



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

Applications are invited for the following positions:

### **PROFESSOR, DEPARTMENT OF PERIODONTOLOGY/COMMUNITY AND PREVENTIVE DENTISTRY – AC/10/269/19 (1 POST) (R&T)**

Applicants must be holders of a Ph.D/MD degree or an equivalent qualification in a clinical discipline with sub-specialty training 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 have attracted research or development funds as Associate Professor and/or be actively involved in research/implementation of research in the health sector. They must also be registered or registrable with the Kenya Medical Practitioners and Dentists Board.

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 and participate in Departmental, School, College and University activities.

### **PROFESSOR, DEPARTMENT OF PHARMACEUTICS AND PHARMACY PRACTICE – AC/10/270/19 (1 POST) (R&T)**

Applicants must be holders of a Bachelor of Pharmacy degree, Master of Pharmacy degree in Clinical Pharmacy and Ph.D degree in Clinical Pharmacy or equivalent qualifications 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 be registered or registrable with the Pharmacy and Poisons Board and must 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 in their areas of specialization and participate in clinical work at Kenyatta National Hospital and participate in Departmental, School, College and University activities.

**PROFESSOR, DEPARTMENT OF VETERINARY PATHOLOGY, MICROBIOLOGY AND PARASITOLOGY - AC/10/271/19 (1 POST) (R&T)**

Applicants must be holders of a Ph.D degree or an equivalent qualification in Veterinary Pathology, Microbiology and Parasitology 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 and be registered with the relevant professional body.

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 pathology diagnostic services in the Department and participate in Departmental, School, College and University activities.

**PROFESSOR, DEPARTMENT OF EDUCATIONAL ADMINISTRATION AND PLANNING – AC/10/272/19 (1 POST) (R&T)**

Applicants must be holders of a Ph.D degree or an equivalent qualification in research and statistics specialty or an education related area 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 as well as organize and guide research programmes. They will also be expected to carry out research in their area of specialization and participate in Departmental, School, College and University activities.

**ACADEMIC REGISTRAR GRADE 15, ACADEMIC DIVISION – AC/10/273/19 (1 POST) (R&T)**

Applicants must have a Masters degree or its equivalent in either Public Administration or Human Resource Management or its equivalent. They must also possess CPS(K) or relevant professional qualification. They should have twelve (12) years administrative experience, three (3) of which should be at Deputy Registrar level or equivalent. They must demonstrate outstanding professional competence in administration and management, be computer literate and be members of a recognized professional administration or management body. Those who possess a PhD degree in Public Administration or Human Resource Management or its equivalent will have an added advantage.

**ASSOCIATE PROFESSOR, DEPARTMENT OF VETERINARY PATHOLOGY, MICROBIOLOGY AND PARASITOLOGY – AC/10/274/19 (1 POST) (R&T)**

Applicants must be holders of a Ph.D degree 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 and be registered with the relevant professional body.

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 pathology diagnostic services in the Department and participate in Departmental, School, College and University activities.

**ASSOCIATE PROFESSOR, DEPARTMENT OF DIAGNOSTIC IMAGING AND RADIATION MEDICINE – AC/10/275/19 (1 POST) (R&T)**

Applicants must be holders of MBChB degree, Master of Medicine degree in Diagnostic Radiology and Ph.D degree in Diagnostic Radiology or equivalent qualifications 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 be registered or registrable with the Kenya Medical Practitioners and Dentists Board. 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, participate in clinical work at Kenyatta National Hospital and in Departmental, School, College and University activities.

**ASSOCIATE PROFESSOR, DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH – AC/10/276/19 (2 POSTS) (R&T)**

Applicants must be holders of a Master of Medicine degree in Paediatrics and Ph.D degree in Paediatrics or equivalent qualifications 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 initiate, conduct and

supervise research and provide clinical services in addition to participating in Departmental, School, College and University activities.

