

## UNIVERSITY OF NAIROBI

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

**SENIOR LECTURER, DEPARTMENT OF BIOCHEMISTRY-2 POSTS-AC/1/2/12-(R&T)**

Applicants must have a first degree in Biochemistry, Medicine, Pharmacy, Dentistry or Veterinary Medicine and a PhD degree in Biochemistry with a minimum of five (5) years experience in teaching undergraduate and postgraduate students. They must have a minimum of four (4) publications in referred journals or two (2) publications and two (2) chapters in scholarly books since the last promotion. They must have supervised at least three (3) masters' students to completion since last promotion.

The successful candidates will be expected to teach and supervise both undergraduate and postgraduate students and undertake research in their areas of specialization.

**LECTURER, DEPARTMENT OF BIOCHEMISTRY, 2 POSTS-AC/1/3/12-(CHS)**

Applicants must have a first degree in Biochemistry, Medicine, Pharmacy, Dentistry or Vet. Medicine and a PhD degree in Biochemistry. Applicants with master's degree in Medicine, Pharmacy, Dentistry or Veterinary Medicine with at least three (3) years experience in teaching Biochemistry at University level will also be considered. In addition, Masters degree holders should have a minimum of two (2) publications in referred journals or two chapters in scholarly books.

The successful candidates will be expected to teach and supervise both undergraduate and postgraduate students and undertake research in their areas of specialization.

**LECTURER, NEURO-SURGERY SECTION, DEPARTMENT OF SURGERY-1 POST-AC/1/4/12-(CHS)**

Applicants must be holders of an M.Med degree or equivalent in Neurosurgery from a recognized university and at least three (3) years teaching experience at both undergraduate and postgraduate degree levels. They should show evidence of having been involved in research and evidence of continuing research activity. Publications in a peer reviewed journal will be an added advantage

Successful candidates will be required to teach at both undergraduate and postgraduate students, supervise their research projects, and to initiate and conduct research in their areas of specialization.

**LECTURER, PLASTIC&RECONSTRUCTIVE SURGERY SECTION, DEPARTMENT OF SURGERY-1 POST-AC/1/5/12-(CHS)**

Applicants must be holders of an M.Med degree or equivalent in Neurosurgery from a recognized university and at least three (3) years teaching experience at both undergraduate and postgraduate degree levels. They should show evidence of having been involved in research and evidence of continuing research activity. Publications in a peer reviewed journal will be an added advantage. They must also have undergone a formal postgraduate training with certification in Plastic & Reconstructive Surgery from a recognized

Successful candidates will be required to teach at both undergraduate and postgraduate students, supervise their research projects, and to initiate and conduct research in their areas of specialization.

**LECTURER, DEPARTMENT OF ENVIRONMENTAL & BIO-SYSTEMS ENGINEERING-2 POSTS-AC/1/6/12-(CAE)**

Applicants must be holders of a PhD degree in Agricultural Engineering or Environmental and Bio-Systems Engineering or a Masters degree from a recognized university and at least three (3) years teaching experience at both undergraduate and postgraduate degree levels. They must have research experience, with at least two (2) publications in refereed journals or two (2) chapters in scholarly books. They should show evidence of continuing research activity. They must be specialized in the following areas: - Power & Machinery Engineering OR Process & Food Engineering and Structures Engineering. They should be registered or registrable with the Engineers' Registration Board of Kenya.

Successful candidates will be required to teach at both undergraduate and postgraduate students, supervise their research projects, and to initiate and conduct research in their areas of specialization.

**TUTORIAL FELLOW, DEPARTMENT OF ENVIRONMENTAL & BIO-SYSTEMS ENGINEERING-1 POST-AC/1/7/12-(CAE)**

Applicants must be holders of a Masters degree in Agricultural Engineering or Environmental and Bio-Systems Engineering from a recognized university. Applicants with at least two (2) years teaching experience at university level will have an added advantage. They are expected to have registered for a PhD degree in relevant area. Applicants who have evidence of research activity and at least one (1) publication in referred journal or conference proceeding will have an added advantage. They should be registered or registrable with the Engineers' Registration Board of Kenya.

Successful candidates will be required to teach at both undergraduate and postgraduate students, supervise their research projects, and to initiate and conduct research in their areas of specialization.

