

# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY

### **SENIOR LECTURER, SCHOOL OF NURSING SCIENCE- 1 POST- AC/4/192/13- (R&T)**

Applicants must be holders of a Masters degree in a Nursing field from a recognized university. They should have at least five (5) years teaching experience at both undergraduate and post graduate degree levels and must have supervised at least three (3) Masters Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least four (4) publications in refereed journals or two (2) publications in refereed journals and two (2) chapters in scholarly books since last promotion.

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

### **SENIOR LECTURER, DEPARTMENT OF ORAL & MAXILLOFACIAL SURGERY/ORAL PATHOLOGY& ORAL MEDICINE- 2 POSTS- AC/4/193/13- (R&T)**

Applicants must be holders of a PHD degree in the relevant area of Oral & Maxillofacial Surgery or Oral Pathology or a Masters degree in Oral & Maxillofacial Surgery or Oral Pathology and evidence of a PhD registration in the relevant area from a recognized university. They should have at least five (5) years teaching experience at both undergraduate and post graduate degree levels and must have supervised at least three (3) Masters Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least four (4) publications in refereed journals or two (2) publications in refereed journals and two (2) chapters in scholarly books since last promotion.

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

### **SENIOR LECTURER, DEPARTMENT OF PSYCHOLOGY- 1 POST- AC/4/194/13- (R&T)**

Applicants must be holders of a PhD degree in any of the following area in psychology: - Educational, Developmental, Counseling, Social, Clinical and Organizational Psychology and also other relevant areas of Psychology from a recognized university. They should have at least five (5) years teaching experience at both undergraduate and post graduate degree levels and must have supervised at least three (3) Masters Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least four (4) publications in refereed journals or two (2) publications in refereed journals and two (2) chapters in scholarly books since last promotion.

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

**SENIOR LECTURER, SCHOOL OF ECONOMICS -8 POSTS AC/4/195/13–(R&T)**

Applicants must be holders of a PhD degree in Economics from a recognized university. They should have at least five (5) years teaching experience at both undergraduate and post graduate degree levels and must have supervised at least three (3) Masters Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least four (4) publications in refereed journals or two (2) publications in refereed journals and two (2) chapters in scholarly books since last promotion.

The successful candidates will be expected to teach and supervise at both undergraduate and postgraduate students and undertake research in their areas of specialization. They will also be expected to teach Economic theory and /or Quantitative / Mathematical Economics at post-graduate level and also teach in an applied area of Economics.

**LECTURER, DEPARTMENT OF LINGUISTICS & LANGUAGES -1 POST-AC/4/196/13- (CHSS)**

Applicants must be holders of a PhD degree in German Studies or Arabic from a recognized university. Applicants who possess a Masters degree and have at least three (3) years teaching experience at University level and are registered for a PhD degree will also be considered. They should have research experience, with at least two (2) publications in refereed journals or two chapters in scholarly books. They should show evidence of continuing research activity.

The successful candidate will be expected to teach and supervise at both undergraduate and postgraduate students and undertake further research in their areas of specialization and also participate in Departmental activities.

**LECTURER, DEPARTMENT OF SURGERY- 4 POSTS- AC/4/197/13- (CHS)**

Applicants must be holders of a Master of Medicine degree in ENT or Anaesthesia or its equivalent from a recognized university and have at least three (3) years teaching experience at University level. They should have research experience, with at least two (2) publications in refereed journals or two chapters in scholarly books. They should show evidence of continuing research activity.

The successful candidate will be expected to teach and supervise at both undergraduate and postgraduate students and undertake further research in their areas of specialization. They will also be expected to participate in Departmental/Faculty/ College matters.

**LECTURER, DEPARTMENT OF PHILOSOPHY& RELIGIOUS STUDIES -1 POST-AC/4/198/13- (CHSS)**

Applicants must be holders of a PhD degree in Philosophy from a recognized university. Applicants who possess a Masters degree in Philosophy and have at least three (3) years teaching experience at

University level and are registered for a PhD degree in the relevant area will also be considered. They should have research experience, with at least two (2) publications in refereed journals or two chapters in scholarly books. They should show evidence of continuing research activity.

The successful candidate will be expected to teach and supervise in at least two of the following areas: - Logic, Ethics, Epistemology and Metaphysics at both undergraduate and postgraduate students and undertake further research in their areas of specialization and also participate in Departmental activities.

