

UNIVERSITY OF NAIROBI

Applicants are invited for the following positions:-

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

SENIOR LECTURER, INSTITUTE OF DIPLOMACY & INTERNATIONAL STUDIES- 1 POST-AC/10/379/13- (R&T)

Applicants must be holders of at least a PhD degree in International Studies, Diplomacy, International Conflict Management or International Law from a recognized university, minimum five (5) five years' teaching experience at both undergraduate and postgraduate levels, postgraduate students' supervision of at least five (5) masters students; experience in research as evidenced by publications in refereed journals and a minimum of four (4) publications in refereed journals or two (2) publications and two (2) chapters in scholarly books since the last promotion.

The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students, and undertake further research in the areas of specialization and also handle administrative duties as assigned by the Director, IDIS.

LECTURER, INSTITUTE OF DIPLOMACY & INTERNATIONAL STUDIES- 1 POST-AC/10/380/13- (CHSS)

Applicants must be holders of a PhD degree in International Law from a recognized university. Those with training in International Studies, Diplomacy, or International Conflict Management will have an added advantage. They must have research experience with at least two (2) publications in refereed journals or two (2) chapters in scholarly books since last promotion and 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 the areas of specialization and also handle administrative duties as assigned by the Director, IDIS.

LECTURER, SCHOOL OF LAW- 7 POSTS – AC/10/381/13-(CHSS)

Applicants must be holders of a PhD degree in Law from a recognized university. Those who possess a Masters degree in Law, have at least three (3) years teaching experience at University level and have evidence of having registered for a PhD degree in relevant field will also be considered. In both cases, they should have research experience, with at least two (2) publications in refereed journals or two chapters in scholarly books since last promotion. They should show evidence of continuing research activity.

The successful candidates will be expected to teach at both undergraduate and postgraduate students in Commercial & Financial Services, Property Law, Environmental Law, International Law, Children's Law, Gender & the Law, Comparative Law, African Legal Systems and Customary Law and undertake further research in their areas of specialization.

PART- TIME LECTURER, DEPARTMENT OF PUBLIC HEALTH, PHARMACOLOGY& TOXICOLOGY- 3 POSTS- AC/10/382/13- (CAVS)

Applicants should be holders of at least a PhD degree or a Masters degree in Hospitality Management, Tourism Management, Business Management or Sociology. They should be able to teach one or more of the following courses offered at undergraduate level – a) Tourism Economics & Impact Management, b) Public relations & Marketing in Tourism, c) Food & Beverage Production, Sales & Service, d) Housekeeping, e) Sociology.

PART- TIME LECTURER, DEPARTMENT OF FOOD SCIENCE, NUTRITION & TECHNOLOGY-AC/10/383/13- (CAVS)

Applicants should be holders of at least a PhD degree in Nutrition. Holders of an MSC in the same area with at least two years teaching experience and /or professional practice will also be considered. Successful candidates will also be expected to teach in the following areas of specialization :-

<u>COURSE</u>	<u>AREAS OF SPECIALIZATION</u>	<u>NO. OF POSTS</u>
1. AFN 307	Applied Dietetics in Food Service Systems	1
2. AFN 401	Food Nutrition Programmes at Community Level	1
3. AFN 402	Nutrition Assessment of Individuals/Communities	1
4. AFN 403	Nutrition Education	1
5. AFN 511	Applied Dietetics in Food Service Systems	1
6. AFN 406	Nutrition Planning, Management and Programme Evaluation	2
7. AFN 504	Applied Statistics	1
8. AFN 509/609	Applied Statistics	1
9. AFN 513	Health and Nutritional Sector Analysis	1

TUTORIAL FELLOW, INSTITUTE OF DIPLOMACY & INTERNATIONAL STUDIES- 1 POST- AC/10/384/13- (CHSS)

Applicants must have a Masters degree and be registered for Ph.D. degree in International Studies, Diplomacy, International Conflict Management, International Security Studies or International Law. The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students, and undertake further research in the areas of specialization and also handle administrative duties as assigned by the Director, IDIS.

TUTORIAL FELLOW, SCHOOL OF LAW- 2 POSTS- AC/10/385/13- (CHSS)

Applicants should be holders of at least a Masters degree in Commercial & Financial Services, Property Law, Environmental Law, International Law, Children’s Law, Gender & the Law, Comparative Law, African Legal Systems and Customary Law from a recognized university. They are expected to show evidence of having registered for a PhD degree in their areas of specialization.

The successful candidates will be expected to teach and supervise undergraduate students and undertake further research in their areas of specialization.

