

# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY.

### **PROFESSOR, DEPARTMENT OF BUSINESS ADMINISTRATION- AC/11/306/16 – 1 POST - (R&T)**

Applicants must be holders of a Ph.D. degree in any of the following areas of specialization : Strategic Management, Human Resource Management, Insurance, Marketing or International Business 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 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

### **ASSOCIATE PROFESSOR (SOIL SCIENCE) DEPARTMENT OF LAND RESOURCE MANAGEMENT & AGRICULTURAL TECHNOLOGY (LARMAT) – 1 POST-AC/11/307/16 – (R&T)**

Applicants must be holders of a Ph.D. degree in Soil Resource Management with specialization in Soil & Water Management, Soil Fertility and Soil Ecology from a recognized university. They must have at least eight (8) years' teaching experience at both at undergraduate and postgraduate levels, three(3) of which must be at Senior Lecturer level. They must have supervised at least two (2) PhD students and three (3) Masters students to completion. Applicants must have at least five (5) publications in refereed journals or three (3) publications and two (2) chapters in scholarly books since the last promotion.

The successful candidates will be expected to teach both undergraduate and postgraduate students and to initiate, conduct and supervise original research in their areas of specialization. They will also be expected to participate in Departmental, Faculty, College and University matters.

### **ASSOCIATE PROFESSOR, DEPARTMENT OF PAEDIATRICS & CHILD HEALTH – 1 POST-AC/11/308/16 – (R&T)**

Applicants must be holders of an MMed degree in Paediatrics or its equivalent from a recognized university. They must have at least eight (8) years' teaching experience at both at undergraduate and postgraduate levels, three(3) of which must be at Senior Lecturer level. They must have supervised at least two (2) PhD students and three (3) Masters students to completion. Applicants must have at least five (5) publications in refereed journals or three (3) publications and two (2) chapters in scholarly books since the last promotion.

The successful candidates will be expected to teach both undergraduate and postgraduate students and to initiate, conduct and supervise original research in their areas of specialization. They will also be expected to participate in Departmental, Faculty, College and University matters.

**SENIOR LECTURER (SOIL SCIENCE) DEPARTMENT OF LAND RESOURCE MANAGEMENT & AGRICULTURAL TECHNOLOGY (LARMAT) – 1 POST-AC/11/309/16 – (R&T)**

Applicants must be holders of a PhD degree in Soils Science with specialization in Land Resource Management, Remote Sensing and Geographic Information Systems (GIS) 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 both undergraduate and postgraduate students and undertake research in their areas of specialization.

**SENIOR LECTURER, DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS- -1 POST-AC/11/310/16–(R&T)**

Applicants must be holders of an MBChB degree or its equivalent plus a PhD or a Masters degree in Internal Medicine or equivalent 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. They must be registered with the Kenya Medical Practitioners & Dentists' Board.

The successful candidates will be expected to teach and supervise both undergraduate and postgraduate students and undertake research in their areas of specialization. They will also be expected to offer clinical services at Kenyatta National Hospital.

**LECTURER, (SOIL SCIENCE) DEPARTMENT OF LAND RESOURCE MANAGEMENT & AGRICULTURAL TECHNOLOGY (LARMAT) – 1 POST-AC/11/311/16 – (CAVS)**

Applicants must be holders of a PhD degree in Soil & Water Management or Environment Hydrology or its equivalent 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 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 School's activities.

**LECTURER, DEPARTMENT OF AGRICULTURAL ECONOMICS -1 POST-AC/11/312/16- (CAVS)**

Applicants must be holders of a PhD degree in Agricultural Economics or its equivalent 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. In both cases, they should be specialized in the following areas:- Business Development & Management, Information Systems& Communication and Social Development. 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 School's activities.

**LECTURER, SCHOOL OF ECONOMICS -AC/11/313/16- (CHSS)**

Applicants must be holders of a PhD degree in Economics or its equivalent 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 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 School's activities.

