



UNIVERSITY OF NAIROBI INTERNAL JOB VACANCIES

Applications are invited for the following positions:

ASSOCIATE PROFESSOR, DEPARTMENT OF LAND RESOURCE MANAGEMENT AND AGRICULTURAL TECHNOLOGY – AC/12/361/19 (1 POST) (R&T)

Applicants must be holders of a Ph.D degree in Soil Science from a recognized university, with specialization in Soil Physics and Soil Fertility. 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 in their areas of specialization. They will also be expected to participate in Departmental, Faculty, College and University activities.

ASSOCIATE PROFESSOR, DEPARTMENT OF AGRICULTURAL ECONOMICS – AC/12/362/19 (1 POST) (R&T)

Applicants must be holders of a Ph.D degree in Agricultural Economics or its equivalent from a recognized university, with specialization in Agricultural Marketing or Agricultural Policy. 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 and be registered with a relevant professional body, where applicable.

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 in their areas of specialization and lead in technical proposal writing for funding. They will also be expected to participate in Departmental, Faculty, College and University activities.

**SENIOR LECTURER, DEPARTMENT OF PHARMACOLOGY & PHARMACOGNOSY
– AC/12/363/19 (2 POSTS) (R&T)**

Applicants must have a PhD degree in the relevant field 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) 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. They must have attracted research or development funds and should be registered with the relevant professional body.

The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students, carry out further research in their areas of specialization and participate in College, School and Departmental activities.

**SENIOR LECTURER, DEPARTMENT OF FINANCE AND ACCOUNTING –
AC/12/364/19 (4 POSTS) (R&T)**

Applicants must have a PhD degree in Business Administration, Finance or Accounting 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) 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.

The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students, carry out further research in their areas of specialization and participate in College, School and Departmental activities.

**SENIOR LECTURER, DEPARTMENT OF VETERINARY ANATOMY AND
PHYSIOLOGY – AC/12/365/19 (4 POSTS) (R&T)**

Applicants must have an earned PhD degree in Veterinary Anatomy or Animal Physiology 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) 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. They must be registered with the Kenya Veterinary Board.

The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students, carry out further research in their areas of specialization and participate in College, Faculty and Departmental activities.

SENIOR LECTURER, DEPARTMENT OF OPHTHALMOLOGY – AC/12/366/19 (3 POSTS) (R&T)

Applicants must have a PhD degree or equivalent in Ophthalmology and M.Med degree in Ophthalmology 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) 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. They should be registered with the Kenya Medical Practitioners and Dentists Board.

The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students, carry out further research in their areas of specialization and participate in College, School and Departmental activities.

PRINCIPAL TECHNOLOGIST GRADE 13, DEPARTMENT OF PHYSICS - AC/12/367/19 (1 POST) (R&T)

Applicants must have a Masters degree in Physics or related area from a recognized institution and five (5) years experience at the level of Chief Technologist Grade 12 in a busy teaching/research unit. Those with BSc. Degree or Higher Diploma in Physics or a relevant area plus ten (10) years experience at the level of Chief Technologist Grade 12 will also be considered. Candidates with higher academic qualifications or with evidence of undertaking further training in Physical Sciences and research will have added advantage.

The successful candidate will be expected to provide leadership in technical teaching, research and consultancy activities in the Department. They will also be expected to supervise technical and other non-teaching staff and organize practicals for both undergraduate and postgraduate students. They will also be expected to be familiar with procurement procedures and purchasing of teaching, laboratory and workshop materials.

LECTURER (LINGUISTICS), DEPARTMENT OF LINGUISTICS AND LANGUAGES – AC/12/368/19 (1 POST) (CHSS)

Applicants must be holders of a PhD degree in Linguistics from a recognized 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 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 (ARABIC), DEPARTMENT OF LINGUISTICS AND LANGUAGES – AC/12/369/19 (1 POST) (CHSS)

Applicants must be holders of a PhD degree in Arabic Studies from a recognized 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 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, DEPARTMENT OF METEOROLOGY – AC/12/370/19 (1 POST) (CBPS)

Applicants must be holders of a PhD degree in Meteorology or its equivalent from a recognized 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 are also expected to show evidence of continued research activity and be registered or registrable with a 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. They are also expected to participate in Departmental, Faculty and College activities.

