Chief of Staff

December 2025

About USIU-Africa

USIU-Africa was established in 1970 as the African campus of United States International University in San Diego, initially offering programs not available in public universities, such as Psychology and International Relations. The institution relocated to Kasarani in 1991 and expanded its land holdings in 1999, enabling accreditation by Kenya's Commission for University Education. In 2001, it briefly merged with the California School of Professional Psychology to form Alliant International University, but regained independence in 2005 and secured U.S. accreditation from WASC in 2008.

In 2014, the university rebranded as United States International University-Africa and now holds dual accreditation in Kenya and the United States. Today, USIU-Africa offers 38 programs across diverse fields, including Humanities, Social Sciences, Health, and Technology, continuing its mission to meet the evolving demands of a globalized world.

Our Vision, Mission and Values

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

Our Mission: 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.

The Chief of Staff

The Chief of Staff is a senior officer whose major role includes coordination of multiple tasks for the Vice Chancellor, advising on priorities based on competing priorities within the office and functions of the Vice Chancellor, execution of strategic tasks including monitoring and task performance management for effective and efficient implementation, manage and prioritize special projects, coordinate and ensure seamless work between units reporting to the Vice Chancellor through support and communication.

This role requires considerable judgment, tact, creativity, adaptability, and initiative. It also requires the ability to produce high-quality work product within tight and competing deadlines; flexibility and willingness to adjust to changing priorities to meet organizational needs; an unwavering commitment to service; a positive outlook; and a high level of confidentiality.

The Role

Role: Chief of Staff

Location: Nairobi, Kenya

Salary: Competitive with a comprehensive Benefits Package

Responsibilities

Strategic Management and Support

- Serves as the primary liaison and aide, ensuring seamless coordination of the vice chancellors' endeavours.
- Manages the execution and documentation of the Strategic Plan
- Coordinate implementation of University-wide initiatives and monitor progress toward institutional goals.
- Assist in translating the Vice Chancellor's vision and strategy into actionable goals and objectives.
- Prepares and contributes to the preparation of reports, briefings, presentations, and communication of the university strategic issues, as appropriate

Executive Support and Governance

- Serves as principal aide and executive officer to the Vice Chancellor including managing priority and strategic functions of the office; supports the Vice Chancellor in dealing with topics important to faculty, staff, students, and other key stakeholders
- Leads special projects as requested by the Vice Chancellor.
- Manages large scale projects of the university on time and budget, as appropriate.
- Participates in key constituent meetings (as requested by the Vice Chancellor), ensures appropriate and responsive follow-up and accountability and facilitates resolution of matters requiring the Vice Chancellor's attention

Institutional Effectiveness

- Prepares and contributes to the preparation of reports, briefings, presentations, and communication of the university strategic issues, as appropriate
- Assists the Vice Chancellor in setting institutional priorities and ensuring staff remains focused on meeting annual KPIs and strategic plan objectives

- Coordinates and contributes to institutional planning, policy development, Vice Chancellor's initiatives, and problem resolution
- Anticipate, identify and troubleshoot issues of concern or significance for the Vice Chancellor; exercise discretion to ensure that matters requiring the attention and/or decision making of the Vice Chancellor are thoroughly developed, researched and evaluated

Stakeholder Engagement

- Coordinate multiple project work streams across various issues and stakeholders, including tracking key activities and milestones, manage deliverables to deadlines, integrate activities across work streams, surface project risks and concerns, and recommend solutions as appropriate.
- Coordinates with the University Management Board and others to coordinate progress and resolution of Vice Chancellor's assignments
- Ensures that matters requiring the attention of senior leadership, including the Vice Chancellor, are thoroughly developed, researched, evaluated and appropriately resolved
- Supports the Vice Chancellor at internal and external meetings and forums, as designated

Collaboration and Coordination

- Participate in strategic scheduling of events, meetings, and other requests to balance and address key objectives.
- Develop and execute strategies aligned with the long-term vision and objectives of the university
- Works collaboratively with senior leadership team to develop materials, manage and/or coordinate the planning and management of strategic events
- Manages high-priority projects and key strategic initiatives and coordinates necessary actions and communications across internal and external university stakeholders

Candidate Profile

Qualifications and Experience

- Master's degree in Business Administration, Education Management, Public Administration, or a related field (PhD an added advantage).
- Minimum of **10 years of progressive experience**, with at least **5 years in a senior management or strategy coordination role**, preferably in higher education or a complex institutional environment.
- Proven experience in strategic planning, governance support, and project management.

- Strong analytical, communication, and interpersonal skills, with the ability to influence across diverse teams

Key Competencies

- Strategic thinking and problem-solving ability.
- Strong organizational and project management skills.
- Excellent written and oral communication skills.
- High level of integrity, confidentiality, and discretion.
- Ability to manage multiple priorities in a fast-paced environment.
- Demonstrated leadership and relationship management skills.

Desired Attributes

- Combination of academic institution governance and ability to execute, analyse and communicate
- Exceptional communication, negotiation, and presentation skills.
- Analytical and strategic thinker with a bias toward action and take remedial/corrective measures
- High emotional intelligence and professional maturity in managing senior relationships.
- Strategic plan driving, development, execution and performance monitoring
- Ability to read a room and make coherence connection of divergent view points.
- Administration experience, works well with people and understands people
- Strategic financial management and knowledge of the budget development and management

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-Document Name-Date (mmyy)-Organisation e.g., Pat-Jones-CV-1225-USIU-Africa or Pat-Jones-CoverLetter-1225-USIU-Africa.

Timeline

Closing Date: 16th January 2026

First stage interviews: TBC

Final interviews: TBC

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the Oxford HR Consultant email address (see below) to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of USIU-Africa'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 pirungu@oxfordhr.com in the first instance.

About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: oxfordhr.com