

UNIVERSITY OF NAIROBI

Applications are invited for the following positions:

For detailed information, please visit our web on <http://jobs.uonbi.ac.ke>

LECTURER, DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS - AC/1/01/10 (2 POSTS) (CHS)

Applicants must be holders of an MBChB degree or its equivalent with an M.Med degree in Internal Medicine from a recognized University. The successful candidates will be expected to teach at both undergraduate and postgraduate degree levels. They will also be expected to undertake research in their areas of specialization and offer services at Kenyatta National Hospital.

LECTURER, DEPARTMENT OF PSYCHOLOGY – AC/1/02/10 (CHSS) (1 POST)

Applicants must be holders of a Ph.D in any of the specialized areas in Psychology or a Masters degree with a minimum of three (3) years teaching experience at University level. They should also have research experience as evidenced by at least two (2) publications in refereed journals or two (2) chapters in scholarly books and should show evidence of continuing research activity.

The successful candidate will be expected to teach at both undergraduate and postgraduate degree levels, supervise and undertake research in their areas of specialization.

LECTURER, SCHOOL OF NURSING SCIENCES – AC/1/03/10 (CHS) (2 POSTS)

Applicants must be holders of at least a Master's degree in any of the following Nursing fields: Public Health/Community Health Nursing, Medical/Surgical Nursing, Critical Care Nursing or Pediatric Nursing. They should have a minimum of three years teaching experience at University level. In addition, they should show evidence of continued research activity as evidenced by a minimum of two publications in refereed or two chapters in scholarly books since last promotion/appointment. Evidence of continued research or a PhD is preferred.

The successful candidate will be expected to teach at both undergraduate and postgraduate levels.

LECTURER, POPULATION STUDIES AND RESEARCH INSTITUTE – AC/1/04/10 (CHSS) (1 POST)

Applicants must be holders of a PhD in Population Studies/Demography or related discipline. Those with a Masters degree and a minimum of three years teaching experience at University level will also be considered. In addition, applicants should have a minimum of two (2) publications in refereed journals or two (2) chapters in scholarly books since last promotion/appointment. They must show evidence of continued research activity.

The successful candidate will be expected to teach Demography Technique courses. She/he will be expected to teach at undergraduate and postgraduate degree levels, supervise research projects, initiate and conduct research in their respective areas of specialization and help develop new courses.

**LECTURER, DEPARTMENT OF EDUCATIONAL FOUNDATIONS, AC/1/05/10
(CEES) (4 POSTS)**

Applicants must be holders of a Ph.D degree in Educational Foundations. Those with a Masters degree and a minimum of three years (3) years teaching experience at University level and specialized in the following areas of Educational Foundation: Adult Education, Philosophy of Education, History of Education, Comparative and Contemporary Issues in Education will also be considered. In addition, they should have a minimum of two (2) publications in refereed journals or two chapters in scholarly books since last promotion/appointment. They should show evidence of continuing research activity.

The successful candidate will be expected to teach at both undergraduate and postgraduate degree levels and also undertake research in their areas of specialization.

**LECTURER, DEPARTMENT OF HISTORY AND ARCHAEOLOGY AC/1/06/10
(CHSS) (2 POSTS)**

Applicants should be holders of a Ph.D degree in History, Archaeology or Armed Conflict and Peace Studies. Those with a Masters degree in the above fields and three years teaching experience at University level will also be considered. In addition, applicants should have a minimum of two (2) publications in peer refereed journals or two (2) chapters in scholarly books since last promotion/appointment. They should show evidence of continued research activity.

The successful candidates will be expected to teach at both undergraduate and postgraduate levels, supervise postgraduate thesis, contribute to scholarly disclosure and the development of academic programmes in the Department, and generally help in day to day work in the department.

**CHIEF TECHNOLOGIST, DEPARTMENT OF CLINICAL MEDICINE &
THERAPEUTICS - AC/1/07/10 (1 POSTS) (CHS)**

Applicants must be in possession of a MSc degree in Medical Laboratory Sciences plus five (5) years experience as Senior Technologist or BSc or Higher Diploma in Medical Laboratory Technology with seven (7) years experience as Senior Technologist in a busy Teaching, Clinical and Research Institution. He/she must be conversant with Quality Management in Laboratory Medicine.

The successful candidate will be expected to supervise technical staff and participate in conducting research activities in collaboration with academic staff, Organize and supervise

practicals for both undergraduate and postgraduate students and ensure proper maintenance of the departmental facilities.

**TUTORIAL FELLOW, DEPARTMENT OF PSYCHOLOGY – AC/1/08/10 (CHSS)
(1 POST)**

Applicants must be holders of a Master's degree in Psychology or related field from a recognized University. They should also have teaching experience at University Level. In addition they should show evidence of continuing academic work through registration for PhD studies in a recognized university. The successful candidate will be expected to assist in teaching undergraduate students and to participate in other departmental, faculty and college activities.

