KENYA HIGHLANDS SEMINARY

ADVERTISEMENT FOR VACANT POSITIONS

Kenya Highlands Seminary is a subsidiary of Kenya Highlands University located in Kericho. The seminary shall house all theological courses at the university from the Bachelor's, Masters and Doctoral levels. For us to achieve this momentous task, the Seminary wishes to recruit competent servant leaders to fill the following vacant positions.

1. Director of Academic Affairs (Dean)

Reports To: Seminary Provost

Location: Kenya Highlands Seminary – Kericho Main Campus

Position Type: Executive Member of Provost's Cabinet

Employment Term: 5 years contract, subject to the initial 6 months of probation

Job Summary

The Director of Academic Affairs (Dean) provides leadership for all academic matters in the seminary. The Dean is responsible for fostering a Christ-centered learning environment that promotes theological education, pastoral formation, and leadership development in alignment with the Seminary's Statements of Faith, Core Values, Vision, and Mission.

Roles and Responsibilities

1. Appraise and supervise the faculty.
2. Lead and oversee the development, implementation, and evaluation of the seminary's academic programs, ensuring they are theologically sound, relevant, and aligned with the mission of the institution.
3. Coordinate curriculum review processes.
4. Foster academic innovation and the integration of technology in theological education.

5. Ensure compliance with accreditation standards and lead efforts in maintaining and improving the seminary's accreditation status.
6. Collaborate with faculty to promote research, scholarly publications, and theological thought leadership.
7. Source for the Seminary's faculty local and international in consultation with the Provost.
8. Provide adequate planning for expatriate faculty with engagement, teaching and facilitation where necessary.
9. Mentor seminary faculty members, ensuring that they are both academically qualified and spiritually mature.
10. Develop and review all academic-related policies and procedures and train staff accordingly.
11. Develop and ensure the execution of the annual academic calendar.
12. Develop, review and evaluate the seminary catalogue on time.
13. Clarify the expectations and responsibilities of faculty through training activities, and academic forums and meetings.
14. Ensure timely assignment of courses to faculty, development of teaching tools and verification of the same, implementation of teaching and evaluation of the credible tools and appropriate reports submitted to the provost promptly.
15. Manage faculty conduct issues as they arise through modelling and/or appropriate redress.
16. Spearheaded review of course syllabi from time to time, supervising the collection and organization of student evaluations and any other follow-up documents to ensure consistency with course goals and standards for quality and timeliness.
17. Plan, organize and execute all research-related activities in the Seminary with the support of faculty.
18. Provide opportunities for professional development, supporting faculty in their growth as educators, theologians, and ministry leaders.
19. Provide oversight of student enrolment, retention, and success initiatives, working closely with the Director of Enrolment and Financial Aid.
20. Foster an inclusive, supportive environment for a diverse student body, addressing academic, spiritual, and personal needs.
21. Ensure students receive comprehensive pastoral training, internships, and other experiential learning opportunities necessary for ministry preparation.
22. Identify opportunities for growth in academic programs, enrolment, partnerships, and outreach to meet the changing needs of the church and society.
23. Able to achieve courses assigned.
24. Perform any other duties as assigned from time to time by the Provost.

Qualifications and Experience

- A doctoral degree (Ph.D., Th.D, or equivalent) in Theology, Divinity, or a related field from an accredited institution.
- Further leadership training and curriculum development is an added advantage.
- Ordained clergy or ecclesiastically recognized minister with significant ministry experience.
- Minimum of 5–10 years of teaching experience at the seminary or university level.
- Proven leadership experience in an academic or ecclesiastical setting, preferably in theological education.
- Experience in curriculum development, faculty mentoring, and spiritual formation.

- Strong leadership, organizational, and administrative skills.
- Excellent interpersonal, communication, and public speaking abilities.
- Ability to lead strategic planning and manage budgets effectively.
- Deep understanding of theological education, ecclesiastical leadership, and pastoral care.
- A deep personal commitment to the Christian faith, with a demonstrated ability to integrate faith and learning.
- Passion for developing and equipping future church leaders.
- Collaborative and inclusive leadership style.
- High integrity, humility, and a servant leadership mindset.

2. Director of Administration, HR, and Finance

Reports To: Provost of Seminary

Location: Kenya Highlands Seminary – Kericho Main Campus

Position Type: Executive Member of Provost's Cabinet

Employment Term: 5 years contract, subject to the initial 6 months of probation

Job Summary

The Director of Administration, Human Resources, and Finance is responsible for overseeing the seminary's administrative, human resources, informational technology, and financial functions. This role ensures the efficient operation of the seminary's daily activities while maintaining financial integrity and fostering a positive work environment for all employees. The Director is a key leader in developing and implementing policies supporting the seminary's mission, operational goals, and long-term sustainability.

