

## UNIVERSITY OF NAIROBI

### INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY

#### **PROFESSOR, DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS – 1 POST AC/3/103/13 -- (R&T)**

Applicants must be holders of an MBChB degree or its equivalent with an MMed degree or a Ph.D. degree in Internal Medicine or equivalent 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.

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

#### **PROFESSOR, SCHOOL OF BIOLOGICAL SCIENCES- AC/3/104/13- (1 POST) - (R&T)**

Applicants must be holders of a Ph.D. degree in any of the following disciplines;- Ecology, Microbiology, Entomology, Parasitology or Genetics 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.

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 School and College activities such as curriculum development among other administrative duties.

#### **ASSOCIATE PROFESSOR, DEPARTMENT OF FOOD SCIENCE, NUTRITION & TECHNOLOGY – 1 POST- 1 POST- AC/3/105/13- (R&T)**

Applicants should be holders of a PhD degree in Food Science & Technology from a recognized university. They must have at least eight (8) years' teaching experience at both undergraduate and postgraduate degree 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 candidate 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 Department/Faculty/College matters.

**SENIOR LECTURER, DEPARTMENT OF EXTRA MURAL –2 POSTS  
-AC/3/106/13–(R&T)**

Applicants must be holders of a PhD degree in Distance Education or equivalent in a 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 CHEMISTRY-1 POST-AC/3/107/13- (CBPS)**

Applicants must be holders of a PhD degree in Chemistry from a recognized university. Applicants who possess a Masters degree in Chemistry 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

**ASSISTANT REGISTRAR, OFFICE OF THE DEPUTY VICE- CHANCELLOR (A&F)  
-9 POSTS- AC/3/108/13-(R&T)**

Applicants should be holders of at least a Masters degree in Public Administration or Human Resource Management or its equivalent, CPS(K) or relevant professional qualification, 6 years administrative experience , 3 of which must have been as a Senior Administrative Assistant Grade EF. They must be computer literate and be members of a recognized professional administration or management body.

**SENIOR ASSISTANT EXECUTIVE SECRETARY GRADE F, PRINCIPAL'S OFFICE,  
COLLEGE OF AGRICULTURE & VETERINARY SCIENCES- 1 POST- AD/3/109/13-  
(CAVS)**

Applicants should be holders of at least 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 60 wpm
- Diploma in Business Administration

They should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages and have at least three (3) years experience as a Assistant Executive Secretary Grade E. They should also have knowledge of Anti-virus Tools.

**ASSISTANT PROCUREMENT OFFICER GRADE CD -3 POSITIONS-  
PROCUREMENT DIVISION- AD/3/110/13-(R&T)**

Applicants must have a Bachelors degree in either Business Administration or Economics from a recognized University. They must have Foundation diploma in Purchasing & Supply Management from the chartered Institute of Purchasing & Supply Management. Applicants must have at least 5 years experience. Those in Grade AB with 7 years experience and are holders of Foundation Diploma from Chartered Institute of Purchasing & Supply or an equivalent Diploma from a recognized institution will also be considered. Applicants are required to have IT skills.

**ASSISTANT SENIOR SECRETARY GRADE C, FACULTY OF VETERINARY  
MEDICINE -AD/3/111/13- 1 POST -(CAVS)**

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.

**MESSENGER GRADE II, DEPARTMENT OF ORAL & MAXILLOFACIAL SURGERY-  
1 POST – AD/9/112/12- (CHS)**

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.

**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.

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

**CLOSING DATE: Friday, April 5 2013.**

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

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