



## **UNIVERSITY OF NAIROBI INTERNAL JOB VACANCIES**

Applications are invited for the following positions:

### **PROFESSOR, DEPARTMENT OF HUMAN PATHOLOGY – AC/9/236/19 (1 POST) (R&T)**

Applicants must be holders of a Ph.D degree or an equivalent qualification in a Pathology discipline and a Masters degree in a Pathology discipline 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 a minimum of three (3) doctoral and five (5) Masters students to completion. Applicants must have a minimum of sixty (60) equivalent publication points as Associate Professor, of which at least forty (40) should be from refereed scholarly journals. They must also have attracted research or development funds as Associate Professor.

The successful candidate will be expected to provide academic leadership, teach and supervise at both undergraduate and postgraduate levels. They will also be expected to carry out research and participate in clinical work at Kenyatta National Hospital. They will also be expected to participate in Departmental, School, College and University activities.

### **ASSOCIATE PROFESSOR, DEPARTMENT OF HUMAN PATHOLOGY – AC/9/237/19 (1 POST) (R&T)**

Applicants must be holders of a Ph.D degree or an equivalent qualification in a Pathology discipline and a Masters degree in a Pathology discipline from a recognized university. They must have at least eight (8) years teaching experience at both undergraduate and postgraduate degree level, three (3) of which must be at Senior Lecturer level. They must have supervised to completion at least two (2) students at doctoral level and three (3) students at masters level. Applicants must have a minimum of forty eight (48) equivalent publication points as Senior Lecturer, of which at least thirty two (32) should be from refereed scholarly journals. They must also have attracted research or development funds as Senior Lecturer level.

The successful candidate will be expected to provide academic leadership, teach and supervise at both undergraduate and postgraduate levels. They will also be expected to carry out research and participate in clinical work at Kenyatta National Hospital. They will also be expected to participate in Departmental, School, College and University activities.

**ASSOCIATE RESEARCH PROFESSOR, INSTITUTE FOR DEVELOPMENT STUDIES – AC/9/238/19 (1 POST) (R&T)**

Applicants must be holders of a PhD in Development Studies or Development related disciplines with specialization in two or more of the following areas: Education and Development; Population and Development; Health and Development; Development Economics and international development; Climate Change, Environment and Development; Industrialization and development; Entrepreneurship and Development; and Human Resources and Development. In addition they must have a minimum 8 (eight) years of teaching and research experience both at undergraduate and postgraduate levels, 3 years of which must be at Senior Lecturer level. They should have successfully supervised at least two (2) PhD and three (3) Masters Students to completion. Applicants must have a minimum of forty eight (48) equivalent publication points as Senior Lecturer, of which at least thirty two (32) should be from refereed scholarly journals. They must also have attracted research or development funds as a Senior Lecturer or equivalent level. Those with ongoing Research Projects and/or demonstrate track record in raising Institutional and Individual Research Grants will have an added advantage.

The successful candidate will be expected to provide academic leadership; teach postgraduate students in at least two of the above areas, organize and guide research programs, undertake further research in their areas of specialization, and develop institutional research proposals. They will also be expected to participate in the Institute's and College's activities.

**SENIOR RESEARCH FELLOW, INSTITUTE FOR DEVELOPMENT STUDIES – AC/9/239/19 (2 POSTS) (R&T)**

Applicants must be holders of a PhD in Development Studies or Development related disciplines. Applicants must demonstrate specialization in at two of the following areas: Development Research methods; Education and Development; Health and Development; Population and Development; Development Economics, and International Development; Climate Change, Environment and Development; Entrepreneurship and Development, Human Resources and Development; and Technology and Development. They should have minimum five (5) years teaching experience both at undergraduate and postgraduate levels, three (3) of which must be at Lecturer level. They must have supervised at least three (3) Masters students to completion. In addition they should have a minimum of thirty two (32) publications points since last promotion, of which at least twenty four (24) should be from refereed scholarly journals. Those with ongoing Research Projects and/or demonstrate track record in raising Institutional and Individual Research Grants will have an added advantage

The successful candidate will be expected to provide academic leadership, teach postgraduate students in at least two areas of specialization, organize and guide research programs, and undertake further research in their areas of specialization. They will also be expected to participate in the Institute's and College's activities.

