

# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY.

### **LECTURER, DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK –3 POSTS- AC/6/128/18- (CHSS)**

Applicants must be holders of Ph.D. in Sociology . They should have (3) years of teaching and research experience at University level. 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 and should be registered with a relevant professional body.

The successful candidate will be expected to teach both undergraduate and postgraduate courses, supervise research for postgraduate students and conduct research in their areas of specialization.

### **SENIOR QUALITY ASSURANCE OFFICER (SENIOR ASSISTANT REGISTRAR LEVEL) DIRECTORATE OF QUALITY ASSURANCE- 1 POST- AC/6/129/18- ( R&T)**

#### **1.0 JOB SPECIFICATION**

- Be a holder of a minimum of a Master's Degree in either of the following; Project Planning and Management , Education Administration and Planning, Business Administration(Operations Management option) or any other relevant area from a University recognized by the University of Nairobi Senate.
- Have served as a Quality Assurance Officer, Assistant Registrar Level for three years and above.
- Have the ability to develop and use quality assurance tools and instruments for University programmes and projects.
- Be familiar with Quality Assurance Frameworks of Higher Education Institutions including ISO 9001 Standard , TQM, EFQM Excellence Model, among others
- Be familiar with University Education Regulatory Environment including provisions of Commission for University Education (CUE), Kenya Bureau of Standards(KEBS), and Professional Bodies on Higher Education.
- Be a member of a Quality Assurance Professional Body
- Have attended a Senior Management Course (SMC) by the Kenya School of Government or any other professional qualification at the level of a relevant Post Graduate Diploma.

The successful candidate will be expected to perform the following duties;

- Provide leadership for Quality Assurance initiatives and good practice in the University
- Provide expert advice on Quality Assurance matters on all Academic Programmes offered by the University

- Participate in the formulation and implementation of the University's Quality Assurance Policies and Practices
- Provide coordination and support for Quality Assurance and Enhancement Management Systems in the University.
- Carry out activities concerning externally originated Standards and Accreditation
- Constantly update the University Management on new global developments in Quality Assurance Matters for Higher Education Institutions

**SENIOR ADMINISTRATIVE ASSISTANT GRADE EF, SCHOOL OF ECONOMICS- 1 POST AD/6/130/18- (CHSS)**

Applicants should be holders of a Bachelor's (at least lower 2<sup>nd</sup> 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. They must be Computer literate

**SENIOR SECRETARY GRADE D IN THE FOLLOWING UNITS:-**

1. **PRINCIPAL'S OFFICE, COLLEGE OF ARCHITECTURE & ENGINEERING -1 POST- AD/6/131/18- 1 POST -(CAE)**
2. **DEPUTY PRINCIPAL, LOWER KABETE CAMPUS-1 POST- AD/6/132/18- 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 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 IN THE FOLLOWING UNITS**

**A. DEAN'S OFFICE, SCHOOL OF ENGINEERING- 7 POSTS- AD/6/133/18- ( CAE)**

**B. DEAN'S OFFICE, SCHOOL OF THE BUILT ENVIRONMENT- 7 POSTS- AD/6/134/18- ( CAE)**

**C. DEAN'S OFFICE, FACULTY OF AGRICULTURE- 1 POST- AD/6/135/18- ( CAVS)**

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, FACULTY OF ARTS- 2 POSTS -AD/6/136/18 -( 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.

## **DRIVER GRADE B, DEPUTY VICE CHANCELLOR (AA) - 1 POST- AD/6/137/18- ( R&T)**

Applicants should be holders of at least KCSE level of education, a clean valid driving license classes ABCE and PSV, passed in Occupational Test Grade I certificate in First Aid. They should have at least five (5) years satisfactory previous driving experience at Grade A, a clean record of service, good public relation and be able to work outside working hours

**DRIVER GRADE A, PRINCIPAL'S OFFICE. COLLEGE OF ARCHITECTURE & ENGINEERING - 1 POST- AD/6/138/18- (CAE)**

Applicants should be holders of at least KCSE level of education or equivalent, a clean valid driving license classes ABCE and PSV, passed in Occupational Test Grade I, a certificate in First Aid . They must have at least five (5) years satisfactory previous driving experience at Grade IV or equivalent , a clean record of service, good public relations and be able to work outside working hours

**REGISTRY CLERK GRADE IV, PRINCIPAL'S OFFICE, COLLEGE OF HEALTH SCIENCES- 1 POST- AD/6/139/18- (CHS)**

Applicants should be holders of at least a KCSE C or equivalent with credits in English and Mathematics or equivalent and three (3) years experience as Clerk Grade III and must have shown merit and ability in work performance and results. Those with a KCSE C- and a certificate in Archives & Records will also be considered. They should also be trained in IT skills and/or Business Process Outsourcing and considerable experience in a hospital setting .

**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  
**CAVS** The Principal, College of Agriculture & Veterinary Sciences, P.O Box 30197-00100, Nairobi.  
**CHSS** The Principal, College of Humanities & Social Sciences, P.O Box 30197-00100, Nairobi.  
**CAE** The Principal, College of Architecture & Engineering, P.O Box 30197-00100, Nairobi  
**CHS** The Principal, College of Health Sciences, 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, June 22, 2018.**

MNM/