

# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY.

### **PROFESSOR, DEPARTMENT OF CLINICAL STUDIES- AC/4/99/18– 1 POST - (R&T)**

An applicant should be a holder of an earned PhD in areas of Veterinary Theriogenology, Clinical Medicine or Surgery from a recognized or accredited University. They must at least have at least three (3) years teaching experience at Associate Professor level. The applicant must have supervised at least three (3) PhD students and five (5) Masters Students to completion. Applicants must have a minimum of sixty (60) publication points as a Associate Professor or equivalent, of which at least fourty (40) should be from refereed scholarly journals. They must have attracted research or development funds as an Associate Professor and registered with the relevant professional body (where applicable).

The successful candidate will be expected to provide leadership, teach both undergraduate and postgraduate students, organize and guide research programmes and is expected to have attracted research funds as an Associate Professor and able to lead in technical proposal writing for funding and teach both undergraduate and post graduate degree levels.

### **PROFESSOR, SCHOOL OF LAW- AC/4/100/18– 1 POST - (R&T)**

An applicant should be a holder of an earned PhD in Law from a recognized or accredited University. They must at least have at least three (3) years teaching experience at Associate Professor level. The applicant must have supervised at least three (3) PhD students and five (5) Masters Students to completion. Applicants must have a minimum of sixty (60) publication points as a Associate Professor or equivalent, of which at least fourty (40) should be from refereed scholarly journals. They must have attracted research or development funds as an Associate Professor and registered with the relevant professional body (where applicable).

The successful candidate will be expected to provide leadership, teach both undergraduate and postgraduate students, organize and guide research programmes and is expected to have attracted research funds as an Associate Professor and able to lead in technical proposal writing for funding and teach both undergraduate and post graduate degree levels.

### **LECTURER, DEPARTMENT OF AGRICULTURAL ECONOMICS -1 POST- AC/4/101/18- (CAVS)**

Applicants must be holders of a PhD degree in Agricultural Economics or its equivalent from a recognized university. Applicants who possess a Masters degree in the relevant area of specialization 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 be specialized in Agricultural Extension, Programme Evaluation, and Extension Teaching Methods. They should have research experience, with at least 24 publications points of which 16 should be from refereed journals . They should show evidence of continuing research activity.

APRIL INTERNAL ADVERT- CLOSING DATE: APRIL 27, 2018

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

### **LECTURER SCHOOL OF MATHEMATICS- 1 POST- AC/4/102/18- (CBPS)**

Applicants must be holders of PhD in Mathematical Statistics from a recognized University. Applicants who possess a Masters degree in Mathematical Statistics and have at least three (3) years teaching experience at University level will also be considered. They should have research experience, with at least 24 publications points of which 16 should be from refereed journals. They should show evidence of continuing research activity.

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

### **ASSISTANT REGISTRAR, DEAN'S OFFICE, FACULTY OF ENGINEERING -1 POST- AC/4/103/18-(R&T)**

Applicants should be holders of at least a Masters degree in public administration or human resource management or its equivalent, CPS(K) or relevant professional qualification, 6 years administrative experience, 3 of which must have been as a Senior Administrative Assistant Grade EF. They must be computer literate and members of a recognized professional administration or management body.

### **SENIOR ASSISTANT EXECUTIVE SECRETARY GRADE F, LEGAL OFFICE- 1 POST- AD/4/104/18- (R&T)**

Applicants should be holders of at least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language. In addition they must have passed the following subjects offered by the Kenya National Examinations Council or equivalent examining body:-

- Business English III
- Commerce II
- Secretarial Duties II
- Office Management III
- Shorthand III (minimum 120 wpm) or Audio-Typewriting III
- Typewriting 60 wpm
- Diploma in Business Administration

They should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages and have at least three (3) years experience as a Assistant Executive Secretary Grade E. They should also have knowledge of Anti-virus Tools.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF ENVIRONMENTAL & BIOSYSTEMS ENGINEERING- 1 POST -AD/4/105/18- (CAE)**

Applicants must be holders of a BSc. Degree or Higher Diploma in Agricultural or Environmental & Biosystems Engineering or related disciplines plus five (5) years experience at the level of Technologist Grade ABC or equivalent in a busy teaching/ research laboratory. Those with experience in Computer applications and /or instrumentation will have an added advantage.

The successful candidate will be expected to participate in the preparation and teaching of practical work for both undergraduate and postgraduate students.

**ADMINISTRATIVE ASSISTANT GRADE CD, DEAN'S OFFICE, FACULTY OF VETERINARY MEDICINE- 1 POST – AD/4/106/18- (CAVS)**

Applicants should be holders of a Bachelor's (at least lower 2<sup>nd</sup> class Hons.) degree from a recognized university . They must be Computer literate.

The successful candidate will be expected to service university committees among other duties.

**ASSISTANT SENIOR SECRETARY GRADE C, DEAN'S OFFICE, SCHOOL OF PHYSICAL SCIENCES- 1 POST- AD/4/107/18- (CBPS)**

Applicants should be holders of at least a KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language. In addition they must have passed the following subjects offered by the Kenya National Examinations Council or 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 have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages and at least three (3) years experience as Secretary Grade B or a comparable position of responsibility for this grade. They should have knowledge of Anti-virus Tools.

***Please note that the successful candidate will be deployed in the Department of Physics.***

**SECRETARY GRADE B, DIRECTOR'S OFFICE, AFRICAN WOMEN'S STUDIES CENTRE -AD/4/108/18- 1 POST -( CHSS)**

Applicants should be holders of at least a KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language. In addition they must have passed the following subjects offered by the Kenya National Examinations Council or equivalent examining body:-

- Business English III
- Commerce II

APRIL INTERNAL ADVERT- CLOSING DATE: APRIL 27, 2018

- Secretarial Duties II
- Office Management III
- Shorthand III (minimum 100 wpm) or Audio-Typewriting III
- Typewriting 50 wpm

They should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages and at least three (3) years experience as Assistant Secretary Grade A or a comparable position of responsibility for this grade. They should have knowledge of Anti-virus Tools.

**RECORDS CLERK GRADE IV, PRINCIPAL'S OFFICE, COLLEGE OF AGRICULTURE & VETERINARY SCIENCES-1 POST- AD/4/109/18- (CAVS)**

Applicants should be holders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent. They must have at least three (3) years experience as Clerk Grade III and must have shown merit and ability in work performance and results.

**NOTE:**

1. Applicants for academic posts (AC) 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  
**CAVS** The Principal, College of Agriculture & Veterinary Sciences, P.O Box 30197-00100, Nairobi.  
**CHSS** The Principal, College of Humanities & Social Sciences, P.O Box 30197-00100, Nairobi.  
**CBPS** The Principal, College of Biological & Physical Sciences, P.O Box 30197-00100, Nairobi.  
**CAE** The Principal, College of Architecture & Engineering, P.O Box 30197-00100, Nairobi.

***PLEASE NOTE THAT THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.***

**CLOSING DATE: Friday April 27, 2018.**

MNM/

APRIL INTERNAL ADVERT- CLOSING DATE: APRIL 27, 2018