



UNIVERSITY OF NAIROBI INTERNAL JOB VACANCIES

Applications are invited for the following positions:

PROFESSOR, DEPARTMENT OF GEOLOGY – AC/2/1/20 (1 POST) (R&T)

Applicants must be holders of a Ph.D degree in Geology with specialization on Quaternary Paleoclimatology and Paleoenvironments, Geolimnology, Sedimentology, Geochemistry, Paleontology, Palynology, Surface and Ground Water Chemistry and Dynamics, or environmental Geology from a recognized university. They must have at least ten (10) years teaching experience at both undergraduate and postgraduate degree levels, 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.

The successful candidate will be expected to provide academic leadership, teach, mentor 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.

SENIOR LECTURER, DEPARTMENT OF GEOLOGY - AC/2/2/20 (1 POST) (R&T)

Applicants must have a PhD degree in Geology with specialization in Environmental Geology, Sedimentology, Paleoclimate, GIS and Remote Sensing, Geostatistics or Petroleum Geology and a Masters degree in a Geology discipline from a recognized university. They should have a minimum of five (5) years teaching experience at both 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 and School activities.

SENIOR LECTURER, SCHOOL OF BIOLOGICAL SCIENCES - AC/2/3/20 (1 POST) (R&T)

Applicants must have a PhD degree in Bacteriology, Virology, Microbiology, Mycology or related field from a recognized university. They should have a minimum of five (5) years teaching experience at both 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 and School activities.

SENIOR LECTURER, DEPARTMENT OF MECHANICAL AND MANUFACTURING ENGINEERING - AC/2/4/20 (1 POST) (R&T)

Applicants must have a PhD degree in Mechanical Engineering specializing in any of the following fields: Solid and Structural Mechanics, Mechanics of Machines, Engineering Design, Thermodynamics, Fluid Mechanics, Production Engineering and Materials Science from a recognized university. They should have a minimum of five (5) years teaching experience at both 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 and School activities.

DEPUTY PUBLIC RELATIONS MANAGER GRADE 13, OFFICE OF THE VICE-CHANCELLOR - AC/2/5/20 (1 POST) (R&T)

Applicants must have a Masters degree in Communication Studies, Media Studies, Public Relations or a related field from a recognized university. They must also possess a relevant professional qualification. They must also have nine (9) years work experience in a communication field, three (3) of which should be as Public Relations Officer or Communication Officer or Web Communication Officer or a comparable position at Grade 12 (Assistant Registrar level). Applicants must demonstrate outstanding professional competence in developing and implementing public relations and communications concepts and strategies, have knowledge and experience in the current digital communications platforms and be members of a recognized professional body.

The successful candidate will be expected to develop content for the University's magazines, plan and coordinate various University events, liaise with the media and conduct media monitoring and evaluation.

SENIOR ASSISTANT REGISTRAR (HOUSING) GRADE 13, ESTATES DEPARTMENT - AC/2/6/20 (1 POST) (R&T)

Applicants must have a Bachelors degree in Land Economics or Real Estate Management. They must also possess a Masters degree in Property Management or a related field from a recognized university. They must also have nine (9) years work experience in management of real estates, three (3) of which should be as Senior Estates Officer Grade 12 (Assistant Registrar level). They must be full members of the Institution of Surveyors of Kenya and be registered with the relevant

registration boards (ERB, VRB). Applicants must demonstrate outstanding professional competence in real estate management and be computer literate.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF PLANT SCIENCE AND CROP PROTECTION – AC/2/7/20 (3 POSTS) (CAVS)

Applicants must be holders of Higher National Diploma or Bachelors degree from a recognized institution in the following areas of specialization: Applied Biology, Applied Statistics or a related field. 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 and organize students' practicals for both undergraduate and postgraduate students, help maintain laboratory equipment and provide leadership to laboratory personnel. They will also be expected to participate in research activities in the department and perform other duties assigned by the Head of the Department.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, SCIENCE WORKSHOP – AC/2/8/20 (1 POST) (CBPS)

Applicants must be holders of Higher National Diploma or Bachelors degree from a recognized institution in the following areas of specialization: Mechanical Engineering, Electrical Engineering (Electronics), Analytical Chemistry or a related field. They should also have three (3) years experience as a Senior Technologist Grade DEF in a busy science workshop.

The successful candidate will be expected to assist undergraduate and postgraduate students with their projects, provide leadership in technical matters, supervise technical staff and participate in administrative duties in the department.

SENIOR ADMINISTRATIVE ASSISTANT I GRADE 11, GRADUATE SCHOOL – AC/2/9/20 (1 POST) (R&T)

Applicants must have a Bachelors degree (at least lower 2nd class Honors) from a recognized university and relevant professional or postgraduate qualification in management or administration. They must have at least six (6) years administrative experience, three (3) of which must be at the level of Senior Administrative Assistant II (Grade EF). They must be computer literate.