Roles and Responsibilities

Administrative Management:

1. Office Management: Oversee the daily operations of the administrative office, includi ng scheduling, correspondence, and record-keeping.
2. Facilities Management: Ensure the maintenance and upkeep of seminary facilities, inc luding coordinating repairs, safety inspections, and compliance with building codes.
3. Procurement: Manage the procurement of office supplies, equipment, and services, en suring cost-effective and timely acquisition.

Human Resources:

4. Recruitment: Develop job descriptions, post job openings, screen resumes, organize for interviews, and select candidates for employment.
5. Onboarding: Design and implement onboarding programs to integrate new employees into the seminary community.
6. Employee Relations: Address employee concerns, mediate conflicts, and foster a

positive work environment.

7. Performance Management: Conduct performance evaluations, set performance goals, and provide feedback to staff.
8. Professional Development: Identify training needs, organize professional developmen t opportunities, and support staff career growth.

Financial Management:

9. Treasury: Manage the cash flow and banking relationships of the seminary.
10. Budgeting & forecasting:

    Develop and manage the seminary's annual budget, ensuring alignment with strategic goals and financial sustainability.

11. Financial Reporting: Prepare financial reports, including income statements, balance s heets, and cash flow statements, for internal and external stakeholders.
12. Payroll: Oversee payroll processing, ensuring accuracy and compliance with tax regul ations.
13. Accounts Payable/Receivable: Manage the processing of invoices, payments, and coll ections, maintaining accurate financial records.
14. Investment Management: Oversee the management of the seminary's investment portf olio, ensuring alignment with financial goals and risk tolerance.

Information Technology:

15. Ensure smooth operations of computer systems, networks and software
16. Oversee the development and implementation of the institutional ERP system
17. Develop and enforce IT policies and procedures
18. Ensure IT security measures are developed and implemented.

Compliance:

19. Regulatory Compliance: Ensure adherence to all legal and regulatory requirements, in cluding employment laws, tax regulations, and accreditation standards.
20. Policy Development: Develop and implement policies and procedures to ensure comp liance with internal and external standards.

Strategic Planning:

21. Strategic Initiatives: Collaborate with senior leadership to develop and implement stra tegic initiatives that support the seminary's mission and goals.
22. Data Analysis: Analyze financial and operational data to inform decision-making and strategic planning.
23. Teach assigned courses.
24. Perform any other duties as assigned from time to time by the provost for the realization of the Seminary vision and mission.

Qualifications and Experience

- A master's degree in business administration with majors in accounting/finance or HR.
- A bachelor's degree in business administration with majors in economics, human resources, and information technology
- A holder of CPA (K) and CHRP (K) or its equivalent.
- Knowledge of theological education or experience in faith-based institutions is highly desirable.
- Minimum of 7–10 years of experience in a leadership role within administration, human resources, information technology, accounting, financial forecasting, and finance, preferably in a higher education or nonprofit setting.
- Proven experience in financial management, including budgeting, accounting, and audit processes.
- Experience managing human resources functions, including recruitment, employee relations, and compliance with labor laws.
- Experience in facilities management, procurement, and office administration is a plus.
- Strong leadership and managerial skills, with the ability to oversee multiple departments and functions.
- Excellent financial acumen, with the ability to interpret complex financial data and provide strategic insights.
- Proficient in financial management software, HR management systems, and other relevant administrative tools.
- Strong interpersonal and communication skills, with the ability to foster positive relationships with staff, faculty, and external stakeholders.
- Knowledge of relevant employment laws, financial regulations, and risk management practices.
- A commitment to Christian faith, with a passion for advancing the mission of the seminary through effective administration, financial stewardship, and human resources practices.
- Strong ethical standards, with a commitment to transparency, fairness, and integrity in all aspects of the role.

3. Director of Donor Advancement & Communications

Reports To: Provost of Seminary

Location: Kenya Highlands Seminary – Kericho Main Campus

Position Type: Executive Member of Provost's Cabinet

Employment Term: 5 years contract, subject to the initial 6 months of probation

Job Summary

The Director of Donor Advancement & Communications is responsible for overseeing and enhancing the seminary's donor advancement, external communications, alumni engagement, and relationships with church communities so that funding is provided for seminary operations. This role is critical in promoting the seminary's mission and fostering long-term relationships with donors and churches that support the institution's strategic goals. The

Director serves as a key ambassador for the seminary, ensuring consistent and compelling messaging, strengthening connections with and securing financial support from donors, alumni, and church partners. This position is responsible for securing the funding of the Annual Scholarship Fund.

