



UNIVERSITY OF NAIROBI INTERNAL JOB VACANCIES

Applications are invited for the following positions:

PRINCIPAL CATERING OFFICER GRADE 13, STUDENTS WELFARE AUTHORITY – AC/3/31/20 (RE-ADVERTISEMENT) (1 POST) (R&T)

Applicants must have a Masters degree in Food Technology or Institutional Management or Hotel Management or equivalent plus five (5) years working experience at senior catering level, three (3) of which must be at the level of Senior Catering Officer Grade 12. Those with a Bachelors degree in Food Technology or Institutional Management or Hotel Management plus ten (10) 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 will also be considered. They must be computer literate.

PRINCIPAL TECHNOLOGIST GRADE 13, DEPARTMENT OF CONSERVATIVE AND PROSTHETIC DENTISTRY – AC/3/32/20 (1 POST) (R&T)

Applicants must have Masters degree in Dental Technology or related field from a recognized institution and five (5) years experience at the level of Chief Technologist Grade 12 in a busy Prosthetic and Conservative Dental Laboratory. Those with Bachelors degree in Dental Technology or Higher Diploma in Dental Technology or a relevant area plus ten (10) years experience at the level of Chief Technologist Grade 12 in a busy Prosthetic and Conservative Dental Laboratory will also be considered.

The successful candidate will be expected to provide technical leadership and participate in research. They will also be expected to supervise technical and other non-teaching staff and organize practical teaching for both undergraduate and postgraduate students in Prosthetics and Conservative Dentistry.

CHIEF TECHNOLOGIST GRADE 12, DEPARTMENT OF PHARMACOLOGY AND PHARMACOGNOSY – AC/3/33/20 (1 POST) (CHS)

Applicants must have Masters degree in Medical Laboratory/Biological Sciences from a recognized institution plus five (5) years experience at the level of Senior Technologist Grade DEF in the field of Pharmacology and Pharmacognosy. Those with Bachelors degree in Medical Laboratory/Biological Sciences or Higher Diploma in Medical Laboratory/Biological Sciences plus seven (7) years experience as Senior Technologist Grade DEF in Pharmacology and Pharmacognosy field will also be considered.

The successful candidate will be expected to provide technical leadership, participate in research activities, preparation and practical teaching for both undergraduate and postgraduate students.

CHIEF TECHNOLOGIST GRADE 12, DEPARTMENT OF CONSERVATIVE AND PROSTHETIC DENTISTRY – AC/3/34/20 (1 POST) (CHS)

Applicants must have Masters degree in Dental Technology or related field from a recognized institution plus five (5) years experience at the level of Senior Technologist Grade DEF in a busy Prosthetic and Conservative Dental Laboratory. Those with Bachelors degree in Dental Technology/Higher Diploma in Dental Technology plus seven (7) years experience as Senior Dental Technologist Grade DEF in a busy Prosthetic and Conservative Dental Laboratory will also be considered.

The successful candidate will be expected to provide technical leadership, participate in preparation and practical teaching and demonstration for both undergraduate and postgraduate students in Prosthetics and Conservative Dentistry.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF CLINICAL STUDIES – AC/3/35/20 (4 POSTS) (CAVS)

Applicants should be holders of Bachelors degree or Higher 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, and must have experience working in Biochemistry, Bacteriology and Haematology disciplines. Those who have experience analyzing animal-originated samples/specimens will have added advantage.

The successful candidate will be expected to process samples/specimens for animal disease diagnosis, organize practical sessions for both undergraduate and postgraduate students, process research specimens/samples on request, provide leadership in technical matters, supervise technical staff and participate in administrative duties in the Department. They will also occasionally be required to be on duty for animal hospital operations during off hours including weekends and public holidays.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF PHYSICS – AC/3/36/20 (3 POSTS) (CBPS)

Applicants should be holders of Bachelors degree or Higher National Diploma from a recognized institution in any of the following areas of specialization: Microprocessor Technology & Instrumentation or Information Technology or Applied Physics. They should also have three (3) years experience as Senior Technologist Grade DEF in a busy teaching/research laboratory.

The successful candidate will be expected to prepare practicals for both undergraduate and postgraduate students, service and maintain equipment, assist in students' projects and research activities, provide leadership in technical matters, supervise technical personnel and perform other duties assigned by the head of department.

ASSISTANT CHIEF TECHNOLOGIST GRADE 11, DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH – AC/3/37/20 (2 POSTS) (CHS)

Applicants must be holders of a Bachelors degree or Higher National Diploma in Medical Microbiology or Clinical Chemistry from a recognized institution. They should also have three (3) years experience as Senior Technologist Grade DEF in a busy teaching research and IGA laboratory. They must be familiar with procedures related to procurement of chemicals, materials and equipment used in teaching, diagnosis and research. They must be GCLP/GLP trained and be conversant with both internal and external EQC, writing and review of SOPs and must possess a good grasp of University examination regulations and procedures.

