

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY

PROFESSOR, SCHOOL OF PUBLIC HEALTH- AC/8/351/13– 1 POST - (R&T)

Applicants must be holders of a relevant Ph.D. degree in relevant area from a recognized university. They must have at least ten (10) years' teaching experience at both undergraduate and postgraduate degree level, three (3) of which must be at Associate Professor level. They must have supervised at least three (3) PhD and five (5) Masters students, at least six (6) publications in refereed journals or 3 publications in refereed journals and 3 chapters in scholarly books since the last promotion.

The successful candidates will be expected to provide academic leadership, teach at both undergraduate and postgraduate students, organize and guide research programs, and undertake further research in their areas of specialization. They will also be expected to participate in School and College activities such as curriculum development among other administrative duties.

PROFESSOR, DEPARTMENT OF LAND RESOURCE MANAGEMENT & AGRICULTURAL TECHNOLOGY (LARMAT)- AC/8/352/13– 1 POST - (R&T)

Applicants must be holders of a Ph.D. degree in Soil Science specializing in Soil & Water Management, Soil Survey, Classification & Soil Fertility from a recognized university.. They must have at least ten (10) years' teaching experience at both undergraduate and postgraduate degree level, three (3) of which must be at Associate Professor level. They must have supervised at least three (3) PhD and five (5) Masters students, at least six (6) publications in refereed journals or 3 publications in refereed journals and 3 chapters in scholarly books since the last promotion.

The successful candidates will be expected to provide academic leadership, teach at both undergraduate and postgraduate students, organize and guide research programs, and undertake further research in their areas of specialization. They will also be expected to participate in Department and College activities such as curriculum development among other administrative duties.

PROFESSOR, DEPARTMENT OF GEOSPATIAL & SPACE TECHNOLOGY - AC/8/353/13– 1 POST - (R&T)

Applicants must be holders of a Ph.D. in Geospatial Engineering or equivalent degree from a recognized university specializing in any one area in the Geospatial field. They must have at least ten (10) years' teaching experience at both undergraduate and postgraduate degree level, three (3) of which must be at Associate Professor level. They must have supervised at least three (3) PhD and five (5) Masters students, at least six (6) publications in refereed journals or 3 publications in refereed journals and 3 chapters in scholarly books since the last promotion.

The successful candidates will be expected to provide academic leadership, teach at both undergraduate and postgraduate students, organize and guide research programs, and undertake further research in their areas of specialization. They will also be expected to participate in Departmental, School and College activities such as curriculum development among other administrative duties.

SENIOR LECTURER, DEPARTMENT OF PSYCHOLOGY- 4 POSTS- AC/8/354/13- (R&T)

Applicants must be holders of a PhD degree in any of the following areas in Psychology: - Educational, Developmental, Counseling, Social, Clinical and Organizational Psychology and also other relevant areas of Psychology from a recognized university. They should have at least five (5) years teaching experience at both undergraduate and post graduate degree levels and must have supervised at least three (3) Masters Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least four (4) publications in refereed journals or two (2) publications in refereed journals and two (2) chapters in scholarly books since last promotion.

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

SENIOR LECTURER, DEPARTMENT OF LINGUISTICS & LANGUAGES-1 POST- AC/8/355/13- (R&T)

Applicants must be holders of a PhD degree in German Studies from a recognized university. They should have at least five (5) years teaching experience at both undergraduate and post graduate degree levels and must have supervised at least three (3) Masters Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least four (4) publications in refereed journals or two (2) publications in refereed journals and two (2) chapters in scholarly books since last promotion.

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

SENIOR LECTURER, DEPARTMENT OF MEDICAL MICROBIOLOGY-1 POST- AC/8/356/13- (R&T)

Applicants must be holders of a basic qualification (MBChB or equivalent) , a Masters of Science in Medical Microbiology and PhD degree in Medical Microbiology from a recognized university. They should have at least five (5) years teaching experience at both undergraduate and post graduate degree levels and must have supervised at least three (3) Masters Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least four (4) publications in refereed journals or two (2) publications in refereed journals and two (2) chapters in scholarly books since last promotion.

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

LECTURER, DEPARTMENT OF LINGUISTICS & LANGUAGES -1 POST-AC/8/357/13-(CHSS)

Applicants must be holders of a PhD degree in the following areas of specialization in Linguistics:- Phonology, Morphology, Syntax, Semantics, Discourse Analysis or Pragmatics from a recognized university. Applicants who possess a Masters degree and have at least three (3) years teaching experience at University level and are registered for a PhD degree will also be considered. They should have research experience, with at least two (2) publications in refereed journals or two chapters in scholarly books. They should show evidence of continuing research activity.

The successful candidate will be expected to teach and supervise at both undergraduate and postgraduate students and undertake further research in their areas of specialization and also participate in Departmental, Faculty and College activities.

SENIOR ASSISTANT REGISTRAR, OFFICE OF THE VICE-CHANCELLOR-1 POST-AC/8/358/13-(R&T)

Applicants must be holders of a Masters degree or its equivalent in either Public Administration or Human Resource Management or its equivalent.. They must also possess CPS(K) or relevant professional qualification , nine (9) years administrative experience , three (3) of which must be at Assistant Registrar level and be computer literate. They must be members of a recognized professional administration or management body. They must be team- players and be competent in all major aspects of human resource management.

PRINCIPAL TECHNOLOGIST, DEPARTMENT OF ANIMAL PRODUCTION - AC/8/359/13- (R&T)

Applicants must be holders of an MSc degree in relevant area from recognized institution They must also have at least five (5) years experience at the level of Chief Technologist

OR

A B.Sc degree or a Higher Diploma. in relevant area or equivalent plus ten years experience at the level of Chief Technologist will also be considered. Evidence of research and familiarity with government procurement procedures will be an added advantage.

The successful candidate will be expected to provide leadership in the Department and assist in income generating activities. They will also be expected to supervise technical staff, organize practicals for both undergraduate and postgraduate students.

SENIOR ASSISTANT EXECUTIVE SECRETARY GRADE F, PRINCIPAL'S OFFICE, COLLEGE OF ARCHITECTURE & ENGINEERING- 1 POST- AD/8/360/13- (CAE)

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 60 wpm
- Diploma in Business Administration or equivalent.

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 Assistant Executive Secretary Grade E. They should also have knowledge of Anti-virus Tools.

ASSISTANT SENIOR SECRETARY GRADE C IN THE FOLLOWING SECTIONS:-

- a. **DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS-1 POST-AD/8/361/13-(CHS)**
- b. **SCHOOL OF PUBLIC HEALTH-1 POST- AD/8/362/13-(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.

SECRETARY GRADE B, DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS -1 POST-AC/8/363/13-(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 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 CLERK GRADE III, PRINCIPAL'S OFFICE, COLLEGE OF HEALTH SCIENCES
- 1 POST- AD/8/364/13-(CHS)**

Applicants should be holders of at least a KCSE D+ or KCE Div. III with credits in English and Mathematics or equivalent and at least three (3) years experience in Grade II. Applicants with at least a KCPE level of educational and have at least nine (9) years experience as Registry Clerk Grade II with a good report on work performance will also be considered.

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

CHS The Principal, College of Health Sciences, Box 30197-00100, Nairobi.

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

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

CLOSING DATE: Wednesday, September 11, 2013.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

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