



United States
International
University-Africa

United States International University-Africa
Appointment of Vice Chancellor
November 2023

LETTER FROM THE CHAIR OF THE UNIVERSITY COUNCIL

Thank you for your interest in the United States International University-Africa (USIU-Africa). USIU-Africa is looking to appoint an outstanding academic leader to serve as our next Vice Chancellor. The higher education sector is at cross-roads across the globe: we are proud of the way the USIU-Africa community has stepped up to these challenges, demonstrating passion, resilience and innovative responses to local, national, and global realities. We look to the future with a renewed sense of the importance of our mission and the value of what we have to offer to our students.

USIU-Africa is a dually-accredited, private university in Nairobi that offers a truly outstanding experience to its students that is grounded in academic excellence and a global outlook. Our mission is to promote the discovery and application of knowledge, as well as the development of skills and values that will prepare our students to succeed as principled actors and contributors to a rapidly evolving world.

In our next Vice Chancellor we are looking for an individual with proven leadership skills, who will build upon USIU's distinctiveness. She or he must be able to recognize opportunities and seize them, working collaboratively with colleagues at the University, in alignment with its governing bodies, and by engaging with external partners.

As a dually-accredited university that is truly global in outlook, we believe we have something unique to offer. Our vision is to be "a premier institution of academic excellence with a global perspective." If you have the experience, strategic vision, and ambition to help us to continue to deliver on this mission, we look forward to hearing from you.

Sincerely,

Kris Ole-Senanu
University Council Chair

ABOUT USIU-AFRICA

OUR HISTORY

USIU-Africa has been pioneering and global in outlook from its very inception, as an American-style university offering unique courses in Kenya and part of a community of similar institutions globally. It was originally established in 1970 as an African campus of what was then United States International University in San Diego, and with an agreement with the Government of Kenya, that it would only offer business programs and other degree programs not offered by public universities (Psychology and International Relations at that time). As demand for university programs grew, 20 acres of land were acquired in Kasarani, where the campus was moved in 1991, under the leadership of Dr. Lillian K. Beam. In 1999, under the leadership of Professor Freida Brown, the purchase of 60 acres of land to accommodate the still expanding institution's course offerings, made the university eligible for accreditation by the Commission for University Education (then Council for Higher Education).

In 2001, USIU merged with the California School of Professional Psychology (CSPP) forming the Alliant International University. USIU-Africa successfully sought to separate itself from the new entity, becoming an independent institution in 2005, and receiving its own accreditation as United States International University, from the Western Association of Schools and Colleges (now Western Association of Schools and Colleges, Senior Colleges and Universities Commission - WSCUC) in 2008. In 2014, the university rebranded, reverting to its former United States International University-Africa.

Today, the independent USIU-Africa enjoys dual accreditation through WSCUC in the United States and Commission for University Education in Kenya. Our 38 programs range from the Humanities and Social Sciences to Health and Technology and have continued to grow to meet the demands of a changing world.





OUR VISION, MISSION AND VALUES

Our Vision: To be a premier institution of academic excellence with a global perspective.

USIU-Africa's mission is to promote the discovery and application of knowledge, the acquisition of skills and the development of intellect and character in a manner which prepares students to contribute effectively and ethically as citizens of a changing and increasingly technological world.

This mission is achieved through a wide range of high quality undergraduate and graduate academic programs designed to result in the following outcomes: higher order thinking; scientific, quantitative and technical literacy; global understanding and multicultural perspective; career preparedness; community service and development; and ethical leadership.

We seek to create an environment that encourages rigorous intellectual and scholarly development; fosters openness to a wide range of ideas, cultures, and people; and enhances personal growth through social action projects.

Our core values include:

- Life-long Learning: Developing a learning culture that continues throughout a person's lifetime.
- Integrity: Ensuring the pursuit of excellence by upholding professional and ethical standards and being accountable.
- Innovativeness: Introducing new methods and strategies that ensure quality, efficiency, effectiveness and productivity.
- Social Responsibility: Providing leadership in responding to issues of national and global concern through collaborative efforts.
- Academic Freedom: Upholding the spirit of free and critical thought and enquiry, through the open exchange of ideas and knowledge.