LECTURER (SURGERY SECTION), DEPARTMENT OF CLINICAL STUDIES – AC/12/371/19 (1 POST) (CAVS)

Applicants must be holders of a Masters degree in Veterinary Surgery and a PhD degree in Clinical Studies or Veterinary Surgery from a recognized 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 are also expected to show evidence of continued research activity and be registered with the Kenya Veterinary Board.

The successful candidate will be expected to teach and supervise both undergraduate and postgraduate students in Veterinary Surgery, Veterinary Anaesthesiology and Diagnostic Imaging. They are expected to carry out further research in their area of specialization and clinical duties including during off hours, weekends and public holidays. They are also expected to participate in Departmental, Faculty and College activities.

LECTURER, DEPARTMENT OF GEOGRAPHY AND ENVIRONMENTAL STUDIES – AC/12/372/19 (1 POST) (CHSS)

Applicants must be holders of a PhD degree in Biogeography or its equivalent 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 Biogeography and Biophysical Geography among other courses at both undergraduate and postgraduate levels. They will also be expected to undertake research in their area of specialization.

ASSISTANT REGISTRAR, OFFICE OF THE DEPUTY VICE-CHANCELLOR (HRA) – AC/12/373/19 (1 POST) (R&T)

Applicants should be holders of at least a Masters degree in public administration or human resource management or its equivalent; CPS(K) or relevant professional qualification; 6 years administrative experience, 3 of which must have been as a Senior Administrative Assistant Grade EF. They must be computer literate and members of a recognized professional administration or management body. The successful candidate will be deployed in the School of the Built Environment.

CHIEF TECHNOLOGIST, DEPARTMENT OF ORAL AND MAXILLOFACIAL SURGERY/ORAL PATHOLOGY & ORAL MEDICINE – AC/12/374/19 (1 POST) (CHS)

Applicants must be holders of MSc. Degree in a relevant field of Medical Laboratory Science from a recognized institution. They must have at least three (3) years experience at the level of Senior Technologist Grade DEF. Those with B.Sc. or Higher Diploma in Medical Laboratory Science or related fields with at least 7 years experience as Senior Technologist Grade DEF will also be considered. In both cases, they must be registered by the Kenya Medical Laboratory Technicians/Technologists Board. Experience in Histopathology will be an added advantage.

The successful candidate will be expected to be proficient in advanced laboratory techniques, experience in organizing practical sessions for both undergraduate and postgraduate students and participate in research activities.

MAINTENANCE OFFICER GRADE 12, DEPARTMENT OF CONSTRUCTION AND MAINTENANCE – AC/12/375/19 (4 POSTS) (R&T)

Applicants must be holders of Masters degree in a relevant field. In addition, they must also have a Bachelor of Arts Degree in Building Economic/ Quantity Surveying/Construction Management/Land Economics and at least three (3) years working experience in Grade EF. Applicants with a relevant Masters degree and Higher National Diploma (HND) with five (5) years working experience in Grade EF or those with a relevant Masters degree and an ordinary diploma with ten (10) years working experience in Grade EF will also be considered. All applicants must have computer literacy with knowledge in AutoCAD, Arch CAD and Excel; and be registered with the relevant professional bodies.

