



Salaries & Remuneration
Commission
Rewarding productivity

Jaramogi Oginga Odinga University of Science and Technology

Dean of Students

April 2017



Table of Contents

1. Introduction	3
1.1. Organisation Design	3
2. Title of department	Error! Bookmark not defined.
2.1. Dean of Students	5
2.2. Senior Assistant Dean of Students/Senior Counsellor	10
2.3. Counsellor	14
Final Signoff	18
Fair pay for fair play	19

1. Introduction

1.1. Organisation Design

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) is one of the younger universities in the country. Its recent history dates back to 2009, when Bondo University College, with a student population of only 200 students took over the Bondo Teachers' Training College premises. Bondo University College was established as a constituent college of Maseno University through Legal Order No. 56 of May 11, 2009. .

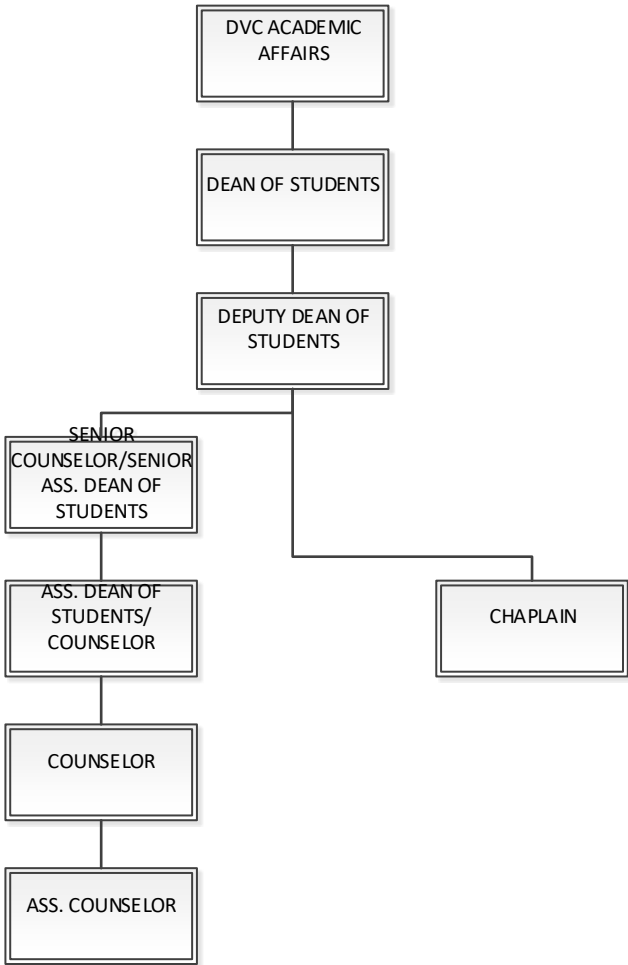
JOOUST was granted a charter on February 13, 2013 by then president Mwai Kibaki making it the 16th public university in Kenya. Over time, the student population has grown to 10,265 as at the beginning of 2016.

Located 70 kilometres west of Kisumu in Bondo Town of Siaya County is the main campus. The university also has three other campuses / Learning Centres; Nambale, Kisumu and Kisii.

JOOUST's vision is to be '**A beacon of excellence and global leader in University Education for sustainable development**' while its mission is to provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity.

This job description manual consists of jobs that were analysed in Jaramogi Oginga Odinga University of Science and Technology. It contains job descriptions which are documented from information provided by job holders and validated by their respective supervisors from the job analysis exercise that was concluded in March 2017.

2. Dean of Students



Dean of Students Organisation Structure

2.1. *Dean of Students*

1. Background Information			
Job Title: Dean of Students	Job Level: JOOUST/DOS/005	Current Grade: 14	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Academic Affairs		Department/ Section/Unit: Dean of Students	
Reports to: Deputy Vice Chancellor (Academic Affairs)			
Direct Reports: a) Deputy Dean of Students b) Senior Assistant Dean of Students c) Assistant Dean of Students d) Counsellor		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible to oversee the administrative, counselling and disciplinary services to the university students in order to enhance a conducive environment for academic and professional development.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Develop and coordinate policies and procedures related to all student residences, student activities and oversee production of student Handbook and Newsletter to highlight experiences and challenges on student matters to aid them in knowledge development. b) Manage departments that provide student learning and development opportunities, community service and outreach, student activities, athletics, residential services, intramural and recreation and student leadership. c) Manage departments that provide student college-wide support services: student Union and Food services. Major events coordinator, student housing and judicial Affairs. d) Coordinate with other universities and community leaders in development and management of co-curricular learning and service opportunities. e) Organise and coordinate student leaders' leadership and management training to equip them with leadership and management skills for effective student leadership.			
Operational Responsibilities:			