**CHIEF TECHNOLOGIST, (HAEMATOLOGY& BLOOD TRANSFUSION UNIT), DEPARTMENT OF HUMAN PATHOLOGY - 1 POST- AC/11/314/16- (CHS)**

Applicants must be holders of an M Sc. in one's area of specialization in Medical Laboratory Technology in a busy Haematology & Blood Transfusion Laboratory plus 5 years experience at the level of Senior Technologist Grade DEF.

OR

A B.Sc. or Higher National Diploma in Medical Laboratory Technology in a busy Haematology & Blood Transfusion Laboratory qualification plus 7 years experience as Senior Technologist Grade DEF. They must be proficient with standard computer applications. They must both be registered with the Kenya Medical Laboratory Technicians & Technologists' Board (KMLTTB) and be computer literate.

The successful candidate will be expected to provide leadership, supervise technical staff and repair and maintenance of facilities, calibration and maintenance of laboratory equipment, procurement, development and maintenance of inventory of departmental property, research, consultancy and diagnostic services among other duties. They will also be expected to supervise technical staff and organize practicals for both undergraduate and postgraduate students

**SENIOR ASSISTANT EXECUTIVE SECRETARY GRADE F, PRINCIPAL'S OFFICE, COLLEGE OF BIOLOGICAL & PHYSICAL SCIENCES- 1 POST-AD/11/315/16- (CBPS)**

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

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 EXECUTIVE SECRETARY GRADE E, PRINCIPAL'S OFFICE, COLLEGE OF EDUCATION & EXTERNAL STUDIES – 1 POST- AD/11/316/16- (CEES)**

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 TECHNOLOGIST GRADE DEF, (HAEMATOLOGY& BLOOD TRANSFUSION UNIT), DEPARTMENT OF HUMAN PATHOLOGY - 1 POST-AD/11/317/16- (CHS)**

Applicants must be holders of a BSc. Degree or Higher Diploma in Medical Laboratory Technology or equivalent plus five (5) years experience at the level of Technologist Grade ABC or equivalent in a busy Haematology & Blood Transfusion Laboratory. They must be registered with the Kenya Medical Laboratory Technicians & Technologists' Board (KMLTTB) and be computer literate.

The successful candidate will be expected to participate in the preparation and teaching of practical work for both undergraduate and postgraduate students.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF ANIMAL PRODUCTION- 2 POSTS- AD/11/318/16- (CAVS)**

Applicants must be holders of a BSc. Degree or Higher National Diploma in Analytical Chemistry or equivalent plus five (5) years experience at the level of Technologist Grade ABC or equivalent in a busy teaching and Research Laboratory and be computer literate. Candidates with knowledge in specialized techniques such as GLC, HPLC, Calorimetry and Proximate Analysis will have an added advantage.

The successful candidate will be expected to participate in the preparation and teaching of practical work for both undergraduate and postgraduate students.

**SECRETARY GRADE B, DEAN'S OFFICE, FACULTY OF VETERINARY SCIENCES-AD/11/319/16- 1 POST - (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 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.

**ASSISTANT REGISTRY SUPERVISOR GRADE AB, ADMINISTRATION DEPARTMENT--1 POST- AD/11/320/16- (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 qualification. They must be computer literate.

**SENIOR STOREMAN GRADE AB, SCHOOL OF DENTAL SCIENCES- 1 POST- AD/11/321/16- (CHS)**

Applicants should be holders of at least a KCSE Grade C with 'C' in English and Mathematics or an equivalent qualification, a Diploma in Supplies Management and at least three (3) years a Storeman Grade IV. Those who have at least five years experience in a busy Dental Hospital will have an added advantage. They must be computer literate.

**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.  
**CHS** The Principal, College of Health Sciences, P.O Box 30197-00100, Nairobi.  
**CEES** The Principal, College of Education & External Studies, P.O Box 30197-00100, Nairobi.  
**CBPS** The Principal, College of Biological & Physical Sciences, P.O Box 30197-00100, Nairobi.

**CLOSING DATE: Friday, 13, 2017.**

***ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.***

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