**TUTORIAL FELLOW, DEPARTMENT OF FOOD SCIENCE, NUTRITION &
TECHNOLOGY, AC/01/09/10 (CAVS) (1 POST)**

Applicants must have both good Bachelors and Masters degree in Food Science and Technology from a University recognized by University Senate. They must be fully registered for PhD degree and have embarked on research in the area of Chemistry and Technology of a specific food commodity. They should have at least one year teaching experience at University level. Applicants with publications will have added advantage.

The successful applicant is expected to participate in teaching while continuing with PhD studies.

**TUTORIAL FELLOW, ENVIRONMENTAL LAW, CASELAP AC/1/10/10 (3 POSTS)
(CHSS) (TWO-YEAR CONTRACT)**

Applicants must be holders of Master degree in Law and should have registered for Ph.D. degree in Environmental Law at University Of Nairobi or any University Programme recognized by Senate of University of Nairobi. He/she should submit with the application a research proposal showing competence to undertake Ph.D research in environmental law and how much more time she/he needs to complete research and writing of the doctoral dissertation. The applicant should be committed to pursue career of scholarship in Environmental Law.

This is a training position offered on two-year contract and may be extended on condition that satisfactory progress towards completion of Ph.D is demonstrated.

**LEGAL ASSISTANT (ASSISTANT REGISTRAR LEVEL) AC/1/11/10 (R&T)
(1 POST)**

Applicants should be holders of LLB degree. They should also be holders of CPS (K) and a minimum of six (6) in practice in a large public organization or Non Governmental Organization three (3) of which must be as Senior Legal Assistant Grade EF or a comparable position. They should be advocates of the High Court of Kenya with a valid current practicing

certificate, commissioner of oaths. Applicants should have thorough knowledge of local laws and a working knowledge of Intellectual Property Law will be an added advantage.

The successful candidate under the guidance of the Chief Legal Officer will be expected to:

- Provide sound legal advice to the University Management, staff and students on all matters pertaining to corruption, economic and sexual offences, labour issues, insurance, procurement, conveyances, litigation.
- Ensure the University understands and meets its legal obligations.
- Draw and ensure proper execution of contracts/memoranda of Understanding by authorized signatories.
- Settle potential legal in house.
- Liaise with external lawyers to facilitate collection and preparation of information related to court cases and court hearing.

PROGRAM MANAGER, PACE GRANT, DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS AC/1/12/10 (CHS) (1 POST)

Applicants should be holders of a Masters in Medicine (Internal Medicine) from a recognized University and registered with the Kenya Medical Practitioners' and Dentist Board with a valid practice license.

Reporting to the Chairman of Department, through the Co-Pls, the successful candidate will be expected to assist various program leads in the coordination of technical activities including HIV Training Needs Assessment, Curricula Review and Revision, Course Design and Delivery as well as mentorship and supervision in HIV Prevention, Treatment and Support. He/she will also handle proposal writing and preparation of reports to donor, training and participating institutions.

Prior work experience in the field of HIV Programming within the public sector will be an added advantage. Computer literacy is desirable.

PROGRAM MANAGER, PACE GRANT, DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS AC/1/13/10 (CHS) (1 POST)

Applicants should be holders of a University degree in Business Administration, Management or Public Health. They should have at least five (5) years work experience with at least two (2) years in project management. He/she will have knowledge in accounting and financial management needs and software, including excel and ability to manage multiple projects simultaneously, involving several partners and sub-grants. Familiarity with the University of Nairobi and US Government administration and financial reporting systems will be an added advantage. He/she will be expected to have strong organizational and analysis skills and ability to work both independently and collaboratively.

The successful candidate will be responsible for the day-to-day administration of Departmental projects, including personnel management, project budgeting, and oversee project finance,

procurement, and logistics for program implementation. He/she will also assist Project Leads in preparation of project plans and reports.

This is a one-year project renewable on mutual agreement.

**CLINICAL OFFICER PAEDIATRICS, OPH PROJECT, DEPARTMENT
PAEDIATRICS & CHILD HEALTH, AD/1/01/10 (CHS) (1 POST)**

Applicants should be holders of a Diploma in Clinical Medicine from KMTC and post-basic training in Paediatrics. They should have at least one year work experience including one year as clinical officer in Paediatrics. Previous experience with antiretroviral therapy and completion of NASCOP Paediatric ART training is required. GCP training and computer literacy are an added advantage.

The successful candidate will be involved in all aspects of clinical care of HIV infected children including antiretroviral in a research setting and report to the study physician.

**SENIOR SECRETARY GRADE E, OFFICE OF THE CHIEF LEGAL OFFICER,
AD/1/02/10 (R&T) (1 POST)**

Applicants should be holders of KCSE Mean Grade C or KCE Div. III or an equivalent qualification with a credit in English Language. In addition, they must have sat and passed the following subjects examined by the Kenya National Examinations Council or an equivalent examining body:

Business English III

Commerce II

Secretarial Duties II

Office Management III

Shorthand III (minimum 120 wpm) or Audio-Typewriting III

Typewriting 50 wpm

They should be in possession of certificates in and be able to use Word Processing, Spreadsheets, Data Base Management packages, and Knowledge in Anti-virus Tools.

Applicants must have served for three (3) years as Senior Secretary Grade D or a comparable position of responsibility. Applicants who have worked in a law firm or legal office will have an added advantage.

**TECHNOLOGIST GRADE ABC AD/1//09, DEPARTMENT OF GEOSPATIAL AND SPACE
TECHNOLOGY, AD/1/03/10 (CAE) (1 POST)**

Applicants should be holders of an ordinary Diploma in Land Surveying, Cartography or equivalent from a recognized institution. In addition, they should have at least three (3) years of industrial experience with GIS, Digital Mapping, Remote Sensing and Digital Photogrammetry. Possession of a higher qualification in Geoinformatics and good computer knowledge will be an added advantage.

The successful candidate will be expected to prepare practical classes for both undergraduate and postgraduate students in a busy Geoinformatics laboratory.

SECRETARY GRADE A, PRINCIPAL'S OFFICE, CAVS AD/1/04/10 (CAVS) (5 POSTS)

Applicants should be holders of KCSE mean Grade C or KCE Div. III or an equivalent qualification with a credit in English Language. In addition, they must have sat and passed the following subjects examined by the Kenya National Examinations Council or an equivalent examining body:

Business English II

Commerce II

Secretarial Duties II

Office Management III

Shorthand II (minimum 80 wpm) or Audio-Typewriting III

Typewriting 50 wpm

They should be in possession of certificates in and be able to use Word Processing, Spreadsheets, Data Base Management packages, and Knowledge in Anti-virus Tools.

ACCOUNTS CLERK GRADE A, VETERINARY FARM, AD/1/05/10 (CAVS) (1 POST)

Applicants must have a minimum of KCSE Mean Grade C+ or above with at least grades in English and Mathematics or equivalent qualification. They must also have CPA I or an equivalent qualification plus three years working experience in accounting work and good knowledge of computer operations. Knowledge in farm operations will be an added advantage.

DATA CLERK, OPH PROJECT, DEPARTMENT PAEDITRICS & CHILD HEALTH, AD/1/06/10 (CHS) (1 POST)

Applicants should be holders of a KCSE Mean Grade C and a Diploma in Statistics or related field. Higher National Diploma and previous experience in a research setting will be added advantage. They should have at least six months work experience in data entry and have working knowledge of SPSS and MS Access.

The successful candidate will be responsible for data entry, data cleaning, and generation of statistical summaries in a research environment and will report to the data manager.

RECEPTIONIST (UNITID) – TRAINING FOR HIV MANAGERS IN KENYA AD/1/07/10 (CHS) (1 POST) (ONE-YEAR CONTRACT)

Applicants must have KCSE Mean Grade C or KCE Division II. In addition, they should be fully trained in secretarial and must be computer literate. Applicants must have good interpersonal skills and have a minimum of one year work experience. Diploma in Secretarial studies would be an added advantage.

**DATA COLLECTION NURSE AND FOLLOW UP NURSE – CORONIS STUDY,
DEPARTMENT OF OBSTETRICS & GYNAECOLOGY AD/1/08/10 (CHS) (2 POSTS)**

Applicants should be holders of a KCSE Mean Grade C or its equivalent with a pass in English. They should also have KRN Diploma and be enrolled Nurse with more than ten years experience. Applicants who have worked in a busy hospital environment will have an added advantage.

The successful candidates will be required to recruit, collect data and follow up clients both physically and through telephone. They should be prepared to work long hours.

NOTE:

1. Applicants for (AC) posts should forward ten (10) copies of all their documents and give details of their qualifications, experience, research activities and publications and the journals the publications appear in. Applicants for (AD) posts should submit seven (7) copies of all documents.
2. In both cases, applications should be forwarded through the heads of departments and applicants should state their current designations, salaries and benefits and should quote post codes as shown for each post.
3. For more information please visit our web on <http://jobs.uonbi.ac.ke>
4. **The University does not charge any fee at any stage of processing applications.**

Applications should be addressed as per the codes below:-

CAVS	The Principal, CAVS, Box 30197- 00100 Nairobi
CHSS	The Principal, CHSS, Box 30197 - 00100 Nairobi
CHS	The Principal, CHS, Box 30197 - 00100 Nairobi
CAE	The Principal, CAE, Box 30197-00100 Nairobi
R&T	The Deputy Registrar, (R&T), Box 30197 – 00100 Nairobi

***ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED
CLOSING DATE: FEBRUARY 12, 2009***

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