

# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEEES ONLY.

### **ASSOCIATE PROFESSOR, DEPARTMENT OF PHARMACEUTICS & PHARMACY PRACTICE -1 POST-AC/5/110/18- ( R&T)**

An applicant should be a holder of an earned PhD degree in Pharmaceutics or Pharmaceutical Sciences or sub- specialty training/fellowship in relevant field from a recognized University .They must at least have at least three (3) years teaching experience at Senior Lecturer level. The applicant must have supervised at least two (2) PhD students and three (3) Masters Students to completion. Applicants must have a minimum of forty eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty two (32) should be from refereed scholarly journals. They must have attracted research or development funds as a Senior Lecturer and registered with the relevant professional body (where applicable).

The successful candidate is expected to lead in technical proposal writing for funding and teach both at undergraduate and post graduate degree levels.

### **SENIOR LECTURER, DEPARTMENT OF PHARMACEUTICS & PHARMACY PRACTICE 4 POSTS-AC/5/111/18- (R&T)**

Applicants should be holders of at least a PhD degree in Pharmaceutics or Pharmaceutical Sciences, Industrial Pharmacy, Clinical Pharmacy or sub- specialty training/fellowship in relevant field from a recognized University. They must have a minimum of five (5) years solid teaching experience in their areas of specialization at both undergraduate and post-graduate levels and six (6) years research/industry experience.

They must have successfully supervised at least three (3) Masters Students. Applicants must have a minimum of thirty two (32) publication points as a lecturer or equivalent, of which at least twenty four (24) should be in refereed journals.

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 do clinical duties at the Kenyatta National Hospital.

**SENIOR LECTURER -1POST--SCHOOL OF JOURNALISM AND MASS COMMUNICATION- AC/5/112/18- ( R&T)**

Applicants should be holders of a PhD degree in Communication Studies with specialization in Media, Public Relations or Development Communication from a recognized university. They must have a minimum of five (5) years solid teaching experience in their areas of specialization at both undergraduate and post-graduate levels and six (6) years research/industry experience.

They must have successfully supervised at least three (3) Masters Students. Applicants must have a minimum of thirty two (32) publication points as a lecturer or equivalent, of which at least twenty four (24) should be in refereed journals.

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.

**SENIOR LECTURER -1POST-DEPARTMENT OF HISTORY & ARCHAEOLOGY- AC/5/113/18- (R&T)**

Applicants should be holders of a PhD degree in History or Archaeology from a recognized university. They must have a minimum of five (5) years solid teaching experience in their areas of specialization at both undergraduate and post-graduate levels and six (6) years research/industry experience.

They must have successfully supervised at least three (3) Masters Students. Applicants must have a minimum of thirty two (32) publication points as a lecturer or equivalent, of which at least twenty four (24) should be in refereed journals.

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.

**LECTURER, INSTITUTE OF ANTHROPOLOGY, GENDER & AFRICAN STUDIES - 2 POSTS-AC/5/114/18- (CHSS)**

Applicants must be holders of a PhD degree in the relevant area of Anthropology or related disciplines from a recognized university. Applicants who possess a Masters degree in the relevant area of specialization and have at least three (3) years teaching experience at University level and are registered for a PhD degree in the relevant area will also be considered. They must be specialized in at least four areas: - Research Methods in Anthropology, Medical Anthropology, Economic Anthropology, Development Anthropology, Anthropological Theory, Gender & Development, Culture & Communications, Cultural anthropology, History of Anthropological Thought, Urban Anthropology, Applied Anthropology and Psychological Anthropology. They should have research

experience, with at least 24 publications points of which 16 should be from refereed journals . They should show evidence of continuing research activity.

The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students and undertake further research in their areas of specialization and also participate in Departmental activities.

**CHIEF TECHNOLOGIST, DEPARTMENT OF AGRICULTURAL ECONOMICS- 1 POST- AC/5/115/18- (CAVS)**

Applicants must be holders of an M Sc. in Agricultural Economics plus 5 years experience at the level of Senior Technologist grade DEF.

