

UNIVERSITY OF NAIROBI

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS:-

(FOR MORE DETAILS, PLEASE VISIT OUR WEBSITE at <http://jobs.uonbi.ac.ke>)

AFRICAN WOMEN'S STUDIES CENTRE (AWSC).

The African Women's Studies Centre is guided by the recognition that African women's experiences, knowledge and world view has been invisible in academic and public discourse. The mission of the AWSC is to promote intellectual inquiry by and on the African women experiences through teaching, research, policy advocacy and outreach, publication and dissemination and to engage with policy makers, women's and civil society organizations, in order to bring their voice and perspectives into development and scholarship in Kenya, Africa and the world. The Centre therefore wishes to recruit the following personnel:-

RESEARCH FELLOW (LECTURER LEVEL), POLICY ADVOCACY & OUTREACH UNIT- 1 POST- AC/4/75/14- (CHSS)

Applicants should be holders of at least a Ph.D. in the relevant field or equivalent or a Master's degree with at least 3 years teaching or research experience in Gender/Women studies at University level, at least 2 publications in refereed journals or the equivalent or 2 chapters in scholarly books. They should have relevant experience in policy analysis, lobbying and media work, networking, fundraising, partnership building and capacity building.

The successful candidate will be expected to develop and implement the AWSC annual plans and budgets as part of the process of achieving the annual milestones towards the outcomes and objectives of the Centre, keep abreast of research and policies development and debates at the regional, National and County Governments, relevant to the issues pertinent to the Centre as articulated in the strategic plan from time to time; develop and maintain sustained Partnerships and Alliances with governments, policy makers, Civil Society Organizations, women's organizations, private sector and other stakeholders who can advance the advocacy agenda of the Centre; take the lead in mobilizing sufficient resources through participation in concept and proposal development and identify new opportunities for fundraising and follow them through completion.

RESEARCH FELLOW (LECTURER LEVEL), DOCUMENTATION & INFORMATION SCIENCE- 1 POST- AC/4/76/14- (CHSS)

Applicants should be holders of at least a PhD degree or equivalent, postgraduate qualification in relevant field, 3 years' teaching or research experience in the field of women/gender studies and evidence or research in documentation, networking and building linkages. They must have at least 2 publications in refereed journals or 2 chapters in scholarly books. They should have the following skills/competencies: - Ability to identify, obtain and analyze information from a variety of sources, excellent communication and public relations skills; conceptual, strategic and analytical skills.

The successful candidate will be expected to establish and manage a virtual Centre linking up with women and gender studies institutes nationally, regionally and globally, facilitate documentation and sharing of the research and other products generated by the other two departments and website management. In addition, the Research Fellow will be expected to develop and maintain extensive networking programmes and establish and maintain linkages.

PERSONAL ASSISTANT GRADE A, 1 POST- AD/4/77/14- (CHSS)

Applicants should be holders of at least a KCSE C- grade and a Diploma in Travel & Tourism. They should have at least 7 years of relevant experience dealing with donors and other relevant partners. They must have experience in the usage of computers and office software packages (MS Word, Excel, desktop publishing, power point presentation, etc.), experience in handling of web based management systems. Those who have intricate skills in preparing donor based budgets, have good ability of preparing reports to donor funded projects will have an added advantage. The candidate must be able to: manage the diary of the Director in a proactive and efficient manner, organize meetings and external conferences as required, arrange local and international travel for the Director, manage administrative files of the Centre, prepare information for consideration prior to meetings and presentations during meetings and screen visitors, emails and telephone calls for the Director. They must have a strong capability to communicate clearly and concisely in both oral and written English. They also must have worked in a busy office attending to a variety of customers.

Under the guidance and direct supervision of the Director, the successful candidate will ensure effective and efficient functioning of the office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

NOTE:

1. 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.
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.
3. Applications should be addressed to the Principal, College of Humanities & Social 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: April 23, 2014