

UNIVERSITY OF NAIROBI

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS:-
(FOR MORE DETAILS, PLEASE VISIT OUR WEBSITE at <http://jobs.uonbi.ac.ke>)

LECTURER, DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION – 2 POSTS - AC/8/281/15(CHSS)

Applicants must have a PhD in political Science from recognized university. Applicants who possess a Masters degree in political Science with a minimum three (3) years experience at university level and registered a PhD in relevant area will also be considered. They should demonstrate competence in teaching and research in at least two of the following fields; Comparatives Politics, International Relations, Public Administration, Political Economy, Political Sociology and Political theory. They must also have a minimum of two (2) publications in referred journals or two (2) Chapters in Scholarly books. They must also show evidence of continuing research activity.

LECTURER, DEPARTMENT OF REAL ESTATES & CONSTRUCTION MANAGEMENT – 4 POSTS - AC/8/282/15 (CAE)

Applicants must be holders of a PhD degree in Real Estates, Land Economics, Valuation & Property Management, Housing Administration, Quantity Surveying, Building Economics, Construction Management, and Building Management or equivalent from recognized university. Applicants who possess a Masters degree in the above- mentioned areas and have at least three (3) years teaching experience at University level and are registered for a PhD degree in the relevant area will also be considered. They should have research experience, with at least two (2) publications in refereed journals or two chapters in scholarly books. They should show evidence of continuing research activity. They should be registered or registerable with the relevant boards and professional organizations.

The successful candidate will be expected to teach and supervise at both undergraduate and Postgraduate students and undertake further research in their areas of specialization and also Participate in Schools activities.

LECTURER, DEPARTMENT OF ELECTRICAL AND INFORMATION ENGINEERING - 1POST-AC/8/283/15- (CAE)

Applicant should be holders of a Ph.D degree in Electrical and Electronic Engineering or an equivalent qualification. They should have a minimum of three (3) years teaching experience at university level. In addition they should have a minimum of two (2) publications or two chapters in scholarly books since last promotion. Applicants should show evidence of continuing research.

They should be registered or register able with the engineers Registration Board of Kenya. The successful candidate will be expected to teach both undergraduate and postgraduate students in

one of the following areas: - Electrical Generation and power system, Power Electronics and Control Systems, Electrical Machines and Telecommunication. They will also be expected to undertake research in their areas of specialization.

**LECTURER, DEPARTMENT OF DIAGNOSTIC, IMAGING AND RADIATION
MEDICINE.1 POST-AC/8/284/15-(CHS)**

Applicants should be holders of Masters in Diagnostic Radiology or equivalent from a recognized university with minimum three (3) years teaching experience at university level. Minimum of two (2) publications in refereed journals or two (2) chapters in scholarly books since last promotion. Must be registered with the Kenya Medical Practitioners and Dentists Board. Duties of successful candidates will include teaching Diagnostic Imaging at undergraduate, postgraduate and Diploma levels. Duties will also include routine Diagnostic imaging work within the Department and offer clinical services at Kenyatta National Hospital. Evidence of interest and ability in research and publication will be an added advantage.

**LECTURER, ENVIRONMENTAL POLICY AT CENTRE FOR ADVACCE STUDIES IN
ENVIRONMENTAL LAW & POLICY (CASELAP) - 1POST- AC/8/285/15- (CHSS)**

Applicants must have an earned PhD degree in combination of the fields relevant to environmental policy e.g. Environmental Planning and Management, Water, Energy, Land use ,Urban Planning and Management, Environmental Health, Natural resource Economics, Climate Change, Wildlife Management ,Environment Diplomacy etc . In addition, they should have published a minimum of two publications in refereed journals or two (2) chapters in scholarly books and show evidence of continuing and active scholarly research. The candidates should have three years teaching experience. Consideration may be given to fresh PhD graduates. Female candidates are particularly encouraged to apply. The successful candidates will have a core responsibility to teach postgraduate diplomas well as masters and PhD students, and will be involved in progressive development of curriculum for environmental law, policy and Diplomacy.