- a) Work with the student affairs staff, students groups and other members of the college community in development of extra-curricular learning and service opportunities.
- b) Work with the student affairs staff, student groups and other members of the college community in developing extracurricular programming assuring integration with academic life of the institution and encouraging student personal growth and development.
- c) Help establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions and exercise good leadership.
- d) Provide leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug use, student conduct and student residences.
- e) Administer the policies and regulations of University College as they pertain to students including internal college judicial and disciplinary procedures.
- f) Coordinate enrolment management for the college.
- g) Serve as liaison between students and management on campus life and legal issues.
- h) Serve as an ambassador for University College with Alumni, parents, students, neighbours, community leaders and professional colleagues in promoting students' issues and activities.
- i) Attend Dean's Committee Meetings, University College Management Board and meetings of any college academic Board Committee are specified in the statutes.
- j) Participate in the development of institutional strategic plan and policies

4. Job Dimensions:

Financial Responsibilities

- a) Development and management of departmental budget
- b) Signatory to the Student Association Account
- c) Provide input to the development of institutional budget

Responsibility for physical assets

- a) Office furniture
- b) Computer
- c) Office printer
- d) Photocopying machine
- e) Scanner
- f) Ballot boxes and election materials

Nature of decision making

- a) Strategic decisions
- b) Financial decisions
- c) Analytical decisions
- d) Operational decisions

5. Qualifications Knowledge and Skills:

Minimum level of academic qualifications required to perform effectively in the role

Master's degree or equivalent in Guidance and Counselling, Theology, Psychology or related field from a recognised institution

Minimum level of professional qualification required to perform effectively in the role

N/A

Minimum level of knowledge that would be regularly applied to the job

- a) In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields
- b) Budgeting
- c) Computer literacy,
- d) Knowledge of guidance and counseling skills
- e) Knowledge of relevant legislations including University Act
- f) Research skills

Typical soft skills that would be regularly applied to the job (Attributes)

- a) Leadership skills,
- b) Excellent oral and written communication skills
- c) Interpersonal skills
- d) Organisational skills,
- e) Ability to work under pressure
- f) Negotiation skills
- g) Team building
- h) Problem solving
- i) Conflict management
- j) Supervisory
- k) Leadership and management skills

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

Meets the requirements of Chapter six of the constitution of Kenya 2010

6. Relevant Experience Required:

Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

15 years university teaching and administrative experience, 3 of which must have been as Deputy Dean of Students Grade 14 or equivalent

7. Problem Solving:

Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Detailed e-mail, fax or mail correspondence
- h) Written Government policy documents affecting the job holder's area of responsibility
- i) Current legislation affecting the job holder's area of responsibility
- j) Articles and research products affecting the job holder's area of responsibility
- k) Factual reports on aspects of the institution such as policy guidelines

Communication/information the job holder needs to carry out in order to perform the job:

<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Communication requiring a high level of diplomacy and sensitivity e) Basic explanation of services to employees of the institution or clients f) Detailed technical explanation of services or concepts to employees of the institution or clients g) Simple verbal instructions to other employees within the institution h) Detailed verbal or written instructions or requests to employees of the institution or contractors i) Basic e-mail, fax or mail correspondence j) Detailed e-mail, fax or mail correspondence k) Drafting of factual reports, presentations, procedure or policy documents or training material l) Drawing up project briefs m) Drawing up program, system, technical or design specifications n) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Has a strong influence on the strategic direction of more than one departments
<i>Job holders' influence over subordinates and colleagues:</i>
N/A
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
<ul style="list-style-type: none"> a) Convey information inside the department b) Convey information outside the department c) Persuasion inside the department d) Persuasion outside the department e) Negotiation outside the department
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.2. Senior Assistant Dean of Students/Senior Counsellor