**TUTORIAL FELLOW, DEPARTMENT OF SURGERY IN THE FOLLOWING SECTIONS:-AC/1/8/12-(CHS)**

- a) NEURO-SURGERY SECTION- 2 POSTS
- b) CARDIOTHORACIC SURGERY SECTION- 2 POSTS
- c) PLASTIC&RECONSTRUCTIVE SURGERY SECTION- 2 POSTS
- d) GENERAL SURGERY SECTION- 1 POST

Applicants should be enrolled and be actively pursuing a Masters degree in Neurosurgery, Cardiothoracic Surgery and Plastic & Constructive Surgery or an equivalent qualification from a recognized university. They must be in their first or second year of their Masters program.

*Please note that the closing date is 30/1/2012 for Ac/1/8/12.*

**TUTORIAL FELLOW, DEPARTMENT OF FINANCE& ACCOUNTING IN THE FOLLOWING CAMPUSES:- AC/1/9/12-(CHSS)**

- a) NAIROBI CAMPUS- 3 POSTS
- b) MOMBASA CAMPUS- 4 POSTS
- c) KISUMU CAMPUS- 2 POSTS

Applicants should be a Masters degree in Finance or Accounting or an equivalent qualification from a recognized university. They must be registered for a PhD degree or show evidence of progress towards PhD registration. They must be specialized in any of the following areas:- Financial Accounting, Management Accounting, Taxation, Auditing, Corporate Finance, Investments, Financial Markets& Institutions, Real Estate Finance, Banking& Public Finance.

**GRADUATE ASSISTANT, DEPARTMENT OF ENVIRONMENTAL & BIO-SYSTEMS ENGINEERING-1 POST-AC/1/10/12-(CAE)**

Applicants must be holders of a BSc. degree in Environmental & Bio-Systems Engineering (First Class Honours) from a recognized university. Applicants should show evidence of having registered or in the process of registering for a Masters degree programme in Environmental & Bio-Systems Engineering. They should be registered or registrable with the Engineers' Registration Board of Kenya.

**GRADUATE ASSISTANT, SCHOOL OF BIOLOGICAL SCIENCES-1 POST-AC/1/11/12- (CBPS)**

Applicants should be holders of a Masters degree and specialize in the following disciplines: - Plant Ecology, Plant Physiology, Mycology, Bacteriology, Entomology, Animal Physiology and Genetics. They should show evidence of having registered for a PhD degree. Those who are involved in research and teaching activities will have an added advantage.

The successful candidate will be expected to assist the Lectures in teaching of undergraduate and postgraduate students.

**SENIOR ADMINISTRATIVE ASSISTANT GRADE EF/HOSPITAL ADMINISTRATOR- 1 POST- SCHOOL OF DENTAL SCIENCES-AD/1/12/12-(CHS)**

Applicants should be holders of at least a Bachelor's degree ( at least a lower second class) from a recognized university. And CPS II or relevant professional or postgraduate qualification in management or a Post- Graduate Diploma in Human Resource Management . They must have at least three(3) years experience as Administrative Assistant Grade CD or equivalent post. They must be computer literate. Those who have relevant experience in a busy hospital will have an added advantage.

Duties will include managing a busy Dental Hospital which is also a teaching facility.

**SENIOR TECHNOLOGIST GRADE DEF- 1 POST-DEPARTMENT OF PLANT SCIENCE & CROP PROTECTION -AD/1/13/12-(CAVS)**

Applicants must be holders of a BSc. Degree in Mathematics/Statistics or a Higher National Diploma in Statistics from a recognized institution. . They must have at least five (5) years experience as a Technologist grade ABC or equivalent in a busy Biometry and Statistics teaching/Research Laboratory. They should be computer literate.

The successful candidate will be expected to assist students in Biometry and Statistics practicals, collect and analyze research data, operate and maintain ICT equipments and participate in Departmental reach and other activities.

**TECHNOLOGIST GRADE ABC, 1 POST-DEPARTMENT OF PLANT SCIENCE & CROP PROTECTION -AD/1/14/12-(CAVS)**

Applicants should be holders of a KCE Division III or its equivalent with credit passes in relevant subjects and an Ordinary Diploma in Statistics from a recognized institution from a recognized institution. They must have at least three (3) years working experience as a Trainee Technologist or equivalent in a busy Biometry and Statistics teaching/research laboratory.

The successful candidate will be expected to assist students in Biometry and Statistics practicals, collect and analyze research data, operate and maintain ICT equipments and participate in Departmental reach and other activities.

