

9th May 2016

VACANT POSITION

DEAN, SCHOOL OF ARTS AND SOCIAL SCIENCES (SASS)

As part of the ongoing transition to university status, Tangaza University College is seeking to recruit a dynamic, qualified and result oriented professional to fill the position of Dean of SASS.

JOB TITLE: Dean, School of Arts and Social Sciences

REPORTS TO: Deputy Vice Chancellor, Academic Affairs

EMPLOYMENT STATUS: Contract

General Summary of the Job Description

The Dean of SASS is a fulltime employee of Tangaza University College selected by the Tangaza University College Board of Trustees. He/she plans and develops the instructional objectives for the school of arts and social sciences. He/she Leads department heads, coordinators and faculty in the development, implementation and evaluation of new and existing curricula; reviews facilities requirements and cost analyses.

MINIMUM QUALIFICATIONS:

Education: An earned Doctorate in the area of Social Sciences

Knowledge, Skills and Abilities:

- ✓ Demonstrates understanding of the college mission, vision and practices. Has basic proficiency in the use of the Microsoft Office suite;
- ✓ Ability to collaborate effectively with faculty, staff, students, and the broader educational and professional communities;
- ✓ A record of academic achievement in the discipline meriting appointment as a tenured full Professor in an academic department in the School.

Experience:

- ✓ Minimum of 7 years of higher education experience including 2 years of administrative experience as a department chair or higher, plus 3 years of university teaching;
- ✓ The University teaching experience should be complemented by a research and scholarly record;

- ✓ Understanding of the instructional, research, and creative needs of undergraduate and graduate programs in social sciences;
- ✓ Demonstrated success in obtaining grants or other projects relevant to the development of academic programmes;
- ✓ Experience with budget management, faculty and staff development, and promoting college and community relations.

Exhibits strong skills in: Leadership, Managing People, Communication, Customer and Student Focus, Building Relationships, Organizing and Planning.

Applicants should enclose a **letter of introduction, curriculum vitae, copies of relevant certification and three (3) reference letters from recognized persons/institutions** by **21st May 2016**, indicating your daytime contacts to:

**The Human Resources Manager,
Tangaza University College
P.O. Box 15055-00509
Nairobi.**

E-mail to vacancies@tangaza.org

Tangaza University College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin or disability.

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED AND GIVEN A COPY OF THE DETAILED JOB DESCRIPTION