

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY

ASSOCIATE PROFESSOR, DEPARTMENT OF AGRICULTURAL ECONOMICS – 1 POST-AC/5/231/13 – (R&T)

Applicants must be holders of a Ph.D. degree in Agricultural and Social Economics and specialize in the following areas: Agricultural Extension & Rural Sociology, Economic Development, Management Science, Teaching Methods in Agriculture, Social Science research Methods, Gender & Economics Development and /or Farm Management and Production Economics from a recognized university. They must have at least eight (8) years' teaching experience at both at 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 at 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 Departmental, Faculty, College and University matters. They will also be expected to enhance use of ODEI mode in all departmental programmes among other duties.

DEPUTY REGISTRAR, OFFICE OF THE VICE CHANCELLOR -1 POST- AC/5/232/13- (R&T)

Applicants must be holders of a Masters degree in Public Administration or Human Resource Management, Communication Studies or its equivalent from a recognized University. They must also be in possession of a CPS (K) or Post graduate Diploma in Human Resource Management or equivalent. In addition they must have at least nine (9) years administrative experience in various administrative aspects, three (3) of which must be at Senior Assistant Registrar level. Applicants should be computer literate. They must be members of a recognized professional administration or management body. They must be team-players and be competent in all major aspects of human resource management. Those who possess a PhD degree in the relevant fields will have an added advantage.

EXECUTIVE SECRETARY I (SENIOR ASSISTANT REGISTRAR LEVEL), OFFICE OF THE VICE- CHANCELLOR – 1 POST- AC/5/233/13- (R&T)

Applicants should be holders of at least KCSE Grade C or KCE Div. II 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
- 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. At least 3 years working experience as Executive Secretary II .

OR

A good 1st degree, secretarial skills including Typewriting, Shorthand and Office Management and an excellent command of both written and spoken English. They should also have at least 3 years working experience as Executive Secretary II (Assistant Registrar Level) , have knowledge of Anti-virus Tools. Those with a Masters degree in a relevant field will have an added advantage.

ASSISTANT EXECUTIVE SECRETARY GRADE E, OFFICE OF THE VICE-CHANCELLOR – 1 POST- AD/5/234/13- (R&T)

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 50 wpm

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 Senior Secretary Grade D. They should also have knowledge of Anti-virus Tools.

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

CLOSING DATE: Friday, May 31, 2013.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

MNM/