

UNIVERSITY OF NAIROBI

Applications are invited for the following positions:-

(FOR MORE DETAILS, PLEASE VISIT OUR WEBSITE at <http://jobs.uonbi.ac.ke>)

ASSOCIATE PROFESSOR, KISUMU LAW CAMPUS – 1 POST-AC/6/245/13– (R&T)

Applicants must be holders of a Ph.D. degree in Law or its equivalent from a recognized university. They must have at least eight (8) years' teaching experience at both 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 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 School, College and University matters.

SENIOR LECTURER, KISUMU LAW CAMPUS – 2 POSTS-AC/6/246/13– (R&T)

Applicants must be holders of a PhD degree in Law or its equivalent 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 both undergraduate and postgraduate students and undertake research in their areas of specialization

LECTURER, DEPARTMENT OF HUMAN PATHOLOGY, CLINICAL CHEMISTRY THEMATIC UNIT -1 POST-AC/6/247/13- (CHS)

Applicants must be holders of a PhD degree in Clinical Chemistry/ Medical Biochemistry or an MMED (Pathology) from a recognized university. Applicants who possess a Masters degree in Clinical Chemistry/ Medical Biochemistry and have at least three (3) years teaching experience at University level 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 clinical diagnostic work at the Kenyatta National hospital.

LECTURER, DEPARTMENT OF EDUCATIONAL STUDIES -4 POSTS-AC/6/248/13- (CEES)

Applicants must be holders of a PhD degree in Distance Education from a recognized university. They must

have studied the following subjects at Masters level:- Religious Studies, History, English, Mathematics or Economics. Applicants who possess a Masters degree Distance Education, History, English, Mathematics or Economics and have at least three (3) years teaching experience at University level and have 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 also coordinate the teaching of courses in Religious Studies, History, English, Mathematics and Economics

LECTURER, CONFUCIOUS INSTITUTE -1 POST-AC/6/249/13- (CHSS)

Applicants must be holders of a Masters degree in Linguistics and Applied Linguistics (Chinese Language) or a Masters in teaching Chinese as a foreign language from a recognized university and at least three (3) years teaching experience at University level. Registration of a relevant PhD will be an added advantage. 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, Diploma and Certificate courses

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

LECTURER, DEPARTMENT OF CONSERVATIVE & PROSTHETIC DENTISTRY-1 POST-AC/6/250/13- (CHS)

Applicants must be holders of a Masters degree in Restorative Dentistry from a recognized university with evidence of teaching in Restorative Dentistry and Dental Materials at University level. 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. Evidence of interest in Dental materials will be an added advantage.

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. They will also be expected to register for PhD degree in their areas of specialization.

TUTORIAL FELLOW- 1 POST- DEPARTMENT OF CONSERVATIVE & PROSTHETIC DENTISTRY-1 POST-AC/6/251/13- (CHS)

Applicants should be holders of a Bachelor of Dental Surgery (BDS) degree or equivalent from a recognized university. They must be registered or eligible for registration by the Kenya Medical Practitioners and Dentists Board. They must have worked for at least one year after completion of internship and also experience in research. They must show interest in Prosthetic Dentistry.

The successful candidate must be willing to pursue a teaching career in Prosthetic Dentistry and register for a Masters degree in same specialty.

CHIEF PERSONNEL OFFICER (SAR LEVEL), DIRECTOR'S OFFICE, STUDENTS WELFARE AUTHORITY- 1 POST- AC/6/252/13- (R&T)

Applicants should be holders of a Master's degree in Public Administration or Human Resource Management or its equivalent, CPS(K) or relevant professional qualification , 9 years administrative experience – 3 years at Assistant Registrar and be a Member of a recognized professional administration or management body level. Computer literacy is a must especially use of Excel and have good written and verbal communication skills..

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

- A) SCHOOL OF THE ARTS AND DESIGN-1 POST – AD/6/253/13- (CAE)**
- B) SCHOOL OF BUSINESS, MOMBASA CAMPUS- 1 POST- AD/6/254/13- (CHSS)**

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.

The successful candidate will be expected to service university committees among other duties.

SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF GEOGRAPHY & ENVIRONMENTAL STUDIES- 1 POST -AD/6/255/13- (CHSS)

Applicants must be holders of a BA/BSC in relevant area or a Higher Diploma in relevant field from a recognized institution plus five (5) years experience at the level of Technologist Grade ABC or equivalent. Knowledge in remote sensing , geographic Information Systems (GIS) and analytical techniques in geography and environmental studies will be an added advantage.

The successful candidate will be expected to participate in the preparation and teaching of practical work for both undergraduate and postgraduate students in aspects of geography and environmental studies.

ADMINISTRATIVE ASSISTANT GRADE CD IN THE FOLLOWING SECTIONS:-

- A) DEPARTMENT OF EDUCATIONAL STUDIES- 1 POST – AD/6/256/13- (CEES)**
- B) DEPARTMENT OF DISTANCE STUDIES- 1 POST – AD/6/257/13- (CEES)**

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

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

SECRETARY GRADE B, PRINCIPAL'S OFFICE, CBPS -AD/6/258/13- 1 POST -(CBPS)

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.