TUTORIAL FELLOW, DEPARTMENT OF HISTORY & ARCHAEOLOGY- 2 POSTS- AC/10/386/13- (CHSS)

Applicants should be holders of at least a Masters degree in History, Armed Conflict or Archaeology. They should have knowledge and expertise in at least two of the following sub- fields: - African History, East Asian History, Conflict Resolution, Resource Conflict, African Archaeology and Archeo- Anthropological Thought from a recognized university. They are expected to show evidence of having registered for a PhD degree in their areas of specialization.

TUTORIAL FELLOW, SCHOOL OF BIOLOGICAL SCIENCES- 2 POSTS- AC/10/387/13- (CAVS)

Applicants should be holders of at least a Masters of Science degree and specialize in Microbiology from a recognized university. They are expected to show evidence of having registered for a PhD degree in their areas of specialization. Evidence of involvement in research and teaching activities will be an added advantage.

The successful candidate will be expected to assist in teaching of undergraduate courses.

TUTORIAL FELLOW, DEPARTMENT OF HUMAN ANATOMY- 1 POST- AC/10/388/13- (CHS)

Applicants should be holders of at least an MBChB or BDS with exemplary performance in undergraduate Human Anatomy. They should demonstrate interest in Anatomy as authors or co- authors. Demonstrable experience in teaching at Demonstrator level is an added advantage. They should be proficient in English and be computer literate.

Successful candidate will be required to register for MSc. Anatomy, demonstrate to undergraduate students and participate actively in research and in Departmental, School and College activities.

QUALITY ASSURANCE OFFICER (PROGRAMMES DELIVERY)- 1 POST- AC/10/389/13- (R&T)

Applicants should be holders of at least a Master's degree in Operations Management with at least 6 years of relevant work experience. A qualification in quality management will be an added advantage.

The successful candidate will be expected to develop and implement service quality evaluation using a model appropriate for service quality measures, initiate action plans relating to evaluation of teaching and lecture facilities in terms of appropriateness and adequacy for the planned method, and work closely with teaching units on Quality Assurance matters relating to the service quality perceptions. Under the direction of the Director, Quality Assurance, the job holder will be expected to interpret process monitoring data and provide quality assurance reports needed by process owners.

SENIOR TECHNOLOGIST (COMPUTER LAB) GRADE DEF, SCHOOL OF THE ARTS & DESIGN-1 POST- AD/10/390/13- (CAE)

Applicants must be holders of a degree in Graphic Design or Higher Diploma in Design or related field plus five (5) years experience at the level of Technologist Grade ABC or equivalent relevant position. They should also have experience in Computer Aided Design in Graphics. They should be computer literate.

The successful candidate will be expected to demonstrate and assist undergraduate and postgraduate students in studio, workshop and laboratory work. He/she will be expected to guide students on the use of equipments and materials, maintain equipment and procure materials for use in the School. They will be expected to be of high integrity and work under minimum supervision.

TECHNOLOGIST GRADE ABC, DEPARTMENT OF VETERINARY ANATOMY & PHYSIOLOGY- 2 POSTS- AD/10/391/13- (CAVS)

Applicants should be holders of at least a KCSE C with credits in relevant science subjects and a relevant Ordinary Diploma plus 3 years experience as a Trainee Technologist. Knowledge in Gross Anatomy and Tissue Processing Techniques in an Anatomy Laboratory will be an added advantage.

ASSISTANT SECRETARY GRADE A, SCHOOL OF DENTAL SCIENCES- 1 POST-AD/10/392/13- (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.

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

CLEANER GRADE III, DEPARTMENT OF AGRICULTURAL ECONOMICS- 3 POSTS- AD/10/393/13- (CAVS)

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 Cleaner grade II 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.

DRIVER GRADE III, DEPARTMENT OF OPHTHALMOLOGY- 1 POST- AD/10/399/13- (CHS)

Applicants should be holders of at least a KCSE level of education or equivalent, have a clean valid driving license classes ABCE and PSV, have passed in Occupational Test Grade III, a certificate in First Aid and at least three (3) years satisfactory previous driving experience after obtaining license.

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

CLEANER/MESSENGER GRADE II, DIRECTORATE OF QUALITY ASSURANCE - 1 POST – AD/10/400/13- (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 / Cleaner grade I or equivalent position for at least three (3) years or equivalent post. They must have good public relations. They must be of high integrity, reliable, disciplined and committed to work.

The successful candidate will be expected to show outstanding merit and work with minimum supervision. They will also be expected to work during odd hours and also during weekends.

