

# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY

### **PROFESSOR, DEPARTMENT OF CLINICAL STUDIES-1 POST -AC/6/284/13– (R&T)**

Applicants must be holders of a Ph.D. degree or its equivalent in areas of Veterinary Surgery or Veterinary Clinical Medicine from a recognized university.. They must have at least ten (10) years' teaching experience at both undergraduate and postgraduate degree level, three (3)of which must be at Associate Professor level. They must have supervised at least three (3) PhD and five (5) Masters students, at least six (6) publications in refereed journals or 3 publications in refereed journals and 3 chapters in scholarly books since the last promotion. They must be registered by the Kenya Veterinary Board and practicing Veterinary Clinicians.

The successful candidates will be expected to provide academic leadership, teach at both undergraduate and postgraduate students, organize and guide research programs, and undertake further research in their areas of specialization. They will also be expected to participate in Department's and College activities such as curriculum development among other administrative duties and also perform clinical duties.

### **ASSOCIATE PROFESSOR, POPULATION STUDIES & RESEARCH INSTITUTE – (1 POST)-AC/6/285/13 – (R&T)**

Applicants must be holders of a Ph.D. degree in Demography or Population Studies from a recognized university. They must have at least eight (8) years' teaching experience at both at undergraduate and postgraduate levels, three(3)of which must be at Senior Lecturer level. They must have supervised at least two (2) PhD students and three (3) Masters students to completion. Applicants must have at least five (5) publications in refereed journals or three (3) publications and two (2) chapters in scholarly books since the last promotion'

The successful candidates will be expected to teach at both undergraduate and postgraduate students and to initiate, conduct and supervise original research in their areas of specialization. They will also be expected to participate in Institute, College and University matters.

### **ASSOCIATE PROFESSOR, DEPARTMENT OF OPHTHALMOLOGY – 1 POST -AC/6/286/13 – (R&T)**

Applicants must be holders of an MMED in Ophthalmology from a recognized university. They must have at least eight (8) years' teaching experience at both at undergraduate and postgraduate levels, three(3)of which must be at Senior Lecturer level. They must have supervised at least five (5) M.Med Ophthalmology students to completion. Applicants must have at least five (5) publications in refereed journals or three (3) publications and two (2) chapters in scholarly books since the last promotion'

The successful candidates will be expected to teach at both undergraduate and postgraduate students and to initiate, conduct and supervise original research in their areas of specialization. They will also be expected to participate in Department, College and University matters.

**ASSOCIATE PROFESSOR, DEPARTMENT OF OBSTETRICS & GYNAECOLOGY  
– (1 POST)-AC/6/287/13 – (R&T)**

Applicants must be holders of a higher qualification in Obstetrics & Gynaecology such as MMed or MRCOG from a recognized university. Those with a PHD degree or MD will have an added advantage. They must have at least eight (8) years' teaching experience at both at undergraduate and postgraduate levels, three(3)of which must be at Senior Lecturer level. They must have supervised at least five (5) masters students to completion. Applicants must have at least five (5) publications in refereed journals or three (3) publications and two (2) chapters in scholarly books since the last promotion. They should show evidence of participation in curriculum development, strategic plans, teaching materials, authorship of books and presentation of papers in local, regional and international conferences. Collaboration with local and international organizations in training research grants will be an added advantage.

The successful candidates will be expected to teach at both undergraduate and postgraduate students and to initiate, conduct and supervise original research in their areas of specialization. They will also be expected to provide clinical services at KNH or any other hospital associated with the Department.

**ASSOCIATE PROFESSOR, DEPARTMENT OF PAEDIATRIC DENTISTRY &  
ORTHODONTICS – (1 POST)-AC/6/288/13 – (R&T)**

Applicants must be holders of a Ph.D. degree or show evidence of on-going PHD Studies in the relevant area of Paediatric Dentistry or orthodontics. Applicants with a Masters degree in Paediatric Dentistry or Orthodontics from a recognized university will also be considered. In both cases, they must have at least eight (8) years' teaching experience at both at undergraduate and postgraduate levels, three(3)of which must be at Senior Lecturer level. They must have supervised at least two (2) PhD students and three (3) Masters students **OR** ( 5) MDS students to completion. Applicants must have at least five (5) publications in refereed journals or three (3) publications and two (2) chapters in scholarly books since the last promotion'

The successful candidates will be expected to teach at both undergraduate and postgraduate students and to initiate, conduct and supervise original research in their areas of specialization. They will also be expected to participate in Department, College and University matters.

**SENIOR LECTURER, DEPARTMENT OF VETERINARY PATHOLOGY,  
MICROBIOLOGY & PARASITOLOGY -2 POSTS AC/6/289/13–(R&T)**

Applicants must be holders of a PhD degree in relevant field from a recognized university. They should have at least five (5) years teaching experience at both undergraduate and post graduate degree levels and must have supervised at least three (3) Masters Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least four (4) publications in refereed journals or two (2) publications in refereed journals and two (2) chapters in scholarly books since last promotion.