Applicants are expected to demonstrate leadership, organizational and management skills; have good verbal and written communication skills; have analytical skills in general material schedules for constructions works; and be able to prepare Bills of Quantities for works. Reporting to the Manager, the successfully candidate will be in charge of maintenance works in any of the Colleges of the University

DEPUTY EXECUTIVE SECRETARY GRADE 11, PRINCIPAL'S OFFICE, COLLEGE OF HEALTH SCIENCES – AC/12/376/19 (1 POST) (CHS)

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 KCSE/KCE 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, and 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 Senior Assistant Executive Secretary Grade F and have knowledge of

Anti-virus Tools. Those with a good Bachelors degree, secretarial skills including Typewriting, Shorthand and Office Management will also be considered.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11 (HYDROBIOLOGY), SCHOOL OF BIOLOGICAL SCIENCES – AC/12/377/19 (1 POST) (CBPS)

Applicants must be holders of Bachelors degree or Higher National Diploma in a relevant field from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF. They must have hands-on skills in hydrobiological techniques and be computer literate.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11 (MICROBIOLOGY AND MOLECULAR BIOLOGY), SCHOOL OF BIOLOGICAL SCIENCES – AC/12/378/19 (1 POST) (CBPS)

Applicants must be holders of Bachelors degree or Higher National Diploma in a relevant field from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF. They must have hands-on skills in microbiological and molecular biology techniques and be computer literate.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11 (PHYSIOLOGY AND CELLULAR BIOLOGY), SCHOOL OF BIOLOGICAL SCIENCES – AC/12/379/19 (1 POST) (CBPS)

Applicants must be holders of Bachelors degree or Higher National Diploma in a relevant field from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF. They must have hands-on skills in physiological techniques and be computer literate.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF ELECTRICAL AND INFORMATION ENGINEERING – AC/12/380/19 (1 POST) (CAE)

Applicants must be holders of Bachelors degree or Higher National Diploma in Electrical Power, Electronics, Telecommunications or Information Technology 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 supervise technical staff, participate in research and consultancy activities, organize and supervise students practical sessions, and help maintain laboratory equipment.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF PUBLIC HEALTH PHARMACOLOGY & TOXICOLOGY – AC/12/381/19 (2 POSTS) (CAVS)

Applicants must be holders of Higher National Diploma or Bachelors degree from a recognized institution in the following areas of specialization: Biotechnology, Medical Laboratory Sciences or Chemistry (Applied/Industrial). 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 supervise technical staff, supervise and organize students' practicals for both undergraduate and postgraduate students. They will also be expected to participate in research activities in the Department. They will also be expected to be familiar with procurement procedures, help maintain laboratory equipment and participate in income generation activities as well as other administrative duties in the Department.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF REAL ESTATES AND CONSTRUCTION MANAGEMENT – AC/12/382/19 (2 POSTS) (CAE)

Applicants must have a Higher Diploma or BA/BSc degree in Real Estates or Construction Management or Quantity Surveying or Information Technology or Building and Civil Engineering or Architectural Studies or relevant, equivalent qualification from a recognized institution. They must possess at least three (3) years experience as a Senior Technologist Grade DEF.

The successful candidate will be expected to supervise technical staff, develop materials for academic and technical instruction, supervise and organize students' projects and studios for both undergraduate and postgraduate students. They will also be expected to participate in research activities in the Department. They will also be expected to be familiar with procurement procedures and purchasing of teaching, laboratory and workshop materials. They should have leadership and managerial skills.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF HUMAN PATHOLOGY (ANATOMIC PATHOLOGY UNIT) – AC/12/383/19 (1 POST) (CHS)

Applicants must be holders of Bachelors degree or Higher National Diploma in Medical Laboratory Sciences or equivalent qualification from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF and be registered with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB). They are expected to be computer literate.

The successful candidate will be expected to participate in preparation of students practical sessions, involvement in procurement, servicing and maintenance of equipment and supplies, assist in students and staff projects and research activities, receive, analyze and process samples and participate in other administrative duties in the Department.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF HUMAN PATHOLOGY (CLINICAL CHEMISTRY UNIT) – AC/12/384/19 (1 POST) (CHS)

Applicants must be holders of Bachelors degree or Higher National Diploma in Medical Laboratory Sciences or equivalent qualification from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF and be registered with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB). They are expected to be computer literate.

