

UNIVERSITY OF NAIROBI

Applicants are invited for the following positions:-

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

LECTURER (ENVIRONMENTAL POLICY), CENTRE FOR ADVANCED STUDIES IN ENVIRONMENTAL LAW & POLICY- CASELAP -1 POST-AC/5/204/13- (CHSS)

Applicants must be holders of a PhD degree in a combination of fields relevant to Environmental Policy e.g. Environmental Planning & Management, Water, Energy, Land Use, Urban Planning & Management and Environmental Health etc from a recognized university. 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 postgraduate Diploma, undergraduate and postgraduate students and undertake further research in their areas of specialization and also be involved in development of curriculum for Environmental Law, Policy and Diplomacy.

LECTURER (ENVIRONMENTAL LAW), CENTRE FOR ADVANCED STUDIES IN ENVIRONMENTAL LAW & POLICY- CASELAP -1 POST-AC/5/205/13- (CHSS)

Applicants must be holders of a PhD degree in Law from a recognized university with specialization in Environmental Jurisprudence, Wetlands, Water resources Law, Climate Change Law, Biodiversity & Biotechnology and Access to Environmental Justice. 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 postgraduate students and undertake further research in their areas of specialization and also be involved in development of curriculum.

LECTURER (ENVIRONMENTAL DIPLOMACY), CENTRE FOR ADVANCED STUDIES IN ENVIRONMENTAL LAW & POLICY- CASELAP -1 POST-AC/5/206/13- (CHSS)

Applicants must be holders of a PhD degree and be specialized in International Relations, International Law with specialization in International Environmental Law, Policy, Negotiation or Diplomacy from a recognized university. 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. Scholarly works should include topics in Settlements of Disputes, Resolution of Conflicts, The Art & Procedure of Negotiation and Negotiation on the Use of natural Resources. They should also show evidence of experience in organizing postgraduate certificate courses for outreach and capacity enhancement of mid- career target groups.

The successful candidate will be expected to teach and supervise at both postgraduate Diploma, undergraduate and postgraduate students and undertake further research in their areas of specialization.

LECTURER (SOIL SCIENCE), LAND RESOURCE MANAGEMENT & AGRICULTURAL TECHNOLOGY (LARMAT) -1 POST-AC/5/207/13- (CAVS)

Applicants must be holders of a PhD degree in Soil Science relevant area with specialization in Soil Physics, Eco- Hydrology and/or Soil & Water Management from a recognized university. Applicants who possess a Masters degree in relevant area and have at least three (3) years teaching experience at University level and are registered for a PhD degree in relevant area 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.

TUTORIAL FELLOW, DEPARTMENT OF ENVIRONMENTAL & BIO-SYSTEMS ENGINEERING-1 POST-AC/5/208/13-(CAE)

Applicants must be holders of a Masters degree in Agricultural Engineering or Environmental and Bio-Systems Engineering from a recognized university. Applicants with at least two (2) years teaching experience at university level will have an added advantage. They are expected to have registered for a PhD degree in relevant area. Applicants who have evidence of research activity and at least one (1) publication in referred journal or conference proceeding will have an added advantage.

Successful candidates will be required to teach at both undergraduate and postgraduate students, supervise their research projects, and to initiate and conduct research in their areas of specialization as they pursue their PhD degree.

GRADUATE ASSISTANT, DEPARTMENT OF ENVIRONMENTAL & BIO-SYSTEMS ENGINEERING-2 POSTS-AC/5/209/13-(CAE)

Applicants must be holders of a BSc. degree in Environmental & Bio-Systems Engineering (First Class Honours) from a recognized university. Applicants should show evidence of having registered or in the process of registering for a Masters degree programme in Environmental & Bio-Systems Engineering.

LIBRARIAN, UNIVERSITY LIBRARY (KISUMU AND MOMBASA CAMPUSES) - 2 POSTS- AC/5/210/13- (R&T)

Applicants should be holders of at least a Masters degree in Librarianship or Library & Information Science or its equivalent. They must have at least 6 years experience in a busy library, 3 of which must be after qualifying for a postgraduate degree. Those with evidence of research and experience in academic libraries will have an added advantage. They must be computer literate.

The successful candidates will be expected to manage libraries in Mombasa and Kisumu campuses and also participate in teaching of Information Skills Programme to both undergraduate and postgraduate students.

