

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY.

ASSOCIATE PROFESSOR, DEPARTMENT OF FINANCE AND ACCOUNTING -3 POSTS- AC/8/174/18- (R&T)

Applicants must be holders of a Ph.D. degree in Business Administration, Finance or Accounting, from a recognized university. They must have at least eight (8) years' teaching experience at both undergraduate and postgraduate degree level, three (3) of which must be at Senior Lecturer level. They must have supervised a minimum of five postgraduate students to completion, at least two (2) at doctoral level and three (3) Masters students. Applicants must have a minimum of forty eight (48) equivalent publication points as Senior Lecturer, of which at least thirty two (32) should be from refereed scholarly journals. They must also have attracted research or development funds as a Senior Lecturer.

The successful candidates will be expected to provide academic leadership, teach at both undergraduate and postgraduate levels, organize and guide research programmes, and undertake further research in their areas of specialization. They will also be expected to participate in Departmental, School, College and University activities.

ASSOCIATE PROFESSOR, INSTITUTE OF ANTHROPOLOGY, GENDER & AFRICAN STUDIES -1 POST-AC/8/175/18- (R&T)

Applicants must be holders of a Ph.D. degree in the relevant area of Anthropology from a recognized university and be specialized in at least four (4) of the following areas:- Research Methods in Anthropology, Medical Anthropology, Economic Anthropology, Nutritional Anthropology, Anthropological Theory, Gender & Development, Anthropology of Tourism, Culture Change & Development and History of Anthropological Thought,. They must have at least eight (8) years' teaching experience at both undergraduate and postgraduate degree level, three (3) of which must be at Senior Lecturer level. They must have supervised a minimum of five postgraduate students to completion, at least two (2) at doctoral level and three (3) Masters Students. Applicants must have a minimum of forty eight (48) equivalent publication points as Senior Lecturer, of which at least thirty two (32) should be from refereed scholarly journals. They must also have attracted research or development funds as a Senior Lecturer.

The successful candidates will be expected to provide academic leadership, teach at both undergraduate and postgraduate levels, organize and guide research programmes, and undertake further research in their areas of specialization. They will also be expected to participate in Departmental, School, College and University activities.

**PRINCIPAL TECHNOLOGIST VET ANATOMY & PHYSIOLOGY- 1 POST-
AC/8/176/18- (R&T)**

Applicants should be holders of a M Sc. in one's area of specialization plus 5 years experience at the level of Chief Technologist.

OR

B.Sc. or Higher Diploma in Physiology , Anatomy or relevant Biomedical Services in relevant area or equivalent plus ten years experience at the level of Chief Technologist in Veterinary Anatomy or Veterinary / Animal Physiology. Demonstration of active engagement in research and consultancy will be an added advantage.

**CHIEF TECHNOLOGIST, DEPARTMENT OF CIVIL & CONSTRUCTION
ENGINEERING- 1 POST- AC/8/177/18- (CAE)**

Applicants must be holders of an M Sc. in one's area of specialization in Civil Engineering plus 5 years experience at the level of Senior Technologist grade DEF.

OR

A B.Sc. or Higher Diploma in a specialty of Civil Engineering qualification plus 7 years experience as Senior Technologist Grade DEF. They must be proficient with standard computer applications.

The successful candidate will be expected to provide leadership, supervise technical staff and repair and maintenance of facilities, calibration and maintenance of laboratory equipment, procurement, development and maintenance of inventory of departmental property, research, consultancy and diagnostic services among other duties. They will also be expected to supervise technical staff and organize practicals for both undergraduate and postgraduate students

**DEMONSTRATOR, SCHOOL OF BIOLOGICAL SCIENCES- 1 POST- AC/8/178/18-
(CBPS)**

Applicants must be holders of a first degree in Design or equivalent. They should be computer literate with demonstrable training in Scientific Communication and Publishing, Graphic Packages such as Adobe Illustrator, Adobe PageMaker, Adobe Photoshop, Corel Draw and MS Publisher. They should have at least seven (7) years working experience in a Biological Science based academic or research Department as a Senior Science Illustrator Grade DEF. Extensive experience in scientific or medical illustrations, graphic Reproduction, visual aids, photography is an added advantage. A calligraphy skills is also an added advantage.

The successful candidate will be expected to assist in preparation of scientific illustrations for teaching and learning, displays, theses and scientific publications and will take charge of all illustrations and audio visual aids.

ASSISTANT EXECUTIVE SECRETARY GRADE E, SCHOOL OF COMPUTING & INFORMATICS- AD/8/179/18- (CBPS)

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 50 wpm

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 Senior Secretary Grade D. They should also have knowledge of Anti-virus Tools.

SENIOR SECRETARY GRADE D, PRINCIPAL'S OFFICE, COLLEGE OF BIOLOGICAL & PHYSICAL SCIENCES-AD/8/180/18- 1 POST -(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 Assistant Senior Secretary Grade C or a comparable position of responsibility for this grade. They should have knowledge of Anti-virus Tools.

SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF CIVIL & CONSTRUCTION ENGINEERING- 5 POSTS- AC/8/181/18- (CAE)

Applicants must be holders of a BSc. Degree or Higher Diploma in a specialty of Civil Engineering or equivalent plus five (5) years experience at the level of Technologist Grade ABC or equivalent in a busy teaching/ research laboratory.

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

ASSISTANT SENIOR SECRETARY GRADE C IN THE FOLLOWING UNITS:-

- 1. SCHOOL OF PHYSICAL SCIENCES, CHEMISTRY – AD/8/182/18- (CBPS)**
- 2. DEPARTMENT OF HUMAN ANATOMY- AD/8/183/18- (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.

SECRETARY GRADE B, IN THE FOLLOWING UNITS

- 1. PRINCIPAL'S OFFICE, COLLEGE OF BIOLOGICAL & PHYSICAL SCIENCES- AD/8/184/18- 1 POST -(CBPS)**
- 2. DEPT. OF VET. ANATOMY & PHYSIOLOGY – AD/8/185/18- (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 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, GRADUATE SCHOOL-2 POSTS- AD/8/186/18- (R&T)

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.

OFFICE ASSISTANT GRADE IV, GRADUATE SCHOOL-1 POST – AD/8/187/18-(R&T)

Applicants must be holders of at least a KCSE certificate. They must have a good school leaving certificate and a good reference letter from current Section Head. They must be able to communicate fluently in both English and Kiswahili languages. They must have served as Senior Messenger grade III or equivalent position for at least three (3) years. They must have good public relations. They must have knowledge of the use of office equipments like photocopiers and must be of high integrity, reliable, disciplined and committed to work.

The successful candidate will be expected to show outstanding merit and ability to handle highly classified information and work with minimum supervision. They will also be expected to work during odd hours and also during weekends.

NOTE:

1. ***All applicants for teaching positions are required to complete and submit a hard copy of the interactive application form available in the respective Department's/ College Website.***
2. 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.
3. 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.
4. 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.
CAE The Principal, College of Architecture & Engineering, P.O Box 30197-00100, Nairobi
CBPS The Principal, College of Biological & Physical Sciences, P.O Box 30197-00100, Nairobi.
CHS The Principal, College of Health Sciences, P.O Box 30197-00100, Nairobi.
CEES The Principal, College of Education & External Studies, 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, August 31 , 2018.

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