

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENTS FOR UNIVERSITY EMPLOYEES ONLY.

PROFESSOR, ODEL- AC/6/148/18– 2 POSTS - (R&T)

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

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

ASSOCIATE PROFESSOR, SCHOOL OF MATHEMATICS -2 POSTS- AC/6/149/18- (R&T)

An applicant should be a holder of an earned PhD degree in Pure Mathematics, Applied Mathematics, Mathematical Statistics, Actuarial Science, or Financial Mathematics from a recognized University. They must at least have at least three (3) years teaching experience at Senior Lecturer level. The applicant must have supervised at least two (2) PhD students and three (3) Masters Students to completion. Applicants must have a minimum of forty eight (48) publication points as a Senior Lecturer or equivalent, of which at least thirty two (32) should be from refereed scholarly journals. They must have attracted research or development funds as a Senior Lecturer and registered with the relevant professional body (where applicable).

The successful candidate is expected to lead in technical proposal writing for funding and teach both at undergraduate and post graduate degree levels.

SENIOR LECTURER, DEPARTMENT OF AGRICULTURAL ECONOMICS- POST AC/6/150/18–(R&T)

Applicants must be holders of an earned PhD degree (or a Masters degree in special cases) in Agricultural Economics or its equivalent from a recognized and accredited university with specialization in Micro-Economics, Productions Economics and Macro- Economics. They should have at least three (3) years teaching experience as a Lecturer at both undergraduate and post graduate degree levels and must have

supervised at least three (3) postgraduate Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least thirty two (32) publication points as a Lecturer of which twenty four (24) should be from refereed scholarly journals. They must have attracted research or development funds as a Lecturer and registered with the relevant professional body (where applicable).

The successful candidates will be expected to teach and supervise both undergraduate and postgraduate students and undertake research in their areas of specialization

**SENIOR LECTURER, DEPARTMENT OF PHARMACEUTICS & PHARMACY PRACTICE-
1 POST AC/6/151/18–(R&T)**

Applicants must be holders of an earned PhD degree (or a Masters degree in special cases) in Pharmacy, Pharmaceutics, Pharmaceutical Sciences or Industrial Pharmacy from a recognized and accredited university. They should have at least three (3) years teaching experience as a Lecturer at both undergraduate and post graduate degree levels and must have supervised at least three (3) postgraduate Students to completion. They must have experience in research as evidenced by publications in refereed journals. In addition, they should have at least thirty two (32) publication points as a Lecturer of which twenty four (24) should be from refereed scholarly journals. They must have attracted research or development funds as a Lecturer and registered with the relevant professional body (where applicable).

The successful candidates will be expected to teach and supervise both undergraduate and postgraduate students and undertake research in their areas of specialization

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF PHYSICS- 2 POSTS -AD/6/152/18-
(CBPS)**

Applicants must be holders of a BSc. Degree or Higher Diploma in Physics, Information technology, Communication & Networks, Microprocessor technology or equivalent plus five (5) years experience at the level of Technologist Grade ABC or equivalent in a Physics teaching laboratory or Physical Science research institution or computer / Electronics or maintenance institution.

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

ADMINISTRATIVE ASSISTANT GRADE CD, AFRICAN WOMEN STUDIES CENTRE- 1 POST – AD/6/153/18- (CHSS)

Applicants should be holders of a Bachelor's (at least lower 2nd class Hons.) degree from a recognized university . They must be Computer literate. The successful candidate will be expected to service university committees among other duties.

TECHNOLOGIST, GRADE ABC, DEPARTMENT OF MECHANICAL & MANUFACTURING ENGINEERING- 1 POST -AD/6/154/18- (CAE).

Applicants should be holders of at least a KCSE Mean Grade C with credits in relevant science subjects and a relevant Ordinary Diploma plus 3 years relevant experience in Grade III/IV. Knowledge of computer application together with the relevant Engineering softwares will be an added advantage.

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

DOCUMENTALIST GRADE ABC – 1 POST- AD/6/155/18-(CBPS)

Applicants must should be holders of at least KCSE mean Grade C + or equivalent qualification. They must have an Ordinary Diploma in Library and Information Science or equivalent. In addition, they must have a minimum of three (3) years working experience preferably in a busy academic library. They must be computer literate.

The successful candidate will be expected to serve library users and assist in other normal library processes as assigned by their respective heads of sections. They will be expected to participate in work shift programmes of the Library.

OFFICE ASSISTANT GRADE IV, DIRECTOR'S OFFICE, STUDENTS WELFARE AUTHORITY OFFICE-1 POST- AD/6/156/18- (SWA)

Applicants must be holders of at least a KCSE certificate. They must have a good school leaving certificate and a good reference letter from current Section Head. They must be able to communicate fluently in both English and Kiswahili languages. They must have served as Senior Messenger grade III or equivalent position for at least three (3) years. They must have good public relations. They must have knowledge of the use of office equipments like photocopiers and must be of high integrity, reliable, disciplined and committed to work.

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

NOTE:

1. All applicants for Academic positions , are required to complete and submit a hard copy of the interactive application form available in the respective Department's College Website.
2. Applicants for academic posts (AC) should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and C.Vs giving details of their qualifications, experience, research activities and publications they appear in. Applicants for non-academic posts (AD) should submit seven (7) of the above supporting documents and applications letter.
3. In both cases, applications and related documents should be forwarded through the applicants' heads of departments and applicants should state their current designations and salaries and other
4. benefits attached to those designations. They should quote post reference codes as shown for each posts in the advertisement.
5. Applications should be addressed as per the codes below:-

CODES

R&T The Deputy Registrar, Recruitment & Training Section, P.O Box 30197-00100 Nairobi

CAVS The Principal, College of Agriculture& Veterinary Sciences, P.O Box 30197-00100, Nairobi.

CHSS The Principal, College of Humanities & Social Sciences, P.O Box 30197-00100, Nairobi.

CAE The Principal, College of Architecture & Engineering, P.O Box 30197-00100, Nairobi

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

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

CLOSING DATE: Friday, July 13, 2018.

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