



UNIVERSITY OF NAIROBI INTERNAL JOB VACANCIES

Applications are invited for the following positions:

PROFESSOR, DEPARTMENT OF OBSTETRICS AND GYNECOLOGY - AC/11/334/19 (1 POST) (R&T)

Applicants must be holders of an MBChB or its equivalent; M.Med in Obstetrics and Gynaecology or its equivalent; and an earned PhD, Doctor of Medicine (M.D) or its equivalent in Obstetrics and Gynaecology from recognized institutions. They must be registered as Medical Practitioners by the Kenya Medical Practitioners and Dentists Board. They must have a minimum of ten (10) years teaching experience at both undergraduate and postgraduate levels, three (3) of which must be at the level of Associate Professor. They must have supervised a minimum of three (3) doctoral and five (5) Masters students to completion since their last promotion. 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, must show evidence of continued research, attendance/participation/presentation of papers in local, regional and international scientific conferences and collaboration with local and international organizations in training and research activities.

The successful candidate will be required to provide academic leadership, teach, supervise and both undergraduate and postgraduate students, conduct and supervise research, and provide clinical services at Kenyatta National hospital or any other hospital the department may be associated with. They will also be expected to participate in Departmental, School, College and University activities.

PROFESSOR, DEPARTMENT OF CHEMISTRY – AC/11/335/19 (1 POST) (R&T)

Applicants must be holders of a PhD degree or an equivalent qualification in a Chemistry discipline and a Masters degree in a Chemistry discipline from a recognized university. They must have a minimum of ten (10) years teaching experience at both undergraduate and postgraduate levels, three (3) of which must be at the level of Associate Professor. They must have supervised a minimum of three (3) doctoral and five (5) Masters students to completion since their last promotion. 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 required to provide academic leadership, teach, supervise and mentor both undergraduate and postgraduate students and conduct research in their areas of specialization. They will also be expected to participate in Departmental, School, College and University activities.

ASSOCIATE PROFESSOR, DEPARTMENT OF OBSTETRICS AND GYNECOLOGY – AC/11/336/19 (1 POST) (R&T)

Applicants must be holders of an MBChB or its equivalent; M.Med in Obstetrics and Gynaecology or its equivalent; and an earned PhD, Doctor of Medicine (M.D) or its equivalent in Obstetrics and Gynaecology. They must be registered as Medical Practitioners by the Kenya Medical Practitioners and Dentists Board. They must have a minimum of eight (8) years teaching experience at both undergraduate and postgraduate levels, three (3) of which must be at the level of Senior Lecturer. They must have supervised to completion at least two (2) students at doctoral level and three (3) students at masters level since their last promotion. Applicants must have a minimum of forty eight (48) 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 at Senior Lecturer level.

They must show evidence of continued research, attendance/presentation of papers in local, regional and international scientific conferences, and collaboration with local and international organizations in training and research activities.

The successful candidate will be required to provide academic leadership, teach, supervise and mentor both undergraduate and postgraduate students, conduct and supervise research, and provide clinical services at Kenyatta National hospital or any other hospital the department may be associated with. They will also be expected to participate in Departmental, School, College and University activities.

ASSOCIATE PROFESSOR, DEPARTMENT OF MEDICAL PHYSIOLOGY – AC/11/337/19 (1 POST) (R&T)

Applicants must be holders of Ph.D degree in Medicine or equivalent qualification from a recognized university with specialization in at least one of the following areas: Medical Physiology, Cardiology, Pharmacology and Neuroscience. 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 since their last promotion. Applicants must have a minimum of forty eight (48) publication points as Senior Lecturer, of which at least thirty two (32) should be from refereed scholarly journals. They must be registered or registrable with the relevant professional body. They must also have attracted research or development funds at Senior Lecturer level.

The successful candidate will be expected to provide academic leadership, teach and supervise at both undergraduate and postgraduate levels, organize and guide research programmes and undertake further research in their areas of specialization. They will also be expected to participate in Departmental, School, College and University activities.

LECTURER, SCHOOL OF ECONOMICS – AC/11/338/19 (1 POST) (CHSS)

Applicants must be holders of a PhD degree in Economics from a recognized university. They should have at least three (3) years teaching experience at University level and possess at least twenty four (24) publication points, of which sixteen (16) should be from refereed scholarly journals.

The successful candidate will be expected to teach Economic Theory, Quantitative/Mathematical Economics plus an applied area of Economics at both undergraduate and postgraduate levels. The will also be expected to undertake research in their area of specialization.