Academic programs at USIU-Africa are learner centered and committed to developing critical and creative thinking, literacy skills through writing intensive courses and projects, and preparing students for their careers through formal and co-curricular activities, community service and internships. Student leadership is part of the learning process and is encouraged through active participation in sports, clubs, community service and internships with self-reflection on one's personal development and social action participation.

ACADEMIC OFFER

The University has six Schools, offering 38 programs at undergraduate, graduate, and doctoral levels.

Chandaria School of Business

Undergraduate

- B.Sc. Accounting
- B.Sc. Finance
- B.Sc. International Business Administration
- B.Sc. Hotel & Restaurant Management
- Bachelor of Global Leadership & Governance

Graduate

- Master of Business Administration (MBA)
- MBA – Global Business Management
- MBA – Health Leadership Management
- M.Sc. Management & Organizational Development
- Master of Business Administration (Online)
- M.Sc. Global Banking & Finance

Doctoral

- Doctor of Business Administration (DBA)

School of Humanities and Social Sciences

Undergraduate

- B.A. International Relations
- B.A. Psychology
- B.A. Criminal Justice Studies
- B.A. Sociology

Graduate

- M.A. in International Relations
- M.A. in Clinical Psychology
- M.A. in Counseling Psychology
- M.A. in Marriage and Family Therapy
- M.A. Criminal & Transitional Justice

Doctoral

- Doctor of Philosophy in International Relations
- Doctor of Psychology, (Psy.D), Clinical Psychology

School of Science and Technology

Undergraduate

- B.Sc. Information Systems & Technology
- B.Sc. Applied Computer Technology
- B.Sc. Software Engineering
- B.Sc. Applied Data Science & Analytics

Graduate

- M.Sc. Information Systems & Technology
- M.Sc. Information Security

Doctoral

- PhD. Information Systems & Technology

School of Pharmacy and Health Sciences

Undergraduate

- Bachelor of Pharmacy
- B.Sc. Epidemiology & Biostatistics
- B.Tech in Analytical Chemistry
- B.Sc. Applied Biochemistry

School of Communication, Cinematic & Creative Arts

Undergraduate

- B.A. Journalism
- B.A. Animation
- B.A. Film Production & Directing

Graduate

- M.A. Communication Studies

School of Graduate Studies

Strategic Centres & Institutes

- Global Agribusiness Management and Entrepreneurship (GAME) Center
- Network for Impact Evaluation Researchers in Africa (NIERA)
- Institute for Higher Education Leadership Development (IHERLD)
- Metro AgriFood Living Lab
- Innovation and Incubation Centre
- CitSci Africa Association
- Institute for Public Policy & International Affairs (IPPIA)
- Center of Excellence in Pharmaceutical Innovations & Analysis (CEPIA)
- Center for Executive Education (CEE)



USIU-AFRICA IN NUMBERS

6,090 students

63 nationalities

18% international students

52% of our students are female

145 full time Faculty

218 staff

73% of full time Faculty possess a PhD or a terminal degree in their area of specialization

23% of our students are in graduate programs

20 international student exchange programs

89% retention

STUDENT LIFE

USIU-Africa's educational philosophy is based on a holistic perspective on student learning and development. We seek to equip our students with not only the knowledge, but also the skills and experience that will enable them to be active and ethical contributors to a rapidly evolving world.

Curricular and co-curricular activities are fully integrated, and we offer a vibrant campus community life. This includes provision for volunteering during major campus events, involvement in student publications, and participation in leadership workshops. Undergraduates work in social action projects through the Community Service Learning Program and participate in 90 hours of service learning. Internship opportunities are also available to provide students with exposure to the world of work, and the opportunity to begin to see the applications of their learning.

RESEARCH

The University is committed to fostering innovative interdisciplinary research and has made significant progress in recent years of advancing this agenda through the development of new degree programs and external research partnerships. USIU-Africa provides faculty support grants and recognizes outstanding contributions through an Excellence in Research Award.

