

UNIVERSITY OF NAIROBI

Applicants are invited for the following positions:-

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

LECTURER, SCHOOL OF LAW- 2 POSTS- AC/12/464/12- (CHSS)

Applicants must have a PhD Degree in Law or its equivalent qualification from a recognized university. Applicants who are holders of a Masters degree in a relevant field of Law with a minimum of three (3) years teaching experience in a university and have evidence of having registered for a PhD degree will also be considered. In addition they must have a minimum of two (2) Publications in Refereed Journals or two (2) Chapters in Scholarly books.

The successful candidates will be expected to teach both undergraduate and postgraduate degree levels and also undertake research in their areas of Specialization.

LECTURER – DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS - 3 POSTS- AC/12/465/12- (CHS)

Applicants must be holders of an MBChB degree or its equivalent and an MMed degree in Internal Medicine from a recognized university. In addition, they must have a minimum of two (2) Publications in Refereed Journals or two (2) Chapters in Scholarly books. They must be registered with KMPDB or legible for such registration. Candidates with the following specializations will have an added advantage: - Dermatology, Respiratory, Endocrinology and Rheumatology.

The successful candidates will be expected to teach both undergraduate and postgraduate degree levels and also undertake research in their areas of Specialization. They will also be expected to do clinical duties at the KNH.

LECTURER, DEPARTMENT OF CIVIL & CONSTRUCTION ENGINEERING- 1 POST- AC/12/466/12- (CAE)

Applicants must have a PhD Degree in Civil and Construction Engineering or its equivalent qualification from a recognized university. In addition they must have a minimum of two (2) Publications in Refereed Journals or two (2) Chapters in Scholarly books. They should be registered or registrable with the Engineers' Registration Board.

The successful candidate will be expected to teach both undergraduate and postgraduate degree levels and also undertake research in their areas of Specialization.

Please note the position is full-time and is on a two year contract renewable on satisfactory performance and mutual agreement.

LECTURER, DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION- 2 POSTS- AC/12/467/12- (CHSS)

Applicants must have a PhD Degree in Political Science from a recognized University. Applicants with a Masters degree in Political Science with at least three years teaching university at university level at evidence of registration of a PhD degree will also be considered. They should demonstrate competence in teaching and research in at least two (2) of the following sub- fields of Political Science: - Comparative Politics, International Relations, Public Administration, Political Economy, Political Sociology and Political Theory. In addition they must have a minimum of two (2) Publications in Refereed Journals or two (2) Chapters in Scholarly books.

The successful candidate will be expected to teach both undergraduate and postgraduate degree levels and also undertake research in their areas of Specialization.

TUTORIAL FELLOW, DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION- 3 POSTS- AC/12/468/12- (CHSS)

Applicants should be holders of a Masters degree in Political Science. They should have knowledge and expertise in at least two (2) of the following sub- fields of Political Science: - Comparative Politics, International Relations, Public Administration, Political Economy, Political Sociology and Political Theory. Applicants who have registered for PhD degree in relevant field and /or who have teaching experience at university level will have an added advantage.

RADIOGRAPHER GRADE DEF, DEPARTMENT OF CLINICAL STUDIES- 1 POST- AD/12/469/12- (CAVS)

Applicants should be holders of at least a Diploma in Radiography from a recognized institution. They must be computer literate and have at least three years relevant experience.

Please note the position is full-time and is on a two year contract renewable on satisfactory performance and mutual agreement.

RECORDS CLERK GRADE IV, MOMBASA AND KISUMU CAMPUSES- 2 POSTS- AD/12/470/12- (CHSS)

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

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

RECORDS CLERK GRADE IV, FACULTY OF ARTS- 1 POST- AD/12/471/12- (CHSS)

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

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

RECORDS CLERK GRADE III, ACADEMIC DIVISION- 2 POSTS- AD/12/472/12 - (R&T)

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

CLEANER /LABOURER GRADE II, DEPARTMENT OF PHYSICS- 2 POSTS- AD/12/473/12- (CBPS)

Applicants should be holders of at least a KCE level of education or equivalent plus five years experience in a university physics teaching department. They should be able to communicate in either Kiswahili or English languages. They should have a positive recommendation letter from current Head of the Section.