The successful candidate will be expected to organize practicals for both undergraduate and postgraduate students, participate in students' projects and research activities, maintain equipment and supplies, process and analyze IGA samples, provide leadership in technical matters, supervise technical staff and carry out administrative duties in the Department.

ASSISTANT CHIEF NURSING OFFICER GRADE 11, DEPARTMENT OF PAEDIATRIC DENTISTRY AND ORTHODONTICS – AC/3/38/20 (1 POST) (CHS)

Applicants must have BSc (Nursing) with 4 years pre-service training at the University OR KRN/KRM or KRCHN OR equivalent qualification. They must have six (6) years work experience, three (3) of which should be at the level of Registered Nursing Officer Grade DEF. They must have a valid practicing licence, be registered with the relevant professional body and be computer literate. Those with experience working in a dental clinic will have added advantage.

The successful candidate will be expected to work in a Paediatric and Orthodontic clinic for postgraduate and undergraduate students in the School of Dental Sciences.

SENIOR CATERING OFFICER GRADE 11, STUDENTS WELFARE AUTHORITY – AC/3/39/20 (7 POSTS) (SWA)

Applicants must have a Bachelors degree or Higher National Diploma in Food Technology or Institutional Management or Hotel Management from a recognized University. They must have six (6) years experience in Institutional Management or Hotel Management, three (3) of which must be at the level of Catering Officer Grade DEF. They must be computer literate. The successful candidate will be expected to provide technical leadership by being in-charge of large catering units handling over 1,500 students daily.

SENIOR ADMINISTRATIVE ASSISTANT I GRADE 11, DEAN'S OFFICE, FACULTY OF VETERINARY MEDICINE – AC/3/40/20 (1 POST) (CAVS)

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.

**SENIOR ADMINISTRATIVE ASSISTANT II GRADE EF, SCHOOL OF ECONOMICS
– AD/3/41/20 (1 POST) (CHSS)**

Applicants must have a Bachelors degree (at least 2nd Class Honors, Lower Division) from a recognized university. In addition, they should have CPS II or relevant professional or postgraduate qualification in management. They must have at least three (3) years administrative experience as Administrative Assistant Grade CD. They must be computer literate.

**SENIOR ADMINISTRATIVE ASSISTANT II GRADE EF, PRINCIPAL'S OFFICE,
CHSS – AD/3/42/20 (1 POST) (CHSS)**

Applicants must have a Bachelors degree (at least 2nd Class Honors, Lower Division) from a recognized university. In addition, they should have CPS II or relevant professional or postgraduate qualification in management. They must have at least three (3) years administrative experience as Administrative Assistant Grade CD. They must be computer literate.

**ASSISTANT EXECUTIVE SECRETARY GRADE E, OFFICE OF THE DEPUTY VICE-
CHANCELLOR (FPD) – AD/3/43/20 (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.

**SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF CHEMISTRY –
AD/3/44/20 (2 POSTS) (CBPS)**

Applicants must have BSc. degree or Higher National Diploma in Chemistry or equivalent qualification from a recognized institution. They must have at least five (5) years experience as Technologist Grade ABC. They must also be computer literate. The successful candidate will be expected to work with minimum supervision and assist academic staff in designing and running laboratory classes. They are also expected to participate I laboratory practical sessions, research and income generating activities in the Department. They are expected to be familiar with procedures for procurement of chemicals, apparatus and equipment for laboratory.

SENIOR TECHNOLOGIST GRADE DEF, DEPARTMENT OF PHARMACEUTICAL CHEMISTRY – AD/3/45/20 (1 POST) (CHS)

Applicants must have a Bachelors degree or Higher National Diploma in Applied Chemistry or related field from a recognized institution. They must have at least five (5) years experience as a Technologist Grade ABC in a busy Pharmaceutical Analysis Laboratory or Pharmaceutical teaching/research laboratory. They must also be computer literate. The successful candidate will be expected to prepare, arrange and supervise students practical classes, participate in research activities and perform analysis of pharmaceutical products in the Department..

SENIOR DENTAL TECHNOLOGIST GRADE DEF, DEPARTMENT OF CONSERVATIVE AND PROSTHETIC DENTISTRY – AD/3/46/20 (2 POSTS) (CHS)

Applicants must have Bachelors degree in Dental Technology or Higher National Diploma in Dental Technology or equivalent qualification from a recognized institution. They must have at least five (5) years experience as Dental Technologist Grade ABC working in a busy teaching Prosthetic and Conservative Dental Laboratory.

The successful candidate will be expected to participate in preparation and practical teaching and demonstration for both undergraduate and postgraduate students in Prosthetics and Conservative Dentistry.

SENIOR SECRETARY GRADE D, DEAN'S OFFICE, SCHOOL OF EDUCATION – AD/3/47/20 (1 POST) (CEES)

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 Assistant Senior Secretary Grade C or a position of comparable responsibility for this grade.

ADMINISTRATIVE ASSISTANT GRADE CD, DEAN'S OFFICE, SCHOOL OF MEDICINE – AD/3/48/20 (1 POST) (CHS)

Applicants must be holders of a Bachelors degree (at least 2nd Class Honors, Lower Division) from a recognized university. They must be computer literate.

