

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEEES ONLY.

ASSOCIATE PROFESSOR, DEPARTMENT OF GEOGRAPHY & ENVIRONMENTAL STUDIES-1 POST-AC/1/1/18- (R&T)

An applicant should be a holder of an earned PhD degree in their areas of specialization in Geography 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 REGISTRAR, OFFICE OF THE DEPUTY VICE- CHANCELLOR (A&F) -1 POST- AC/1/2/18-(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.

The successful candidate will be posted in the Dean's Office, School of Business.

SENIOR SECRETARY GRADE D, OFFICE OF THE DEPUTY VICE CHANCELLOR (A&F)- 1 POST -AD/1/3/18-(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.

**SECRETARY GRADE B, OFFICE OF THE DEPUTY VICE CHANCELLOR
(STUDENT AFFAIRS) -1 POST -AD/1/4/18- -(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.

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

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

CLOSING DATE: Friday, January 19, 2018.