The School of Graduate Studies provides a one stop shop for all graduate students' needs and supports academic research in line with University policy. The School oversees graduate programs, partnerships with other universities and industry, research opportunities and funding, upcoming conferences and workshops, colloquia and scholarships for graduate research. The School also has the mandate to act as a link between the university and industry, seeking to provide consultancy services to partners and undertaking relevant applied research. It is also intended to act as a meeting point for academics and industry, hosting forums and conferences, and encouraging collaboration.

While research activities span a wide range of disciplines, three strong areas of research activity are represented in the Global Agribusiness Management and Entrepreneurship (GAME) Center, Network of Impact Evaluation Researchers in Africa, the Institute of Higher Education Research and Leadership Development, and the Center for Executive Education.



PARTNERSHIPS

USIU-Africa places a high value on its partnerships, which enrich students' experiences and enables the University to be more expansive in its reach. We have 20 Exchange and 9 Study Abroad Programs with universities across the globe, including Soka University (Japan) University of Houston, Clear Lake (USA), Claflin University (USA), Linnaeus University (Sweden), Hochschule-Bremen University (Germany), NLA University, Bergen (Norway) and Knowledge Exchange Institute (USA).

In 2020, USIU-Africa developed a partnership with the Mastercard Foundation to deliver the Mastercard Foundation Scholars Program, which enables students whose talent and promise exceed their financial resources to complete their education. With a vision that education is a catalyst for social and economic change, the Program focuses on developing leaders who are transformative, encouraging them to be active contributors in their communities. The Program will, over the next 10 years, provide full-cost scholarships to 1,000 young Africans facing financial, gender, displacement or disability constraints. Over 70% of the students on the program are young women, 25% are displaced or refugee youth, and at least 10% are living with disabilities.

More information about the Mastercard Foundation Scholars Program can be found here <https://mastercardfdn.org/all/scholars/>

CAMPUS

Located in the Kasarani suburb of Nairobi, USIU-Africa's campus is green and well-maintained, providing an ideal, secluded environment for study, while being in relatively close proximity to the centre of Nairobi.

Housing for students is available in two 128-capacity residence halls, which are occupied primarily by international and out-of-town students. Approved off-campus housing is available for those students living off campus. There are plans to build more student hostels. The campus also has a fully-equipped health clinic, an ultra-modern gym, and a counseling center which provides psychological counseling and well-being services. The Library and Information Center offers all the resources necessary to support teaching, learning and research, in one central location. While the library is the intellectual hub of the University, Wi-Fi internet access is available in most campus buildings and in hot spots throughout campus. In addition, 12 computer labs with 229 computers are available to students.

The University recently opened the new School of Humanities and Social Sciences Building that has outstanding electronic infrastructure. Since it was opened in the Fall 2021 semester, this building has doubled the University's teaching capacity and enabled teaching to continue through online and hybrid models in readiness for digital transformation and online curriculum delivery going forward. The building combines 35 smart classrooms, 24 break out rooms, 64 Faculty offices, and two auditoriums, one of which is a replica of a courtroom to be used for Moot Court. The building hosts language, psychology, forensic and IT labs, and is designed to be fully accessible for Persons with Disabilities (PWD).





GOVERNANCE

USIU-Africa is a non-profit organization governed by the University Council, to whom the Vice Chancellor is accountable. The Council is responsible for approving the annual budget, overseeing audit processes, appointing and approving the terms and conditions of service of the Vice-Chancellor, supervising the administration of university assets to ensure it is in line with USIU's mission, and overseeing major capital or recurrent expenditure, as well as approving official collaborations or linkages with external parties.

University Council composition is highly diverse, with representation from Kenya, the United States, and other countries. Members include individuals with academic backgrounds as well as other accomplished individuals in business and industry. Council members serve for a maximum of three three-year terms. University Council meets three times a year and works within a framework of six committees: executive; finance; academic affairs & student life; audit & risk; talent, culture & organization; and marketing, enrolment & advancement.