**SENIOR LECTURER, DEPARTMENT OF PERIODONTOLOGY/COMMUNITY AND PREVENTIVE DENTISTRY – AC/9/240/19 (1 POST) (R&T)**

Applicants must have a PhD degree in the relevant area of Periodontology from a recognized university. They should have minimum five (5) years teaching experience both at undergraduate and

postgraduate levels, three (3) of which must be at Lecturer level. They must have supervised at least three (3) post-graduate students to completion. In addition they should have a minimum of thirty two (32) publications points since last promotion, of which at least twenty four (24) should be from refereed scholarly journals. They should show evidence of continuing research activity. They should be registered with the relevant professional body (where applicable).

**SENIOR LECTURER, DEPARTMENT OF LITERATURE – AC/9/241/19 (1 POST) (R&T)**

Applicants must have a PhD degree in literature from a recognized university. They should have minimum five (5) years teaching experience both at undergraduate and postgraduate levels, three (3) of which must be at Lecturer level. They must have supervised at least three (3) post-graduate students to completion. In addition they should have a minimum of thirty two (32) publications points since last promotion, of which at least twenty four (24) should be from refereed scholarly journals. They should show evidence of continuing research activity. They should be registered with the relevant professional body (where applicable).

The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students in the following areas: Research Methods in Performing Arts, Research Methodology in Theatre and Motion Pictures, Scripting and Script Analysis, Editing for Film and Video, and Directing for Theatre and Film. They are also expected to actively participate in Departmental activities.

**SENIOR LECTURER, DEPARTMENT OF OPEN LEARNING PROGRAMMES, ODeL CAMPUS – AC/9/242/19 (1 POST) (R&T)**

Applicants must be holders of an earned PhD degree in Distance Education or its equivalent from a recognized university. They should have minimum five (5) years teaching experience both at undergraduate and postgraduate levels, three (3) of which must be at Lecturer level. They must have supervised at least three (3) post-graduate students to completion. In addition they should have a minimum of thirty two (32) publications points since last promotion, of which at least twenty four (24) should be from refereed scholarly journals. They should show evidence of continuing research activity. They should be registered with the relevant professional body (where applicable).

The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students in their area of specialization.

**SENIOR LECTURER, DEPARTMENT OF CLINICAL MEDICINE AND THERAPEUTICS – AC/9/243/19 (3 POSTS) (R&T)**

Applicants must be holders of MBChB degree or its equivalent; MMed degree in Internal Medicine or its equivalent; and PhD degree in Internal Medicine or its equivalent, all from a recognized and accredited university. They must be registered or registrable with the Kenya Medical Practitioners and Dentists Board. Applicants should have at least five (5) years teaching experience at both undergraduate and post graduate levels, three (3) years of which should be at the level of Lecturer. They must have supervised at least three (3) Masters students to completion. They must have experience in research with at least thirty two (32) publication points, of which twenty four (24) should be from refereed scholarly journals.

The successful candidate will be expected to carry out teaching and supervision duties at both undergraduate and postgraduate students as well as clinical duties at the Kenyatta National Hospital. They will also be expected to undertake research in their areas of specialization.

**SENIOR LECTURER, DEPARTMENT OF HUMAN PATHOLOGY – AC/9/244/19 (1 POST) (R&T)**

Applicants must be holders of a Ph.D degree or an equivalent qualification in a Pathology discipline and a Masters degree in a Pathology discipline from a recognized university. They should have at least five (5) years teaching experience at both undergraduate and post graduate levels, three (3) years of which should be at Lecturer level. They must have supervised at least three (3) Masters students to completion. They must have experience in research with at least thirty two (32) publication points, of which twenty four (24) should be from refereed scholarly journals.