REPOSITORY ADMINISTRATOR, UNIVERSITY LIBRARY- 1 POST- AC/5/211/13- (R&T)

Applicants should be holders of at least a Masters degree in Librarianship or Library & Information Science or its equivalent. They must have at least 6 years experience in a busy library, 3 of which must be after

qualifying for a postgraduate degree. Those with experience in Digital/ Institutional repositories will have an added advantage .They must be computer literate.

The successful candidates will be expected to be in charge of the UoN Digital Repository. They will also be expected to liaise with Departments in identifying relevant documents for the Repository.

ASSISTANT DEAN OF STUDENTS, DEAN OF STUDENTS' OFFICE-2 POSTS-AC/5/212/13-(R&T)

Applicants must be holders of a Masters degree in Counselling Psychology or its equivalent qualification from a recognized university. They must have at least five years experience dealing with youth especially in an institution of higher learning.

The successful candidate will assist the University's Dean of Students in administration of students' welfare services in Mombasa and Kisumu campuses.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF OBSTETRICS & GYNAECOLOGY
- 1 POST -AD/5/213/13- (CHS)**

Applicants must be holders of a BSc degree or Higher Diploma in Medical Laboratory Technology or equivalent area of relevance to Laboratory Medicine plus five (5) years experience at the level of Medical Technologist Grade ABC or equivalent in a busy teaching, research or clinical laboratory and must be trained in Good Clinical Laboratory Practices and also be registered by the KMLTTB Board. laboratory. Those who are specialized in Clinical Chemistry or Cytology will have an added advantage. They must have worked in a busy medical laboratory.

The successful candidate will be expected to operate technical procedures, supervise support staff and organize practical for both undergraduate and postgraduate students as well as manage teaching, research and clinical laboratories in the Department with minimum supervision.

LEGAL ASSISTANT GRADE CD, LEGAL OFFICE- 1 POST- AD/5/214/13- (R&T)

Applicants should be holders of at least a Diploma in Legal Studies from a recognized institution. They must have at least three years experience in a busy law firm or a government legal Department. They must be computer literate.

Under the supervision of the Assistant Legal Officer, the successful candidate will be expected to

- Assist in preparation of legal documents such as leases and trust deeds due for registration at the Lands registry
- Assist in preparation of legal briefs for advocates
- Undertake any other duties as may be assigned by the Chief Legal Officer among other duties.

**ASSISTANT SENIOR SECRETARY GRADE C, LEGAL OFFICE- 1 POST – AD/5/215/13-
(R&T)**

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 OBSTETRICS & GYNAECOLOGY
- 2 POSTS -AD/5/216/13- (CHS)

Applicants must be holders of a KCSE C or equivalent plus an Ordinary Diploma in Medical Laboratory Technology or equivalent area of relevance to Laboratory Medicine plus three (3) years experience in a busy teaching, research or clinical laboratory and also be registered by the KMLTTB Board. Those who have exposure Gynaecological Cytology, Andrology, research work and Good Clinical Practice will have an added advantage. They must have worked in a busy medical laboratory.

The successful candidate will be expected to operate technical procedures, supervise support staff and organize practical for both undergraduate and postgraduate students as well as manage teaching, research and clinical laboratories in the Department with minimum supervision.

TECHNOLOGIST GRADE ABC, DEPARTMENT OF MEDICAL MICROBIOLOGY
- 2 POSTS -AD/5/217/13- (CHS)

Applicants must be holders of a KCSE C or equivalent with credits in Biology, Chemistry, Mathematics/ Physics and English/Kiswahili plus an Ordinary Diploma in Medical Laboratory Technology plus three (3) years experience in a busy clinical laboratory or clinical research institute and also be registered by the KMLTTB Board.

The successful candidate will be expected to operate technical procedures, organize practical for both undergraduate and postgraduate students as well as manage teaching, research and clinical laboratories in the Department with minimum supervision.

ASSISTANT GRAPHIC DESIGNER GRADE IV- 2 POSTS-ACADEMIC DIVISION
- AD/5/218/13- (R&T)

Applicants should be holders of Diploma in Graphic Design, Diploma in Information Technology with a bias in programming (visual Basic) and Graphic Design (CorelDraw). Those who have at least 3years relevant working experience in a Public University setting will have an added advantage.

The duties they will be as follows:-

- Photo editing, scanning signatures and uploading the photos and signatures to the SMIS for Printing
- They must be computer literate.

