

# UNIVERSITY OF NAIROBI

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS:-

## PROJECT ADVERTISEMENTS

### 1. DEPARTMENT OF OBSTETRICS & GYNAECOLOGY ICAP PROJECT

#### PROJECT ADMINISTRATOR- 1 POST- AD/6/250/12- (CHS)

Applicants should be holders of a Bachelor's degree in Administration or Management or its equivalent. They must be proficient in Microsoft Office and grants management. They must have at least one (1) year's experience in project management. Experience in management of donor- funded projects will be an added advantage.

The successful candidate will be expected to:-

- Maintain records of personnel, facilities , supplies and equipment;
- Order supplies and liaise with suppliers;
- Coordinate transport, meetings and ensure employee welfare and safety.

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

### 2. DEPARTMENT OF MEDICAL MICROBIOLOGY KENYA AIDS VACCINE INITIATIVE (KAVI)

#### INFORMATION TECHNOLOGY OFFICER- 1 POST- AD/6/251/12- (CHS)

Applicants should be holders of at least a Diploma in IT from a recognized institution. Those with a BSc in Information technology will have an added advantage. They should be proficient in database design and website design. Proficiency in the use of SPSS and ACCESS computer packages will be an added advantage. They should be able to service and maintain computers. They should have at least three (3) years working experience in a research institution.

They should have the following skills/knowledge :-

- Ability to evaluate various data entry instrument performance and quality of the instruments;
- Excellent computer skills and ability to work with minimum supervision;
- Knowledge of clinical and laboratory operations and procedures;
- Excellent verbal and written communication and customer service skills.

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

### 3. INSTITUTE OF TROPICAL & INFECTIOUS DISEASES(UNITID)

a) **CLINICAL OFFICER (MOMBASA)- 1 POST- AD/6/252/12- (CHS)**

Applicants should be holders of a Diploma in Clinical Medicine from a recognized institution. They must be registered by the Clinical Officer Council. In addition, they must have at least two (2) years experience working in clinical research or clinical care. Those who have experience conducting research including counseling and collection of clinical specimen will have an added advantage. A certificate of training in HIV/AIDS management will be an added advantage. They must have excellent communication skills.

The successful candidate will be expected to work in a busy research project.

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

b) **ASSISTANT DATA ENTRY CLERK (MOMBASA)- 1 POST- AD/6/253/12-(CHS)**

Applicants should be holders of at least a KCSE C+ or its equivalent and be computer literate. Those who experience working in a data entry, data cleaning and quality assurance procedures and previous experience working in a research setting will have an added advantage.

The successful candidate will be expected to have attention to finer details, have excellent interpersonal and communication skills and be required to handle a large volume of data entry and cleaning.

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

**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**

**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 29 2012.**

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