

# UNIVERSITY OF NAIROBI

## APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS:-

(FOR MORE DETAILS, PLEASE VISIT OUR WEBSITE at <http://jobs.uonbi.ac.ke>)

### **PART- TIME LECTURER, DEPARTMENT OF PUBLIC HEALTH, PHARMACOLOGY& TOXICOLOGY IN THE FOLLOWING UNITS:-**

#### **a) WILDLIFE PROGRAMME- AC/8/318/12- 1 POST- (CAVS)**

Applicants should be holders of Masters Degree or PhD in Hospitality Management, Tourism Management or Business Management. They should be able to teach at least two or more of the following courses offered at undergraduate and/or postgraduate levels.

1. Tourism Economics and Impact Management
2. Public Relations and Marketing in Tourism
3. Food and Beverage Production, Sales and Service
4. Housekeeping

#### **b) LEATHER SCIENCE PROGRAMME- AC/8/319/12- - 2 POSTS- (CAVS)**

Applicants should be holders of Masters Degree or PhD in Leather Science and Technology. They should be able to teach atleast two or more of the following courses offered at undergraduate and/or postgraduate levels.

1. Raw Stock Technology
2. Leather Science and Technology
3. Tannery Engineering
4. Material Science
5. Leather Goods Manufacture
6. Principles of Leather Technology
7. Leather Processing

### **SENIOR ADMINISTRATIVE ASSISTANT GRADE EF, - 3 POSTS, PRINCIPAL'S OFFICE, COLLEGE OF HUMANITIES & SOCIAL SCIENCES- AD/8/320/12- (CHSS)**

Applicants should be holders of a Bachelor's (at least lower 2<sup>nd</sup> class Hons.) from a recognized university and CPS II or relevant professional or postgraduate qualification in management. They should also have at least three (3) years experience as Administrative Assistant Grade CD or equivalent position. They must be Computer literate. Candidates with experience servicing University committees will have an advantage.

**SENIOR ADMINISTRATIVE ASSISTANT GRADE EF, - 1 POST, KIBWEZI FIELD STATION- AD/8/321/12- (CAVS)**

Applicants should be holders of a Bachelor's (at least lower 2<sup>nd</sup> class Hons.) from a recognized university and CPS II or relevant professional or postgraduate qualification in management. They should also have at least three (3) years experience as Administrative Assistant Grade CD or equivalent position. They must be Computer literate.

**Please note that the successful candidate will be stationed at the Kibwezi Field Station.**

**SENIOR TECHNOLOGIST ( TAXONOMY) GRADE DEF, DEPARTMENT OF LAND RESOURCES MANAGEMENT & AGRICULTURAL TECHNOLOGY- 1 POST - AD/8/322/12- (CAVS)**

Applicants must be holders of a B.Sc or Higher Diploma or equivalent in Range Management, Botany, Applied Biology and /or Biotechnology plus five (5) years experience at the level of Technologist Grade ABC or equivalent . Knowledge of Herbarium/Vivarium Management and Computer literacy will be 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.

**SENIOR TECHNOLOGIST ( MICROBIOLOGY) GRADE DEF, DEPARTMENT OF LAND RESOURCES MANAGEMENT & AGRICULTURAL TECHNOLOGY- 1 POST - AD/8/323/12- (CAVS)**

Applicants must be holders of a B.Sc . in Biotechnology or Higher Diploma in Medical Microbiology or related fields plus five (5) years experience at the level of Technologist Grade ABC or equivalent in vaccine production and / or production of microbial inoculants ( Biofertilizers and /or Biopesticides) . Computer literacy will be 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.

**ASSISTANT HALLS OFFICER GRADE CD, HALLS DEPARTMENT- 5 POSTS- AD/8/324/12- (SWA)**

Applicants should be holders of at least a Bachelors degree or equivalent. They should have at least three (3) years administrative experience. Postgraduate/computer training will be an added advantage.

The successful candidate will be responsible to the Strategic management Unit Manager. They will ensure effective and efficient accommodation process within a cluster of Halls of Residence. Candidates will be expected to withstand pressure and also work during odd hours.

**SECRETARY GRADE B, TRANSFORMATION & REFORMS UNIT, OFFICE OF THE DEPUTY VICE- CHANCELLOR (A&F) 1 POST -AD/8/325/12- -(R&T)**

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

- 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 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.

**DATA ENTRY CLERK GRADE B, SCHOOL OF EDUCATION- 1 POST- AD/8/326/12- (CEES)**

Applicants should be holders of at least a KCSE C or equivalent. They should also be in possession of a Diploma in Computing. They should have at least one year's experience in data entry preferably using Access, Excel and SPSS software packages. They also be conversant with Microsoft Word and PowerPoint Packages. Knowledge of Management Information Systems (MIS) and ability to do computer programming and Website Design will be an added advantage.

*Please note that the appointment is on a one year contract term renewable on mutual agreement.*

**TECHNOLOGIST ( CHEMISTRY) GRADE ABC, DEPARTMENT OF LAND RESOURCES MANAGEMENT & AGRICULTURAL TECHNOLOGY- 1 POST - AD/8/327/12- (CAVS).**

Applicants should be holders of at least a KCSE Mean Grade C with credits in relevant science subjects and an Ordinary Diploma in Analytical Chemistry plus 3 years relevant experience.