GRADUATE ASSISTANT, SCHOOL OF BIOLOGICAL SCIENCES – AC/2/10/20 (1 POST) (CBPS)

Applicants must be holders of a Bachelor of Science degree (at least Second Class Honors, Upper Division) in a relevant Biological Science field. They must show evidence of registration for Masters degree in Microbiology and Biotechnology, Genetics, Molecular Biology, Parasitology or related fields. Holders of a Masters degree in the mentioned fields will have added advantage.

The successful candidate will be expected to assist in teaching and research. They will also be expected to participate in School and College activities.

ASSISTANT EXECUTIVE SECRETARY GRADE E, OFFICE OF DEPUTY VICE-CHANCELLOR (HRA) – AD/2/11/20 (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 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 and Data Base Management packages. They must have three (3) years experience as Senior Secretary Grade D and have knowledge of Anti-virus Tools.

ASSISTANT EXECUTIVE SECRETARY GRADE E, ADMINISTRATION DEPARTMENT – AD/2/12/20 (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 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 and Data Base Management packages. They must have three (3) years experience as Senior Secretary Grade D and have knowledge of Anti-virus Tools.

PRODUCTION SUPERVISOR GRADE DEF (ROYAL SATIMA PLANT), FINANCE DEPARTMENT – AD/2/13/20 (1 POST) (R&T)

Applicants must have a Higher Diploma or Bachelors degree in Applied Biology or Industrial Biotechnology or related field from a recognized institution. They must possess at least three (3) years experience as a Technologist Grade ABC in a water bottling plant. They should be computer literate.

SENIOR ICT OFFICER (MAINTENANCE) GRADE DEF, ICT CENTRE – AD/2/14/20 (1 POST) (R&T)

Applicants must have a Higher Diploma or Bachelors degree in Electrical and Electronic Engineering, Computer Science, Information Technology or a related field from a recognized institution. They must possess at least three (3) years technical experience in computer networks and equipment support at the level of ICT Officer Grade ABC.

SENIOR TECHNOLOGIST GRADE DEF (WOOD SECTION), SCIENCE WORKSHOP– AD/2/15/20 (1 POST) (CBPS)

Applicants must have a Higher Diploma or Bachelors degree in Carpentry and Joinery or Construction (Building Economics Option) or a related field from a recognized institution. They must possess at least three (3) years experience as a Technologist Grade ABC in a busy Carpentry and Joinery workshop. They must possess hands on experience in workshop practice and must be conversant with preparation of sketches from site visits. They must also be computer literate.

SENIOR TECHNOLOGIST GRADE DEF (ELECTRICAL/ELECTRONIC SECTION), SCIENCE WORKSHOP– AD/2/16/20 (1 POST) (CBPS)

Applicants must have a Higher Diploma or Bachelors degree in Electrical and Electronics Engineering or a related field from a recognized institution. They must possess at least three (3) years experience as a Technologist Grade ABC in a busy electrical/electronic maintenance workshop. They must also be computer literate.

SENIOR TECHNOLOGIST GRADE DEF, INSTITUTE OF NUCLEAR SCIENCE AND TECHNOLOGY – AD/2/17/20 (2 POSTS) (CAE)

Applicants must have a Higher Diploma or Bachelors degree in Nuclear Science Analytical Techniques and Instrumentation Maintenance and Repair or a related field from a recognized institution. They must possess at least three (3) years experience as a Technologist Grade ABC and be able to demonstrate practical skills of NDT, radioisotopes and renewables or maintenance and repair of nuclear and scientific instrumentation.

The successful candidate will be expected to participate in preparation and demonstration of practical work for postgraduate students. They will also be expected to participate in research and income generation activities in the Institute.

SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF MEDICAL MICROBIOLOGY – AD/2/18/20 (1 POST) (CHS)

Applicants must have a BSc. degree or Higher Diploma in Medical Laboratory Science 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/research laboratory. They must have experience in Medical Parasitology, Bacteriology, Mycology and Virology.

The successful candidate will be expected to participate in preparation of practical work for both undergraduate and postgraduate students, write and review Standard Operating Procedures (SOPs), provide leadership in technical matters and supervise junior technical staff.

ASSISTANT SENIOR SECRETARY GRADE C, ICT CENTRE – AD/2/19/20 (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 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.

CARETAKER GRADE C, DEAN'S OFFICE, SCHOOL OF DENTAL SCIENCES – AD/2/20/20 (1 POST) (CHS)

Applicants must be holders of Ordinary Diploma in Management and three (3) years working experience as Assistant Caretaker Grade AB. The successful candidate will be required to supervise the cleanliness of the School's buildings, grounds and dental wards. They will be required to liaise with the relevant departments of the University to ensure that the School buildings are maintained.

