basic salary, generous house allowance, medical cover as per University Scheme, Leave allowance and Official transport will be offered.

Applicants should submit certificates and testimonials by writing directly to:

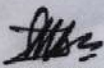
**Vice-Chancellor
Kenyatta University
P. O. BOX 43844 – 00100
NAIROBI**

Not later than, Tuesday, 17th July, 2018

Those who had applied responding to the advert of 14th May, 2018 need not apply unless they wish to submit more information or documents.

Kenyatta University is an equal opportunity employer and canvassing will lead to automatic disqualification.

**Women and persons with disability are encouraged to apply.
Only shortlisted candidates will be contacted.**


PROF. FATUMA CHEGE

AG. DEPUTY VICE CHANCELLOR (ADMINISTRATION)

Cc. Vice Chancellor
Deputy Vice Chancellors