

## 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-4 POSTS-AC/6/301/13- (CEES)**

Applicants must be holders of a PhD degree in the relevant area or equivalent in the following areas of specialization: Comparative & Contemporary Issues in Education, History of Education and Adult & Continuing Education from a recognized university. Applicants who possess a Masters degree in the relevant field and have at least three (3) years teaching experience at University level and are registered for a PhD degree 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. They should show evidence of continuing research activity.

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 Department's activities.

### **TUTORIAL FELLOW, DEPARTMENT OF EDUCATIONAL, COMMUNICATION & TECHNOLOGY- 2 POSTS- AC/6/302/13- (CEES)**

Applicants should be holders of a Bachelor of Education degree in Early Childhood and Master of education in Early Education or its equivalent from a recognized university. They must show evidence of a PhD registration in early childhood Education and willing to pursue Early Childhood Education as a specialization. Candidates must have at least two years experience in teaching Early Childhood courses at tertiary tier of the education system.

The successful candidates will be expected to teach at both undergraduate and postgraduate degree courses as well as pursue a PhD degree.

### **TUTORIAL FELLOW, DEPARTMENT OF MEDICAL MICROBIOLOGY- 2 POSTS-AC/6/303/13- (CHS)**

Applicants should be holders of a basic degree in MBChB, B. Pharm or BDS from a recognized university. Experience in teaching undergraduates in a recognized university will be an added advantage. They will be expected to register for a masters or PhD degree programmes in any of the following disciplines in Medical Microbiology: - Virology, Bacteriology, Parasitology, Mycology and Medical Entomology.

The successful candidates will be expected to teach at both undergraduate courses, carry out research and also participate in routine diagnostic work at the KNH.

**PRINCIPAL TECHNOLOGIST, DEPARTMENT OF CLINICAL STUDIES-  
AC/6/304/13- 1 POST-(R&T)**

Applicants must be holders of a M.Sc. degree in an area of Medical Laboratory Technology and at least five (5) years experience at the level of Chief Technologist or equivalent in a busy studio or construction company in an institution of higher learning. Holders of a B.Sc degree or Higher National Diploma in Medical laboratory technology plus ten years experience at the level of Chief Technologist in a busy teaching/research/hospital laboratory will also be considered. They must be proficient with standard computer applications.

The successful candidate will be expected to provide leadership and supervise technical and support staff, organize practical for both undergraduate and postgraduate students as well as managing teaching, research and clinical diagnostic laboratories.

**EXECUTIVE SECRETARY II (ASSISTANT REGISTRAR LEVEL), OFFICE OF THE  
DEPUTY VICE- CHANCELLOR (RESEARCH PRODUCTION &EXTENSION)  
- 1 POST- AC/6/305/13- (R&T)**

Applicants should be holders of at least KCSE Grade C or KCE Div. II 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
- Office Management III
- Shorthand III (minimum 120 wpm) or Audio-Typewriting III
- Typewriting 60 wpm
- Diploma in Business Administration

They should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages. They should also have at least 3 years working experience as Senior Assistant Executive Secretary Grade F .

OR

A good 1<sup>st</sup> degree, secretarial skills including Typewriting, Shorthand and Office Management and an excellent command of both written and spoken English. They should also have at least 3 years working experience as Senior Assistant Executive Secretary Grade F or equivalent, have knowledge of Anti-virus Tools.

**SENIOR ADMINISTRATIVE ASSISTANT GRADE EF IN THE FOLLOWING SECTIONS:-,**

- A) **PRINCIPAL'S OFFICE, CHSS- 1 POST- AD/6/306/13-(CHSS)**
- B) **PRINCIPAL'S OFFICE, CHS- 1 POST- AD/6/307/13-(CHS)**

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

**TRANSPORT OFFICER GRADE EF, TRANSPORT & GARAGE SECTION- 1 POST- AD/6/308/13- (R&T)**

Applicants should be holders of a Bachelors Degree or a Higher National Diploma in Mechanical Engineering or Transport Management; Certificate in Road Safety and Vehicle Maintenance; 10 years experience in Transport Management, three (3) of which should be as Assistant Transport Officer Grade CD or equivalent and have knowledge of Computer Based Management Systems.

The successful candidate will be expected to ensure cleanliness of motor vehicles; prepare monthly reports for fuel usage, maintenance cost and recoveries; plan transport requirements for all activities; supervise drivers and providing them with work plans as per request and priorities; Maintain work tickets and daily vehicle movement among other duties

**SENIOR USER SUPPORT OFFICER GRADE DEF, FINANCE DEPARTMENT - 2 POSTS- AD/6/309/13- (R&T)**

Applicants should be holders of at least a BSC. Computer Science or Information Systems or equivalent from a recognized instituion. They should have technical skills, good diagnostic skills in Microsoft products, effective communication and interpersonal skills. They should also have a one year experience in ERP environment and knowledge of a Finance Department functions.

