UNIVERSITY OF NAIROBI

INTERNAL ADVERTS

Internal advert for University Employees only:

Applicants are invited for the following positions:

ASSOCIATE PROFESSOR, DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK (CHSS) – AC/2/29/10 (R&T) (2 POSTS)

Applicants should have a Ph.D. in either sociology or social Work. Applicants should have a minimum of eight (8) years teaching experience at both undergraduate and postgraduate level, three (3) years of which must have been at Senior Lecturer level. In addition, candidates should have a minimum of five (5) publications in refereed journals or three (3) journal articles and two (2) book chapters in scholarly books since the last promotion. Applicants must have supervised at least two Ph.D. and three (3) masters' students to completion.

The successful candidates will be expected to teach both undergraduate and postgraduate courses, supervise masters and Ph.D. students, initiate and conduct research in their areas of specializations, and mentor junior academic members of staff in Department.

SENIOR LECTURER, DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK, (CHSS) – AC/2/30/10 (R&T) (1 POST)

Applicants should have a Ph.D. degree in either Sociology or social Work. They should also have five (5) years teaching and research experience at University level as well as four (4) publications in refereed journals or two (2) publications and two (2) chapters in scholarly books since the last promotion. In addition, they should have supervised at least three (3) masters' students to completion.

The successful candidate will be expected to teach both undergraduate and postgraduate courses, supervise research for postgraduate students and initiate and conduct research in their areas of specialization.

SENIOR LECTURER, SCHOOL OF THE ARTS & DESIGN (CAE)
– AC/2/31/10 (R&T) (1 POST)

Applicants should be holders of Ph.D. degree or its equivalent in a Design related Discipline such as Fine Art, Applied Art, Digital Design Technologies, Product Design Development, Creative Art, Interior Design or Creative Entrepreneurship. They should also have a minimum of (5) years teaching experiment at both undergraduate and postgraduate levels.

In addition, they should have supervised at least three (3) master's students to completion. Applicants should have extensive research experience as evidenced by at

least four (4) publications in refereed journals or two (2) chapters in scholarly books since last promotion. The candidate should be capable of initiating research in his/her field of study. Professional experience is desirable in addition to the above requirement. Registration with relevant professional boards is an added advantage.

SENIOR LECTURER, DEPARTMENT OF GEOSPATIAL & SPACE TECHNOLOGY(CAE) – AC/2/32/10 (R&T) (1 POST)

Applicants should have a Ph.D. in the field of surveying with a minimum teaching experience at both undergraduate & postgraduate level of five (5) years. In addition they should have supervised at least three (3) masters' students to completion.

All applicants should have extensive research experience as evidenced by at least four (4) publications in refereed journals or two (2) chapters in scholarly books since the last promotion.

They should be evidence of continuing research activity. The successful applicant will be expected to teach both undergraduate and [postgraduate courses, conduct research and contribute to curriculum development.

LECTURER, DEPARTMENT OF CONSERVATIVE & PROSTHETIC DENTISTRY, SCHOOL OF DENTAL SCIENCES – AC/2/33/10 (CHS) (1POST)

Applicants must be holders of at least Master's Degree in Endodontic from recognized Universities. They must have three (3) years teaching experience at University level and a minimum of two (2) publications in refereed journals or two chapters in scholarly books. They must be registered or registerable by the Medical practitioners' and Dentist Board.

The successful candidate will be expected to teach both undergraduate and postgraduate courses, supervise research and undertake research in heir areas of specialization.

SENIOR ASSISTANT EXECUTIVE SECRETARY GRADE F, OFFICE OF THE VICE CHANCELLOR – AD/2/ 44 /10 (R&T) (1 POST)

Applicants should be holders of at least KCSE mean Grade C or KCE Div. III certificate or equivalent qualification with credit in English language. They should in addition have KNEC or equivalent examining body certificates in the following professional subjects:

Business English III
Commerce II
Secretarial Duties II
Office Management III
Shorthand III (minimum 120wpm) or Audio-Typewriting III
Typewriting 60 wpm

In addition, they should have a Diploma in business Administration and also certificates in and be able to use word Processing, Spreadsheets and Data Base Management packages. They must have served as Assistant Executive Secretary Grade E or a comparable position of responsibility for a period of not less than three years. They should have knowledge of Anti-Virus tools.

SECRETARY GRADE B

1. **OFFICE OF THE DEPUTY VICE-CHANCELLOR ACADEMIC AFFAIRS - AD/2/45/10 (R&T) (1 POST)**
2. **PRINCIPAL'S OFFICE, COLLEGE OF BIOLOGICAL AND PHYSICAL SCIENCES – AD/2/46/10 (CBPS) (2 POSTS)**

Applicants should be holders of KCSE Mean Grade C or KCE Div. III or an equivalent qualification with a credit in English Language. In addition, they must have sat and passed the following subjects examined by the Kenya national Examinations Council or an equivalent examining body:

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 be in possession of certificates in and be able to use Word Processing, Spreadsheets, Data Base Management packages, and Knowledge in Anti-virus tools.

Applicants must have served for three (3) years as Secretary Grade A or a comparable position of responsibility.

ASSISTANT SECRETARY GRADE A, DEAN'S OFFICE, FACULTY OF AGRICULTURE – AD/2/47/10 (CAVS) (1 POST)

Applicants should be holders of KCSE Mean Grade C or KCE Div. III or an equivalent qualification with a Credit in English Language. In addition, they must have sat and passed the following subjects examined by the Kenya National Examinations Council or an equivalent examining body:

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

They should be in possession of certificates in and be able to use Word Processing, Spreadsheets, Data Base Management packages and Knowledge in Anti-Virus tools.

NOTE:

1. Applicants for academic posts (AC) should forward ten (10) copies of their application letters accompanied by a similar number of certified copies of certificates and C.V.s giving details of their qualifications, experience, research activities and publications and the journals the publications appear in. Applicants for non-academic posts (AD) should submit seven (7) copies of the supporting documents and application letter.

2. 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 benefits attached to those designations. They should quote post reference codes as shown for each posts in the advertisement.

Applications should be addressed as per the codes below:-

CAVS:	The principal, CAVS, Box 30197-00100 Nairobi
CHS:	The principal, CHS, Box 30197-00100 Nairobi
CBPS:	The Principal, CBPS, Box 30197-00100 Nairobi
R&T:	The Deputy Registrar, (R&T), Box 30197-00100 Nairobi

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED
CLOSING DATE: MARCH 19, 2010

UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER