

UNIVERSITY OF NAIROBI

Internal advert for university employees only:

Applications are invited for the following positions:

PROFESSOR, INSTITUTE OF ANTHROPOLOGY, GENDER AND AFRICAN STUDIES (IAGAS) - AC/1/13/10 (R&T)

Applicants must be in possession of a Ph.D. in the area of Anthropology. They must have a minimum of ten (10) years teaching experience, three (3) years of which must be at Associate Professor level. In addition, they must have successfully supervised at least three (3) Ph.D and five (5) Masters Students since last promotion.

They will be required to teach and provide leadership in at four (4) of the following: Biological/Physical Anthropology, Cultural Anthropology,, Archaeology, Linguistic Anthropology, Research Methods in Anthropology, Ethics in Anthropology, Medical Anthropology, Ecological Anthropology, Nutritional Anthropology, Palaeoanthropology, Principles of Archaeology, Demographic Anthropology, and Statistics for Social Sciences.

They must demonstrate continued scholarship and commitment to academic and related activities. They must have a minimum of six (6) publications in refereed journals or three (3) publications and three (3) chapters in scholarly books since the last promotion.

The successful candidates will be expected to teach both undergraduate and postgraduate courses as well as to undertake research and supervise students in their areas of specialization

SENIOR LECTURER, DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION AC/1/14/10 (R&T)

Applicants must have a Ph.D in Political Science or equivalent from a recognized University. They should demonstrate competence in teaching and research in at least two of the following sub-fields: Comparative Politics, International relations, Public Administration, and Political Economy. They must have at least five years teaching experience at both undergraduate and postgraduate levels. Applicants must have a minimum of four (4) publications in refereed journals or two (2) publications and two (2) chapters in scholarly books since last promotion/appointment. In addition, they must have supervised at least three (3) masters students to completion.

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

DEPUTY FINANCE OFFICER, STUDENT WELFARE AUTHORITY AC/1/15/10 (R&T) (1 POST)

Applicants must possess a postgraduate degree in Accounting, Management or Finance and CPA (K) or its equivalent. They must have gained at least nine years relevant experience three of which must be as Senior Accountant 1 or as Assistant Chief Internal Auditor. They must be experienced in computerized accounting systems. In addition, they must demonstrate professional competence in Financial Management and high administrative capabilities.

The successful candidate will be expected to provide management and supervision of Accounting Units, prepare Annual Accounts of the University and its subsidiaries and other reports in conformity with existing International Financial Reporting Standards (IFRS), coordinate budget preparation and the administration, liaise with External Auditors on matters relating to the annual accounts, formulate and implement sound financial and Accounting Policies and Procedures. They must be able to carry out research and training in Financial Management. He/she will be responsible for motivation development of staff. Any other duty as directed by head of department.

PRINCIPAL TECHNOLOGIST, INSTITUTE OF NUCLEAR SCIENCE & TECHNOLOGY AC/1/16/10 (R&T) (1 POST)

Applicants must be holders of MSc in Electrical/Electronic Engineering plus five (5) years experience at the level of Chief Technologist OR BSc or Higher Diploma in Electrical/Electronic Engineering or equivalent plus ten years experience at the level of Chief Technologist.

Applicants are expected to have knowledge in Installation, Maintenance and repair of Nuclear Instrumentation.

The successful applicant will be answerable to the Director, Institute of Nuclear Science & Technology, and will be involved in laboratory management, research and coordination of technical operations.

SENIOR TECHNOLOGIST GRADE DEF, INSTITUTE OF NUCLEAR SCIENCE & TECHNOLOGY AD/1/09/10 (CAE) (1 POST)

Applicants must be holders of BSc or Higher Diploma in Applied Physics/Chemistry or equivalent plus five years experience as a Technologist.

Applicants are expected to have knowledge and skills in analytical operations of nuclear instrumentation. Experience in gamma and x-ray spectroscopy will be an added advantage.

The successful applicant will be answerable to the Director, Institute of Nuclear Science & Technology and will be involved in research and other laboratory activities.

SENIOR TECHNOLOGIST GRADE ABC, DEPARTMENT OF GEOLOGY-AD/1/10/10 (CBPS)

Applicants should have a BSc. Degree in Geological Sciences or equivalent or have a Higher Diploma in Earth Sciences/Physical Sciences, from a recognized Institution. Working experience in a Geological Laboratory, familiarity with Geological specimens and a valid driving license will be an added advantage. The candidate must have served as Technologist for a minimum of five years.

The successful applicant will be required to assist teaching staff, organize student practicals, prepare teaching materials and keep laboratories tidy.

**ASSISTANT SECRETARY GRADE C, AD/1//10 PRINCIPAL'S OFFICE CAVS
AD/1/11/10 (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 Secretary Grade B or a comparable position of responsibility.

SECRETARY GRADE B

1. DEPARTMENT OF OPHTHALMOLOGY, AD/1/12/10 (CHS) (1 POST)
2. DEPARTMENT OF ORAL MAXILLOFACIAL SURGERY/ORAL PATHOLOGY & ORAL MEDICINE AD/1/13/10 (CHS)
3. PRINCIPAL'S OFFICE CAVS, AD/1/14/10 (CAVS) (3 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 III

Commerce II

Secretarial Duties II

Office Management III

Shorthand III (minimum 100 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 Secretary Grade A or a comparable position of responsibility.

SECURITY SUPERVISOR GRADE III, SECURITY DEPARTMENT AD/1/15/10 (R&T)

Applicants should be holders of at least KCSE Mean Grade D+ or equivalent. In addition, they should be proficient in English and Kiswahili. They must have worked for a minimum of three years as Security Guard Grade II.

HEADMAN GRADE III, PRINCIPAL'S OFFICE CHSS – AD/1/16/10 (CHSS) (2 POSTS)

Applicants must be holders of KCSE Mean Grade D+ or equivalent and a certificate in Management. They should in addition have at least three (3) years work experience in supervision of Cleaners, Groundsmen and Sweepers. The successful candidate should be able to communicate effectively in both English and Kiswahili and be a team player.

NOTE:

1. Applicants for academic posts (AC) should forward ten (10) copies of their application letters accompanied by a similar number of certified copies of certificates and C.V.s giving details of their qualifications, experience, research activities and publications and the journals the publications appear in. Applicants for non-academic posts (AD) should submit seven (7) copies of the above supporting documents and application letter.
2. In both cases, applications and related documents should be forwarded through the applicants' heads of departments and applicants should state their current designations and salaries and other benefits attached to those designations. They should quote post reference codes as shown for each posts in the advertisement.

Applications should be addressed as per the codes below:-

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

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED

CLOSING DATE: [February 12, 2010](#)

UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER

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