

UNIVERSITY OF NAIROBI

Applicants are invited for the following positions:-

REGISTRAR, ADMINISTRATION, ADMINISTRATION DIVISION- 1 POST- AC/5/245/13,- (R&T)

Applicants should be holders of a PhD degree or its equivalent in either Public Administration or Human Resource Management or its equivalent from a recognized university. They should have CPS (K) or relevant professional qualification and be members of a recognized professional administration or management body and be computer literate. In addition, they must have at least 12 years administrative experience, three (3) of which should be at Deputy Registrar level or equivalent.

The successful candidate should be a team player and should have shown outstanding professional competence in administration and management.

Please note that the appointment will be a three (3) year contract, renewable based on performance and mutual agreement.

DIRECTOR, LIBRARY AND INFORMATION SERVICES- 1 POST- AC/5/246/13- (R&T)

Applicants should be holders of a PhD degree in Library Information Science or its equivalent from a recognized university. They should be members of a recognized professional body for Librarians and be computer literate. In addition, they must have at least 12 years experience in library management, three (3) of which should be at Deputy Librarian level or equivalent. Evidence of research in library studies will be an added advantage.

The successful candidate should be a team player and should have shown outstanding professional competence in library administration and management

Please note that the appointment will be a three (3) year contract, renewable based on performance and mutual agreement.

NOTE:

1. Applicants 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.
2. Applications and related documents should be forwarded through the applicants' Heads of Departments and 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 to:- The Deputy Registrar, Recruitment & Training Section, P.O Box 30197-00100 Nairobi

CLOSING DATE: Tuesday, June 11 2013.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

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