REGISTRY SUPERVISOR GRADE BC, ADMINISTRATION DEPARTMENT – AD/3/49/20 (1 POST) (R&T)

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 KCSE/KCE grades they already have.) In addition, they should have CPS II or Diploma in Archives and Records Management or equivalent. They should have at least three (3) years work experience as Assistant Registry Supervisor Grade A/B or an equivalent post and be computer literate.

ICT TECHNOLOGIST GRADE ABC, DEAN'S OFFICE, SCHOOL OF BUSINESS – AD/3/50/20 (1 POST) (CHSS)

Applicants must have a Higher Diploma or Bachelors degree in Computer Science, Information Technology or a related field from a recognized institution. They must possess at least three (3) years technical experience as Computer Laboratory Assistant Grade IV.

TECHNOLOGIST GRADE ABC, SCHOOL OF BIOLOGICAL SCIENCES – AD/3/51/20 (1 POST) (CBPS)

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 or Biomedical Technology or related field plus three (3) years experience as Trainee Technologist/Junior Technologist Grade IV in a busy teaching or research laboratory. Applicants are expected to be knowledgeable in Aquatic Sciences, Biology of Conservation, Genetics, Cell Biology, Animal Physiology, Entomology, Parasitology, Immunology, Hydrobiology, Histology, Biotechnology/Microbiology, Mycology, Plant Physiology/Biochemistry, Animal Husbandry and Microscopy. The successful candidate will be expected to participate in students' practicals/demonstrations/research activities and cleanliness of laboratories and equipment.

REGISTRY CLERK GRADE A, FACULTY OF VETERINARY MEDICINE – AD/3/52/20 (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 KCSE/KCE 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.

RECORDS CLERK GRADE IV, GRADUATE SCHOOL – AD/3/53/20 (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.

**REGISTRY CLERK GRADE IV, SCHOOL OF PHYSICAL SCIENCES – AD/3/54/20
(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.

**TECHNICAL ASSISTANT I GRADE IV, DEPARTMENT OF ANIMAL PRODUCTION
– AD/3/55/20 (2 POST) (CAVS)**

Applicants must have KCSE Mean Grade C or equivalent KCE qualification. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) They must have five (5) years work experience, three (3) of which must be at the level of Technical Assistant II Grade III /Trainee Technician Grade III . They are expected to have knowledge of AAS, GLC In-vitro DMD or OM Digestion and Proximate Analysis. Those with experience working in poultry, hatchery or rabbit units will have added advantage.

The successful candidate will be expected to participate in student practicals, research and maintenance of laboratory and aquaria facilities.

**MESSENGER GRADE III, DEPARTMENT OF CONSTRUCTION AND
MAINTENANCE – AD/3/56/20 (1 POST) (R&T)**

Applicants must be have KCSE or equivalent qualification. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) 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.

**MESSENGER GRADE III, SCHOOL OF THE BUILT ENVIRONMENT – AD/3/57/20
(1 POST) (CAE)**

Applicants must be have KCSE or equivalent qualification. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) 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.

**CLEANER GRADE III, DEPARTMENT OF AGRICULTURAL ECONOMICS –
AD/3/58/20 (2 POSTS) (CAVS)**

Applicants must be have KCSE or equivalent qualification. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) 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.

LABORATORY ASSISTANT GRADE III, DEPARTMENT OF PHARMACOLOGY AND PHARMACOGNOSY – AD/3/59/20 (1 POST) (CHS)

Applicants must have KCSE Mean Grade C or equivalent with passes in relevant science subjects. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) They must have three (3) years experience in a teaching or research laboratory carrying out duties such as handling laboratory animals and cleaning laboratory glassware.

HEADMAN GRADE III, PRINCIPAL'S OFFICE, CBPS – AD/2/60/20 (1 POST) (CBPS)

Applicants must have KCSE Mean Grade D+ or equivalent qualification. (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 certificate in Management and three (3) years experience in supervision of Cleaners and Sweepers.

LABORATORY ATENDANT GRADE III, DEPARTMENT OF VETERINARY PATHOLOGY, MICROBIOLOGY AND PARASITOLOGY – AD/3/61/20 (2 POSTS) (CAVS)

Applicants must have KCSE Mean Grade C or equivalent with passes in relevant science subjects. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have.) They must have three (3) years experience carrying out duties such as handling animals, cleaning laboratories and sterilization of surfaces and equipment. Those with experience in opening carcasses will have added advantage.

NOTES

1. All applicants for positions coded as 'AC' 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, work experience and any other pertinent information.
2. 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.
3. 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.
4. 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.
CEES	Principal, College of Education and External Studies, Box 30197-00100, Nairobi.
CHS	Principal, College of Health Sciences, Box 30197-00100, Nairobi.

CHSS Principal, College of Humanities and Social Sciences, Box 30197-00100, Nairobi.
SWA Director, Students Welfare Authority, Box 30197-00100, Nairobi.

CLOSING DATE: FRIDAY, MARCH 20, 2020.

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