The successful candidate will be expected to provide academic leadership, teach and supervise at both undergraduate and postgraduate levels. They will also be expected to carry out research and participate in clinical work at Kenyatta National Hospital. They will also be expected to participate in Departmental, School, College and University activities.

**RESEARCH FELLOW, INSTITUTE FOR DEVELOPMENT STUDIES – AC/9/245/19 (5 POSTS) (CHSS)**

Applicants should have a PhD degree in Development Studies or related disciplines including Political Science, Sociology, Economics, Agricultural Economic, Development Anthropology; and Development Geography. They must demonstrate specialization in at least two of the following areas: Social Science/Development Research Methods; Governance and Development; Education and Development; Population and Development; Health and Development; Development Economics and International Development; Climate Change, Environment and Development; Entrepreneurship and Development, Human Resources and Development; Transportation and Urban Planning; and Technology and Developments. They should have at least three (3) years teaching experience at University level and research experience with at least twenty four (24) publication points, of which sixteen (16) should be from refereed scholarly journals. They must demonstrate ability to initiate and manage development research as part of a team in their areas of specialization and should prove competence in qualitative and/or quantitative data analysis. Those with ongoing Research Projects and/or demonstrate track record in raising Institutional and Individual Research Grants will have an added advantage

The successful candidate will be expected to teach postgraduate level students in their areas of specialization.

**LECTURER, DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION – AC/9/246/19 (1 POST) (CHSS)**

Applicants must be holders of a PhD degree in Political Science from a recognized and accredited university. They should have at least three (3) years teaching experience at University level and research experience with at least twenty four (24) publication points, of which sixteen (16) should be from refereed scholarly journals. They should be able to teach in the following sub-fields of Political

Science: Public Administration, Comparative Politics and Political Theory. They are also expected to show evidence of continued research activity.

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

**LECTURER, INSTITUTE OF DIPLOMACY AND INTERNATIONAL STUDIES – AC/9/247/19 (1 POST) (CHSS)**

Applicants must be holders of a PhD degree in International Studies or related disciplines from a recognized and accredited university. They should have at least three (3) years teaching experience at University level and research experience with at least twenty four (24) publication points, of which sixteen (16) should be from refereed scholarly journals. Expertise in International Law or International Economics will be added advantage.

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

**LECTURER, DEPARTMENT OF PLANT SCIENCE AND CROP PROTECTION – AC/9/248/19 (1 POST) (CAVS)**

Applicants must be holders of a PhD degree in Plant Breeding and Biotechnology from a recognized and accredited university. They should have at least three (3) years teaching experience at University level and research experience with at least twenty four (24) publication points, of which sixteen (16) should be from refereed scholarly journals. They must be registered or registrable with the relevant professional body, where applicable.

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

**LECTURER, DEPARTMENT OF CLINICAL MEDICINE AND THERAPEUTICS – AC/9/249/19 (2 POSTS) (CHS)**

Applicants must be holders of MBChB degree or its equivalent; MMed degree in Internal Medicine or its equivalent; and PhD degree in Internal Medicine or its equivalent, all from a recognized and accredited university. They must be registered or registrable with the Kenya Medical Practitioners and Dentists Board. Applicants should have at least three (3) years teaching experience as Lecturer at university level. They must have experience in research with at least twenty-four (24) publication points, of which sixteen (16) should be from refereed scholarly journals.

The successful candidate will be expected to carry out teaching and supervision duties at both undergraduate and postgraduate students as well as clinical duties at the Kenyatta National Hospital. They will also be expected to undertake research in their areas of specialization.

**CHIEF TECHNOLOGIST, DEPARTMENT OF GEOGRAPHY AND ENVIRONMENTAL STUDIES – AC/9/250/19 (1 POST) (CHSS)**

Applicants must be holders of MA/MSc. Degree in a relevant field from a recognized institution. They must have at least 5 years experience at the level of Senior Technologist Grade DEF. Those with B.Sc. or Higher Diploma in cartography, surveying, photogrammetry or related fields with at least 7 years experience as Senior Technologist Grade DEF will also be considered. In both cases, knowledge in remote sensing, GIS and research will be added advantage.