The successful candidate will be expected to participate in preparation of students practical sessions, involvement in procurement, servicing and maintenance of equipment and supplies, assist in students and staff projects and research activities, receive, analyze and process samples and participate in other administrative duties in the Department.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF HUMAN PATHOLOGY (HAEMATOLOGY AND BLOOD TRANSFUSION UNIT) – AC/12/385/19 (1 POST) (CHS)

Applicants must be holders of Bachelors degree or Higher National Diploma in Medical Laboratory Sciences or equivalent qualification from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF and be registered with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB). They are expected to be computer literate.

The successful candidate will be expected to participate in preparation of students practical sessions, involvement in procurement, servicing and maintenance of equipment and supplies, assist in students and staff projects and research activities, receive, analyze and process samples and participate in other administrative duties in the Department.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF HUMAN ANATOMY – AC/12/386/19 (1 POST) (CHS)

Applicants must be holders of Bachelors degree or Higher National Diploma in Medical Laboratory Technology or related field from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF in a busy human anatomy teaching/research laboratory. They must have experience working in Gross Anatomy, Microscopic Anatomy and Developmental Anatomy laboratories, and mortuary.

The successful candidate will be expected to organize students practical sessions in the human anatomy laboratories, participate in students projects and research activities in the human anatomical sciences, service and maintain equipment and supplies for human anatomy services, organize and ensure collection of and disposal of cadavers for teaching purposes, participate in procurement matters, provide leadership in technical matters including supervision of technical staff and participate in administrative duties in the Department.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF PHARMACEUTICS AND PHARMACY PRACTICE – AC/12/387/19 (1 POST) (CHS)

Applicants must be holders of Bachelors degree or Higher National Diploma in a relevant field from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF. The successful candidate will be expected to organize students practical sessions, service and maintain equipment and supplies, assist in students projects and research activities, receive and process samples and participate in administrative duties in the Department.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF GEOLOGY – AC/12/388/19 (1 POST) (CBPS)

Applicants must be holders of Bachelors degree or Higher National Diploma in Geology or a relevant 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. They are expected to be computer literate and familiar with procedures related to procurement of chemicals, materials and equipment used in teaching, laboratory and research.

The successful candidate will be expected to organize students practical sessions, service and maintain equipment and supplies, assist in students and staff projects and research activities, receive and process samples and participate in consultancy services and other administrative duties in the Department.

SENIOR ASSISTANT MAINTENANCE OFFICER GRADE 11, DEPARTMENT OF CONSTRUCTION AND MAINTENANCE – AC/12/389/19 (4 POSTS) (R&T)

Applicants must be holders of a Bachelor of Arts Degree in Building Economics/Quantity Surveying/Construction Management/Land Economics and three (3) years working experience in Grade EF. Applicants with Higher National Diploma (HND) and five (5) years working experience in Grade EF or ordinary Diploma with ten (10) years working experience in Grade EF will also be considered. They must have computer literacy with knowledge in AutoCAD, Arch CAD and Excel; and be registered with the relevant professional bodies. Applicants with a relevant Masters Degree have an added advantage.

They are expected to demonstrate leadership, organizational and management skills; have good verbal and written communication skills; have analytical skills in general material schedules for constructions works; and be able to prepare Bills of Quantities for works.

Reporting to the Maintenance Officer, the successfully candidate will be in charge of maintenance works in any of the Campuses of the University

ASSISTANT MAINTENANCE OFFICER GRADE EF, DEPARTMENT OF CONSTRUCTION AND MAINTENANCE – AD/12/390/19 (3 POSTS) (R&T)

Applicants must be holders of a Bachelor of Arts Degree in Building Economic/ Quantity Surveying/Construction Management/Land Economics and three (3) years working experience in Grade CD. Applicants with Higher National Diploma (HND) and five (5) years working experience in Grade CD or ordinary Diploma with ten (10) years working experience in Grade CD will also be considered. They must have computer literacy with knowledge in AutoCAD, Arch CAD and Excel; and be registered with the relevant professional bodies.