LECTURER, DEPARTMENT OF HUMAN PATHOLOGY (CLINICAL CHEMISTRY UNIT) – AC/11/339/19 (1 POST) (CHS)

Applicants must be holders of PhD degree in a Pathology discipline or equivalent qualification from a recognized university. They must have at least three (3) years teaching experience at University level and possess at least twenty four (24) publication points, of which sixteen (16) should be from refereed scholarly journals. They must be registered with the relevant medical professional body. They are expected to show evidence of continued research activity.

The successful candidate will be expected to teach and supervise undergraduate and postgraduate students and undertake research in their area of specialization. They are also expected to provide clinical services at Kenyatta National Hospital, in addition to participating in Departmental, School and College activities.

CHIEF TECHNOLOGIST GRADE 12, DEPARTMENT OF ARCHITECTURE AND BUILDING SCIENCE – AC/11/340/19 (1 POST) (CAE)

Applicants must have a Masters degree in a relevant area of specialization plus 5 years experience at the level of Senior Technologist Grade DEF. Those with B.Arch degree (Honours) or ICT degree with working experience in a CAD intensive environment or Higher Diploma or equivalent qualification in a relevant area will be considered provided that they have 7 years experience as Senior Technologist Grade DEF. Applicants should also be registered or registrable with the Board of Architects and Quantity Surveyors – Kenya (BORAQS). In all cases, applicants should be proficient in CAD software such as Revit, AutoCAD and other software used in the industry.

The successful applicant will be expected to provide leadership in the development and maintenance of support system for the courses in the Department of Architecture and Building Science. As part of this responsibility, he/she will be expected to supervise technical staff in the five workshops of the Department (wood, metal, materials, computer and environmental science), organization of practicals for undergraduate and post-graduate students and the servicing of teaching, laboratory and workshop equipment.

LIBRARIAN GRADE 12, DEPARTMENT OF LIBRARY AND INFORMATION SERVICES – AC/11/341/19 (1 POST) (R&T)

Applicants must have a Masters degree in Library and Information Sciences or its equivalent from a recognized university. They must have six (6) years experience in a busy library, three (3) of which must be as Senior Library Assistant Grade DEF. They must have evidence of ICT working knowledge.

The successful candidate will be expected to head one of the sections within the University library system. They will also be expected to participate in teaching of Information Skills programme to both undergraduate and postgraduate students. They must be ready to work in shift programme.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF PLANT SCIENCE AND CROP PROTECTION – AC/11/342/19 (3 POSTS) (CAVS)

Applicants must be holders of Bachelors degree or Higher National Diploma in Applied Biology, Applied Statistics or any other related field from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF in a busy teaching/research laboratory.

The successful candidate will be expected to prepare and supervise students practicals, help maintain laboratory equipment, mentor and provide leadership to laboratory personnel and participate in research and other activities in the Department.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF MECHANICAL AND MANUFACTURING ENGINEERING – AC/11/343/19 (1 POST) (CAE)

Applicants must be holders of Bachelors degree or Higher National Diploma in the relevant field - Mechanical, Manufacturing, Industrial, Electrical or Electronics Engineering from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF in a busy teaching/research laboratory.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF FOOD SCIENCE, NUTRITION AND TECHNOLOGY – AC/11/344/19 (2 POSTS) (CAVS)

Applicants must be holders of Bachelors degree in Food Science and Technology or Higher National Diploma in Food Science and Technology or equivalent qualifications from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF.

SENIOR ASSISTANT EXECUTIVE SECRETARY GRADE F, OFFICE OF THE VICE CHANCELLOR – AD/11/345/19 (1 POST) (R&T)

Applicants must have at least KCSE Mean Grade C (plain) or KCE Div. III 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
Office Management III
Shorthand III (minimum 120 wpm) or Audio-Typewriting III
Typewriting 60 wpm

They must also possess a Diploma in Business Administration. They should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages. They should also have three (3) years experience as Assistant Executive Secretary Grade E and have knowledge of Anti-virus Tools.

SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF ARCHITECTURE AND BUILDING SCIENCE – AD/11/346/19 (1 POST) (CAE)

Applicants must have B.Arch degree (Honours) or Higher Diploma or equivalent qualifications from a recognized institution. They must possess at least five (5) years experience as a Technologist Grade ABC. They must be registered or be registrable with the Board of Architects and Quantity Surveyors – Kenya. Applicants must be proficient in CAD software such as Revit, AutoCAD and other software used in the industry. Those with evidence of research work will have added advantage.

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

SENIOR SECRETARY GRADE D, SCHOOL OF THE ARTS AND DESIGN – AD/11/347/19 (1 POST) (CAE)

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 Assistant Senior Secretary Grade C or a position of comparable responsibility for this grade.