TECHNOLOGIST GRADE ABC (ROYAL SATIMA PLANT), FINANCE DEPARTMENT – AD/2/21/20 (1 POST) (R&T)

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 Applied Biology, Analytical Chemistry, Water Technology or related fields. They must have at least three (3) years experience as Trainee Technologist Grade III/IV or Junior Technologist IV in a teaching/research laboratory or water production plant. They must be computer literate.

SECRETARY GRADE B (HOUSING), ESTATES DEPARTMENT – AD/2/22/20 (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 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.

**HALLS ASSISTANT GRADE AB, STUDENTS WELFARE AUTHORITY - AD/2/23/20
(10 POSTS) (SWA)**

Applicants must be holders of Diploma in Institutional Management or related area from a recognized institution. They must have a minimum of three (3) years experience in Halls of Residence as Custodian Grade IV or working with students.

**OFFICE ASSISTANT GRADE A, DEAN'S OFFICE, SCHOOL OF PHYSICAL
SCIENCES – AD/2/24/20 (1 POST) (CBPS)**

Applicants should be holders of at least a 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 KCSE/KCE grades they already have.) They must have a Certificate in Record Keeping or Office Management, KATC final or ACNC or its equivalent and three (3) years of service as Senior Messenger Grade IV.

**REGISTRY CLERK GRADE IV, PRINCIPAL'S OFFICE, COLLEGE OF BIOLOGICAL
AND PHYSICAL SCIENCES – AD/2/25/20 (1 POST) (CBPS)**

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

**RECORDS CLERK GRADE IV, ESTATES DEPARTMENT – AD/2/26/20 (1 POST)
(R&T)**

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

**SENIOR MESSENGER GRADE IV, DEPARTMENT OF LIBRARY AND
INFORMATION SERVICES – AD/2/27/20 (1 POST) (R&T)**

Applicants should be holders of at least a 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 KCSE/KCE grades they already have.) They should possess a Certificate in Record Keeping or Office Management, KATC final or ACNC or its equivalent and three (3) years of service as Messenger Grade III.

**TECHNICAL ASSISTANT GRADE III, DEPARTMENT OF MEDICAL PHYSIOLOGY
– AD/2/28/20 (1 POST) (CHS)**

Applicants must have KCSE Mean Grade C or equivalent qualification with passes Biology and Chemistry subjects. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) They should also have at least three (3) years experience working as Technical Assistant Grade II or a position of equivalent responsibility in the fields of Medical Physiology, Animal Physiology or Biochemistry, performing duties such as cleaning of glassware, animal house attendants, operating audio-visual teaching equipment, laboratory and office cleaners as well as any other related duties assigned.

**TRAINEE TECHNICIAN GRADE III, SCHOOL OF BIOLOGICAL SCIENCES –
AD/2/29/20 (1 POST) (CBPS)**

Applicants must have KCSE Mean Grade C or equivalent qualification with passes the relevant subjects. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) Applicants with Diploma in Applied Biology or Medical Laboratory Techniques will have added advantage. They should also have at least three (3) years experience working as Technical Assistant Grade II or a position of equivalent responsibility. The successful candidate will be expected to assist in preparation of practical classes.

**CLEANER/MESSENGER GRADE III, DEPARTMENT OF MEDICAL
MICROBIOLOGY – AD/2/30/20 (1 POST) (CHS)**

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

NOTES

1. Applicants for academic (AC) positions at the level of Professor, Associate Professor and equivalent should forward fifteen (15) copies of their application letters accompanied by similar number of certified copies of certificates and CV giving details of their qualifications, experience, research activities and publications they appear in.
2. All other applicants for academic (AC) positions should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and CV giving details of their qualifications, experience, research activities and publications they appear in.
3. All applicants for teaching positions are required to complete and submit together with their application documents, a hard copy of the CUE interactive application form available in the respective Department/College Website.
4. Applicants for non-academic (AD) positions should submit seven (7) of their application letters accompanied by similar number of certified copies of certificates and CV giving details of their qualifications and experience.

5. In all cases, applications and related documents should be forwarded through the applicants' heads of departments. In addition, applicants should state their current designations and salaries and other benefits attached to those designations. They should quote post reference codes as shown for each position in the advertisement.
6. Applications should be addressed as per the codes below:-

R&T	Deputy Registrar, Recruitment & Training, P.O Box 30197-00100 Nairobi
CAE	Principal, College of Architecture & Engineering, Box 30197-00100, Nairobi.
CAVS	Principal, College of Agriculture & Vet. Sciences, Box 30197-00100, Nairobi.
CBPS	Principal, College of Biological & Physical Sciences, Box 30197-00100, Nairobi.
CHS	Principal, College of Health Sciences, Box 30197-00100, Nairobi.
SWA	Director, Students Welfare Authority, Box 30197-00100, Nairobi.

CLOSING DATE: FRIDAY, FEBRUARY 21, 2020.

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