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

POSITIONS IN THE AFRICAN WOMEN STUDIES CENTRE

The African Women's Studies Centre mission is guided by the recognition that African women's experiences, knowledge and world view has been invisible in academic and public discourse. The mission of the AWSC is to promote intellectual inquiry by and on the African women experiences through teaching, research, policy advocacy and outreach, publication and dissemination and to engage with policy makers, women's and civil society organizations, in order to bring their voice and perspectives into development and scholarship in Kenya, Africa and the world. The Centre therefore wishes to recruit the following personnel:-

a) RESEARCH ASSOCIATE (LECTURER LEVEL), AFRICAN WOMEN STUDIES UNIT -1 POST- AC/10/401/13- (CHSS)

Applicants should be holders of at least a Ph.D. in the relevant field or equivalent Masters degree with minimum 3 years teaching experience in Gender/Women Studies at University level. Minimum of 2 publications in refereed journals or the equivalent or 2 chapters in scholarly books. They should have experience in curriculum development and implementation and in networking, partnerships and capacity building. They should have the following skills /competencies among others:- highly motivated, responsible, self-directed, resourceful and flexible, have conceptual, strategic and analytical skills; partnership and Negotiation skills

The successful candidate will be expected to promote excellence in research and academic programme, foster scholarship, research capability and excellence in the Centre, develop Curriculum in relevant areas and its implementation and also develop and maintain sustained Partnerships and Alliances with other research and academic institutions who can advance the agenda of the Centre in the academia.

b) RESEARCH ASSOCIATE(LECTURER LEVEL), DOCUMENTATION & INFORMATION SCIENCE- 1 POST- AC/10/402/13- (R&T)

Applicants should be holders of at least a PhD degree or equivalent Postgraduate qualification in Librarianship and Library Information Science or Information Communication Technology or documentation science. 5 years experience in the field and evidence or research in Librarianship, documentation, archiving etc. or a Masters degree in the field of Librarianship and Library Information Science or Information Communication Technology or documentation science with minimum 5 years experience in the field at the University level. They must have a minimum of 2 publications in refereed journals or 2 chapters in scholarly books. They should also have relevant experience in media work and experience in networking, partnerships and capacity building. They should have the following skills / competencies;- Ability to identify, obtain and analyze information from a variety of sources, Excellent Communication and Public Relations skills; Conceptual, strategic and analytical skills.

The successful candidate will be expected to establish and manage a virtual centre linking up with women and gender studies institutes nationally, regionally and globally, facilitate documentation and sharing of the research and other products generated by the other two departments and website management .

c) RESEARCH ASSOCIATE(LECTURER LEVEL) , POLICY ADVOCACY & OUTREACH UNIT- 1 POST- AC/10/403/13- (R&T)

Applicants should be holders of at least a Ph.D. in the relevant field or equivalent Masters degree with minimum 3 years experience in Policy Advocacy at the national level. Minimum of 2 publications in refereed journals or the equivalent or 2 chapters in scholarly books. And also relevant experience in policy analysis, lobbying and media work and networking fundraising , partnerships and capacity building.

The successful candidate will be expected to develop and implement the AWSC annual plans and budgets as part of the process of achieving the annual milestones towards the outcomes and objectives of the Department; keep abreast of research and policies development and debates at the regional, National and County Governments, relevant to the issues pertinent to the Centre as articulated in the strategic plan from time to time; develop and maintain sustained Partnerships and Alliances with governments, policy makers, Civil Society Organizations, women's organizations, private sector and other stakeholders who can advance the advocacy agenda of the Centre; take the lead in mobilizing sufficient resources through participation in concept and proposal development and identify new opportunities for fundraising and follow them up;

d) PERSONAL ASSISTANT GRADE A, 1 POST- AD/10/404/13- (CHSS)

Applicants should be holders of at least a KCSE C- with good typing skills. They should have at least 7 years of relevant experience in the donor agencies, 2 of which must have been in an African Women Studies Unit. They

must have experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web based management systems. Those who have intricate skills in preparing donor based budgets, have good ability of preparing reports to donor funded projects will have an added advantage. They must have a strong capability to communicate clearly and concisely in both oral and written English, good Layout, editing and designing of documents skills. The position involves a lot of travelling. Those who have a Diploma in Travel & Tourism will have an added advantage.

Under the guidance and direct supervision of the Director, the successful candidate will ensure effective and efficient functioning of the office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

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.
CHS The Principal, College of Health 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, November 8, 2013.

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