

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEEES ONLY.

PROFESSOR, DEPARTMENT OF PLANT SCIENCE & CROP PROTECTION- AC/11/82/17- 2 POSTS - (R&T)

An applicant should be a holder of an earned PhD specializing in Plant Pathology, Crop Protection, Horticulture, Agronomy and Plant Science from a recognized or accredited University. They must at least have at least three (3) years teaching experience at Associate Professor Level. The applicant must have supervised at least three (3) PhD students and five (5) Masters Students to completion. Applicants must have a minimum of sixty (60) publication points as a Associate Professor or equivalent, of which at least forty (40) should be from refereed scholarly journals. They must have attracted research or development funds as an Associate Professor and registered with the relevant professional body (where applicable).

The successful candidate will be expected to provide leadership, teach both undergraduate and postgraduate students, organize and guide research programmes and is expected to have attracted research funds as an Associate Professor and able to lead in technical proposal writing for funding and teach both undergraduate and post graduate degree levels.

LECTURER, DEPARTMENT OF OPEN LEARNING, ODEL CAMPUS -1 POST- AC/11/83/17- (ODEL)

Applicants must be holders of a PhD degree in Project Planning & Management 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 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.

ASSISTANT EXECUTIVE SECRETARY GRADE E, AUDIT DEPARTMENT - AD/11/84/17- (R&T)

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.

TECHNOLOGIST, GRADE ABC, SCHOOL OF BIOLOGICAL SCIENCES- 1 POST - AD/11/85/17 (CBPS).

Applicants should be holders of at least a KCSE Mean Grade C with credits in relevant science subjects and an Ordinary Diploma in Applied Biology or Biomedical Technology or equivalent qualification plus 3 years relevant experience in a busy teaching or research Laboratory. They should be conversant in Aquatic Sciences, Biology of Conservation, Genetics, Cell Biology, Animal Physiology, Entomology, Parasitology, Immunology, Hydrobiology, Histology, Biotechnology/Microbiology, Mycology, Plant Physiology/ Biochemistry, Animal Husbandry and Microscopy.

The successful candidate will be expected to organize practicals and also carry out routine analysis and maintain lab equipment.

ICT TECHNOLOGIST, GRADE ABC, ADMINISTRATION DEPARTMENT - 2 POSTS - AD/11/86/17- (R&T).

Applicants should be holders of at least a KCSE Mean Grade C with credits in relevant science subjects and an Ordinary Diploma in Computer & Information Systems or equivalent plus 3 years relevant experience in a busy relevant office. They must have technical skills in Systems Development, knowledge of web technologies, good systems and user support skills. They must also have effective communication and good interpersonal skills.

The successful candidate will be expected to implement, maintain and support Human resources Management Information Systems (HRMIS) in line with established standards among other duties.

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) copies of the above supporting documents and applications letters.
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

CBPS The Principal, College of Biological & Physical Sciences, P.O Box 30197-00100, Nairobi.

ODEL The Director, Open Distance & E Learning, P.O Box 30197-00100, Nairobi.

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

CLOSING DATE: Friday, November 24, 2017

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