

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY

PROFESSOR, DEPARTMENT OF MEDICAL MICROBIOLOGY- AC/8/301/12 – 1 POST - (R&T)

Applicants must be holders of a Ph.D. degree in the field of Medical Microbiology, Virology, Immunology or its equivalent from a recognized university. They must have at least ten (10) years' teaching experience at both undergraduate and postgraduate degree level, three (3) of which must be at Associate Professor level. They must have supervised at least three (3) PhD and five (5) Masters students, at least six (6) publications in refereed journals or 3 publications in refereed journals and 3 chapters in scholarly books since the last promotion.

The successful candidates will be expected to provide academic leadership, teach at both undergraduate and postgraduate students, organize and guide research programs, and undertake further research in their areas of specialization. They will also be expected to participate in School and College activities such as curriculum development among other administrative duties. They will also serve as Honorary Consultants in Laboratory medicine at Kenyatta National Hospital.

ASSOCIATE PROFESSOR, DEPARTMENT OF PSYCHOLOGY -1 POST -AC/8/302/12 - (R&T)

Applicants must be holders of a PhD degree in any of the following areas:- Psychology of Human Development, Psychology of Learning & Teaching, Guidance & Counseling, Research Methods, Special Needs Education, Community Psychology and Tests & Measurements from a recognized university. They must have at least eight (8) years' teaching experience at both undergraduate and postgraduate degree levels, three (3) of which must be at Senior Lecturer level. They must have supervised at least two (2) PhD students and three (3) Masters students to completion. Applicants must have at least five (5) publications in refereed journals or three (3) publications and two (2) chapters in scholarly books since the last promotion.

The successful candidate will be expected to teach postgraduate students and to initiate, conduct and supervise original research in their areas of specialization. They will also be expected to provide academic leadership and participate in Departmental / College matters.

ASSOCIATE PROFESSOR, DEPARTMENT OF PHARMACEUTICS& PHARMACY PRACTICE -1 POST AC/8/303/12- (R&T)

Applicants must be holders of a PhD degree in Pharmaceutical Sciences or its equivalent from a recognized university. They must have at least eight (8) years' teaching experience at both undergraduate and postgraduate degree levels, three (3) of which must be at Senior Lecturer level. They must have supervised at least two (2) PhD students and three (3) Masters students to

completion. Applicants must have at least five (5) publications in refereed journals or three (3) publications and two (2) chapters in scholarly books since the last promotion'

The successful candidate will be expected to teach postgraduate students and to initiate, conduct and supervise original research in their areas of specialization. They will also be expected to provide academic leadership and participate in Departmental / College matters.

ASSOCIATE PROFESSOR, DEPARTMENT OF PHILOSOPHY& RELIGIOUS STUDIES -1 POST AC/8/304/12- (R&T)

Applicants must be holders of a PhD degree in Philosophy from a recognized university They must have at least eight (8) years' teaching experience at both undergraduate and postgraduate degree levels, three (3) of which must be at Senior Lecturer level. They must have supervised at least two (2) PhD students and three (3) Masters students to completion. Applicants must have at least five (5) publications in refereed journals or three (3) publications and two (2) chapters in scholarly books since the last promotion'

The successful candidate will be expected to teach postgraduate students and to initiate, conduct and supervise original research in their areas of specialization. They will also be expected to provide academic leadership and participate in Departmental / College matters.

SENIOR LECTURER, DEPARTMENT OF PAEDIATRIC& CHILD HEALTH -1 POST -AC/8/305/12-(R&T)

Applicants must be holders of an M. Med degree in Paediatrics or equivalent 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 candidate 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 PSYCHIATRY - 3 POSTS -AC/8/306/12-(R&T)

Applicants must be holders of an M. Med degree in Psychiatry or equivalent 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 candidate 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 POLITICAL SCIENCE - 2 POSTS - AC/8/307/12-(R&T)

Applicants must be holders of PhD degree in political Science from a recognized university. They should be able to demonstrate competence in teaching and research in at least two of the Sub fields of Political Science: Comparative Politics, International relations, Public Administration, Political Economy, political Sociology and Political Theory. 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 candidate will be expected to teach and supervise at both undergraduate and postgraduate students and undertake research in their areas of specialization.

SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF HUMAN ANATOMY -1 POST-AD/8/308/12- (CHS)

Applicants should be holders of at least an Advanced Medical Photography Certificate or equivalent qualification. They should have at least five years work experience as technologist Grade ABC three of which must be as technologist grade ABV in a human Anatomy Teaching laboratory. Applicants should preferably be skilled in Human Anatomy research and teaching including Electron Microscopy, Medical Illustration Preparation, photography and Stereology. Ability to guide students to prepare photographic presentations will be an added advantage.

The successful candidate will be expected to work with minimum supervision and to assist academic members of staff in designing and running laboratory classes and research work.

SENIOR SECRETARY GRADE D, FACULTY OF ARTS - 1 POST- AD/8/309/12-(CHSS)

Applicants should be holders of at least a KCSE D+ 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.

ASSISTANT SENIOR SECRETARY GRADE C, FACULTY OF ARTS
-10 POSTS - AD/8/310/12 - (CHSS)

Applicants should be holders of at least a KCSE D+ 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.

ASSISTANT SENIOR SECRETARY GRADE C, SCHOOL OF PUBLIC HEALTH
- AD/8/311/12- 1 POST - (CHS)

Applicants should be holders of at least a KCSE D+ 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.

CARETAKER GRADE AB, PRINCIPAL'S OFFICE, COLLEGE OF ARCHITECTURE
& ENGINEERING- 1 POST- AD/8/312/12- (CAE)

Applicants should be holders of at last an Ordinary Diploma in Management or its equivalent qualification. They should have at least 4 years experience at supervisory level. They should be computer literate.

**ASSISTANT SECRETARY GRADE A, DEAN'S OFFICE, FACULTY OF ARTS- 4 POSTS
-AD/8/313/12- (CHSS)**

Applicants should be holders of a KCSE Grade D+ 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.

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

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

CAE The Principal, College of Architecture & Engineering, P.O Box 30197-00100, Nairobi.

CHSS The Principal, College of Humanities & Social Sciences, 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: Tuesday, August 28 2012.

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