**TUTORIAL FELLOW, DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC
ADMINISTRATION – 2 POSTS - AC/8/286/15(CHSS)**

Applicants must be holders a Masters degree in political. They should have knowledge and expertise in at least two of the following fields in Political Science:- Comparatives Politics, International Relations, Public Administration, Political Economy, Political Sociology and Political theory. The applicant must have registered for PhD and /or who have teaching experience at the University level will have added advantage.

TUTORIAL FELLOW, WANGARI MAATHAI INSTITUTE FOR PEACE AND ENVIRONMENTAL STUDIES –AC/8/287/15

Applicants should be holders of bachelor of Law (LLB) degree and Masters of law LL.M) OR Masters of Arts (M.A) with specialization in Environmental Law and related field. They show evidence of having registered for Ph.D degree in the relevant area. Those involved in research activities will be an added advantage

The successful candidate will be expected to assist lecturers in the teaching of undergraduate and post graduate courses. Must also complete their PhD degrees in relevant areas.

**ACCOUNTANT GRADE EF, FINANCE DEPARTMENT, BURSAR’S OFFICE
COLLEGE OF HEALTH SCIENCES –AC/8/288/15-(CHS)**

Applicants must be qualified accountants with CPK (K) who are registered members of ICPAK. Candidates must possess Bachelor’s in Accounting, Management or Finance. They must gain at least five (5) years relevant experiences as an Accountant Grade CD or equivalent position. Candidates are required to have information Technology skills and proficiency in computerized accounting. The successful candidates will be responsible for planning and implementation of sound accounting systems. The candidates will be expected to provide financial and accounting reports under his/her jurisdiction.

ADMINISTRATIVE ASSISTANT GRADE CD, INSTITUTE OF CLIMATE CHANGE AND ADAPTATION-AD/8/289/15-(CBPS)

Applicants should be holders of a Bachelor’s (at least lower 2nd class Hons.) degree from a recognized university .They Should have at least three (3) years experience at grade AB or equivalent position in a busy office. They must be Computer literate.

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

Please note that the appointment is on a three year contract term renewable on mutual Agreement.

**ACCOUNTS ASSISTANT GRADE AB, FINANCE DEPARTMENT, BURSAR’S OFFICE
COLLEGE OF HEALTH SCIENCES –AC/8/290/15-(CHS)**

Applicants must be holders of KCSE Grade C+ or above with at least C in English and mathematics or equivalent qualification and CPA 1 or equivalent. They must have three (3) years experience as Accounts Clerk Grade IV or equivalent position. They must computer literate and proficient in computerized Accounting.

**DRIVER GRADE A, INTELLECTUAL PROPERTY MANAGEMENT OFFICE (IPMO)
- 1 POST- AD/2/291/15- (R&T)**

Applicants should be holders of at least KCSE level of education or equivalent, a clean valid driving license classes ABCE and PSV, passed in Occupational Test Grade I, a certificate in First Aid .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.

MESSENGER GRADE II- FINANCE DEPARTMENT – 1 POST-AD/8/2920/15(R&T)

Applicants must be holders of at least a KCSE certificate or its equivalent. They must have at least five years working experience in relevant offices. 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 Messenger / Cleaner grade I 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 etc 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.

LECTURER, BUSINESS PROGRAMME COORDINATOR, CENTRE FOR OPEN & DISTANCE LEARNING (CODL)-AC/8/293/15-(CEES)

Applicants must have a PhD in Commerce / Business Management or related areas from recognized university. They must also have a minimum of two (2) publications in refereed journals or two (2) Chapters in Scholarly books. They must also show evidence of continuing research activity. They should have three years experience in the following areas;- capacity building for writers, reviewers and tutorial services for Odel programmes, Coordination and management of the implementation of Odel programmes at University level, Providing support services to Odel students at University level, Experience in the teaching tutorials at University level. Computer literacy is essential requirement.