1. Background Information			
Job Title: Senior Assistant Dean of Students/ Senior Counselor	Job Level: JOOUST/DOS/007	Current Grade: 13	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Academic Affairs		Department/ Section/Unit: Dean of Students	
Reports to: Dean of Students			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible for day-to-day student case management, education and outreach, coordinate provision of guidance and counselling and other support services for students, direct and lead evaluation efforts and regular report preparations for continuous improvement in service to students, which includes improving internal processes and procedures.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Direct and lead case management process and internal responses working with multi-disciplinary team focused on early identification of students of concern and the implementation of appropriate follow-up.			
Operational Responsibilities: a) Participate in the development of policies such as guidance and counselling, work-study as frame work for service delivery to students. b) Participate in the establishment and implementation of departmental quality management systems through the development of work procedures for continual improvements and conformity to quality service delivery to students and staff. c) Preparation of work plan and corruption prevention plan, and submit regular reports for enhancement of ethical and professional delivery of services to the students and staff. d) Coordinate the preparation of departmental budget and procurement plan for the office of the Dean of Students for successful implementation of planned activities that support student and staff.			

<ul style="list-style-type: none"> e) Research on various issues affecting students e.g. unplanned parenthood among students to inform intervention plans. f) Serve in on-call rotation of the Office of the Dean of Students responding to emergency and/or critical situation incident situations and initiate appropriate follow-up support as necessary for the student wellbeing. g) Link students to various specialised services and schools for specialised individual assistance. h) Provide counselling and psychotherapy services to both students and staff in order to alleviate the stressful situation and event and for successful learning and service delivery, e.g. alcohol and drug abuse, HIV & AIDS. i) Carry out conflict resolution session among students for purposes of forging good relationship and enhance harmonious living. j) Conduct orientation of the newly admitted students to prepare them to make appropriate decisions in regard to campus life. k) Attend and participate in committee meetings as called upon for appropriate planning and implementation of the tasks that support student learning e.g. Evaluation committee, Graduation sub-committee, student electoral board. l) Convene the development of service delivery tools such as guidance and counselling tools, general inspection tool for improved and appropriately recorded services to students. m) Conduct summary of needy students who have applied for work-study, submit them to the Dean of Students and participate in evaluation process and short listing of successful candidates for subsistence support and mentorship.
4. Job Dimensions:
<i>Financial Responsibilities</i>
N/A
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Office furniture b) Office desktop computer c) Office printer d) Confidential file cabinet
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Analytical decisions b) Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Master's degree in Guidance and Counselling, Theology, Psychology, or equivalent from a recognised institution
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience b) Computer literacy, c) Knowledge of professional standards such as counselling ethics and ethics and integrity, d) Knowledge of relevant legislations such as the Bill of Rights as contained in Chapter 4 (Persons with Disability Act, rights of youth, minority and marginalized groups and older persons).

Typical soft skills that would be regularly applied to the job (Attributes)
<ul style="list-style-type: none"> a) Leadership skills, b) Excellent oral and written communication skills, c) Interpersonal skills, d) Organisational skills, e) Ability to work under pressure, f) Negotiation skills, g) Team building, h) Problem solving, i) Conflict management, j) Supervisory, k) Confidentiality and sensitivity
Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
Meets the requirements of Chapter six of the constitution of Kenya 2010
6. Relevant Experience Required:
Minimum number of months or years of experience the jobholder is required to have to be appointed to the position
At least 9 years' experience, 3 of which as Counsellor/Assistant Dean of Students
7. Problem Solving:
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
8. Communication:
Communication/information the job holder needs to understand in order to perform the job:
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Written Government policy documents affecting the job holder's area of responsibility
Communication/information the job holder needs to carry out in order to perform the job:
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Communication requiring a high level of diplomacy and sensitivity e) Basic explanation of services to employees of the institution or clients f) Detailed technical explanation of services or concepts to employees of the institution or clients g) Detailed verbal or written instructions or requests to employees of the institution or contractors h) Basic e-mail, fax or mail correspondence i) Detailed e-mail, fax or mail correspondence j) Drafting of factual reports, presentations, procedure or policy documents or training material

9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Influences or changes broad practices or policies affecting a whole department
<i>Job holders' influence over subordinates and colleagues:</i>
N/A
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
<ul style="list-style-type: none"> a) Convey information inside the department b) Convey information outside the department c) Persuasion inside the department d) Persuasion outside the department e) Negotiations inside the department f) Negotiation outside the department
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

