

UNIVERSITY OF NAIROBI

Applicants are invited for the following positions:-

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

LECTURER - DEPARTMENT OF FOOD SCIENCE, NUTRITION& TECHNOLOGY -1 POST- AC/3/113/13- (CAVS)

Applicants must have a PhD degree in Food Science or related field from a recognized university. In addition they must have a minimum of two (2) Publications in Refereed Journals or two (2) Chapters in Scholarly books.

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 the Department's activities. *Please note that the appointment will be on a two year contract term, renewable on mutual agreement.*

PART- TIME LECTURER, DEPARTMENT OF PUBLIC HEALTH, PHARMACOLOGY& TOXICOLOGY – 3 POSTS- AC/3/114/13- (CAVS)

Applicants should be holders of Masters Degree or PhD in Leather Science and a Bachelor's degree in related field. They should be able to teach atleast one or more of the following courses:-

1. Leather Goods and Footwear Design
2. Principles of Leather Technology
3. Light Leather Processing
4. Advanced Clean Technology
5. Material Science
6. Pigment& Dyestuff Application
7. Quality Assurance

GRADUATE ASSISTANT, DEPARTMENT OF ELECTRICAL& INFORMATION ENGINEERING- 2 POSTS- AC/3/115/13/- (CAE)

Applicants should be holders of at least a first class honours degree in Electrical Engineering. They are expected to have started the process of registering for a Masters degree in the area they wish to specialize in.

COUNSELLOR, DEAN OF STUDENTS' OFFICE-1 POST- AC/3/116/13- (R&T)

Applicants should be holders of at least a Masters degree in Psychology Counseling or equivalent from a recognized university. They must have proof of having worked in an institution of higher learning offering counseling and guidance with at least ten (10) years experience in dealing with youth and must be members of a counseling professional body.

The successful candidate will be expected to counsel the university community in collaboration with the Dean of Students, Students ' Welfare Authority and Special Students' Advisor, University Health Services among other inter- related Departments.

SENIOR PROCUREMENT OFFICER (ASSISTANT REGISTRAR LEVEL) -1 POST- AC/3/117/13- (R&T)

Applicants must be holders of a Masters degree in Commerce, Economics or Business Administration. They must also be in possession of the Final Diploma in Purchasing and Supplies Management from the Chartered Institute of Purchasing & Supply. They must be members of a professional procurement body. They must have at least five (5) years experience in a middle level management position in a large organization. They must possess outstanding management and administrative skills in Procurement, Supplies and Management and must also be well-versed in Public Procurement and Disposal Law and proven integrity record.

The successful candidate will be expected to do the following:-

- Coordination, preparation and consolidation of Annual Procurement Plan
- Provide secretariat services to Procurement Committee
- Ensure that all procurement transactions are as per the Public Procurement & Disposal Act (2005) and Public Procurement and Disposal Regulations (2006)
- Advise on Public Procurement Law, among other duties.

ADMINISTRATIVE ASSISTANT, PAN AFRICAN CHEMISTRY NETWORK- 1 POST- AD/3/118/13- (CBPS)

Applicants should be holders of at least a BSc degree in Chemistry (First Class or Upper Second). They should have interest in International Societies such as Royal Society of Chemistry. They should be competent in all Microsoft packages and be familiar with sourcing internet information. They should also be competent with report writing and also good at raporteuring. They should be able to work with minimum supervision. *Please note that the appointment will be on a one year contract term, renewable on mutual agreement.*

TRAVEL OFFICER GRADE CD, UoN BUSINESS CENTRE, FINANCE DEPARTMENT - 1 POST- AD/3/119/13- (R&T)

Applicants should be holders of at least a Bachelor's degree in travel and tourism or its equivalent. They must be computer literate with hands on experience with Galileo or Amadeus Reservations System. Those with IATA accredited certificates will have an added advantage. They must have excellent interpersonal, communication and administrative skills and capacity to work under tight deadlines in a multidisciplinary environment. They must have at least 3 years experience in hotel, international and local flight boeing, visa and passport applications as well as other travel related support. *Please note that the appointment will be on a one year contract term, renewable on mutual agreement.*

TRAVEL OFFICER GRADE AB, UoN BUSINESS CENTRE, FINANCE DEPARTMENT
- 1 POST- AD/3/120/13- (R&T)

Applicants should be holders of at least a KCSE C or its equivalent. They must have at least a Diploma in Travel and tours Management. They must be computer literate. Those with IATA accredited certificates will have an added advantage. They must have excellent interpersonal, communication and administrative skills and capacity to work under tight deadlines in a multidisciplinary environment. They must have at least 2 years experience in hotel, international and local flight boeing, visa and passport applications as well as other travel related support. *Please note that the appointment will be on a one year contract term, renewable on mutual agreement.*

SENIOR STOREMAN GRADE AB, SCHOOL OF DENTAL SCIENCES- 1 POST-
AD/3/121/13- (CHS)

Applicants should be holders of at least a KCSE Grade C with ‘C’ in English and Mathematics or an equivalent qualification, Diploma in Supplies Management and at least three (3) years at Grade IV. Those with at least five years experience in a busy hospital store will have an added advantage.

ASSISTANT SECRETARY GRADE A, FACULTY OF VETERINARY MEDICINE
- 1 POST-AD/3/122/13- (CAVS)

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.

Please note that the appointment will be on a one year contract term, renewable on mutual agreement and will be posted to Associate Dean’s Office, Faculty of Vet. Medicine.

ASSISTANT SECRETARY GRADE A, DEPARTMENT OF MEDICAL MICROBIOLOGY-
1 POST-AD/3/123/13- (CHS)

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.

