

UNIVERSITY OF NAIROBI

Applicants are invited for the following positions:-

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

PROJECT POSITIONS IN THE FOLLOWING UNIT:-

CENTRE FOR HIV PREVENTION AND RESEARCH-CHIVPR

1. LABORATORY TECHNOLOGIST (1 POST)- AD/2/75/13- (CHS)

1. Applicants must have KCSE C
2. They must be holders of Diploma in Laboratory Sciences
3. They should be computer literate
4. They must have skills in HIV/AIDS Diagnosis
5. They should have at Two (2) years relevant experience in a similar position

2. PROJECT MANAGER (1 POST) -AC/2/76/13- (CHS)

1. Applicants should be holders of “O” level certificate with at least C+ or equivalent and have a Degree in Business Administration, Management or related field from a recognized University; have an accounting qualification of at least CPA I or equivalent and be computer proficient in Microsoft Office and other relevant packages.
2. Applicants should have at least seven (7) years experience in managing donor/research projects in the areas of finance/accounting, human resource, procurement, logistics and general administration. Knowledge of public financial and procurement regulations will be a distinct advantage.
3. Successful applicants will be expected to play a leading role in Project budgeting, financial management, personnel matters, staff welfare, procurement, logistics, assets management and general administration. The incumbent will also be expected to monitor performance targets set according to Project plans.

SECRETARY MARPS PROJECT - NAIROBI OFFICE -1 POST-AD/2/77/13- (CHS)

1. Applicants must be holders of a Diploma in Secretarial studies.
2. They should have computer proficiency in Ms Office Packages
3. They must have at year five (5) years experience in a similar position
4. Reporting to the Programme Director, the successful candidate will be responsible for the following:
Office management including:
 - ◆ Maintaining an updated filing system

- ◆ Booking and scheduling meeting and workshops for the program Director and other senior staff
- ◆ Maintaining Front Office(Customer Service)
- ◆ Responding to mail on behalf of the Program Director
- ◆ Taking notes during workshop and typing workshop reports
- ◆ Typing of office reports and letters
- ◆ Ensuring the proper use of office equipment
- ◆ Requisitioning office supplies and other required services

Please note that all posts are on a one year contract renewable on mutual agreement.

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

CHS The Principal, College of Health 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: Friday, 28th February, 2013.