OR

A B.Sc. or Higher Diploma in relevant area plus 7 years experience as Senior Technologist Grade DEF. They must be proficient with standard computer applications.

The successful candidate will be expected to provide leadership, supervise technical staff and repair and maintenance of facilities, calibration and maintenance of laboratory equipment, procurement, development and maintenance of inventory of departmental property, research, consultancy and diagnostic services among other duties. They will also be expected to supervise technical staff and organize practicals for both undergraduate and postgraduate students

**CHIEF TECHNOLOGIST, DEPARTMENT OF CHEMISTRY- 1 POST- AC/5/116/18- (CBPS)**

Applicants must be holders of an M Sc. in Chemistry plus 5 years experience at the level of Senior Technologist grade DEF.

OR

A B.Sc. or Higher Diploma in Chemistry, Industrial Chemistry or Analytical Chemistry or relevant plus 7 years experience as Senior Technologist Grade DEF. They must be proficient with standard computer applications. They should have evidence of research and procurement.

The successful candidate will be expected to provide leadership, supervise technical staff and repair and maintenance of facilities, calibration and maintenance of laboratory equipment, procurement, development and maintenance of inventory of departmental property, research, consultancy and diagnostic services among other duties. They will also be expected to supervise technical staff and organize practicals for both undergraduate and postgraduate students.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF AGRICULTURAL ECONOMICS- 1 POST- AC/5/117/18- (CAVS)**

Applicants must be holders of a BSc. Degree or Higher Diploma in Agricultural Economics or equivalent plus five (5) years experience at the level of Technologist Grade ABC or equivalent in a busy teaching/ research laboratory.

The successful candidate will be expected to participate in the preparation and teaching of practical work for both undergraduate and postgraduate students.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF VETERINARY ANATOMY & PHYSIOLOGY- 1 POST- AC/5/118/18- (CAVS)**

Applicants must be holders of a BSc. Degree( evidence of completion of 3<sup>rd</sup> year or equivalent degree programme) or Higher Diploma in relevant area of specialization plus five (5) years experience at the level of Technologist Grade ABC or equivalent in a busy teaching/ research laboratory.

The successful candidate will be expected to participate in the preparation and teaching of practical work for both undergraduate and postgraduate students.

**SENIOR TECHNOLOGIST GRADE DEF, SCHOOL OF BIOLOGICAL SCIENCES- 1 POST- AC/5/119/18- (CBPS)**

Applicants must be holders of a BSc. Degree in Biology ,Biomedical Sciences, Biotechnology or equivalent or Higher Diploma in Applied Biology, , Medical Laboratory Techniques or equivalent relevant area of specialization plus five (5) years experience at the level of Technologist Grade ABC or equivalent in a busy teaching/ research laboratory. They must be specialized in one area of specialization in the School of Biological Sciences. Evidence of research and computer knowledge will be an added advantage.

The successful candidate will be expected to participate in the preparation and teaching of practical work for both undergraduate and postgraduate students.

**ASSISTANT SENIOR SECRETARY GRADE C, SECURITY & SAFETY SERVICES- 2 POSTS- AD/5/120/18- ( 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.

**OFFICE ASSISTANT GRADE IV, ESTATES DEPARTMENT-1 POST – AD/5/121/18-(R&T)**

Applicants must be holders of at least a KCSE certificate. 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 Senior Messenger grade III 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 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.