The successful candidate will be expected to be in charge of the technical division of the Department. He/She will be expected to assist academic staff and students in applied, field, laboratory and practical aspects of Geography and Environmental studies.

**TUTORIAL FELLOW, INSTITUTE OF DIPLOMACY AND INTERNATIONAL STUDIES – AC/9/251/19 (1 POST) (CHSS)**

Applicants must be registered for Ph.D degree in International Studies or related fields and must have a Masters degree in related disciplines from a recognized university. The successful candidate will be expected to teach and supervise undergraduate students and undertake research in their area of specialization.

**TUTORIAL FELLOW, DEPARTMENT OF PHARMACEUTICAL CHEMISTRY – AC/9/252/19 (1 POST) (CHS)**

Applicants must be holders of Bachelor of Pharmacy (B.Pharm) degree from a recognized university. They must be registered or registrable with the Pharmacy and Poisons Board. The applicants are expected to have registered for a Masters degree in the field of Pharmaceutical Chemistry and also pursue PhD studies. A Masters degree in Pharmaceutical Chemistry will be an added advantage.

The successful candidates will be expected to teach undergraduate students in a relevant area of specialization. In addition, the successful candidates will be expected to participate in departmental, School and College activities.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF PLANT SCIENCE AND CROP PROTECTION – AD/9/253/19 (1 POST) (CAVS)**

Applicants must have BSc. degree or Higher National Diploma or equivalent qualification in Applied Biology or equivalent plus 5 years experience as a Technologist Grade ABC or an equivalent position in a busy teaching/research laboratory. Experience in Nematology and Weed Science 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.

**REGISTERED NURSE GRADE DEF, DEPARTMENT OF CONSERVATIVE AND PROSTHETIC DENTISTRY – AD/9/254/19 (4 POSTS) (CHS)**

Applicants must have BSc (Nursing) with 4 years pre-service training at the University OR KRN/KRM or KRCHN or equivalent qualifications plus three (3) years work experience at the level of Enrolled Nurse Grade ABC. They must be registered or registrable with the relevant professional body, where applicable.

The successful candidate will be expected to work in the Conservative and Prosthetic clinics for undergraduate and postgraduate students.

**ADMINISTRATIVE ASSISTANT GRADE CD, DEAN’S OFFICE, FACULTY OF ARTS – AD/9/255/19 (1 POST) (CHSS)**

Applicants must have a Bachelor’s degree (at least 2<sup>nd</sup> Class Honors, Lower Division) from a recognized university. They should be computer literate. The successful candidate will be expected to service University committees in addition to other administrative duties.

**ADMINISTRATIVE ASSISTANT GRADE CD, DEPARTMENT OF EDUCATIONAL COMMUNICATION AND TECHNOLOGY – AD/9/256/19 (1 POST) (CEES)**

Applicants must be holders of a Bachelors degree (at least 2<sup>nd</sup> Class Honors, Lower Division) from a recognized university. They must be computer literate. The successful candidate will be expected to service University committees in addition to other administrative duties.

**SENIOR SECRETARY GRADE D, PRINCIPAL’S OFFICE, COLLEGE OF EDUCATION AND EXTERNAL STUDIES – AD/9/257/19 (1 POST) (CEES)**

Applicants must have at least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language. (Those who were employed in the University before 2007 will be considered with the grades they already have.) In addition, they must have the following secretarial qualifications:

- 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, Data Base Management packages and knowledge of Anti-virus Tools. They should have three (3) years experience as Assistant Senior Secretary Grade C or a position of comparable responsibility for this grade.

**ASSISTANT SENIOR SECRETARY GRADE C, DEPARTMENT OF EDUCATIONAL COMMUNICATION AND TECHNOLOGY – AD/9/258/19 (1 POST) (CEES)**

Applicants must have at least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language. (Those who were employed in the University before 2007 will be considered with the grades they already have.) In addition, they must have the following secretarial qualifications:

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, Data Base Management packages and knowledge of Anti-virus Tools. They should have three (3) years experience as Secretary Grade B or a position of comparable responsibility for this grade.