**ASSOCIATE PROFESSOR, SCHOOL OF THE ARTS AND DESIGN – AC/10/277/19 (2 POSTS) (R&T)**

Applicants must be holders of a Ph.D degree in design or an equivalent qualification in a relevant field 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. They should be registered or be registrable with relevant professional body.

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, mentor junior academic staff in the Department and participate in Departmental, School, College and University activities.

**DEPUTY REGISTRAR GRADE 14, OFFICE OF DEPUTY VICE-CHANCELLOR (HUMAN RESOURCE AND ADMINISTRATION) – AC/10/278/19 (1 POST) (R&T)**

Applicants must have a Masters degree or its equivalent in either Public Administration or Human Resource Management or its equivalent. They must possess CPS(K) or relevant professional qualification. They should have nine (9) years administrative experience, three (3) of which must be at Senior Assistant Registrar level. They must also be computer literate and be members of a recognized professional administration or management body. Those who possess a PhD degree in Public Administration or Human Resource Management or its equivalent will have an added advantage. The successful candidate will be deployed to Academic Division.

**SENIOR LECTURER, DEPARTMENT OF DIAGNOSTIC IMAGING AND RADIATION MEDICINE – AC/10/279/19 (1 POST) (R&T)**

Applicants must have M.Med degree in Diagnostic Radiology and PhD degree in Diagnostic Radiology 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 show evidence of continuing research activity and 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.

**SENIOR LECTURER, DEPARTMENT OF METEOROLOGY – AC/10/280/19 (1 POST)  
(R&T)**

Applicants must be holders of an earned PhD degree in Meteorology from a recognized and accredited 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 show evidence of continuing research activity. They 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 PAEDIATRICS AND CHILD HEALTH –  
AC/10/281/19 (3 POSTS) (R&T)**

Applicants must have M.Med degree in Paediatrics and PhD degree in Paediatrics or equivalent qualifications 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 show evidence of continuing research activity. 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, provide clinical care and training in Paediatrics and Child Health and participate in College, School and Departmental activities.

**SENIOR LECTURER, DEPARTMENT OF KISWAHILI – AC/10/282/19 (1 POST)  
(R&T)**

Applicants must have PhD degree in the relevant area 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 show evidence of continuing research activity.

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 POLITICAL SCIENCE AND PUBLIC ADMINISTRATION – AC/10/283/19 (1 POST) (R&T)**

Applicants must have a PhD degree in Political Science 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 demonstrate competence in teaching and research in at least two of the following sub-fields of Political Science: Comparative Politics, International Relations, Public Administration, Political Economy, Political Sociology and Political Theory. They should show evidence of continuing research activity.

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 ASSISTANT REGISTRAR GRADE 13, OFFICE OF DEPUTY VICE-CHANCELLOR (HUMAN RESOURCE AND ADMINISTRATION) – AC/10/284/19 (1 POST) (R&T)**

Applicants must have a Masters degree in Public Administration or Human Resource Management or its equivalent. They must also possess CPS(K) or relevant professional qualification. They should have nine (9) years administrative experience, three (3) of which must be at Assistant Registrar level. They should be members of a recognized professional administration or management body level and be computer literate. The successful candidate will be deployed to Academic Division.

**PRINCIPAL TECHNOLOGIST GRADE 13, DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH – AC/10/285/19 (1 POST) (R&T)**

Applicants must have MSc. degree in Medical Laboratory Sciences or related field and five (5) years experience at the level of Chief Technologist Grade 12. Those with BSc. Degree or Higher Diploma in Medical Laboratory Sciences or a relevant area plus ten (10) years experience at the level of Chief Technologist will also be considered. In both cases, applicants must be registered with KMLTTB and be computer literate. They must have experience working in a busy diagnostic, research and teaching laboratory. Applicants who meet any of the following requirements will have added advantage: management of a medical laboratory income generating unit; certification in dangerous goods handling and shipping; certification in comprehensive paediatrics HIV care; certification in Good Clinical Laboratory Practice; certification in Human Participants protection education for research; and certification in HIV/AIDS counseling.