Please note that the contract will be on a one year contract terms renewable on mutual agreement.

ASSISTANT CARETAKER GRADE AB- 1 POST- PRINCIPAL'S OFFICE, COLLEGE OF BIOLOGICAL & PHYSICAL SCIENCES- AD/5/219/13- (CBPS)

Applicants should be holders of at least a KCSE D+ certificate or equivalent. They must also possess an ordinary Diploma in Management and have at least four (4) years relevant experience supervising Cleaners/Groundsmen/Sweepers.

ASSISTANT REGISTRY SUPERVISOR GRADE AB, ADMINISTRATION DIVISION -2 POSTS- AD/5/220/13- (R&T)

Applicants should be holders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent, a Certificate in Record Keeping or Office Management, KATC final or ACNC or its equivalent. They must have at least three (3) years of service as Records Clerk III/IV or equivalent qualification. They must be computer literate. Applicants who have exposure to archival environment, practical knowledge of preservation/conservation of non- book material and practical knowledge- of records classification, records survey and appraisal will have an added advantage.

ASSISTANT SECRETARY GRADE A, OFFICE OF DEPUTY VICE CHANCELLOR RESEARCH, PRODUCTION& EXTENSION- 1 POST-AD/5/221/13- (R&T)

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 position is on a one year contract renewable on satisfactory performance and mutual agreement.

REGISTRY/FILING CLERK GRADE A, SCHOOL OF LAW, - 1 POST- AD/5/222/13-(CHSS)

Applicants should be holders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent, Office Management, Record Keeping Courses or certificate in Archives and Records Management, KATC Intermediate or ACNC Part I or equivalent qualifications.

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

REGISTRY CLERK GRADE IV, ADMINISTRATION DIVISION -1 POST- AD/5/223/13- (R&T)

Applicants should be holders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent, three (3) years experience as Clerk Grade III in a registry setup. They must have good knowledge of receipt and registration of mail, filing and retrieval of records and must have shown merit and ability in

work performance and results. Those with a Certificate in Records Management and Computer Studies will have an added advantage.

**REGISTRY CLERK GRADE III, ADMINISTRATION DIVISION
-1 POST- AD/5/224/13- (R&T)**

Applicants should be holders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent, three (3) years experience as Clerk Grade II in a registry setup. They must have good knowledge of receipt and registration of mail, filing and retrieval of records and must have shown merit and ability in work performance and results. Those with a KCSE Grade D+ and Certificate in Records/Business Management , Diploma in Business Management Pt I and are computer literate will also be considered.

HEADMAN GRADE III IN THE FOLLOWING SECTIONS:-

- A) PRINCIPAL'S OFFICE, COLLEGE OF AGRICULTURE & VETERINARY SCIENCES- 1 POST- AD/5/225/13- (CAVS)
- B) PRINCIPAL'S OFFICE, COLLEGE OF BIOLOGICAL & PHYSICAL SCIENCES- 1 POST- AD/5/226/13- (CBPS)

Applicants should be holders of at least a KCSE D+ or equivalent and a Certificate in Management plus at least 3 years experience supervision of Cleaners and Sweepers and also experience in managing large grounds as well as knowledge of operating lawn machinery.

SENIOR MESSENGER GRADE III, VICE- CHANCELLOR'S OFFICE- 1 POST- AD/5/227/13- (R&T)

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 for at least three (3) years, two (2) of which must be in an executive office in a public university setting. 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.

MESSENGER GRADE II, IN THE FOLLOWING UNITS:-

DEPARTMENT OF PSYCHIATRY- 1 POST- AD/5/228/13- (CHS)

SCHOOL OF PUBLIC HEALTH-1 POST- AD/5/229/13- (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 for Messenger grade II in the Department of Psychiatry is on a one year contract term renewable on mutual agreement.

TRAINING COORDINATOR, PACE PROJECT, DEPARTMENT OF CLINICAL MEDICINE& THERAPEUTICS- 1 POST -AC/5/230/13- (CHS)

Applicants should be holders of at least a Bachelor's degree in relevant discipline from a recognized university with at least two years relevant work experience. They must be computer literate

The successful candidate will be expected to coordinate all training activities for the Partnership for Advanced Clinical Education (PACE), perform logistical functions that include venue sourcing, accommodation and meals among other duties.

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

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.

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, May 31 2013.

PLEASE NOTE THAT THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.