

UNIVERSITY OF NAIROBI

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS:-
(FOR MORE DETAILS, PLEASE VISIT OUR WEBSITE at <http://jobs.uonbi.ac.ke>)

ASSOCIATE PROFESSOR, DEPARTMENT OF VETERINARY ANATOMY & PHYSIOLOGY -1 POST-AC/4/88/18- (R&T)

Applicants should be holders of an earned PhD degree in Animal Physiology or related Sciences 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.

LECTURER, DEPARTMENT OF PSYCHOLOGY (KISUMU CAMPUS) -1 POST-AC/4/89/18- (CHSS)

Applicants must be holders of a PhD degree in any of the specialized areas in Psychology especially Industrial Relations, Health, Educational, Industrial & Organizational, Environmental especially Counseling Psychology 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. 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.

LECTURER, SCHOOL OF JOURNALISM & MASS COMMUNICATION -3 POSTS-AC/4/90/18- (CHSS)

Applicants must be holders of a PhD degree with specialization in any of the following areas:- Television, Film and Radio Production 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. 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 School activities.

LECTURER, SCHOOL OF NURSING -3 POSTS-AC/4/91/18- (CHS)

Applicants must be holders of a BSc Nursing and MSc. Nursing in the following specialization: Medical Surgical, Nephrology, or Paediatrics or related field from a recognized university.. 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 able to teach in the classroom (Medical Surgical, Nephrology & Paediatrics), Skills Lab and in clinical areas.

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 SOCIOLOGY & SOCIAL WORK (KISUMU CAMPUS) - 1 POST- AC/4/92/18- (CHSS)

Applicants should be holders of a Bachelor's and Master's degree in Sociology, Social Work or Criminology. They should show evidence of having registered for a PhD degree in Sociology or relevant area. The successful candidate will be expected to assist lecturers in the teaching of undergraduate and postgraduate courses.

DIRECTOR, LIBRARY AND INFORMATION SERVICES – 1 POST- AC/4/93/18- (R&T)

Applicants should be holders of a PhD degree in Library and Information Services 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 (twelve) years experience in Library Management, three (3) of which should be at Deputy Librarian (Director) 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, renewal based on performance and mutual agreement.

SENIOR ADMINISTRATIVE ASSISTANT GRADE EF, ODEL CAMPUS- 1 POST AD/4/94/18- (ODEL)

Applicants should be holders of a Bachelor's (at least lower 2nd class Hons.) degree from a recognized university and CPS II or relevant professional or postgraduate qualification in management. They should also have at least three (3) years experience as Administrative Assistant Grade CD or equivalent position in an institution of higher learning in an Extra Mural Centre / Learning Centre unit . They must be Computer literate.

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

LEGAL SECRETARY GRADE D-1 POST- AD/4/95/18- (R&T)

Applicants should be legal secretary with a Diploma in Secretarial Studies with a bias in legal fields or relevant qualification from a recognized institution. They should have at least 7 years relevant experience and first class knowledge of administrative support, secretarial and legal services in a court setting or related area with relevant experience in a busy corporate legal department or law firm or legal field and handle a variety of relatively complex verbal and written inquiries from internal or external parties, including providing detailed information on court and administrative processes and procedures related to a range of legal activities, instruments, issues, etc. They should also have the following skills:- professionalism, knowledge of information management, classification and retrieval systems, be tactful, have team spirit, and ability to plan work.

ADMINISTRATIVE ASSISTANT GRADE CD, DIRECTOR'S OFFICE, IAGAS- 1 POST – AD/4/96/18- (CHSS)

Applicants should be holders of a Bachelor's (at least lower 2nd class Hons.) degree from a recognized university . They must be Computer literate. Preference will be given to applicants with considerable experience in an institution of Higher learning dealing with anthropology, gender and African studies matters. The successful candidate will be expected to service university committees among other duties.

LEGAL ASSISTANT GRADE CD- 1 POST- AD/4/97/18- (R&T)

Applicants should be holders of a Diploma in Legal Studies or equivalent and relevant qualification from a recognized institution. They should have relevant knowledge and experience of atleast five years in the public sector or a reputable law firm. Those with 5 years paralegal/legal work in a court setting or related area and previous experiences as a Court / Litigation Clerk will be preferred. Experience working in a busy corporate legal department or law firm or legal field is desirable.

Under the supervision of the Chief Legal officer or his appointee, the successful candidate will be:-

- Responsible for legal documentation and general record keeping and referencing.
- Coordinate the drafting and filing of legal documents administratively and externally.
- Coordination of witnesses and ensure their court appearances in cases involving the University.
- Filling of relevant documents for court cases, management of the in-house Advocate's diary, receiving pleadings and ensuring effectiveness in satisfactory corporate legal services delivery, conducting research on pending cases among other skills.

LEGAL CLERK GRADE AB- 1 POST- AD/4/98/18- (R&T)

Applicants should be holders of at least a KCSE certificate. A Diploma Certificate will be an added advantage. They should have at least five years working experience in an active law firm.

They should have ability to communicate clearly in English and Kiswahili They should be organized and attention-to-detail oriented and basic knowledge of Legal pleading documents.

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

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.

ODEL The Director, Open Distance & E-Learning, 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 April 27, 2018.

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