Applicants are expected to demonstrate supervisory, management and communication skills; have analytical skills in general material schedules for construction work; and be able to prepare Bills of Quantities for construction work. Reporting to the Maintenance Officer, the successfully candidate will assist to discharge maintenance works in any of the campuses of the University

SENIOR SECURITY OFFICER GRADE EF, SECURITY DEPARTMENT – AD/12/391/19 (10 POSTS) (R&T)

Applicants must possess at least KCSE or KCE level of education. They must be adequately trained in uniformed forces or private security services or have served as Security Officer Grade C/CD for at least three (3) years. They must be physically and mentally fit, have good communication and supervisory skills, be persons of high integrity and be able to carry out routine operations and investigations. The successful candidates will be expected to work during off hours including weekends and public holidays.

SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF VETERINARY PATHOLOGY, MICROBIOLOGY AND PARASITOLOGY – AD/12/392/19 (2 POSTS) (CAVS)

Applicants must have a Higher Diploma or BSc degree (specializing in Parasitology, Histopathology, Bacteriology, Virology, Biochemistry or Molecular Biology) or equivalent qualification from a recognized institution. They must possess at least three (3) years experience as a Technologist Grade ABC in a busy teaching teaching/research laboratory.

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 laboratory diagnosis and other research activities in the Department.

SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF CLINICAL STUDIES – AD/12/393/19 (2 POSTS) (CAVS)

Applicants must have a BSc degree or Higher Diploma in Medical Laboratory Technology or equivalent qualification from a recognized institution. They must possess at least three (3) years experience as a Technologist Grade ABC in a busy teaching teaching/research laboratory. Experience in a veterinary facility laboratory will be added advantage. They must also be computer literate.

The successful candidate will be expected to participate in preparation of practical work for both undergraduate and postgraduate students as well as manage teaching, research and clinical diagnostic laboratories. They should also be ready to work off hours including weekends and public holidays.

REGISTERED NURSE GRADE DEF, DEPARTMENT PERIODONTOLOGY/COMMUNITY & PREVENTIVE DENTISTRY – AD/12/394/19 (1 POST) (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 Periodontology clinic and participate in Community and Preventive Dentistry activities for undergraduate and postgraduate students.

HEAD BINDER GRADE DEF, DEPARTMENT OF LIBRARY AND INFORMATION SERVICES – AD/12/395/19 (1 POST) (R&T)

Applicants must have KCSE Grade C (plain) or KCE Div. II or equivalent. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) They must have a Higher or Ordinary Diploma in Book-Binding and Print Finishing or its equivalent. They must have at least 3 years relevant experience at Grade ABC. The successful candidate will be in charge of the University Bindery Section.

ASSISTANT SENIOR SECRETARY GRADE C, DEPARTMENT OF MEDICAL MICROBIOLOGY – AD/12/396/19 (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 KCSE/KCE 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.

TECHNOLOGIST GRADE ABC, DEPARTMENT OF VETERINARY PATHOLOGY, MICROBIOLOGY AND PARASITOLOGY – AD/12/397/19 (2 POSTS) (CAVS)

Applicants must have KCSE Mean Grade C (plain) with credits in relevant subjects. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) They must have an ordinary Diploma in Medical Laboratory Technology or equivalent plus 3 years experience as Trainee Technologist Grade III/IV in the areas of Parasitology, Histopathology, Bacteriology, Virology, Biochemistry, post-mortem, large and small animal unit. They should also have washing/sterilization experience. Those with Artisan Grade Test certificate in Museum specimen preparation will have added advantage.

SECRETARY GRADE B, OFFICE OF COLLEGE REGISTRAR, COLLEGE OF ARCHITECTURE AND ENGINEERING – AD/12/398/19 (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 KCSE/KCE 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, DEAN'S OFFICE, SCHOOL OF ENGINEERING – AD/12/399/19 (7 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 KCSE/KCE 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. The successful candidates will be deployed to Departments in the School of Engineering.

SECRETARY GRADE B, INSTITUTE OF NUCLEAR SCIENCE AND TECHNOLOGY – AD/12/400/19 (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 KCSE/KCE 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.