Roles and Responsibilities

1. Develop and implement a comprehensive communication strategy that effectively promotes the seminary's mission, programs, and achievements.
2. Oversee the creation of all internal and external communication materials, including newsletters, brochures, press releases, website content, social media, and multimedia resources.
3. Serve as the seminary's primary spokesperson, ensuring consistent messaging and branding across all platforms.
4. Work with faculty, administration, and student leaders to gather content that highlights the seminary's impact on students, alumni, and the church.
5. Manage relationships with media outlets, coordinate interviews, and represent the seminary in public forums, conferences, and events.
6. Design and implement programs to engage the seminary's alumni network, fostering meaningful relationships that support lifelong connections to the institution.
7. Organize alumni events, including reunions, regional gatherings, and virtual engagement opportunities, to strengthen ties with former students.
8. Maintain an up-to-date database of alumni, tracking professional achievements and involvement in ministry to celebrate their impact and contributions.
9. Develop initiatives to encourage alumni giving, volunteerism, and participation in mentoring programs for current students.
10. Create regular alumni communications, including newsletters, blogs, and social media content, to keep alumni informed of seminary news and opportunities for involvement.
11. Establish and maintain strong relationships with church leaders, denominations, and faith-based organizations to promote the seminary and its mission.
12. Act as a liaison between the seminary and churches, identifying opportunities for collaboration, student recruitment, and financial support.
13. Organize and lead church visits, presentations, and outreach events that highlight the seminary's impact on ministry and theological education.
14. Develop partnerships with local and global church communities to support internships, pastoral training programs, and continuing education opportunities for clergy.
15. Coordinate efforts with denominational leaders to ensure alignment with church expectations and theological training needs.
16. Supervise a team of communication, advancement, and alumni relations staff, providing mentorship and guidance to achieve departmental goals.
17. Partner with external stakeholders, including donors and churches, to increase scholarship opportunities and funding support for students.
18. Teach assigned courses.
19. Perform any other duties as assigned from time to time by the provost for the realization of the Seminary vision and mission.

Qualifications and Experience:

- A master's degree in communications, public relations, marketing, or a related field from a recognized institution.
- A certificate or diploma in donor management/advancement is an added advantage.
- Understanding of theological education and church ministry is highly desirable.
- Minimum of 5–7 years of experience in communications, public relations, or alumni relations, preferably in a seminary, higher education, or faith-based organization.
- Experience in developing and managing strategic communications and public relations initiatives.
- Experience working with church communities, faith-based organizations, or in ministry settings.
- Excellent verbal and written communication skills, with the ability to articulate the seminary's mission and values clearly and persuasively.
- Strong leadership and organizational skills, with the ability to oversee multiple projects and initiatives simultaneously.
- Proven ability to build relationships with donors, alumni, church leaders, and media representatives.
- Proficiency in the use of digital media platforms, website management, and CRM software for alumni and donor tracking.
- Experience in event planning and management, including donor and alumni events.
- Deep commitment to the Christian faith, with a strong understanding of the seminary's mission and theological foundation.
- A passion for storytelling and building relationships that advance the seminary's mission.
- High level of integrity, professionalism, and discretion in handling confidential information.

4. Director of Enrolment Management & Financial Aid

Reports To: Provost of Seminary

Location: Kenya Highlands Seminary – Kericho Main Campus

Position Type: Executive Member of Provost's Cabinet

Employment Term: 5 years contract, subject to the initial 6 months of probation

Job Summary

The Director of Enrolment Management and Financial Aid oversees recruitment, admission, examinations, timetabling and financial aid services in the seminary. This role ensures a holistic student experience from the initial inquiry stage through graduation. The Director is responsible for creating a supportive and engaging student environment while managing financial aid programs and guiding students throughout their enrolment process.