TECHNOLOGIST GRADE ABC, DEPARTMENT OF HUMAN PATHOLOGY, HAEMATOLOGY THEMATIC UNIT- 2 POSTS -AD/6/259/13- (CHS)

Applicants must be holders of a KCSE C or equivalent plus an Ordinary Diploma in Medical Laboratory Technology from a recognized institution plus three (3) years experience in a busy teaching, research or a medical laboratory or clinical research institute and also be registered by the KMLTTB Board. Applicants with a degree in Medical Laboratory Sciences or technology and at least one year's working experience in a teaching, research or busy medical laboratory will also be considered.

The successful candidate will be expected to support teaching and preparation of teaching materials for undergraduate and postgraduate students.

TECHNOLOGIST GRADE ABC, DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING- 1 POST -AD/6/260/13- (CAE)

Applicants must be holders of a KCSE C or equivalent with credits in relevant subjects plus an Ordinary Diploma in relevant area of Electrical & Electrical Engineering from a recognized institution plus three (3) years experience in a busy teaching institution.

The successful candidate will be expected to support teaching and preparation of teaching materials for undergraduate and postgraduate students.

CHAIRSIDE ASSISTANT GRADE ABC, DEPARTMENT OF ORAL SURGERY - 1 POST - AD/6/261/13- (CHS)

Applicants should be holders of at least a KRN/KRM or KRCHN or its equivalent qualification. They must have worked for at least 2 years since qualifying. Those with previous experience in a busy dental clinic will have an added advantage.

The successful candidate will be expected to work in oral Diagnostic Clinic with undergraduate and postgraduate students.

DRIVER GRADE IV, SCHOOL OF PHARMACY 1 POST- AD/6/262/13- (CHS)

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.

Please note that the position is full-time and on a one year contract renewable on satisfactory performance and mutual agreement.

**CLERK GRADE III, DIRECTOR'S OFFICE, STUDENTS WELFARE AUTHORITY- 1 POST-
AD/6/263/13- (SWA)**

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

Please note that the position is full-time and on a one year contract renewable on satisfactory performance and mutual agreement.

**TRAINEE TECHNOLOGIST GRADE III (GLASS BLOWING SECTION), SCIENCE
WORKSHOP- 1 POST- AD/6/264/13- (CBPS)**

Applicants should be holders of at least a KCE or KCSE certificates with passes in Chemistry, Mathematics and Biology. In addition, candidates with proven knowledge in glassblowing will have an added advantage.

**CLEANER GRADE II, DIRECTOR'S OFFICE, STUDENTS WELFARE AUTHORITY- 1 POST-
AD/6/265/13- (SWA)**

Applicants should be holders of at least a KCSE level of education or equivalent with relevant training in Housekeeping operations. Candidates with relevant working experience in hospitality environment will have an added advantage.

Please note that the position is full-time and on a one year contract renewable on satisfactory performance and mutual agreement.

**ASSISTANT ADMINISTRATOR, NAIROBI SURGICAL SKILLS CENTRE- 1 POST-
AD/6/266/13- (CHS)**

Applications are invited for the position of Technician ABC in the Department of Orthopaedic Surgery. Applicants should be holders of a Science related Bachelor's degree. Those with a Medical Laboratory oriented degree will have an added advantage. They should be computer literate. Those with an administrative experience will have an added advantage. They should be interested in acquisition of cadavers and also provision of animals and animal products for surgical skills.

The successful candidate will be stationed at the Department of Human Anatomy, Chiromo and will assist the Administrator of NSSC and be responsible for implementation of the UoN side of the MOU between Johnson and Johnson and UoN.

Please note that the position is full-time and on a one year contract renewable on satisfactory performance and mutual agreement.

GRANTS OFFICER GRADE EF, PRINCIPAL'S OFFICE, COLLEGE OF HEALTH SCIENCES- 1 POST- AD/6/267/13- (CHS)

Applicants should be holders of at least a Bachelor's degree (at least a Lower second Class honours) degree from a recognized university. They should have at least three years working experience in grants management or comparable position. They should have good oral and written communication skills. They must be computer literate with experience in using online databases and other sources to locate grant information.

The successful candidate will be expected to offer administrative and technical support to grant awardees and would be responsible for coordinating projects activities in the college in liaison with Principal investigators and grants office.

Please note that the position is full-time and on a one year contract renewable on satisfactory performance and mutual agreement

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
SWA The Director, Students' Welfare Authority, P.O Box 30197-00100, Nairobi.
CHSS The Principal, College of Humanities & Social Sciences, P.O Box 30197-00100, Nairobi.
CEES The Principal, College of Education & External Studies, P.O Box 30197-00100, Nairobi.
CBPS The Principal, College of Biological & Physical Sciences, P.O Box 30197-00100, Nairobi.
CAE The Principal, College Architecture & Engineering, P.O Box 30197-00100, Nairobi.
CHS The Principal, College of Health Sciences, 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, June 21, 2013.