**RECEPTIONIST GRADE AB, BOARD OF POSTGRADUATE STUDIES-1 POST-AD/1/15/12-(R&T)**

Applicants should be holders of a KCSE C with a C in English language. They must also hold a Diploma in Mass Communication or Public Relations from a recognized institution. In addition,

they should have certificates in Secretarial / Front Office/ Reception duties and at least three (3) years experience in a busy educational institution as Customer Care Officer and be computer literate.

The successful candidate will be expected to demonstrate maturity, high integrity and have ability to maintain confidentiality of work assigned to them and be able to work under minimum supervision.

*Please note that the appointment is on a two (2) year contract terms, renewable on mutual agreement.*

**SENIOR COOK GRADE A/B- 5 POSTS-CATERING DEPARTMENT- AD/1/16/12-  
(SWA)**

Applicants must be holders of KCSE Certificate or its equivalent and a Food Production Certificate from a reputable Institution. They must have at least Five (5) years working experience in a reputable Institution or Hotel. They should have prove leadership ability, good communication skills and be able to work with minimum supervision. Those who are computer literate will have an added advantage.

**RECORDS CLERK GRADE IV - 1 POST- SCHOOL OF BIOLOGICAL SCIENCES -  
AD/1/17/12-(CBPS)**

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

**DRIVER GRADE IV, PRINCIPAL'S OFFICE, COLLEGE OF AGRICULTURE AND  
VETERINARY SCIENCES- 1 POST - AD/1/18/11 - (CAVS)**

Applicants should be holders of atleast KCSE level of education or equivalent qualification. They must have a clean valid driving license classes ABCE and PSV, have passed in Occupational Test Grade II, have a certificate in First Aid and a clean record of service. They must have at least three (3) years' experience as a Driver Grade III or equivalent post.

Those who have the following testimonials/ attributes will have an added advantage: -

- Good school leaving certificate
- Good reference letter from current Section Head.
- Communicate fluently in both English and Kiswahili languages.
- Good public relations, high integrity, reliable, disciplined and committed to work.

The successful candidate will be expected to work during odd hours and also during weekends.

**OFFICE ASSISTANT GRADE IV, PRINCIPAL'S OFFICE, COLLEGE OF AGRICULTURE AND VETERINARY SCIENCES- 1 POST - AD/1/19/11 - (CAVS)**

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 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.

**DINING HALL SUPERVISOR GRADE IV- 3 POSTS-CATERING DEPARTMENT- AD/1/20/12- (SWA)**

Applicants should be holders of at least a KCE certificate or its equivalent and possess a Certificate in Food and Beverage Service from a reputable Institution. They must have at least four (4) years working experience in a reputable Institution or Hotel. They should possess good communication skills and public relations and be able to organize and supervise staff effectively. They should be able to work with minimum supervision, maintain order and proper records in the Dining Halls and work for long hours. Those who are computer literate will have an added advantage.

**COOK GRADE IV, CATERING DEPARTMENT- 5 POSTS- AD/1/21/12- (SWA)**

Applicants should be holders of at least a KCE certificate or its equivalent and possess a Certificate in Food and Beverage Service from a reputable Institution. They must have at least four (4) years working experience in a reputable Institution or Hotel. Those who are computer literate will have an added advantage.

**COOK GRADE III, CATERING DEPARTMENT- 5 POSTS- AD/1/22/12- (SWA)**

Applicants should be holders of at least a KCE certificate or its equivalent and possess a Certificate in Food and Beverage Service from a reputable Institution. They must have at least two (2) years working experience in large kitchens, institution or hotel. Those who are computer literate will have an added advantage.

**WAITER GRADE III, CATERING DEPARTMENT-- 6 POSTS- AD/1/23/12- (SWA)**

Applicants should be holders of at least a KCE certificate or its equivalent and possess a Certificate in Food and Beverage Service from a reputable Institution. They must have at least three (3) years relevant working experience . They should possess good communication skills , good public

relations and be able to work for long hours. Those who are computer literate will have an added advantage.

**SENIOR MESSENGER GRADE III, PRINCIPAL'S OFFICE, COLLEGE OF AGRICULTURE AND VETERINARY SCIENCES- 2 POSTS - AD/1/24/12 - (CAVS)**

Applicants must be holders of at least a KCSE certificate 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 II 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.

**NOTE:**

1. Applicants for academic posts (AC) should forward ten (10) 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

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

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

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

**CAVS** The Principal, College of Agriculture& Veterinary Sciences, Box 30197-00100, Nairobi.

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

**SWA** The Director, Students' Welfare Authority, Box 30197-00100, Nairobi.

***ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.***

**CLOSING DATE: Friday, 27<sup>th</sup> January 2012.**

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