### **PRINCIPAL TECHNOLOGIST, DEPARTMENT OF PHARMACEUTICS & PHARMACY PRACTICE-1 POST- AC/4/199/13- (R&T)**

Applicants must be holders of a Masters degree in Microbiology from a recognized institution. They must also have at least five (5) years relevant experience at the level of Chief Technologist or equivalent in a busy teaching and research institution.

The successful candidate will be expected to provide leadership in the Department. They will also be expected to supervise technical staff, participate in research activities organize practicals for both undergraduate and postgraduate students.

## **VACANT POSTS IN ICT CENTRE**

### **PROJECT LEADER (MANAGEMENT INFORMATION SERVICES) - SENIOR ASSISTANT REGISTRAR LEVEL- 2 POSTS- AC/4/200/13- (R&T)**

#### **Qualifications:**

Must have minimum MSc in Computer Science or Information Systems or equivalent qualification from a recognized institution **OR** Bachelors degree in Computer Science/Information Systems or equivalent qualifications with 3 years relevant working experience.

#### **Skills:**

- (a) Must have technical skills in Information Systems development at Bachelors degree level or equivalent.
- (b) Must have effective communication and good interpersonal skills.
- (c) Must have sound systems analysis, design and diagnostic skills.
- (d) Must have ability to work with limited supervision.

#### **Duties and responsibilities:**

Under the supervision of the Deputy Director (MIS) to implement and maintain University information systems. More specifically:

- (a) To provide leadership and management of several information systems development projects.
- (b) To develop, review and enforce appropriate Information systems policies and standards.
- (c) To liaise with user departments in defining user requirements for information systems projects.

- (d) To appropriately budget for, allocate and organize resources and project teams for systems development projects.
- (e) To oversee the analysis, design, construction, implementation, maintenance and support of information systems across varied platforms.
- (f) To design and implement appropriate systems security elements.
- (g) To monitor and evaluate development projects against established standards.
- (h) To identify skill requirements and implement appropriate training.
- (i) To identify tools and services requirements and advice on their procurement.
- (j) To perform any other duties assigned by the Director (ICT Centre)

**Experience:**

- (a) Must have at least 5 years experience in systems development in a corporate environment.
- (b) Must have at least 3 years team leadership experience.

**CHIEF ICT OFFICER (COMMUNICATIONS) - ASSISTANT REGISTRAR LEVEL  
- 2 POSTS- AC/4/201/13- (R&T)**

**Qualifications:**

Must have a minimum of BSc. Degree in Electrical/Telecommunications Engineering or Computer Networks or an equivalent qualification **OR** HND in Electrical/Telecommunications Engineering or Computer Networks or equivalent qualifications with 3 years relevant working experience.

**Skills:**

- (a) Must have technical skills in Telecommunications Infrastructure and Service management.
- (b) Must have effective communication and good interpersonal skills.
- (c) Must have good systems analytical skills.

**Duties and responsibilities:**

Under the supervision of the Manager (Communications) to implement and maintain University Communications, Infrastructure and Services. More specifically:

- (a) To assist in planning, designing, implementation and management of Communications, Infrastructure and Services in line with the established policies, standards and procedures.
- (b) To carry out needs assessment in order to define and implement Communications, Infrastructure and Service projects.
- (c) To formulate, implement and maintain robust Communications, Infrastructure and Services security mechanisms.
- (d) To monitor and fine-tune the performance of Communications, Infrastructure and Services.
- (e) To oversee the implementation, maintenance and support of Communications, Infrastructure and Services.
- (f) To identify tools, services and facility requirements and advice on their procurement.
- (g) To perform any other duties assigned by the Manager (Communications)

**Experience:**

- (a) Must have worked for at least 3 years in network management in a corporate environment.
- (b) Must have at least 1 year's team management experience.

**CHIEF ICT OFFICER (MAINTENANCE), ASSISTANT REGISTRAR LEVEL  
- 1 POST- AC/4/202/13- (R&T)**

**Qualification:**

Must have at least a BSc. in Computer Science or Electrical & Electronic Engineering or Information Systems or equivalent qualification from a recognized University **OR** HND in Computer Science or Electrical & Electronic Engineering or Information Systems or equivalent qualifications with 3 years relevant working experience.