**MESSENGER GRADE II, DEPARTMENT OF PSYCHIATRY- 1 POST – AD/3/124/13-
(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.

Please note that the appointment will be on a one year contract term, renewable on mutual agreement.

**CLEANER GRADE II, DEPARTMENT OF MEDICAL MICROBIOLOGY- 2 POSTS-
AD/3/125/13- (CHS)**

Applicants should be holders of at least a KCSE level of education or its equivalent. They must have at least 3 years relevant experience at Grade I or equivalent post. Those who have relevant experience in a health institution will have an added advantage.

Please note that the appointment will be on a one year contract term, renewable on mutual agreement.

POSITIONS IN THE ICT CENTRE

A) SENIOR ICT OFFICER (SECURITY) GRADE DEF-1 POST- AD/3/126/13- (R&T)

Applicants must have at least a BSc. in Computer Science or equivalent qualification from a recognized University. They must have at least 1 year relevant technical experience in a corporate environment.

They must have the following **Skills**:

- (a) Must have necessary skills to carry out computer-based systems auditing
- (b) Must have good interpersonal and communication skills
- (c) Must have a proven track record for problem solving and a sound diagnostic ability
- (d) Must have the ability to work with limited supervision.

Duties and Responsibilities:

Under the general supervision of Chief ICT officer (Security), participate in, monitoring, evaluation, and implementation of appropriate security measures in line with the University's vision and mission. More specifically:

- (a) To assist in the development, implementation and enforcement of necessary security policies, standards and measures
- (b) To manage the university's corporate antivirus solutions
- (c) To assist in the management of the University's firewall systems
- (d) To manage, audit and carry out regular maintenance on ICT security servers.
- (e) To research on current trends in ICT security practices and propose best practice solutions appropriate to the University
- (f) To perform any other duties as assigned by the Chief ICT officer (Security)

B) SENIOR ICT OFFICER (SYSTEM ADMINISTRATION) GRADE DEF-1 POST- AD/3/127/13- (R&T)

Applicants must have minimum of BSc. in Computer Science or Information Systems or equivalent qualification from a recognized. They must have at least 1 year's experience in Systems Administration in a corporate environment. They must have the following skills:-

- (a) Must have technical skills in System Administration on diverse platforms.
- (b) Must have effective communication and good interpersonal skills.
- (c) Must have good systems diagnostic skills.

Duties and responsibilities:

Under the supervision of the Chief ICT Officer (Systems Administration) to manage University server systems. More specifically:

- (a) To provide system administration services for University servers.
- (b) To assist in the installation, configuration, maintenance and support of server systems.
- (c) To manage server systems users.
- (d) To assist in the implementation and management of server security systems and procedures.
- (e) To monitor and fine-tune the performance of servers and server processes.
- (f) To identify tools, services and facility requirements and advice on their procurement.
- (g) To carry out server systems, recovery, backup procedures and audit systems log.
- (h) To perform other duties assigned by Chief ICT Officer (Systems Administration)

C) SENIOR ICT OFFICER (VOICE SERVICES) GRADE DEF-1 POST- AD/3/128/13- (R&T)

Applicants must have minimum BSc. in Telecommunication, Electrical/Electronic Engineering, Computer Science or Higher National Diploma in Telecommunication, Electrical/Electronic Engineering, Computer Science with at least 3 years experience or equivalent qualification from a recognized institution and at least 1 year experience in communication networks design and services support. They must have the following skills:-

- (a) Must have technical skills in telecommunication networks, and service management.
- (b) Must have effective communication and good interpersonal skills.
- (c) Must have good systems analytical and diagnostic skills.

Duties and responsibilities:

Reporting to the Chief ICT Officer (Communication), to implement and maintain University hardware infrastructure and services More specifically:-

- (a) To implement, maintain and support communication networks in line with the established standards.
- (b) To train users in and provide support for proper use and access of communication resources and services.
- (c) To configure and ensure proper functioning of communication equipment.
- (d) To implement and enforce communication policies and standards
- (e) To implement client-level security configurations to minimize host vulnerabilities.
- (f) To manage assigned segments of communication Networks.
- (g) To adequately document communication infrastructure and related issues.
- (h) To identify tools, services and repair facility requirements among other duties

D) ICT OFFICER (MAINTENANCE) GRADE:ABC, 1 POST- AD/3/129 /13- (R&T)

Applicants must have KCSE minimum Grade C and a Higher National Diploma in Electrical/Electronic Engineering, Computer Science, or equivalent qualification **OR** an Ordinary Diploma in Computer Science, Electrical/Electronic Engineering or equivalent qualification and at least 3 year's computer networks and equipment support services experience. They must have the following skills:

- (a) Must have technical skills in maintenance of ICT hardware, communication infrastructure and peripherals
- (b) Must have sound systems analytical and diagnostic skills
- (c) Must have PC Security and software installation and configuration skills
- (d) Must have effective communication and good interpersonal skills.

Under the supervision of the **Senior ICT Officer (Maintenance)**, to diagnose and perform ICT hardware repairs and maintenance. More specifically:

- (a) To prepare PCs for users by installing required and standard software.
- (b) To troubleshoot and repair ICT equipment, software and accessories.
- (c) To maintain records on the repairs and maintenance of different equipment
- (d) To troubleshoot and repair network equipment and accessories.
- (e) To perform any other duties assigned by the Senior ICT Officer (Maintenance).

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

CAVS The Principal, College of Agriculture & Veterinary Sciences, 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.

PLEASE NOTE THAT THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

CLOSING DATE: Friday, April 5, 2013.

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