ASSISTANT SENIOR SECRETARY GRADE C, DEAN'S OFFICE, SCHOOL OF THE BUILT ENVIRONMENT – AD/11/348/19 (1 POSTS) (CAE)

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.

ASSISTANT SENIOR SECRETARY GRADE C, DEPARTMENT OF ARCHITECTURE AND BUILDING SCIENCE - AD/11/349/19 (1 POSTS) (CAE)

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.

ASSISTANT SENIOR SECRETARY GRADE C, DEPARTMENT OF CLINICAL MEDICINE AND THERAPEUTICS – AD/11/350/19 (1 POST) (CHS)

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.

ASSISTANT SENIOR SECRETARY GRADE C, DEPARTMENT OF SPORTS AND GAMES – AD/11/351/19 (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 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, DEPARTMENT OF SECURITY AND SAFETY SERVICES – AD/11/352/19 (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.

SECRETARY GRADE B, PROCUREMENT DEPARTMENT – AD/11/353/19 (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.

SECRETARY GRADE B, PRINCIPAL'S OFFICE, COLLEGE OF EDUCATION AND EXTERNAL STUDIES – AD/11/354/19 (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 Secretary Grade A or a position of comparable responsibility for this grade.

ASSISTANT SECRETARY GRADE A, INSTITUTE OF ANTHROPOLOGY, GENDER AND AFRICAN STUDIES – AD/11/355/19 (1 POST) (CHSS)

Applicants must have at least KCSE C (plain) 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.) They must have completed Stage I-III in the following subjects offered by KNEC or an equivalent certificate from a recognized examining body:

Business English II
Commerce II
Secretarial Duties II
Office Management III
Shorthand II (minimum 80 wpm)
Typewriting 50 wpm

Please note that long serving staff without professional qualifications must have satisfactorily served in the grade of Copy Typist IV for a minimum period of ten (10) years and must have passed typing practical test (50 wpm). They must show an indication or effort to improve their professional qualifications.

DRIVER GRADE A, POPULATION STUDIES AND RESEARCH INSTITUTE – AD/11/356/19 (1 POST) (CHSS)

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

RECORDS CLERK GRADE IV, DEPARTMENT OF PHILOSOPHY AND RELIGIOUS STUDIES – AD/11/357/19 (1 POST) (CHSS)

Applicants must have KCSE Mean Grade C (plain) or equivalent qualification with credits in English and Mathematics. (Those who were employed in the University before 2007 will be considered with the grades they already have.) They should have three (3) years experience as Clerk Grade III and must have shown merit and ability in work performance and results.

RECORDS CLERK GRADE IV, ADMINISTRATION DEPARTMENT – AD/11/358/19 (1 POST) (R&T)

Applicants must have KCSE Mean Grade C (plain) or equivalent qualification with credits in English and Mathematics. (Those who were employed in the University before 2007 will be considered with the grades they already have.) They should have three (3) years experience as Clerk Grade III and must have shown merit and ability in work performance and results.

CLEANER/MESSENGER GRADE III, DEPARTMENT OF FOOD SCIENCE AND NUTRITION TECHNOLOGY – AD/11/359/19 (1 POST) (CAVS)

Applicants must be have KCSE or equivalent qualification. They must have at least three (3) years working experience at the level of Cleaner/Messenger Grade II. They must have ability to communicate in both English and Kiswahili.

CLEANER/MESSENGER GRADE III, DEPARTMENT OF LAND RESOURCE MANAGEMENT AND AGRICULTURAL TECHNOLOGY – AD/11/360/19 (1 POST) (CAVS)

Applicants must be have KCSE or equivalent qualification. They must have at least three (3) years working experience at the level of Cleaner/Messenger Grade II. They must have ability to communicate in both English and Kiswahili.

NOTES

1. Applicants for academic (AC) positions at the level of Professor, Associate Professor and equivalent should forward fifteen (15) 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) positions 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) positions 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. In all cases, 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 position in the advertisement.
6. Applications should be addressed as per the codes below:-

R&T	Deputy Registrar, Recruitment & Training, P.O Box 30197-00100 Nairobi
CAE	Principal, College of Architecture & Engineering, Box 30197-00100, Nairobi.
CAVS	Principal, College of Agriculture & Vet. Sciences, Box 30197-00100, Nairobi.
CEES	Principal, College of Education & External Studies, Box 30197-00100, Nairobi.
CHS	Principal, College of Health Sciences, Box 30197-00100, Nairobi.
CHSS	Principal, College of Humanities & Social Sciences, Box 30197-00100, Nairobi.

CLOSING DATE: FRIDAY, NOVEMBER 15, 2019.

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