The successful candidate will be expected to provide technical leadership in laboratory teaching, research, clinical laboratory diagnosis and income generating 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.

**SENIOR LIBRARIAN GRADE 13, DEPARTMENT OF LIBRARY AND INFORMATION SERVICES – AC/10/286/19 (1 POST) (R&T)**

Applicants must possess a Masters degree in Library & Information Science or its equivalent from a recognized University. They must have a minimum of nine (9) years work experience as Librarian and be able to demonstrate ICT working knowledge. Those with evidence of research in academic Libraries will have an added advantage.

The successful candidate will be in-charge of one of the branch Libraries or one of the large sections within the University Library System and be ready to work in shift programs. They will in addition, be expected to participate in teaching of Information Skills Programs to both undergraduate and postgraduate students.

**PRINCIPAL CATERING OFFICER GRADE 13, STUDENTS WELFARE AUTHORITY – AC/10/287/19 (1 POST) (R&T)**

Applicants must have a Masters degree in Food Technology or Institutional Management or Hotel Management or equivalent. They must also have nine (9) years experience in institutional/hotel management in a busy environment, three (3) of which must be at the level of Senior Catering Officer Grade 12. They must be computer literate.

**EXECUTIVE SECRETARY I GRADE 13, OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMIC AFFAIRS – AC/10/288/19 (1 POST) (R&T)**

Applicants must have at least KCSE Grade C or KCE Div. II 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 also possess 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 should in addition possess a Diploma in Business Administration and have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages. Those with a good Bachelors degree, secretarial skills including Typewriting, Shorthand and Office Management will also be considered.

In both cases, applicants should have an excellent command of both written and spoken English language, must have served for a minimum of three (3) years in a busy office as Executive Secretary Grade 12 and possess knowledge of anti-virus tools.

**LECTURER, DEPARTMENT OF DIAGNOSTIC IMAGING AND RADIATION MEDICINE – AC/10/289/19 (1 POST) (CHS)**

Applicants must be holders of Master of Medicine degree in Diagnostic Radiology and PhD degree in Diagnostic Radiology or equivalent qualifications from a recognized university. They must 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 with the Kenya Medical Practitioners and Dentists Board and are expected to show evidence of continued research activity.

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

**LECTURER, DEPARTMENT OF LAND RESOURCE MANAGEMENT AND AGRICULTURAL TECHNOLOGY – AC/10/290/19 (1 POST) (CAVS)**

Applicants must be holders of a PhD degree in Range Management or related discipline with specialization in Plant Taxonomy, Range Ecology or Dryland Agroforestry 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, SCHOOL OF THE ARTS AND DESIGN – AC/10/291/19 (2 POSTS) (CAE)**

Applicants must be holders of a Masters and PhD degrees in any area of design such as Product, Interior, Fashion and Textiles, Graphic and Illustration 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 be registrable with a relevant professional body.

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 School and College activities.

**CHIEF TECHNOLOGIST GRADE 12, DEPARTMENT OF MEDICAL MICROBIOLOGY – AC/10/292/19 (1 POST) (CHS)**

Applicants must have M Sc. in Applied Parasitology plus five (5) years experience at the level of Senior Technologist Grade DEF OR B.Sc. degree in Medical Microbiology/Higher Diploma in Parasitology and Entomology plus 7 years experience as Senior Technologist Grade DEF. They should have been involved in practical teaching in a busy teaching and/or research institution and in preparation of teaching materials and supervision of undergraduate practical sessions in Medical Parasitology. They must also be computer literate.

Successful applicants will be involved in administration, procurement, research and supervision of technical and support staff within the Department.



**DEPUTY CHIEF HALLS OFFICER GRADE 12, STUDENTS WELFARE AUTHORITY  
– AC/10/293/19 (2 POSTS) (R&T)**

Applicants must have a Masters degree or equivalent postgraduate training in Institutional Management or its equivalent. They must also possess six (6) years experience in Halls Administration, three (3) of which must be at the level of Halls Officer Grade EF. They must be at least 35 years old and be computer literate.