Roles and Responsibilities

1. Develop and implement strategic recruitment plans to attract a diverse and well-qualified student body.
2. Coordinate recruitment activities such as campus visits, virtual information sessions, and outreach to prospective students.
3. Oversee the admissions process, reviewing applications, conducting interviews, and making admissions decisions in collaboration with the Dean and faculty.
4. Maintain accurate records of prospective and current students using admissions management software, ensuring smooth communication and tracking of applications.
5. Manage the seminary's financial aid programs, including scholarships, grants, and loans, ensuring alignment with institutional resources.
6. Advise students and families on available financial aid options, guiding them through the application process and ensuring timely distribution of funds.
7. Work closely with the finance office to develop and maintain the financial aid budget, making award decisions based on need, merit, and funding availability.
8. Partner with external stakeholders, including donors and churches, to increase scholarship opportunities and funding support for students.
9. Provide personalized support to students navigating academic challenges, financial difficulties, or personal hardships.
10. Develop and implement student retention initiatives such as academic counselling, mentoring programs, and financial literacy workshops.
11. Regularly analyze data and reports related to admissions, financial aid, and retention to make informed decisions about institutional improvements.
12. Manage the entire staff of the admissions and student records, together with those dealing with examinations and timetabling.
13. Coordinate and administer all student records, new semester registrations and all matriculation functions.
14. Organize students'graduation, transcripts evaluations, and certifications to provide maximum service to students while ensuring efficient and effective workflow.
15. Liaise with the heads of each academic department through the Dean and assist in the development of academic course requirements and establish and implement guidelines for meeting them.
16. Ensure that all coursework, credit requirements and fiscal responsibilities have been met by students preparing to graduate.
17. Supervise the coordination, evaluation and certification of all graduation applications, while overseeing the complete graduation process to include all elements of the rehearsal and ceremony.
18. Provide leadership and develop appropriate recommendations regarding technological improvements to the University's admission and record keeping and information management systems for greater efficiency.
19. Responsible for verifying the students' credentials to their potential employers.
20. Issue official exam timetables and exam cards to students registered for courses for the semester.
21. Handle the resolution of student disputes as they relate to records and registration.
22. Teach assigned courses.
23. Perform any other duties as assigned from time to time by the provost for the realization of the Seminary vision and mission.

Qualifications and Experience

- A master's degree in educational administration, student affairs, or a related field.
- A bachelor's degree in business administration with majors in finance, economics, accounting, human relations, or marketing.
- A certificate or diploma in theology is an added advantage.
- Familiarity with theological education and ministry leadership is highly preferred.
- Minimum of 5–7 years of experience in admissions, student management, financial aid, or related roles in higher education, preferably within a seminary or Christian higher education setting.
- Demonstrated experience in overseeing student services and retention initiatives.
- Strong leadership, organizational, and management skills with the ability to oversee multiple functions.
- Excellent interpersonal, counselling, and communication skills.
- Proficiency in admissions and student affairs management software, including CRM systems.
- Ability to analyze data and develop evidence-based strategies for improvement.
- Knowledge of student development theory, financial aid processes, and legal regulations related to higher education.
- A deep commitment to Christian faith and values, with a passion for mentoring and supporting students in their spiritual and academic journeys.
- Integrity, discretion, and the ability to handle sensitive student issues confidentially.

5. Director of Spiritual Formation & Student Affairs

Reports To: Provost of Seminary

Location: Kenya Highlands Seminary – Kericho Main Campus

Position Type: Executive Member of Provost's Cabinet

Employment Term: 5 years contract, subject to the initial 6 months of probation

Job Summary

The Director of Spiritual Formation & Student Affairs is responsible for fostering the spiritual growth and well-being of the seminary community, ensuring the institution remains grounded in the Seminary's Statements of Faith, Core Values, Vision, and Mission. This role provides leadership in spiritual formation, pastoral care, and worship practices while coordinating programs and activities that encourage students, faculty, and staff to grow in their faith and calling. This position includes the responsibility for planning and executing Chapel services. The Director will work closely with academic, administrative, and student services departments to ensure that spiritual life is integrated into the seminary's daily operations and overall mission.