In alignment with Kenyan regulations, the University is also governed by a Board of Trustees. The Board is responsible for appointing the Chancellor and members of the University Council. It promotes the objectives of the University and raises funds for its benefit. The Board also receives the audit, approves investment of funds, and investigates complaints that would affect the integrity of the University.

USIU's governance structures furthermore include a University Senate, Student Affairs Council, Faculty Council, and Staff Council. More information about each can be found on the university website.

MANAGEMENT BOARD

The Management Board is made up of the Vice Chancellor and his or her direct reports. These are: Deputy Vice Chancellor for Academics, Deputy Vice Chancellor Student Life, Deputy Vice Chancellor Finance & Operations, Director of Advancement & Partnership, Director of Strategic Marketing & Communications, Director of Human Resources, and Director of Legal Services.

THE ROLE OF VICE CHANCELLOR

Role: Vice Chancellor
Location: Nairobi, Kenya
Salary: Competitive
Closing Date: 1st January 2024. Applications will be reviewed on a rolling basis.

The Vice Chancellor reports to the University Council and is responsible for setting the strategic direction of the university and delivering on its strategic objectives by working in alignment with the University Council and steering the university's Management Board and wider community.

As the University's Chief Executive, the Vice Chancellor is responsible for the university's successful and sustainable operation, including overseeing and strengthening its finances in a post-Covid era. This also includes responsibility for seeking out partnerships and collaborations that will diversify income and enhance its offer. The Vice Chancellor is expected to act as an ambassador for the University, embodying its values and representing and advocating for USIU-Africa on both national and international stages.

KEY RESPONSIBILITIES

Strategic Planning

- Articulate a clear and compelling vision for USIU-Africa that embraces the University's strengths and distinctive characteristics, and appropriately reflects the evolving needs of students, emerging technologies, and the shifting nature of the Kenyan, global economies and job markets.
- Provide strategic leadership across the University, ensuring that the academic portfolio, research activity, and all elements of student life are of the highest quality and in alignment with the University's mission.
- Work closely with the Director of Finance, University Council and Board of Trustees to ensure that the budget process and institutional plan are closely aligned and fulfill institutional priorities.
- Ensure that technology and infrastructure continue to be at the level required to underpin the University's activities at the highest levels.
- Review student enrolment patterns, identifying opportunities for growth, including the development of new programs, increased international recruitment, and new graduate and online degrees.

- Seek opportunities to diversify University income through advancement, partnerships, or other commercial means.
- Provide an empowering model of leadership, strengthening leadership capacity across the University while taking ownership for executive responsibilities and harnessing the potential of University governance structures.

Financial Management and Resource Development

- Maintain close oversight of university finances and continuously evaluate the alignment of the university's activities with its budget.
- Review student enrolment patterns, identifying opportunities for growth, including the development of new programs, increased international recruitment, or new graduate or online degrees.
- Seek opportunities to diversify University income through advancement, partnerships, or other commercial means.

External Engagement

- Continue to develop strategic partnerships with key public and private organizations that enrich USIU-Africa's range of activity and raise its profile.
- Champion and work with colleagues to develop the University's fundraising and advancement capacity, including enhancing alumni relations, and leveraging existing networks for philanthropic activity.
- Engage proactively with the Higher Education sector, acting as a leader when appropriate amongst Kenyan private universities, seeking out opportunities for research and academic collaboration, and engaging with government and other relevant stakeholders in Higher Education.
- Act as an ambassador for USIU-Africa in Kenya, the African continent, and globally, building the university's networks to enhance its reach and continue to raise its profile.



PERSON SPECIFICATION AND QUALIFICATIONS

Skills and Competencies

- Strong academic credibility, with an earned doctorate from an accredited institution, ideally in a discipline represented within USIU-Africa's current or anticipated academic portfolio.
- Proven leadership skills with track record of successful delivery of strategic initiatives, growth, and change in a context of significant complexity and scale.
- Experience with effective people management, particularly of diverse and inter-disciplinary groups.
- Experience managing sizable budgets, with a track record of income generation and diversification.
- Breadth of experience across university activities, with an understanding of the requirements of world class undergraduate and graduate degrees, research, and student life more broadly.
- Ability to operate successfully in the challenging context of a highly regulated Higher Education sector, complex political landscape, dual accreditation, and ongoing impact of the global pandemic.
- Ability to work effectively with an international University Council and Board of Trustees as well as a diverse range of university stakeholders.
- A global perspective developed through multi-cultural exposure.
- Strong commitment to multicultural partnership building, combining an international outlook with a genuine appreciation of local culture, and ability to engage with business, government and educational leaders.
- Collaborative leadership approach, with excellent listening and communication skills, high levels of emotional intelligence, tact and diplomacy.