**SENIOR CATERING OFFICER GRADE 12, STUDENTS WELFARE AUTHORITY –  
AC/10/294/19 (1 POST) (R&T)**

Applicants must have a Masters degree in Food Technology or Institutional Management from a recognized University. They must have six (6) years experience in Institutional Management or Hotel Management, three (3) of which must have been at the level of Catering Officer Grade EF. They must be computer literate.

**TUTORIAL FELLOW, SCHOOL OF THE ARTS AND DESIGN – AC/10/295/19 (1  
POST) (CAE)**

Applicants must be holders of Bachelors degree in Design (First Class or Upper Second Class honors). They must also possess a Masters degree in Product, Interior, Fashion and Textiles, Graphic, Illustration or related fields. They must be registered for PhD degree.

Successful applicants will be expected to teach at both undergraduate and postgraduate (Masters) levels and undertake research in their area of specialization. They are also expected to participate in School and College activities.

**TUTORIAL FELLOW, WANGARI MAATHAI INSTITUTE OF PEACE AND  
ENVIRONMENTAL STUDIES – AC/10/296/19 (1 POST) (CAVS)**

Applicants must have a Bachelor of Science degree in Botany, Natural Resource Management or related field and a Master of Science degree in Natural Resource Management, Rangeland or related field. They must have registered for PhD degree in Environmental Governance and Management or related field. Those with experience in hands-on experiential learning in a teaching and/or research institution and technology skills on range management will have an added advantage.

**ASSISTANT CHIEF TECHNOLOGIST GRADE 11 (COMPUTER LABORATORY),  
SCHOOL OF PHYSICAL SCIENCES – AC/10/297/19 (2 POSTS) (CBPS)**

Applicants should be holders of at least a Bachelor's degree in Information Technology or Computer Science from a recognized University. They should have at least three (3) years relevant experience at as Senior Technologist Grade DEF in a busy computer laboratory and must be conversant with the management of computer laboratories, possess good grasp of university examination regulations and examination processing procedures. They should have good communication and interpersonal skills.

The successful candidate will be expected to maintain students examination records in the SMIS, manage computer laboratories and liaise with relevant offices to facilitate purchase of ICT related supplies and equipment.

**ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF CHEMISTRY – AC/10/298/19 (3 POSTS) (CBPS)**

Applicants should be holders of Bachelors degree or Higher National Diploma in Chemistry or a relevant field from a recognized institution. Those with a Masters degree in Chemistry or a relevant field will have an added advantage. They should also have three (3) years experience as a Senior Technologist Grade DEF in a busy teaching and/or research laboratory. They are expected to be computer literate and be familiar with procedures related to procurement of chemicals, materials and equipment used in teaching, laboratory and research.

The successful candidate will be expected to supervise technical staff, actively participate in research and consultancy activities, organize and supervise practical sessions for both undergraduate and postgraduate students.

**ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF VETERINARY PATHOLOGY AND VETERINARY MEDICINE – AC/10/299/19 (3 POSTS) (CAVS)**

Applicants should be holders of Bachelors degree or Higher Diploma in the Medical Laboratory Technology or related field from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF, and must have experience working in Parasitology, Pathology, Bacteriology and Virology sections.

The successful candidate will be expected to organize practical sessions for both undergraduate and postgraduate students, write and review standard operating procedures, provide leadership in technical matters, supervise technical staff and participate in administrative duties in the Department.

**ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF PHARMACEUTICAL CHEMISTRY – AC/10/300/19 (1 POST) (CHS)**

Applicants should be holders of Bachelors degree or Higher Diploma in Pharmaceutical Chemistry or a related 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 practical sessions for both undergraduate and postgraduate students, participate in students projects and research activities, service and maintain equipment and supplies, process and analyze samples, provide leadership in technical matters, supervise technical staff and participate in administrative duties in the Department.

**ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF LAND RESOURCES MANAGEMENT AND AGRICULTURAL TECHNOLOGY – AC/10/301/19 (2 POSTS) (CAVS)**

Applicants should 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 in a busy teaching and/or research laboratory. Applicants with research and computer knowledge will have added advantage.

The successful candidate will be expected to organize practical sessions for both undergraduate and postgraduate students, participate in students projects and research activities, service and maintain equipment and supplies, participate in procurement matters, provide leadership in technical matters, supervise technical staff and participate in administrative duties in the Department.

**ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF VETERINARY ANATOMY AND PHYSIOLOGY – AC/10/302/19 (3 POSTS) (CAVS)**

Applicants should be holders of Bachelors degree or Higher National Diploma in Physiology, Anatomy or related Biomedical Sciences from a recognized institution. They should also have three (3) years experience as a Senior Technologist Grade DEF in the area of Veterinary Physiology or Veterinary Anatomy. Applicants who will demonstrate active engagement in research and consultancy activities will have added advantage.

**SENIOR HALLS OFFICER GRADE 11, STUDENTS WELFARE AUTHORITY – AC/10/303/19 (5 POSTS) (R&T)**

Applicants must have a Bachelors degree or Higher National Diploma preferably in Institutional Management, Education, Psychology, Administration, Finance or relevant discipline. They must have three (3) years experience as Halls Officer Grade EF and be computer literate.

**SENIOR TRANSPORT OFFICER GRADE 11, TRANSPORT AND GARAGE DEPARTMENT – AC/10/304/19 (1 POST) (R&T)**

Applicants must have a Bachelors degree or Higher National Diploma in Transport Management/Logistics/Motor Vehicle Engineering. In addition, they must have three (3) years relevant experience work experience at the level of Transport Officer Grade EF. They should have knowledge of computer based fleet management systems and be computer literate.

**ASSISTANT LIBRARIAN GRADE 11, DEPARTMENT OF LIBRARY AND INFORMATION SERVICES – AC/10/305/19 (3 POSTS) (R&T)**

Applicants must possess Bachelors degree from a recognized University or Higher Diploma in Library and Information Sciences or equivalent. They must have a minimum of three (3) years experience as Senior Library Assistants Grade DEF. Evidence of ICT working knowledge is a must.

The successful candidate will be expected to work under Librarians to manage Libraries/Sections of the University Library systems and they should be ready to work in shift programs.

**GRADUATE ASSISTANT, DEPARTMENT OF VETERINARY PATHOLOGY AND VETERINARY MEDICINE – AC/10/306/19 (4 POSTS) (CAVS)**

Applicants must have graduated with a high credit score in the degree of Bachelor of Veterinary Medicine or its equivalent. They must show evidence of or intention to register for Masters degree in Veterinary Pathology in related disciplines of Virology and Parasitology.

**SENIOR ADMINISTRATIVE ASSISTANT GRADE EF, GRADUATE SCHOOL – AD/10/307/19 (2 POSTS) (R&T)**

Applicants must have a Bachelors degree (at least lower 2<sup>nd</sup> class Honors) from a recognized university and CPS II or relevant professional or postgraduate qualification in management. They must have at least three (3) years administrative experience at the level of Administrative Assistant Grade CD. They must be computer literate.

**ASSISTANT EXECUTIVE SECRETARY GRADE E, PRINCIPAL'S OFFICE, COLLEGE OF BIOLOGICAL AND PHYSICAL SCIENCES – AD/10/308/19 (1 POST) (CBPS)**

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 and Data Base Management packages. They must have three (3) years experience as Senior Secretary Grade D and have knowledge of Anti-virus Tools.

**REGISTERED NURSE GRADE DEF, DEPARTMENT OF ORAL AND MAXILLOFACIAL SURGERY, ORAL PATHOLOGY AND ORAL MEDICINE – AD/10/309/19 (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 Oral and Maxillofacial Surgery, Oral Pathology & Oral Medicine clinics for undergraduate and postgraduate students.