Roles and Responsibilities

1. Oversee all aspects of student life, ensuring the seminary provides a supportive, spiritually enriching, and academically engaging environment.
2. Serve as the primary point of contact for student concerns, providing counsel on academic, personal, and spiritual issues.
3. Develop and implement programs and services that foster student engagement, leadership development, and spiritual formation.
4. Coordinate orientation, mentorship programs, and other initiatives aimed at integrating students into the seminary community.
5. Support students' extracurricular activities, including ministry opportunities, student organizations, and community outreach initiatives.
6. Foster a positive and inclusive campus culture, addressing student wellness, diversity, and the overall student experience.
7. Develop and oversee a comprehensive spiritual formation program for students, faculty, and staff that aligns with the seminary's theological traditions and mission.
8. Lead initiatives that nurture the personal spiritual development of students, including retreats, mentorship programs, prayer groups, and discipleship relationships.
9. Design and implement a curriculum of spiritual disciplines (e.g., prayer, fasting, meditation) that complements the academic and ministerial training of students.
10. Offer regular spiritual formation workshops, lectures, and seminars that address theological, biblical, and spiritual topics.
11. Oversee the planning and coordination of regular chapel services, ensuring that they are spiritually enriching and aligned with the diverse theological perspectives.
12. Collaborate with faculty, students, and visiting clergy to organize meaningful worship experiences, including sermons, liturgical practices, music, and other forms of worship.
13. Provide pastoral leadership during special services, such as graduation, orientation, and holiday celebrations.
14. Provide pastoral care and spiritual guidance to students, faculty, and staff, offering support in times of disciplinary action, crisis, grief, vocational discernment, or personal challenges.
15. Coordinate and oversee pastoral counselling services, either directly or through partnerships with trained counsellors, ensuring that students have access to confidential and professional support.
16. Collaborate with academic leadership and faculty to integrate spiritual formation into the academic curriculum, ensuring that theological education is complemented by personal spiritual growth.
17. Organize forums, dialogues, and workshops that explore the relationship between faith, theology, and contemporary cultural issues, encouraging critical reflection and spiritual maturity.
18. Mentor and train student leaders in spiritual leadership roles, including those leading student ministries, prayer groups, and chapel services.
19. Develop opportunities for students to exercise their leadership gifts in spiritual settings, such as leading worship, organizing retreats, and serving in local churches.
20. Guide student chaplains, worship leaders, and other spiritual leaders on campus to ensure that their work aligns with the seminary's mission and values.
21. Build and maintain relationships with local churches, ministries, and community organizations, encouraging collaboration in spiritual and ministry-related activities.

22. Organize outreach programs and mission opportunities that engage students in practical ministry experiences within the local community and broader Christian context.
23. Coordinate with the Director of Donor Development and Communications to facilitate spiritual support for alumni and partner churches, including offering resources, spiritual retreats, and continued education opportunities for ministry leaders.
24. Serve as a spiritual leader in times of institutional or personal crises, providing prayer, pastoral care, and guidance to those affected.
25. Organize and lead spiritual retreats for students, faculty, and staff, providing opportunities for deep reflection, prayer, and spiritual renewal.
26. Coordinate events such as spiritual conferences, guest speaker engagements, and worship concerts that promote spiritual growth and engagement with contemporary Christian issues.
27. Offer accountability structures, such as prayer partnerships, mentoring relationships, and small groups, to support students in their spiritual journeys.
28. Administer policies related to student conduct, discipline, and conflict resolution, ensuring fair and just practices are upheld.
29. Create and maintain systems for addressing student grievances and conflicts in a manner consistent with Christian values.
30. Teach assigned courses.
31. Perform any other duties as assigned from time to time by the provost for the realization of the Seminary vision and mission.

Qualifications and Experience:

- A master's degree in theology, Divinity, Spiritual Formation, or a related field.
- Formal training in spiritual formation, pastoral care, or chaplaincy is highly desirable.
- Knowledge of theological education or experience in faith-based institutions is highly desirable.
- Minimum of 5–7 years of experience in spiritual leadership, pastoral care, or related ministry roles, preferably within an educational or church setting.
- Spiritual leadership ordination in a Wesleyan Holiness denomination is preferred.
- Proven experience in leading spiritual formation programs and providing pastoral care in diverse, multicultural environments.
- Experience organizing and leading worship services and retreats.
- Strong theological knowledge and understanding of Christian spiritual formation practices.
- Excellent pastoral and counselling skills, with the ability to support and guide individuals in their spiritual growth.
- Proficient in planning and organizing worship services and spiritual programs.
- A mature and vibrant Christian faith, with a deep commitment to the mission and values of the seminary.
- Integrity, humility, and spiritual wisdom in guiding others through their personal and vocational journeys.

Application Process

Interested candidates should submit their cover letter, CV, academic and professional certificates, a statement of faith, a 1,000-word essay outlining the candidate's vision for accomplishing the role applied for in a seminary setting and a pastor's recommendation letter in **one PDF document** to the email: **dvcaa@khu.ac.ke** by **15th November 2024, 5pm.**

Indicate the **POSITION** you have applied for in the **SUBJECT line of the EMAIL.**

No hard copy applications shall be received

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED