

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMEMENTS

PROFESSOR, DEPARTMENT OF PUBLIC HEALTH, PHARMACOLOGY & TOXICOLOGY- AC/5/127/19– 1 POST - (R&T)

Applicants should be holders of an earned PhD in from a recognized or accredited University in the following disciplines:- Veterinary Public Health, Pharmacology & Toxicology or Veterinary Epidemiology and Economics. They must at least have at least three (3) years teaching experience at Associate Professor level. The applicant must have supervised at least three (3) PhD students and five (5) Masters Students to completion. Applicants must have a minimum of sixty (60) publication points as a Associate Professor or equivalent, of which at least forty (40) should be from refereed scholarly journals. They must have attracted research or development funds as an Associate Professor and registered with the relevant professional body (where applicable).

The successful candidate will be expected to provide leadership, teach both undergraduate and postgraduate students, organize and guide research programmes and is expected to have attracted research funds as an Associate Professor and able to lead in technical proposal writing for funding and teach both undergraduate and post graduate degree levels.

ASSOCIATE PROFESSOR, DEPARTMENT OF GEOSPATIAL & SPACE TECHNOLOGY -2 POSTS - AC/5/128/19- (R&T)

Applicants should be holders of an earned PhD degree in Geospatial Engineering from a recognized University recognized by the University of Nairobi senate in any of the following fields; Surveying, Geodesy, Photogrammetry, Cartography, GIS and Remote Sensing. They must have a minimum of eight (8) years teaching experience both at undergraduate and postgraduate level: three (3) years must be 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 must be registered with the relevant professional body (ISK).

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 PUBLIC HEALTH PHARMACOLOGY & TOXICOLOGY- 2 POSTS AC/5/129/19–(R&T)

Applicants must be holders of an earned PhD degree in relevant area of specialization (or a Masters degree in special cases) from a recognized and accredited university. They should have at least three (3) years teaching experience as a Lecturer at both undergraduate and post graduate degree levels and must have supervised at least three (3) postgraduate Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least thirty two (32) publication points as a Lecturer of which twenty four (24) should be from refereed scholarly journals. They must have attracted research or development funds as a Lecturer and registered with the relevant professional body (where applicable).

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

SENIOR LECTURER, DEPARTMENT OF MEDICAL MICROBIOLOGY- 2 POSTS AC/5/130/19–(R&T)

Applicants must be holders of an earned relevant PhD degree (or a Masters degree in special cases) from a recognized and accredited university. They should have at least three (3) years teaching experience as a Lecturer at both undergraduate and post graduate degree levels and must have supervised at least three (3) postgraduate Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least thirty two (32) publication points as a Lecturer of which twenty four (24) should be from refereed scholarly journals. They must have attracted research or development funds as a Lecturer and registered with the relevant professional body (where applicable).

The successful candidates will be expected to teach and supervise both undergraduate and postgraduate students and undertake research in their areas of specialization and participate in routine diagnostic work at the Kenyatta National Hospital.

SENIOR LECTURER, DEPARTMENT OF PLANT SCIENCE & CROP PROTECTION- 1 POST AC/5/131/19–(R&T)

Applicants must be holders of an earned PhD degree from a recognized and accredited university in any of the following disciplines:- Plant Pathology or Crop Protection. They should have at least

three (3) years teaching experience as a Lecturer at both undergraduate and post graduate degree levels and must have supervised at least three (3) postgraduate Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least thirty two (32) publication points as a Lecturer of which twenty four (24) should be from refereed scholarly journals. They must have attracted research or development funds as a Lecturer and registered with the relevant professional body (where applicable).

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

SENIOR LECTURER, DEPARTMENT OF BUSINESS ADMINISTRATION - 1 POST AC/5/132/19–(R&T)

Applicants must be holders of an earned PhD degree from a recognized and accredited university in any of the following areas of specialization:- Strategic Management, Insurance, Human Resource Management, Marketing or International Business. They should have at least three (3) years teaching experience as a Lecturer at both undergraduate and post graduate degree levels and must have supervised at least three (3) postgraduate Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least thirty two (32) publication points as a Lecturer of which twenty four (24) should be from refereed scholarly journals. They must have attracted research or development funds as a Lecturer and registered with the relevant professional body (where applicable).

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

SENIOR LECTURER, INSTITUTE OF DIPLOMACY & INTERNATIONAL STUDIES- 2 POSTS AC/5/133/19–(R&T)

Applicants must be holders of an earned PhD degree from a recognized and accredited university in International Studies or related disciplines. They should have at least three (3) years teaching experience as a Lecturer at both undergraduate and post graduate degree levels and must have supervised at least three (3) postgraduate Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least thirty two (32) publication points as a Lecturer of which twenty four (24) should be from refereed scholarly journals. They must have attracted research or development funds as a Lecturer and registered with the relevant professional body (where applicable).

The successful candidates must have specific expertise in either International Economics or International Law. They will also be expected to teach and supervise both undergraduate and postgraduate students and undertake research in their areas of specialization

**LECTURER, DEPARTMENT OF ENVIRONMENTAL & BIOSYSTEMS
ENGINEERING-1 POST-AC/5/134/19- (CAE)**

Applicants must be holders of a PhD degree in Agricultural Engineering or Biosystems Engineering field 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 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. They should be registered or registrable with the Engineers Board of Kenya.

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.

**TUTORIAL FELLOW, DEPARTMENT OF ENVIRONMENTAL & BIOSYSTEMS
ENGINEERING- 1 POST- AC/5/135/19- (CAE)**

Applicants should be holders of a Bachelors and a Master of Science degree from a recognized University in the field of Agricultural Engineering or Biosystems Engineering. They should show evidence of having registered for a PhD degree in the relevant area. Those involved in research activities will have an added advantage.

In addition applicants must be registered or registrable with Engineers Board of Kenya (EBK).

The successful candidate will be expected to assist Lecturers in the teaching of undergraduate and postgraduate courses.

**CHIEF TECHNOLOGIST GRADE 12, SCHOOL OF BIOLOGICAL SCIENCES
COLLEGE OF BIOLOGICAL & PHYSICAL SCIENCES- 1 POST-AC/5/136/19- (CBPS)**

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

OR

A B.Sc. degree in Biology, Biomedical Science or Biotechnology or Higher Diploma in Medical Laboratory Technology qualification plus 7 years experience as Senior Technologist Grade DEF. In addition, the applicant should be conversant with laboratory management and have practical knowledge of Mycology, Parasitology, and Immunology, Hydrobiology or Biology of Conservation. Evidence of Research and Computer Knowledge will be added advantage.

The successful candidate will be expected to provide leadership. They will also be expected to manage very busy laboratories, supervise technical staff, organize practical/demonstrations/ research activities for both undergraduate and postgraduate students, initiate and oversee procurement of teaching materials.

**ASSISTANT REGISTRAR, OFFICE OF THE DEPUTY VICE- CHANCELLOR (HR&A)
IN THE FOLLOWING UNITS:-**

- 1) **LIBRARY & INFORMATION SERVICES DEPARTMENT- 1 POST-
AC/5/137/19- (R&T)**
- 2) **ACADEMIC DIVISION- 2 POSTS -AC/5/138/19- R&T**

Applicants should be holders of at least a Masters degree in public administration or human resource management or its equivalent, CPS(K) or relevant professional qualification, 6 years administrative experience , 3 of which must have been as a Senior Administrative Assistant Grade EF. They must be computer literate and members of a recognized professional administration or management body.

**ADMINISTRATIVE ASSISTANT GRADE CD, COLLEGE OF EDUCATION &
EXTERNAL STUDIES - 1 POST- AD/5/139/19- (CEES)**

Applicants should be holders of a Bachelor's (at least lower 2nd class Hons.) degree from a recognized university . They must be Computer literate.

The successful candidate will be expected to service university committees among other duties and will be deployed to Kisumu Campus.

**MAINTENANCE FOREMAN GRADE CD, CONSTRUCTION & MAINTENANCE
DEPARTMENT- 1 POST- AD/5/140/19- (R&T)**

Applicants should be holders of a KCSE certificate or its equivalent . Government Trade Test (GTI) I, plus certificate in plumbing or an Ordinary Diploma in Building Construction, Civil Engineering, Electrical Engineering, Quantity Surveying or Architectural Technician in construction and maintenance works.

OR

Higher National Diploma (HND) in the relevant field. They must be registered and have relevant plumbing license. In both cases they must have at least three years supervisory experience as Trade Foreman Grade AB. They must be computer literate.

**CARETAKER GRADE C, PRINCIPAL'S OFFICE, COLLEGE OF COLLEGE OF
BIOLOGICAL & PHYSICAL SCIENCES - 1 POST- AD/5/141/19- (CBPS)**

KCSE or equivalent with three (3) years working experience as Assistant Caretaker Grade AB or Ordinary Diploma in Management with three (3) years working experience as Assistant Caretaker Grade AB.

