



# THE TECHNICAL UNIVERSITY OF KENYA

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## INTERNAL ADVERTISEMENT

### CALL FOR EXPRESSIONS OF INTEREST: POSITION OF DEAN OF STUDENTS

The Technical University of Kenya (TUK) invites expressions of interest from qualified internal staff for possible appointment to the position of Dean of Students under the Division of Academic and Student Affairs (ASA).

#### **Duties and Responsibilities**

The Dean of Students will be responsible for overseeing the overall student social welfare, development and engagement within the University. The main responsibilities will include:

1. Provide strategic leadership in student welfare and support services.
2. Supervise student housing, catering, health and counseling services.
3. Oversee co-curricular and extracurricular programs including sports, clubs and student organizations.
4. Coordinate student orientation and mentorship programs.
5. Serve as the liaison between the University Management and student leadership.
6. Promote the well-being of students and a supportive environment that enhances the student experience at the University.

#### **Minimum Qualifications and Requirements**

Applicants must meet the following requirements:

1. Hold a Doctorate degree in a relevant field such as Education, Psychology, Sociology, Guidance & Counseling or a related discipline.
2. Hold a Master's degree and a Bachelor's degree in the relevant field(s) from accredited Universities.
3. Have at least ten (10) years of relevant experience, three (3) of which must be at the level of senior management or equivalent.
4. Be at the rank of a Senior Lecturer or above.
5. Be a member of a recognized professional body, where applicable.
6. Have demonstrable experience working with students in leadership, mentorship or student affairs-related roles.
7. Possess strong communication and ICT skills.

8. Be flexible and capable of managing diverse student support functions and coordinate effectively across the University Departments to address student needs.
9. Have a proven track record of ethical leadership and professionalism in managing student welfare matters.

**Remuneration**

The position of Dean of Students attracts an allowance in accordance with the rates approved by the University Council and aligned with the applicable University Policies.

**Application**

Interested and eligible staff are invited to submit their Expression of Interest to the Deputy Registrar, Human Resource Services, at the Human Resource Registry, Room No. L17 no later than **Monday 15<sup>th</sup> July, 2025 at 5:00 p.m.**

**Note:** Only shortlisted applicants will be contacted for further engagement.

***The Technical University of Kenya is an equal opportunity employer. Women, persons with disabilities, and applicants from marginalized communities are encouraged to apply.***