

# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY.

### **ASSOCIATE PROFESSOR, DEPARTMENT OF OPEN LEARNING, ODEL -1 POST- AC/9/75/17- (R&T)**

An applicant should be a holder of an earned PhD degree in Distance Learning or its equivalent 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.

### **ASSISTANT EXECUTIVE SECRETARY GRADE E, SCHOOL OF PHYSICAL SCIENCES- AD/9/76/17- (CBPS)**

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.

### **ASSISTANT SENIOR SECRETARY GRADE C, DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS- 1 POST- AD/9/77/17- (CHS)**

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.

## **VACANT POSITIONS IN THE TRANSFORMATION, PERFORMANCE MANAGEMENT & REFORM UNIT, OFFICE OF THE VICE CHANCELLOR.**

### **1. PC MANAGER, (DEPUTY REGISTRAR LEVEL) - 1 POST – AC/9/78/17- ( R&T)**

Applicants must be holders of a Masters degree or its equivalent in the Social Sciences from a recognized University. In addition they must have at least thirteen (13) years experience in various administrative aspects, preferably in a university setting with high work volume and a shared customer service environment, three (3) of which must be at Senior Assistant Registrar level in a Transformation, Performance Management & Reform Unit in an institution of higher learning dealing with strategic planning, performance management activities, monitoring and evaluation. Applicants should have professional certification in Strategic Planning and Management Systems.

Applicants should be computer literate, have skills and hands-on experience in use and application of relational-database information systems for management of performance contracting process and ISO 9001:2015 QMS. They must be members of a recognized professional administration or management body. They must be self-driven and highly focused with energy and commitment to highest performance standards. Those who possess a PhD degree in the relevant fields and experience will have an added advantage.

Reporting to the Vice Chancellor the successful candidate will be expected to perform the following duties and responsibilities:

- Be In charge of the University's Transformation, Performance Management and Reform Unit.
- Undertake sensitization of staff on performance contracting process
- Coordinate the preparation and implementation of University's Strategic Plan.
- Harmonize Corporate and Unit strategic plans.
- Develop and coordinate annual work plans.
- Facilitate pre-negotiations, negotiations and vetting of annual University's performance contract
- Facilitate cascading and signing of performance contracts within the University
- Develop and implement a performance monitoring framework and system across the University governance structure
- Develop reporting template and other M&E instruments.
- Coordinate periodic performance monitoring for performance evaluation
- Prepare on behalf of Management quarterly and annual performance reports
- Facilitate end of year performance contract evaluation by the Government
- Identify, collect and compile evidence of performance for evaluation
- Manage performance contracting database and reports.

## **2. ASSISTANT PC OFFICER GRADE EF - 2POSTS- AD/9/79/17- ( R&T)**

Applicants should be holders of a Bachelor's degree (at least upper 2<sup>nd</sup> class Hons) and a Masters degree in relevant fields from a recognized University. They should also be in possession of relevant certificates related to Performance Contracting area or equivalent. In addition, applicants should have three (3) years experience in various Administrative aspects, preferably Transformation, Performance Management & Reform Unit in an institution of higher learning with high work volume and a shared customer focus service environment, dealing with performance contracting, strategic planning, monitoring and evaluation. Applicants should be computer literate with knowledge, skills and hands-on experience in use and application of computer based platforms for management of performance contracting process.

The successful candidates will be expected to perform the following duties and responsibilities: identifying, collecting and compiling evidence of performance; maintaining performance contracting database and reports; assist with periodic performance monitoring for performance evaluation; coordinating the implementation of annual work plans; coordinating the implementation process of University's Strategic Plan; assist in the pre-negotiations, negotiations and vetting process of Unit's performance contracts; cascading of performance contracts within the University; monitoring the implementation of performance monitoring framework across the University; monitoring implementation of reporting template and other M&E instruments.

### **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) copies of the above supporting documents and applications letters.
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, P.O Box 30197-00100, Nairobi.

**CBPS** The Principal, College of Biological & Physical Sciences, P.O Box 30197-00100, Nairobi.

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

**CLOSING DATE: Friday, October 13, 2017**