2.3. Counsellor

1. Background Information			
Job Title: Students Counsellor	Job Level: JOOUST/DOS/010	Current Grade: 10	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science and Technology		College/ School / Faculty: N/A	
Directorate/Division: Academic Affairs		Department/ Section/Unit: Dean of Students	
Reports to: Dean of Students			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
This position is responsible for development and coordination of guidance and Counselling programs / activities among students and ensure the psychological wellbeing of the students within the university.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities: <ol style="list-style-type: none"> a) Participate in the development of guidance and counselling policies to inform the service delivery to the students. b) Prepare and develop comprehensive quarterly work plan for effective and efficient Guidance and Counselling service delivery to the students. c) Participate in preparation of annual budgets for the guidance and counselling activities to ensure timely procurement of materials needed and effective implementation of the activities d) Prepare reports as need be to relevant officers for specific assistance of the concerned students e) Organize community outreach to specifically neighbouring community and schools through peer counsellors for mentorship 			

- f) Research on various issues that afflict students to enable the counsellor remain current and up to date to assist the clients effectively.
- g) Develop and prepare guidance and counselling tools for easy, effective and efficient service delivery to the clients/ students
- h) Provide both individual and group guidance and counselling services to ensure mental, social and psychological well being
- i) Link students to various schools/ departments for specific individual assistance and to specialised facilities/ professionals for further support and assistance e.g. rehabilitation centre for drug addicts
- j) To mediate over students with conflicts for peaceful and harmonious coexistence
- k) To collect and compile students' background information on admission for use in developing effective and efficient programs to suit all students' needs.
- l) Participate in the new students' orientation exercise to familiarize the students with the activities and services offered by the unit for their smooth adjustment to the University life
- m) Accompany students to outings that require the services of a counsellor for smooth and peaceful activities.
- n) To provide Guidance and Counselling to staff members who may be in need of the services for their psychological wellbeing.
- o) Prepare and keep accurate records of Guidance and Counselling for confidentiality and privacy of the clients.
- p) Attend and participate in University meetings e.g. Electoral board that require the input of a counsellor for good interpersonal relationships.

4. Job Dimensions:

Financial Responsibilities

N/A

Responsibility for physical assets

- a) Computers
- b) Printer
- c) Office Furniture

Nature of decision making

- a) Analytical decisions
- b) Operational decisions

5. Qualifications Knowledge and Skills:

Minimum level of academic qualifications required to perform effectively in the role

Bachelor's Degree in Guidance and Counselling from a recognised institution

Minimum level of professional qualification required to perform effectively in the role

N/A

Minimum level of knowledge that would be regularly applied to the job

- a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
- b) Professional standards e.g. counselling ethics and ethics and integrity
- c) Knowledge of Persons with disability Act, Children rights
- d) Budgeting
- e) Computer literacy

Typical soft skills that would be regularly applied to the job (Attributes)
<ul style="list-style-type: none"> a) Leadership skills b) Communication skills c) Interpersonal skills d) Organisational skills e) Ability to work under pressure f) Negotiation skills g) Team building skills h) Problem solving i) Conflict management
Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
Meets the requirements of Chapter six of the constitution of Kenya 2010
6. Relevant Experience Required:
Minimum number of months or years of experience the jobholder is required to have to be appointed to the position
3 years of relevant experience
7. Problem Solving:
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
8. Communication:
Communication/information the job holder needs to understand in order to perform the job:
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence
Communication/information the job holder needs to carry out in order to perform the job:
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Communication requiring a high level of diplomacy and sensitivity e) Basic explanation of services to employees of the institution or clients f) Detailed technical explanation of services or concepts to employees of the institution or clients g) Detailed verbal or written instructions or requests to employees of the institution or contractors h) Basic e-mail, fax or mail correspondence i) Detailed e-mail, fax or mail correspondence j) Drafting of factual reports, presentations, procedure or policy documents or training material
9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

Influences or changes broad practices or policies affecting a whole department

Job holders' influence over subordinates and colleagues:

N/A

Job holders' influence over people outside the directorate but within the institution and people outside the institution

- a) Convey information inside the department
- b) Convey information outside the department
- c) Persuasion inside the department
- d) Persuasion outside the department

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

Final Signoff

	Name	Designation	Sign	Date
Head of Department				
Human Resource				

Fair pay for fair play