

# 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 EDUCATIONAL FOUNDATIONS – 3 POSTS AC/1/1/15- (CEES)**

Applicants must be holders of a PhD degree in the relevant field or equivalent in the following areas of specialization; Adult and Communication Development and Philosophy of Education from a recognized university. Those who possess a Masters degree in the relevant areas of specialization and have at least three (3) years teaching experience at University level will also be considered. In both cases, they should have research experience, with at least two (2) publications in refereed journals or two chapters in scholarly books since last promotion. They should show evidence of continuing research activity.

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

### **LECTURER, DEPARTMENT OF PHARMACEUTICS & PHARMACY PRACTICE – 1 POSTS AC/1/2/15- (CHS)**

Applicants must be holders of a PhD degree in Pharmaceutics, Pharmaceutical Technology or other Pharmaceutics related postgraduate courses from a recognized university. Those who possess a Master of Pharmacy in Pharmaceutics and have at least three (3) years teaching experience at University level and have registered for a PhD degree in relevant area will also be considered. In both cases, they should have research experience, with at least two (2) publications in refereed journals or two chapters in scholarly books since last promotion. They should show evidence of continuing research activity.

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

### **TUTORIAL FELLOW (METHODS OF HISTORY) – 1 POST- EDUCATIONAL COMMUNICATION & TECHNOLOGY-AC/1/3/15- (CEES)**

Applicants must be holders of Bachelor of Education in History Education and Master of Education in History of Education from University of Nairobi or University recognized by the Senate and have evidence of having registered for Doctor of Philosophy in subject Methods in History Education and willing to pursue History Education as a specialization. Candidates with two years experience in teaching Methods at University tier with evidence of two publications will have added advantage.

**TUTORIAL FELLOW IN SUBJECT METHODS OF AGRICULTURE AND EXTENSION EDUCATION – 1 POST- EDUCATIONAL COMMUNICATION & TECHNOLOGY -AC/1/4/15- (CEES)**

Applicants must be holders of Agriculture in Agriculture and Extension Education and Master of Agriculture in Agriculture and Extension Education of the University of Nairobi or from a University recognized by the Senate and eligible for Doctor of Philosophy in Methods of teaching Agriculture and Extension Education. The applicant should be willing to pursue Agriculture and Extension Education as a specialization. Candidates with two years experience in teaching Agriculture and Extension Education Courses at University with evidence of two publications will have an added advantage.

**TUTORIAL FELLOW (METHODS OF COMPUTER STUDIES) 1 POST- EDUCATIONAL COMMUNICATION & TECHNOLOGY -AC/1/5/15- ( CEES)**

Applicants must be holders of Bachelor of Education in Computer Studies or B.ED with ICT or Bachelor of Science in Computer Studies and Master of Education in Computer Studies or M.ED ICT or Master of Science in Computer Studies or ICT with Education from University of Nairobi or University recognized by the Senate and eligible for doctor of Philosophy in subject Methods for Computer Studies and willing to pursue methods fro Computer Studies as a specialization. Candidates with two years experience in teaching Computer Studies Method or ICT Methods at University with evidence of two publications will have added advantage. The candidate must be below 45 years of age at the time of application.

**MEDICAL OFFICER, UNIVERSITY HEALTH SERVICES- 1 POST- AC/1/6/15- ( R&T)**

Applicants should be holders of at least an M.B.Ch.B degree or its equivalent qualification from a recognized institution. They should have at least 3 years experience in Clinical Medicine internship in a busy outpatient department. The work is mainly general practice, taking care of the university staff and students. The clinics are located at the main campus, Upper Kabete Campus, Kikuyu Campus, Lower Kabete Campus, Kenya Science Campus, Medical School and Parklands Campus.

The successful candidate will be required to work in any of the clinics listed above during weekends, public holidays and odd hours.