**REGISTERED NURSE GRADE DEF, UNIVERSITY HEALTH SERVICES – AD/10/310/19 (1 POST) (R&T)**

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.

**SENIOR TECHNOLOGIST GRADE DEF, SCHOOL OF THE ARTS AND DESIGN – AD/10/311/19 (3 POSTS) (CAE)**

Applicants must have a Higher National Diploma or B.A. degree in Arts and Design (specializing in any of the following areas: Interior Product, Textiles and Fashion, Graphics and Illustration Design) or equivalent qualification from a recognized institution. They must have five (5) years experience as a Technologist Grade ABC or an equivalent position in a busy teaching/research laboratory.

The successful candidate will be expected to participate in research activities in the School, develop materials for academic and technical instructions, organize and supervise practical lessons for both undergraduate and postgraduate students. They are expected to be familiar with procedures for procurement of materials and equipment for teaching, laboratory and workshop services.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF HUMAN ANATOMY – AD/10/312/19 (1 POST) (CHS)**

Applicants must have BSc. degree or Higher National Diploma in Medical Laboratory Sciences or equivalent qualification. They must have at least five (5) years experience as a Technologist Grade ABC in a Human Anatomy laboratory. Applicants with special skills related to Human Anatomy research and Photography will have an added advantage.

The successful candidate will be expected to work with minimum, supervision and assist academic staff in designing and running laboratory classes and research work.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH – AD/10/313/19 (1 POST) (CHS)**

Applicants must have BSc. degree or Higher National Diploma in Medical Laboratory Sciences or equivalent qualification. They must have at least five (5) years experience as a Technologist Grade ABC working in a busy medical laboratory income generating unit. They must be registered with KMLTTB and be computer literate. Applicants who meet any of the following requirements will have added advantage: certification in dangerous goods handling and shipping; certification in comprehensive paediatrics HIV care; certification on Good Clinical Laboratory Practice; certification in human participants protection education for research; and certification in ISO 17025:2005 Corticated (Laboratory Management System).

The successful candidate will be expected to participate in laboratory teaching, research, clinical laboratory diagnosis and income generating 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.

**SENIOR SECRETARY GRADE D, DEAN'S OFFICE, FACULTY OF ARTS – AD/10/314/19 (1 POST) (CHSS)**

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.

**SENIOR SECRETARY GRADE D, ACADEMIC DIVISION – AD/10/315/19 (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 Assistant Senior Secretary Grade C or a position of comparable responsibility for this grade.

**ADMINISTRATIVE ASSISTANT GRADE CD, DEPARTMENT OF SPORTS AND GAMES – AD/10/316/19 (1 POST) (R&T)**

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.

**TECHNOLOGIST GRADE ABC, DEPARTMENT OF HUMAN ANATOMY – AD/10/317/19 (3 POSTS) (CHS)**

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 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 a busy Human Anatomy laboratory.

The successful candidate will be expected to organize and prepare teaching materials in Topographic, Microscopic and Developmental Anatomy and conduct practical classes for both undergraduate and postgraduate students as well as assisting in research projects in the Department.

**ASSISTANT SENIOR SECRETARY GRADE C, SCHOOL OF NURSING SCIENCES – AD/10/318/19 (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.

**SECRETARY GRADE B, DEPARTMENT OF VETERINARY PATHOLOGY, MICROBIOLOGY AND PARASITOLOGY – AD/10/319/19 (1 POST) (CAVS)**

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, OFFICE OF THE DEAN OF STUDENTS – AD/10/320/19 (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, ACADEMIC DIVISION – AD/10/321/19 (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.

**DRIVER GRADE B, OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMIC AFFAIRS – AD/10/322/19 (1 POST) (R&T)**

Applicants must have at least KCSE level of education. They should also possess a clean valid driving license classes ABCE and PSV, must have passed in Occupational Test Grade I and have a certificate in First Aid. They should also have at least five (5) years satisfactory previous driving experience, three (3) of which should be at the level of Driver Grade A. They should have a clean record of service, good public relations and be able to work outside working hours.