REGISTRY SUPERVISOR GRADE C, PRINCIPAL'S OFFICE, COLLEGE OF COLLEGE OF EDUCATION & EXTERNAL STUDIES- 1 POST- AD/5/142/19- (CEES)

Applicants should be holders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent, CPS II or Diploma in Archives and Records Management or equivalent Computer literacy and at least three (3) service as Assistant Registry Supervisor Grade A/B or an equivalent post. They should be computer literate.

SECRETARY GRADE B IN THE FOLLOWING UNITS:-

- 1) **OFFICE OF THE DEPUTY VICE CHANCELLOR (RPE) -AD/5/143/19- 1 POST -(R&T)**
- 2) **DEANS OFFICE, SCHOOL OF DENTAL SCIENCES -AD/5/144/19- 1 POST -(CHS)**
- 3) **DEANS OFFICE, FACULTY OF ARTS , DEPARTMENT OF SOCIOLOGY & SOCIAL WORK -AD/5/145/19- 1 POST -(CHSS)**

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 100 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 Assistant Secretary Grade A or a comparable position of responsibility for this grade. They should have knowledge of Anti-virus Tools.

TECHNICAL TYPIST GRADE A, LIBRARY & INFORMATION SERVICES - 1 POST- AD/5/146/19- (R&T)

Applicants should be holders of at least a KCE Certificate or equivalent. In addition they must have passed the following subjects offered by the Kenya National Examinations Council or equivalent examining body:-

- Shorthand III (minimum 60 wpm) or Audio-Typewriting III
- Typewriting 50 wpm
- Computerized Secretary (Dbase III+, Lotus 123, WordPerfect 5.1
- Proficiency in Computer Literacy (Windows, Word Excel, PowerPoint, Adobe Illustrator & Scanning).

They must have at least three (3) years experience as Clerk Grade III/IV and must have shown merit and ability in work performance and results.

SENIOR MESSENGER GRADE III, OFFICE OF THE DEPUTY VICE CHANCELLOR (RPE) -AD/5/147/19- 1 POST -(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 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.

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.

REGISTRY CLERK GRADE III, PRINCIPAL'S OFFICE, COLLEGE OF EDUCATION & EXTERNAL STUDIES - 1 POST- AD/5/148/19- (CEES)

KCSE D+ or KCE Div. III with credits in English and Mathematics or equivalent
Three (3) years experience in Grade II.

ACADEMIC DIVISION POSTS

ASSISTANT EXECUTIVE SECRETARY GRADE E -AD/5/149/19- 1 POST -(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.

SENIOR SECRETARY GRADE D -AD/5/150/19- 1 POST -(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 Assistant Senior Secretary Grade C or a comparable position of responsibility for this grade. They should have knowledge of Anti-virus Tools.

ASSISTANT SENIOR SECRETARY GRADE C, -AD/5/151/19- 1 POST -(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.

SECRETARY GRADE B -AD/5/152/19- 1 POST -(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 100 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 Assistant Secretary Grade A or a comparable position of responsibility for this grade. They should have knowledge of Anti-virus Tools.

REGISTRY SUPERVISOR GRADE BC -AD/5/153/19- 1 POST-(R&T)

Applicants should be holders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent, CPS II or Diploma in Archives and Records Management or equivalent

Computer literacy and at least three (3) service as Assistant Registry Supervisor Grade A/B or an equivalent post. They should be computer literate.

RECORDS CLERK GRADE AB -AD/5/154/19- 4 POSTS -(R&T)

Applicants should be holders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent, a Certificate in Record Keeping or Office Management, KATC final or ACNC or its equivalent. They must have at least three (3) years of service as Records Clerk IV or equivalent.

OFFICE ASSISTANT GRADE IV -1 POST – AD/5/155/19- (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.

SENIOR MESSENGER GRADE III -1 POST – AD/5/156/19- (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 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.

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.

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

CHSS The Principal, College of Humanities & Social Sciences, Box 30197-00100, Nairobi.

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

CAE The Principal, College of Architecture & Engineering, Box 30197-00100, Nairobi.

CEES The Principal, College of Education & External Studies, Box 30197-00100, Nairobi.

CLOSING DATE: Friday, June 14, 2019.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

MNM/fsk