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

**ALCOHOL & DRUG ABUSE PREVENTION COORDINATOR (ASSISTANT REGISTRAR LEVEL) - 1 POST- AC/1/7/15- (R&T)**

**Roles and responsibilities**

Reporting to the chief medical officer the unit coordinator shall be responsible for:-

- Overseeing implementation of university policy on prevention of alcohol and drug abuse
- Preparing annual work plan on prevention of alcohol and drug abuse

- Preparing quarterly performance report to be submitted to NACADA
- Formulation of the units strategic plan
- Planning, arranging and implementing prevention of alcohol and drug abuse sensitization programmes in the University.
- Instituting, overseeing and executing counselling programmes to members of staff and students on prevention of alcohol and drug abuse
- Management of alcohol and drug abuse prevention unit's daily activities
- Any other duty as delegated by the Chief Medical Officer.

### **Qualification**

The holder of the post must possess the following qualification:

- Be holder of a Masters degree in Clinical psychology from a recognised university
- Hold a Bachelors degree in Counselling Psychology from a recognised university
- Possess level 3 certificate for Addiction Treatment Counsellors from NACADA Authority or recognised International bodies
- Have certificate in Training of Trainers on Alcohol and Drug Abuse prevention and Management from NACADA Authority
- Be familiar with Employee/Student assistant programme management in the work place
- Have a minimum of 5 years experience in the field of substance abuse disorders and management in a university setting.

Preference will be given to applicants who also have the following:

- Possess certification in Corporate Governance from Kenya Institute of Administration
- Possess certification in Research Methods from a recognised institution
- Have Training and Certification in HIV/AIDS management
- Have proven ability to facilitate in ADA/ HIV issues
- Work experience in clinical/medical background
- Is a current member of Kenya Universities Professional Counsellors Association

### **TECHNOLOGIST, GRADE ABC, DEPARTMENT OF CHEMISTRY- 1 POST - AD/1/8/15- (CBPS).**

Applicants should be holders of at least a KCSE Mean Grade C or its equivalent with credits in Chemistry, Physics and / or Mathematics and an Ordinary Diploma in Applied Chemistry plus 3 years relevant experience in a chemistry laboratory. They should be experience in running practical classes, safety procedures and operation of general chemistry laboratory instruments.

The successful candidate will be expected to organize chemistry practicals for both undergraduate and postgraduate degree students and also participate in research activities in the Department.

### **LEGAL CLERK GRADE AB, LEGAL OFFICE- 1 POST- AD/1/9/15- (R&T)**

Applicants should be holders of at least a KCSE C (Plain) with at least a C+ in English language. They should also be holders of a Certificate in Computer Application Packages. They should have at least five years experience in a busy office managing records. Considerable experience of at least 8

years in managing records in a Legal Registry in an institution of higher learning will be an added advantage.

**STOREMAN GRADE IV- ICT CENTRE- 1 POST -AD/1/10/15- (R&T).**

Applicants should be holders of at least a KCSE C or KCE Division III with a 'C' in English and Mathematics or an equivalent qualification. They must also hold an Advanced Certificate in Supplies Management or its equivalent and at least three (3) years at Grade III level or equivalent.

**DRIVER GRADE IV- ICT CENTRE- 2 POSTS -AD/1/11/15- (R&T).**

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.

**LABORATORY ATTENDANT GRADE II, DEPARTMENT OF PHARMACEUTICS & PHARMACY PRACTICE- 1 POST- AD/1/12/15- (CHS)**

Applicants should be holders of at least a KCSE Mean Grade C with passes in relevant subjects or equivalent or a KCSE Mean Grade C or equivalent plus GTT III and 2 years experience.

**RECORDS CLERK GRADE IV, ADMISSIONS UNIT, ACADEMIC DIVISION- 1 POST – AD/1/13/15- (R&T)**

Applicants must 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. Applicants who have at least a KCSE C- and a Diploma in Human Resource Management and at least 8 years working experience in an institution of higher learning in an admissions unit will also be considered.

**MESSENGER GRADE II IN THE FOLLOWING UNITS:-**

**A) DEPARTMENT OF ANAESTHESIA- 1 POST – AD/1/14/15- (CHS)**

**B) DEPARTMENT OF PHARMACEUTICS & PHARMACY PRACTICE POST – AD/1/15/15- (CHS)**

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.

**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

**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

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

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

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

**SWA** The Director, Students' Welfare Authority, 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, February 7, 2015.**