**ASSISTANT SECRETARY GRADE A, SCHOOL OF PUBLIC HEALTH – AD/10/323/19 (1 POST) (CHS)**

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.

**ASSISTANT SECRETARY GRADE A, INSTITUTE OF DIPLOMACY AND INTERNATIONAL STUDIES – AD/10/324/19 (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.

**RECEPTIONIST GRADE A, GRADUATE SCHOOL – AD/10/325/19 (1 POST) (R&T)**

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 also possess a Diploma in Public Relations, Customer Care or a relevant discipline. They must be computer literate.

**RECORDS CLERK GRADE A, DEAN'S OFFICE, FACULTY OF AGRICULTURE – AD/10/326/19 (1 POST) (CAVS)**

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 possess certificates in Office Management, Record Keeping Courses or certificate in Archives and Records Management, KATC Intermediate or ACNC Part I or equivalent qualifications. They must have served for a minimum of three (3) years as Registry/Records Clerk Grade IV.

**REGISTRY CLERK GRADE A, SCHOOL OF BIOLOGICAL SCIENCES – AD/10/327/19 (1 POST) (CBPS)**

Applicants must have KCSE Mean Grade C (plain) 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 possess certificates in Office Management, Record Keeping or Archives and Records Management, KATC Intermediate or ACNC Part I or equivalent qualifications. They must have served for a minimum of three (3) years as Registry/Records Clerk Grade IV.

**REGISTRY CLERK GRADE A, WANGARI MAATHAI INSTITUTE OF PEACE AND ENVIRONMENTAL STUDIES – AD/10/328/19 (1 POST) (CAVS)**

Applicants must have KCSE Mean Grade C (plain) 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 possess certificates in Office Management, Record Keeping or Archives and Records Management, KATC Intermediate or ACNC Part I or equivalent qualifications. They must have served for a minimum of three (3) years as Registry/Records Clerk Grade IV

**CLERK GRADE IV, PRINCIPAL'S OFFICE, COLLEGE OF HUMANITIES AND SOCIAL SCIENCES – AD/10/329/19 (1 POST) (CHSS)**

Applicants must have KCSE Mean Grade C (plain) 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 have served for a minimum of three (3) years as Clerk Grade III. They must have shown merit and ability in work performance and results. The successful candidate will be deployed to the Department of Political Science and Public Administration.

**REGISTRY CLERK GRADE IV, INSTITUTE FOR DEVELOPMENT STUDIES – AD/10/330/19 (1 POST) (CHSS)**

Applicants must have KCSE Mean Grade C (plain) 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 have served for a minimum of three (3) years as Clerk Grade III. They must have shown merit and ability in work performance and results.

**OFFICE ASSISTANT GRADE IV, ACADEMIC DIVISION – AD/10/331/19 (1 POST) (R&T)**

Applicants should have KCSE Grade D+ or equivalent or KCE Division III. (Those who were employed in the University before 2007 will be considered with the grades they already have.) In addition, they should have three (3) years experience as Messenger Grade III or equivalent position.

**MOTOR CYCLE RIDER GRADE III, TRANSPORT & GARAGE DEPARTMENT – AD/10/332/19 (1 POST) (R&T)**

Applicants should have at least KCSE level of education or equivalent. They should have a clean valid driving licence class Category A2. They must have three (3) years satisfactory driving experience after obtaining license.

**CLEANER GRADE III, DEAN'S OFFICE, SCHOOL OF BUSINESS – AD/10/333/19 (1 POST) (CHSS)**

Applicants must be have KCSE or equivalent qualification. They must have at least three (3) years working experience at the level of Cleaner/Sweeper 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:-

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

**CLOSING DATE: FRIDAY, OCTOBER 18, 2019.**

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