RECEPTIONIST GRADE B, DEPARTMENT OF CLINICAL STUDIES – AD/12/401/19 (1 POST) (CAVS)

Applicants must have at least KCSE Grade 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 KCSE/KCE grades they already have.) In addition, they must have certificates in and be able to use Word Processing, Spreadsheets, Data Base Management packages and knowledge of Anti-virus Tools. Those with experience in record keeping will have added advantage. They should have three (3) years experience in Grade A.

The successful candidates will be expected to manage a busy veterinary hospital reception, keep records and manage hospital data. They should also be ready to work off hours including weekends and public holidays.

TRADE FOREMAN GRADE AB, DEPARTMENT OF CONSTRUCTION AND MAINTENANCE – AD/12/402/19 (4 POSTS) (R&T)

Applicants must be holders of KCSE certificate or equivalent. They must have Government Trade Test (GTT) 1 certificate in carpentry/joinery or craft final certificate in construction work or its equivalent in an area related to carpentry/joinery. They must have at least three (3) years work experience in Grade IV. They are expected to have good communication skills and be computer literate.

ASSISTANT SECRETARY GRADE A, DEAN'S OFFICE, SCHOOL OF ENGINEERING – AD/12/403/19 (1 POST) (CAE)

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 KCSE/KCE 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, DEPARTMENT OF HUMAN ANATOMY – AD/12/404/19 (1 POST) (CHS)

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

The successful candidate will be expected to prepare and action maintenance plans of vehicles, prepare monthly reports, maintain authorization records of vehicle use, offer official transport services to staff, handle transport services at the Chiromo Funeral Parlour and participate in collection of cadavers for teaching purposes and disposal of cadaveric/non cadaveric waste.

**PLUMBER GRADE IV, DEPARTMENT OF CONSTRUCTION AND MAINTENANCE
– AD/12/405/19 (3 POSTS) (R&T)**

Applicants must be holders of KCSE certificate or equivalent. They must have Government Trade Test (GTT) 1 certificate or final proficiency or final craft in Plumbing/Pipe fitting. They must have at least three (3) years of experience in Grade III. They are expected to have good communication skills and be computer literate.

**TRAINEE TECHNOLOGIST GRADE III, DEPARTMENT OF VETERINARY
PATHOLOGY, MICROBIOLOGY AND PARASITOLOGY – AD/12/406/19 (1 POST)
(CAVS)**

Applicants must have KCSE Grade C plus or equivalent with 4 credits in the relevant subjects. Those who were employed in the University before 2007 will be considered with the grades they already have. Successful candidates will be expected to handle animals, clean and sterilize glassware, prepare media and participate in preparation of teaching materials.

**ELECTRICIAN GRADE III, DEPARTMENT OF CONSTRUCTION AND
MAINTENANCE – AD/12/407/19 (2 POSTS) (R&T)**

Applicants must be holders of KCSE or equivalent. They must have Government Trade Test (GTT) 1 certificate or final proficiency or final craft in electrical installation/electrical wiring/electronics engineering. They must have at least three (3) years of experience in Grade II. The applicants are expected to have good communication skills and be computer literate.

**CARPENTER GRADE III, DEPARTMENT OF CONSTRUCTION AND
MAINTENANCE – AD/12/408/19 (1 POST) (R&T)**

Applicants must be holders of KCSE or equivalent. They must have Government Trade Test (GTT) 1 certificate or final proficiency or final craft in carpentry/joinery or craft final certificate in construction work or its equivalent in an area related to carpentry. They must have at least three (3) years of experience in Grade II. The applicants are expected to have good communication skills and be computer literate.

**ANIMAL ATTENDANT GRADE II, DEPARTMENT OF CLINICAL STUDIES –
AD/12/409/19 (1 POST) (CAVS)**

Applicants must have KCSE level of education. They must be prepared to handle all species of animals. Those with prior experience in handling animals will have added advantage. The successful candidate will be expected to feed animals, clean animal premises, handle animals during examination, demonstrations and treatment, as well as nurse sick animals. They should also be ready to work off hours including weekends and public holidays.

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.
CBPS	Principal, College of Biological & Physical Sciences, 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, DECEMBER 20, 2019.

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