**SECRETARY GRADE B, OFFICE OF CAREER SERVICES – AD/9/259/19 (1 POST) (R&T)**

Applicants must have at least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language. (Those who were employed in the University before 2007 will be considered with the grades they already have.) In addition, they must have the following secretarial qualifications:

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, Data Base Management packages and knowledge of Anti-virus Tools. They should have three (3) years experience as Assistant Secretary Grade A or a position of comparable responsibility for this grade.

**RECORDS CLERK GRADE A, INSTITUTE OF DIPLOMACY AND INTERNATIONAL STUDIES – AD/9/260/19 (1 POST) (CHSS)**

Applicants must have KCSE C or equivalent with credits in English and Mathematics or equivalent. (Those who were employed in the University before 2007 will be considered with the grades they already have.) They must also hold qualifications in Office Management, Record Keeping Courses, Archives and Records Management, KATC Intermediate or ACNC Part I or equivalent qualifications. They must have served for three (3) years as Records/Mail/Registry Clerk Grade IV.



**RECORDS CLERK GRADE III, OFFICE OF DEPUTY VICE-CHANCELLOR (RESEARCH, PRODUCTION AND EXTENSION) - AD/9/261/19 (1 POST) (R&T)**

Applicants must have KCSE D+ or KCE Div. III with credits in English and Mathematics or equivalent. (Those who were employed in the University before 2007 will be considered with the grades they already have.) They must also have three (3) years experience in Grade II and have a clean record of service.

**CLEANER/LABOURER GRADE III, DEPARTMENT OF PHYSICS – AD/9/262/19 (2 POSTS) (CBPS)**

Applicants must be have KCSE or equivalent qualification. They must have at least five (5) years working experience, three (3) of which should be at the level of Cleaner/Messenger/Labourer Grade II or equivalent position. They must have a good school leaving certificate and a good reference letter from their current section head. They must have ability to communicate in both English and Kiswahili. They must have knowledge of the use of office equipment such as photocopier. They must be of high integrity, reliable disciplined and committed to work.

The successful candidate will be expected to show outstanding merit and ability to handle classified information and work with minimum supervision. They will be expected to work during odd hours and also during weekends.

**NOTES**

1. Applicants for academic (AC) posts at the level of Professor, Associate Professor and equivalent should forward thirteen (13) copies of their application letters accompanied by similar number of certified copies of certificates and CV giving details of their qualifications, experience, research activities and publications they appear in.
2. All other applicants for academic (AC) posts should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and CV giving details of their qualifications, experience, research activities and publications they appear in.
3. All applicants for teaching positions are required to complete and submit together with their application documents, a hard copy of the CUE interactive application form available in the respective Department/College Website.
4. Applicants for non-academic (AD) posts should submit seven (7) of their application letters accompanied by similar number of certified copies of certificates and CV giving details of their qualifications and experience.
5. All applications and related documents should be forwarded through the applicants' heads of departments. In addition, 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 post in the advertisement.

6. Applications should be addressed as per the codes below:-

<b>R&amp;T</b>	The Deputy Registrar, Recruitment & Training, P.O Box 30197-00100 Nairobi
<b>CAVS</b>	The Principal, College of Agriculture & Vet. Sciences, Box 30197-00100, Nairobi.
<b>CBPS</b>	The Principal, College of Biological & Physical Sciences, Box 30197-00100, Nairobi.
<b>CEES</b>	The Principal, College of Education & External Studies, Box 30197-00100, Nairobi.
<b>CHS</b>	The Principal, College of Health Sciences, Box 30197-00100, Nairobi.
<b>CHSS</b>	The Principal, College of Humanities & Social Sciences, Box 30197-00100, Nairobi.

**CLOSING DATE: FRIDAY, SEPTEMBER 20, 2019.**

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