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

**LECTURER, DEPARTMENT OF MEDICAL PHYSIOLOGY-1 POST-AC/6/290/13-(CHS)**

Applicants must be holders of a PhD degree in an academic area of Medical Physiology from a recognized university. Applicants who possess a Masters degree in Medical Physiology and have at least three (3) years teaching experience at University level and are registered for a PhD degree 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.

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 School's activities.

**LECTURER, SCHOOL OF ECONOMICS-1 POST-AC/6/291/13- (CHSS)**

Applicants must be holders of a PhD degree in Economics from a recognized university. Applicants who possess a Masters degree in Economics and have at least three (3) years teaching experience at University level and are registered for a PhD degree 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.

The successful candidate will be expected to teach and supervise Economic theory and /or Quantitative /Mathematical Economics plus an applied area of Economics at both undergraduate and postgraduate students and undertake further research in their areas of specialization and also participate in School's activities.

**CHIEF ICT OFFICER (MIS) , ICT CENTRE- 1 POST- AC/6/292/13- (R&T)**

**Grade:** Assistant Registrar and Equivalent

**Qualifications:**

Must have minimum MSc in Computer Science or Information Systems or equivalent qualifications from a recognized institution **OR** Bachelors degree in Computer Science/Information Systems or equivalent qualifications with 3 years relevant working experience.

**Skills:**

- a) Must have technical skills in systems development.
- b) Must have technical skills in Information Systems at Bachelors degree level or equivalent.
- c) Must have effective communication and good interpersonal skills.
- d) Must have ability to work with limited supervision in information systems teams.
- e) Must have good systems analytical and diagnostic skills.

**Duties and responsibilities:**

Under the supervision of the Project Leader (MIS), the successful candidate will be expected to implement and maintain University information systems .More specifically:

- a) To analyze, design, construct, implement, maintain and support information systems on varied platforms in line with the established standards.
- b) To design and implement appropriate systems security elements.

- c) To develop adequate documentation for systems.
- d) To train system users appropriately.
- e) To identify skill requirements and pursue appropriate training.
- f) To identify tools and service requirements and advice on their procurement.
- g) To perform any other duties assigned by the Project Leader (MIS).

**Experience:**

- a) Must have 3 years systems development experience.
- b) Must have at least 1 year's team management experience.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF CHEMISTRY- 1 POST - AD/6/293/13- (CBPS)**

Applicants must be holders of a BSc degree **OR** a Higher Diploma in Applied Chemistry or equivalent plus five (5) years working experience at the level of Technologist Grade ABC. They must be computer literate. Applicants must evidence of working knowledge in a Chemistry Laboratory preferably a teaching or research laboratory.

The successful candidate will be expected to run practical classes for both undergraduate and postgraduate students with minimal supervision under the Principal Technologist and also participate in research activities in the Department.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF CLINICAL STUDIES - 2 POSTS -AD/6/294/13- (CAVS)**

Applicants must be holders of a BSc degree **OR** a Higher Diploma in Medical Laboratory Technology or equivalent plus five (5) years working experience at the level of Technologist Grade ABC in a busy teaching/research/hospital laboratory. They must be proficient with standard computer applications.

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

**ASSISTANT SENIOR SECRETARY GRADE C IN THE FOLLOWING SECTIONS:-**

- A) VICE- CHANCELLOR'S OFFICE- 1 POST- AD/6/295/13- (R&T)**
- B) SCHOOL OF LAW- 1 POST- AD/6/296/13- (CHSS)**

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.

**TECHNOLOGIST GRADE ABC, DEPARTMENT OF CLINICAL STUDIES- 2 POSTS - AD/6/297/13- (CAVS).**

Applicants should be holders of at least a KCSE Mean Grade C with credits in relevant science subjects and an Ordinary Diploma in Medical Laboratory Technology or equivalent plus 3 years relevant experience as Trainee Technologist. They must be proficient with standard computer applications.

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

**ASSISTANT CARETAKER GRADE A/B, DIRECTOR'S OFFICE, STUDENTS' WELFARE AUTHORITY-1 POST-AD/6/298/13-SWA**

Applicants should be holders of an Ordinary Diploma in Management or equivalent qualification. They must have at least four (4) years experience at supervisory level. Those without a Diploma and have at least ten (10) years experience at Grade IV supervising Cleaners/ Groundsmen in maintenance of flowerbeds, hedges, lawns and footpaths will also be considered. They must have proven good work performance record. They should be able to communicate in both English and Kiswahili languages. Those who are team players will have an added advantage.

The successful candidate will be expected to supervise cleanliness in the SWA grounds and ensure that flowers, hedges, lawns and footpaths are kept clean, neat and attractive at all times.

**DRIVER GRADE A, VICE- CHANCELLOR'S OFFICE - 1 POST -AD/6/299/13-(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 III, a Certificate in First Aid . They must have at least three (3) 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

**SENIOR MESSENGER GRADE III, CATERING DEPARTMENT- 1 POST- AD/6/300/13- (SWA)**

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) 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.

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

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

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

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

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