**Skills:**

- a) Must have technical skills in ICT Hardware Maintenance.
- b) Must have effective communication and good interpersonal skills.
- c) Must have sound systems understanding, analytical and diagnostic skills.

**Duties & Responsibilities:**

Under the direction of the Manager (Maintenance), implement and maintain University ICT infrastructure and services. More specifically:-

- a) To prepare PCs for users by installing required and standard software.
- b) To troubleshoot and repair faulty ICT equipment and accessories
- c) To oversee repair and maintenance of communication equipment
- d) To manage distribution of electronic hardware and accessories.
- e) To Keep records on the repairs and maintenance of equipment and provide relevant reports
- f) Maintains inventory of supplies and equipment.
- g) To perform any other duties assigned by the Manager (ICT Maintenance)

**Experience:**

- (a) Must have at least 3 years ICT Hardware Maintenance experience in a corporate environment.
- (b) Must have at least 1 year's team management experience.

**SENIOR ICT OFFICER (USER SUPPORT SERVICES) GRADE DEF  
- 3 POSTS- AD/4/203/13- (R&T)**

**Qualifications:**

Must have minimum BSc. in Computer Science or Information Science or Electrical/Electronic Engineering or equivalent qualification from a recognized institution **OR** HND in Computer Science or Electrical & Electronic Engineering or Information Systems or equivalent qualifications

with 3 years computer and network support experience. Those who have at least a Diploma in Computer Science or Information Science or equivalent plus at least nine years relevant experience will also be considered.

**Skills:**

- (a) Must have technical skills in networks infrastructure, communication, and service management.
- (b) Must have effective communication and good interpersonal skills.
- (c) Must have good systems analytical and diagnostic skills.

**Duties and responsibilities:**

Reporting to the Chief ICT Officer (USS) on technical issues; and administratively to the campus administration; to implement and maintain user ICT infrastructure and services. More specifically:-

- (a) To implement, maintain and support computer and communication networks in line with the established standards.
- (b) To train users in and provide support for proper use and access of networked resources and services.
- (c) To implement client-level security configurations to minimize host vulnerabilities.
- (d) To manage assigned segments of Local Area Networks.
- (e) To adequately document network infrastructure and related issues.
- (f) To identify skill requirements and recommend appropriate training.
- (g) To identify tools, services and repair facility requirements.
- (h) To perform any other duties assigned by the Chief ICT Officer (USS)

**SENIOR ICT OFFICER (TELEPHONE OPERATIONS) GRADE DEF- 2 POSTS- AD/4/204/13- (R&T)**

**Qualifications:**

Must have minimum BSc. in Information Sciences or equivalent from a recognized institution or Higher National Diploma with 5 years experience or Diploma in Communication with 7 years of experience.

**Skills:**

- (a) Must have technical skills in telephone operations.
- (b) Must have effective communication and good interpersonal skills.
- (c) Must have good systems analytical and diagnostic skills.

**Duties and responsibilities:**

Reporting to the Chief ICT Officer (Communication), to supervise the call center activities. More specifically:-

- (a) To train users in and provide support for proper use and access of communication resources and services.

- (b) To implement and enforce communication policies and standards
- (c) To manage assigned segments of call centres.
- (d) To adequately document communication services and related issues.
- (e) To Monitor and ensure continuous improvement of services
- (f) To record reported faults and communicate to the technical team
- (g) Supervision of call centre staff
- (h) To perform any other duties assigned by the Chief ICT Officer (Communication),

**Experience:**

Should have at least 1 year's experience in communication services support that must include call centre management.

**NOTE:**

1. Applicants for academic posts (AC) should forward ten (10) should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and C.Vs giving details of their qualifications, experience, research activities and publications they appear in. Applicants for non-academic posts (AD) should submit seven (7) of the above supporting documents and applications 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.
3. Applications should be addressed as per the codes below:-

**CODES**

**R&T** The Deputy Registrar, Recruitment & Training Section, P.O Box 30197-00100 Nairobi

**CHS** The Principal, College of Health Sciences, Box 30197-00100, Nairobi.

**CBPS** The Principal, College of Biological & Physical Sciences, Box 30197-00100, Nairobi.

**CAVS** The Principal, College of Agriculture & Veterinary Sciences, Box 30197-00100, Nairobi.

**CLOSING DATE: Friday, May 17 2013.**

**ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**

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