

UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENTS FOR
UNIVERSITY EMPLOYEES ONLY.

**ASSOCIATE PROFESSOR, DEPARTMENT OF COMMERCIAL LAW -1 POST-
AC/7/60/17- (R&T)**

An applicant should be a holder of an earned PhD degree in Law or its equivalent from a recognized University .They must at least have at least three (3) years teaching experience at Senior Lecturer level. The applicant must have supervised at least two (2) PhD students and three (3) Masters Students to completion. Applicants must have a minimum of forty eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty two (32) should be from refereed scholarly journals. They must have attracted research or development funds as a Senior Lecturer and registered with the relevant professional body (where applicable).

The successful candidate is expected to lead in technical proposal writing for funding and teach both at undergraduate and post graduate degree levels.

**CHIEF TECHNOLOGIST, DEPARTMENT OF PLANT SCIENCE & CROP
PROTECTION-AC/7/61/17- (CAVS).**

Applicants must be holders of an M Sc. in Biological Sciences or its equivalent plus 5 years experience at the level of Senior Technologist Grade DEF.

OR

A B.Sc. or Higher Diploma in Applied Biology qualification plus 7 years experience as Senior Technologist Grade DEF.

The successful candidate will be expected to provide leadership. They will also be expected to supervise technical staff I and organize practicals for both undergraduate and postgraduate students.

**SENIOR ADMINISTRATIVE ASSISTANT GRADE EF, PRINCIPAL'S OFFICE,
COLLEGE OF HEALTH SCIENCES- 1 POST AD/7/62/17- (CHS)**

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

SECRETARY GRADE B, SCHOOL OF NURSING -AD/7/63/17- 1 POST -(CHS)

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 100 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 Assistant Secretary Grade A or a comparable position of responsibility for this grade. They should have knowledge of Anti-virus Tools.

SENIOR MESSENGER GRADE III, OFFICE OF THE DEPUTY VICE CHANCELLOR (AA)- AD/7/64/17- (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 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) 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) copies of the above supporting documents and applications 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

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

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

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

CLOSING DATE: Wednesday, July 26, 2017

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