SENIOR ADMINISTRATIVE ASSISTANT GRADE EF -1 POST-AD/8/294/15-(CEES)

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

ASSISTANT SENIOR SECRETARY GRADE C-1 POST-, AD/8/295/15-(CEES)

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.

ASSISTANT SECRETARY GRADE A, 1 POST--AD/8/296/15-(CEES)

Applicants should be holders of a KCSE Grade C or KCE Div. III or its equivalent qualifications 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 have at least three (3) years working experience as copy typist or equivalent position. Experience in typing and formatting professional /document and manuscripts or modules for publications will be added advantages.

RECORDS CLERK GRADE IV,-1POST- AD/8/297/15-(CEES)

Applicants should be holders of at least a KCSE C- or KCE Division III 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. Those with training and experience in printing technology or Archives and Records Management will have an added advantage.

DRIVER GRADE IV, DEAN'S OFFICE-1 POST-AD/8/298/15(CEES)

Applicants must have at least KCSE level of education or equivalent, a clean valid driving license classes ABCE and PSV and passed in Occupational Test Grade II, have a certificate in First Aid and a clean record of service and at least three (3) years experience at Grade III. Experience in driving an institutional vehicle is an additional requirement.

MESSENGER GRADE II-1 POST-AD/8/299/15(CEES)

Applicants must be holders of at least a KCSE certificate or its equivalent. They must have at least five years working experience in relevant offices. 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 Messenger / Cleaner grade I 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 etc 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.

POST OF DEPUTY RECORDS MANAGER- (ASSISTANT REGISTRAR LEVEL)-AC/8/300/15 (R&T)

Applicants must be holders of a degree in Information Science (Records Management Option) from recognized University, post graduate studies or masters in records management will be added advantage. Must have served in the grade of Senior Records Management Officer or in a comparable and relevant position in the Public Service for a minimum period of five (5) years. Should demonstrate professional competence and administrative ability in handling records management work. Should also be able to demonstrate competence in preparation of records management programme and implementation. Should demonstrate ability to carry out records surveys, appraisals and records disposition programmes. Must have demonstrated ability to use computer packages including power point presentation. Should have ability to develop staff skills and competence. Must be familiar with relevant International Standards on information management and government statutes and regulations.

POST OF SENIOR RECORDS MANAGEMENT OFFICER – GRADE: EF-AD/8/301/15-(R&T)

Applicants must be holders of a degree in Information Science (Records Management Option) from recognized University. Must have served in the grade of Records Management Officer 1 or in a comparable and relevant position in the Public Service for a minimum period of three (3) years. Should demonstrate professional competence and administrative ability in handling records management work. Should be conversant with registry operations and supervision. Should be able to demonstrate ability to carry out records surveys and appraisals. Be able to develop, implement and review filing systems records retention and disposal schedules. Should be familiar with ISO 9001:2008 requirements on records and documents control. Should be computer literate.

POST OF RECORDS MANAGEMENT OFFICER 1: GRADE CD-AD/8/3024/15-(R&T)

Applicant must be holders of diploma or higher diploma in records management. Those with degree in Information Science (records management option) will be added advantage. Must have served in the grade of Records Management Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years .Should demonstrate ability to carry out registry activities, including staff supervision. They demonstrate ability to implement filing systems. Should be responsible for security of documents and records. Should be computer literate.

POST OF RECORDS MANAGEMENT OFFICER 11: GRADE BC-AD/8/303/-(R&T)

Applicants must be holders of diploma in records management. Must have served as records management clerk grade AB for a period of three (3) years. Must be able to demonstrate ability to receive and process in coming and out-going mail. must be able to carry out filing effectively, be responsible for bring ups and updating file census and cross referencing. Be able to close and open new files. Must be able to open and maintain appropriate registers and other registry control tools. 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 application letters.
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

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

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

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

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

CBPS: The Principal, College of Biological & Physical Sciences, Box 30197-00100, Nairobi.

PLEASE NOTE THAT THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

CLOSING DATE: SEPTEMBER 18, 2015.