Desirable

- Track record of academic distinction, ideally recognized through promotion to Professorial level.
- Experience with accreditation processes, particularly in the United States.
- Experience of distance-learning and hybrid models of education.
- Demonstrated success in securing grant funding, supporting advancement or philanthropic campaigns, or otherwise raising capital for large-scale investments.
- Experience working and living on the African continent.

Values

- Foster an environment of unrestricted inquiry, academic freedom, and open exchange.
- Set an example of collegiate, collaborative and empowering leadership.
- Demonstrate the highest commitment to diversity and inclusion, making every effort to create an environment where diversity is valued, and differing viewpoints are welcome.





HOW TO APPLY

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Sara-Musa-CV-112023-USIU or Sara-Musa-CoverLetter-112023-USIU.

Timeline

Deadline for Applications:	1st January 2024
Stage 1 Online Interviews:	22nd – 25th January 2024
Stage 2 Online Interviews:	8th – 9th February OR 12th – 13th February 2024
Final Interviews & Campus Visit:	Week of 26th February 2024

This timetable may be subject to change, so please check on Oxford HR’s website for the latest version.

Selection Process

All candidates will receive an update regarding their application by 18th January 2024. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of USIU’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at usiuv-vice-chancellor@oxfordhr.com in the first instance. Candidates are encouraged to contact us as early as possible if they wish to make an application.

If you need any reasonable adjustments or have any additional needs with your application, please get in touch.

ABOUT OXFORD HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so, we appreciate just what benefits impactful people can bring.



OXFORD HR VALUES

Oxford HR's values are aligned with those of the international development sector, and we are trusted to appoint leaders who are not only technically competent but who are also aligned in terms of organisation's culture and goals and committed to support the achievement of the UN Sustainable Development Goals (SDGs) and the priorities in the Agenda 2030 as well as the African Union Agenda 2063. More specifically we believe in:

- Continuous improvement – we measure and evaluate what we do, get feedback and improve upon it. We use technology to support our work and ensure our team are constantly learning and developing their skills. We innovate wherever we can to secure our approach is the best possible for any project we undertake. We're open to criticism. We're naturally curious.
- Collective and personal expertise – we believe no one person has a monopoly on the right answer and ensure we work collectively on our projects and challenges. We share knowledge and focus on disseminating ideas and expertise across the whole organisation. We hire people who are steeped in the backgrounds they're delivering services in, who are professional and resourceful, and constantly eager to learn and committed to their own personal development.
- Care – for our staff, our associates, our clients and candidates and for the sectors we work in. We work globally, across many cultures and constantly strive for a culturally sensitive response in all our projects. Our culture is non-hierarchical, and we regard staff and associates as equal parts of our Oxford HR family.
- Cultural sensitivity - we recognise the under representation of certain minority groups in leadership roles and want to challenge that wherever we can. We relish having a diverse workforce.
- Ethical and transparent – we uphold principles of ethical recruitment including openness and transparency in our dealings with candidates and clients.







Oxford

46 Woodstock Road
Oxford
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

Amsterdam

Korte Schimmelstraat 12
1053 SZ
Amsterdam

The Netherlands

+31 (0) 683 334 473

Nairobi

Workstyle Africa
1 Park Avenue, 3rd Floor
1st Parklands Avenue,
off Limuru Rd
Nairobi
Kenya

+254 (0) 715 163 631

Singapore

6 Battery Road
#06-16
049909

Singapore

+65 (0) 9114 1439

Washington

1250 Connecticut Avenue NW
Suite 700
Washington, DC
20036

USA