**VACANT POSTS IN INTERNAL AUDIT DEPARTMENT**

**SENIOR INTERNAL AUDITOR GRADE 12- 4 POSTS- AC/5/122/18- ( R&T)**

**Minimum requirements**

1. Masters degree in Business related course from a recognized University
2. CPA (K) and a member of ICPAK in good standing
3. At least 10 years experience in auditing or accounting in a large organization, 3 of which should be as an internal auditor or an accountant in a large organization
4. Team player with ability to work with a multidisciplinary team of professionals
5. Sufficient knowledge of risk assessment and management procedures
6. Computer literate (ability to use computer assisted audit techniques will be an added advantage)

**SENIOR INFORMATION SYSTEMS AUDITOR GRADE 12- 1 POST- AC/5/123/18- (R&T)**

**Minimum requirements**

1. Masters degree in information technology or Computer Science from a recognized University
2. Familiarity with the basics of accounting and auditing professions
3. At least 5 years hands on work experience with audit computer soft ware programs and systems e.g. ACL, Team mate and/or IDEA
4. Team player with ability to work with a multidisciplinary team of professionals
5. Those with CPA and/or CISA qualifications will have a distinct advantage

The successful candidate will be expected to perform the following duties;

1. Perform general and application control reviews for the University computer information systems and recommend improvement in security and control designs where necessary.
2. Perform information control reviews including system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
3. Perform reviews of internal control procedures and security for systems under development and/or enhancements to current systems
4. Prepare and present written and oral reports and other technical information to the management in a pertinent, concise and accurate manner.
5. Assist and train other audit staff in the use of computerized information systems.
6. Conduct operational, compliance, financial and investigative audits, as assigned.

**INFORMATION SYSTEMS AUDITOR GRADE E/F- 2 POSTS- AC/5/124/18- (R&T)**

1. Bachelors degree in information systems or computer science from a recognized University
2. Familiarity with the basics of accounting and auditing professions
3. At least 3 years hands on work experience in the use of an audit software computer program and system e.g. ACL, Team mate and/or IDEA. Team player with ability to work with a multidisciplinary team of professionals
4. Those with CPA and/or CISA qualifications will have a distinct advantage

**Duties and Responsibilities**

The information systems auditor will assist the senior information systems auditor in carrying out the following systems audit responsibilities as detailed below;

1. Perform general and application control reviews for the University computer information systems and recommend improvement in security and control designs where necessary.

1. Perform information control reviews including system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
2. Perform reviews of internal control procedures and security for systems under development and/or enhancements to current systems
3. Prepare and present written and oral reports and other technical information to the management in a pertinent, concise and accurate manner.
4. Assist and train other audit staff in the use of computerized audit techniques, and developing methods for review and analysis of computerized information systems.
5. Conduct operational, compliance, financial and investigative audits, as assigned.

**INTERNAL AUDITOR GRADE EF- 4 POSTS- AC/5/125/18- ( R&T)**

1. Bachelors degree in Business or other related field of study from a recognized University
2. At least CPA 3 or its equivalent qualification
3. At least 5 years post qualification experience in accounting or auditing work in a large organization
4. Team player with ability to work with a multi-disciplinary team of professionals
5. Computer literacy and ability to use computer assisted audit techniques
6. Knowledge of risk Assessment and management procedures will be an added advantage

**ASSISTANT INTERNAL AUDITOR GRADE C/D- 7 POSTS- AD/5/126/18- ( R&T)**

**Minimum requirements**

1. Bachelors degree in Business or other related field of study from a recognized University
2. At least CPA 3 or its equivalent qualification
3. At least 5 years post qualification experience in accounting or auditing work in a large organization
4. Team player with ability to work with a multi-disciplinary team or professionals
5. Computer literacy and ability to use computer assisted audit techniques
6. Knowledge of risk Assessment and management procedures will be an added advantage.

**AUDIT ASSISTANT GRADE A/B- 11 POSTS- AD/5/127/18- ( R&T)**

**Minimum requirements**

1. Bachelors degree in Business or other related field of study from a recognized University
2. At least CPA II or its equivalent qualification
3. 3 years experience in accounting or auditing work
4. Computer literacy

**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.

**CBPS** The Principal, College of Biological & Physical 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, May 25, 2018.**

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