MOMBASA CAMPUS ADVERTISEMENTS

SENIOR ADMINISTRATIVE ASSISTANT, GRADE EF -1 POST- AD/12/474/12- (CHSS)

Applicants should be holders of a Bachelor's (at least lower 2nd class Hons.) degree 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.

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

ADMINISTRATIVE ASSISTANT GRADE CD -1 POST- AD/12/475/12- (CHSS)

Applicants should be holders of a Bachelor's (at least lower 2nd 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 -1 POST-AD/12/476/12

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.

ICT OFFICER GRADE ABC-1 POST- AD/12/477/12- (CHSS)

Applicants should be holders of at least a KCSE Mean Grade C Plus, a Diploma in Computer Science or Diploma in IT from a recognized institution. In addition, they should have technical skills in computer hardware, software, Networks and Communication Management Information Systems (MIS). Those with two years work experience will have added advantage.

REGISTRY SUPERVISOR GRADE AB -I POST- AD/12/478/12- (CHSS)

Applicants should beholders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent, Certificate in Records Management or office Management, KATC final or ACNC or its equivalent and three years of service as Records Clerk grade IV or equivalent.

ASSISTANT SECRETARY GRADE A -1 POST- AD/12/479/12- (CHSS)

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.

DRIVER GRADE A -1 POST- AD/12/480/12- (CHSS)

Applicants must be holders of at least KCSE certificate or equivalent they should possess clean, valid driving license class ABCE and PSV, First Aid and Occupational Test Grade I certificates. They must have at least five (5) years satisfactory previous driving experience at Grade IV or equivalent , a clean record of service, good public relations and be able to work outside working hours The successful candidate will be expected to work outside office hours included weekends and public holidays.

COMPUTER LAB ASSISTANT GRADE AB -1 POST- AD/12/481/12- (CHSS)

Applicants should be holders of at least a KCSE mean Grade D or its equivalent, Certificate in computer studies and application. Those with at least two (2) years experience will have an added advantage.

DATA ENTRY CLERK GRADE IV -1 POST- AD/12/482/12- (CHSS)

Applicants should be holders of at least a KCSE mean Grade D or its equivalent, Certificate in computer studies and application. Those with at least two (2) years of work experience will have an added advantage.

RECORDS CLERK GRADE IV -6 POSTS- AD/12/483/12- (CHSS)

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

COOK – GRADE IV 1 POST- AD/12/484/12- (CHSS)

Applicants should be holders of a least a KCSE mean Grade C or its equivalent, a Certificate in catering or its equivalent. They must have at least four (4) years working experience in a reputable Institution or Hotel.

HOUSEKEEPER GRADE III -1 POST- AD/12/485/12- (CHSS)

Applicants should be holders of at least a KCSE mean Grade C or its equivalent, a certificate in housekeeping or its equivalent. Those with two (2) years experience will have an added advantage.

MESSENGER GRADE II – 1 POST- AD/12/486/12- (CHSS)

Applicants should have at least KCSE certificate or equivalent qualification. They must be capable of communicating effectively in both English and Kiswahili languages. The successful candidate will be expected to work under minimum supervision.

GARDENER GRADE II- AD/12/487/12- (CHSS)

Applicants should have at least KCSE certificate or equivalent qualification. The successful candidate will be expected to work under minimum supervision. Those with experience will have an added advantage.

DEPARTMENT OF PSYCHIATRY

LINKED MENTAL HEALTH RESEARCH TRAINING UNIT.

PROJECT ADMINISTRATOR- 1 POST- AD/12/488/12- (CHS)

Applicants should be holders of at least a Bachelor's degree in Administration or Management. They must also have I year's administrative experience preferably in a health System and a University Grants' procedure. They should have the following skills:-

- Appropriate research skills
- Research evaluation tools
- IT Skills
- Good facilitation and communication skills
- Ability to develop clear and quality reports.

The successful candidate will be expected to undertake the following responsibilities:-

- Create and execute research work plans.

- Support the M&E of the programme
- Document research activities including training sessions, projects
- Liaise with resource Centre aim lead among other duties.

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.

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.

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, 11th January, 2013.

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