The successful candidate will be expected to organize soil chemistry practicals and also carry out routine soil, water and plant tissue analysis and maintain lab equipment.

**ASSISTANT SECURITY OFFICER GRADE AB, SECURITY SECTION- 1 POST – AD/8/328/12- (R&T)**

Applicants must be in Possess at least KCSE C+ or equivalent, be proficient in English and Kiswahili, have at least 3 years experience as Security Supervisor Grade IV in the University or be appropriately trained in Kenya Police or Armed Forces. They must be of high integrity and have ability to supervise staff and also be able to organize the guards during any major incident. They must be able to work odd hours and public holidays and be physically and medically fit.

**ASSISTANT SECRETARY GRADE A- 4 POSTS-ADMINISTRATION DIVISION - AD/8/329/12- (R&T)**

Applicants should be holders of a KCSE Grade C or KCE Div. III or its 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 II
- Commerce II
- Secretarial Duties II
- Office Management III
- Shorthand 80 wpm or Audio Typing III
- Typewriting 50 wpm

They must be computer literate.

**ASSISTANT SECRETARY GRADE A- 1 POST-ACADEMIC DIVISION -AD/8/330/12- (R&T)**

Applicants should be holders of a KCSE Grade C or KCE Div. III or its 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 II
- Commerce II
- Secretarial Duties II
- Office Management III
- Shorthand 80 wpm or Audio Typing III
- Typewriting 50 wpm

They must be computer literate.

**ASSISTANT SECRETARY GRADE A- 1 POST-SCHOOL OF MEDICINE-AD/8/331/12- (CHS)**

Applicants should be holders of a KCSE Grade C or KCE Div. III or its 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 II
- Commerce II

- Secretarial Duties II
- Office Management III
- Shorthand 80 wpm or Audio Typing III
- Typewriting 50 wpm

They must be computer literate.

*Please note that the appointment is on a one year contract term renewable on mutual agreement*

**JUNIOR TECHNOLOGIST (LIVESTOCK) GRADE IV, DEPARTMENT OF LAND RESOURCES MANAGEMENT & AGRICULTURAL TECHNOLOGY- 1 POST - AD/8/332/12- (CAVS).**

Applicants should be holders of at least a KCSE Mean Grade C with credits in relevant science subjects. Those with a Certificate in Range Management and / or Livestock Husbandry will have an added advantage.

The successful candidate will be stationed at the UoN's Machang'a (Embu) Field Station and will be charged with management of livestock at the station.

**PROCUREMENT CLERK / STOREMAN GRADE IV, PROCUREMENT DEPARTMENT- 4 POSTS- AD/8/333/12- (SWA).**

Applicants should be holders of at least a KCSE Grade C with Credits in English and Mathematics or an equivalent qualification and an Advanced Certificate in Supplies Management or its equivalent. They must also have at least three (3) years at Grade III level.

*Please note that the appointment is on a one year contract term renewable on mutual agreement.*

**COOK GRADE III - 1 POST, CATERING DEPARTMENT- AD/8/334/12- (SWA).**

Applicants should be holders of a KCSE Certificate or its equivalent, a Food Production certificate from a reputable Institution and at least two (2) years working experience in a large organization, Institution or Hotel. Those who are computer literate will have an added advantage.

*Please note that the appointment is on a one year contract term renewable on mutual agreement.*

**MOTOR VEHICLE ELECTRICIAN GRADE III- 1 POST- TRANSPORT & GARAGE SECTION- AD/8/335/12- (R&T)**

Applicants should be holders of at least a KCSE level of education or equivalent, have a clean valid driving license classes ABCE and PSV, passed in Occupational Test Grade III and have a certificate in First Aid. They must have at least five (5) years relevant experience including motor vehicle electrical work.

**UNIVERSITY OF NAIROBI BUSINESS CENTRE**

**STORES CLERK GRADE AB- 1 POST- AD/8/336/12- (R&T)**

Applicants should be holders of at least a KCSE C- or its equivalent. They must also be holders of an ordinary Diploma in Purchasing & Supplies Management. They must have at least one (1) year's experience in purchasing and supplies and must be computer literate.

Please note that the position is challenging and requires a self driven, highly motivated person who is customer focused and results – oriented.

*Please note that the appointment is on a one year contract term renewable on mutual agreement.*

**TRAVEL ASSISTANT GRADE AB- 1 POST- AD/8/337/12- (R&T)**

Applicants should be holders of at least a KCSE C- or its equivalent. They must also be holders of an ordinary Diploma in Business Management. They must have at least three (3) years' administrative experience in a busy office and must be computer literate.

Please note that the position is challenging and requires a self driven, highly motivated person who is customer focused and results – oriented.

*Please note that the appointment is on a one year contract term renewable on mutual agreement.*

**STORES ATTENDANT GRADE II- 1 POST- AD/8/338/12- (R&T)**

Applicants should be holders of at least a KCSE D+ or its equivalent. They must have at least three (3) years' relevant experience in a busy office store.

*Please note that the appointment is on a one year contract term renewable on mutual agreement.*

**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, P.O Box 30197-00100, Nairobi.

**CHSS** The Principal, College of Humanities& Social Sciences, P.O Box 30197-00100, Nairobi.

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

**CEES** The Principal, College of Education & External Studies, P.O Box 30197-00100, Nairobi.

**SWA** The Director, Students' Welfare Authority, 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, September 14 2012.**

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