**ADMINISTRATIVE ASSISTANT GRADE CD IN THE FOLLOWING SECTIONS,**

- a) **SCHOOL OF ECONOMICS- 1 POST – AD/6/310/13- (CHSS)**
- b) **DEPARTMENT OF SPORTS & GAMES-1 POST- AD/6/311/13- (R&T)**

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

*For those applying for the School of Economics, preference will be given to candidates with previous experience in a university economics environment. The appointment is on permanent terms.*

*For those applying for the Sport & Games, please note that the appointment is on a one year contract basis, renewable on mutual understanding.*

**ASSISTANT SENIOR SECRETARY GRADE C, SCHOOL OF EDUCATION- 1 POST- AD/6/312/13- (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 and 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

*Please note that the appointment is on a one year contract basis, renewable on mutual understanding.*

**SECRETARY GRADE B, PRINCIPAL'S OFFICE, COLLEGE OF EDUCATION & EXTERNAL STUDIES -AD/6/313/12- 1 POST -(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 100 wpm) or Audio-Typewriting III and 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.

**USER SUPPORT OFFICER GRADE ABC, FINANCE DEPARTMENT- 2 POSTS-AD/6/314/13- (R&T)**

Applicants should be holders of a Diploma in Computer Science or Information Systems or equivalent from a recognized institution. They should have technical skills, good diagnostic skills in Microsoft products, effective communication and interpersonal skills. They should also have a one year experience in ERP environment and knowledge of a Finance Department functions

**TRANSPORT ASSISTANT GRADE AB- TRANSPORT & GARAGE SECTION- 1 POST-AD/6/315/13- (R&T)**

Applicants should be holders of at least a KSCE C or equivalent qualification; an Ordinary Diploma in Transport Management/Logistics/Motor Vehicle Engineering. Those with a Valid driving License (Class ABCE) will have an added advantage. They should show ability as reflected in work performance and results; have knowledge of computer based Management systems and at least three (3) years experience in Transport Management.

Duties and responsibilities include: Supervising drivers in their day-to-day duties; Oversee booking and scheduling of drivers; Prepare maintenance/repair schedules for vehicles; ensure vehicles are kept in good condition; analyzing work tickets and ensuring compliance; Receive and compile motor vehicle statistics for management use; Follow up vehicle insurance and licensing; and, managing motor vehicle file registry and maintaining motor vehicle fleet register

**ASSISTANT SECRETARY GRADE A, SCHOOL OF ECONOMICS- 1 POST- AD/6/316/13- (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.

Preference will be given to candidates with previous experience in a university economics environment.

**RECORDS CLERK GRADE IV, SCHOOL OF EDUCATION-1 POST- AD/6/317/13- (CEES)**

Applicants should 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.

The successful candidate will be required to manage Department's records and any other duties assigned by the Chairman.

*Please note that the appointment is on a one year contract basis, renewable on mutual understanding.*

**TECHNOLOGIST ASSISTANT GRADE IV, DEPARTMENT OF BIOCHEMISTRY -1 POST -AD/6/318/13- (CHS).**

Applicants should be holders of at least a KCSE Mean Grade C with passes in Biology and Chemistry. Those with an Ordinary Diploma in Science Laboratory Technology in relevant field and also work experience as Technical Assistant in a Biochemistry teaching laboratory will have an added advantage.

**TECHNICAL ASSISTANT (WOOD SECTION) GRADE IV, SCIENCE WORKSHOP - 2 POSTS- AD/6/319/13- (CBPS)**

Applicants should be holders of at least a KCSE certificate or its equivalent. They should also be in possession of GTT 1 or II in Carpentry or Joinery from a recognized institution. They should have at least three (3) years experience in a busy carpentry workshop. Candidates with knowledge in upholstery will have an added advantage.

**TRAINEE TECHNOLOGIST GRADE III, DEPARTMENT OF BIOCHEMISTRY  
-1 POST -AD/6/320/13- (CHS).**

Applicants should be holders of at least a KCSE Mean Grade C with passes in Biology and Chemistry. Work experience as Technical Assistant in a Biochemistry teaching laboratory/animal house will be an added advantage.

**SENIOR MESSENGER / MOTOR BIKE RIDER GRADE III, ADMINISTRATION  
DIVISION- 1 POST- AD/6/321/13- (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. They must have trained as Motor Bike Riders at Automobile Association of Kenya (AA Kenya) and obtained an Elementary Driving Course.

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.

*Please note that the appointment is on a one year contract basis, renewable on mutual understanding.*

**ASSISTANT STOREMAN GRADE III, STUDENTS' WELFARE AUTHORITY  
- 4 POSTS- AD/6/322/13- (SWA)**

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 a Certificate in Supplies Management or its equivalent and at least three (3) years at Grade II level or equivalent.

*Please note that the appointment is on a one year contract basis, renewable on mutual understanding.*

**CLERK GRADE III, DEPARTMENT OF SPORTS & GAMES- 1 POST- AD/6/323/13-  
(R&T)**

Applicants should be holders of at least a KCSE D+ or KCE Div. III with credits in English and Mathematics or equivalent. They must have at least three (3) years experience in Grade II.

*Please note that the appointment is on a one year contract basis, renewable on mutual understanding.*

**MESSENGER GRADE II, SCHOOL OF EDUCATION-1 POST- AD/6/324/13- (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.

*Please note that the appointment is on a one year contract basis, renewable on mutual understanding.*

**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

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

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

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

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

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

**CLOSING DATE: Friday, July 12, 2013.**

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

*MNM/*