



THE TECHNICAL UNIVERSITY OF KENYA

VACANCY ANNOUNCEMENT

SENIOR LECTURER – (REF/NO.AC/0006/13)

Departments: *Business Administration • Management Science and Technology • Entrepreneurship Development • Printing and Media Technology • Design and Creative Media • Social and Intercultural Studies • Event and Convention Management • Mechanical and Mechatronic Engineering • Technical and Applied Physics • Biological Science and Technology • Construction Economics and Management • Statistics and Computational Mathematics • Actuarial and Financial Mathematics*

Applicants should be holders of Ph.D degree in respective areas of specialization. They should also have the necessary teaching and research experience as evidenced by scholarly publications as well as considerable experience in professional practice as demonstrated by accomplished professional tasks. The successful candidates will be required to teach and supervise both undergraduate and postgraduate students. They will also be expected to provide leadership in their respective Departments, as well as participate in research activities in their respective areas of specialization.

UNIVERSITY HEALTH SERVICES

A. MEDICAL OFFICER – GRADE XII (REF. NO. AD/0010/13)

The Medical Officer will be responsible to the Senior Medical Officer and undertake duties and responsibilities within the core functions of the University Health Services. Applicants should be Kenyan citizens with MBChB degree or equivalent from a recognized university. They should have at least 3 years working experience in a hospital or equivalent institution and must be registered by the Kenya Medical Practitioners and Dentists Board. They should also have competency in major areas of medical practice, and be ready to work beyond normal working hours, including night and weekends. Those with BLS/ACLS/ATLS will have added advantage.

B. UNIVERSITY NURSE – GRADE IX/X/XI (REF. NO. AD/0011/13)

The University Nurse will be responsible to the Senior Medical Officer for general nursing services within the University Health Services. Applicants should be Kenyan citizens with at least a Diploma in Nursing, and be registered by the Nursing Council of Kenya, with a valid license. They should have at least 3 years working experience in a hospital or equivalent institution and have competency in counseling, emergency medicine or other relevant areas. The appointee will be expected to work beyond normal working hours, including night and weekends.

C. LABORATORY TECHNOLOGIST – GRADE IX/X (REF. NO. AD/0012/13)

The Laboratory Technologist will be responsible to the Senior Medical Officer for the management and administration of the University Health Services laboratory. Applicants should be Kenyan citizens with at least a Diploma in Medical Laboratory Sciences from a recognized institution and be registered by the Kenya Medical Laboratory Technologists Board (with a valid license). They should have at least 3 years working experience in a hospital or equivalent institution. The appointee will be expected to work beyond normal working hours, including night and weekends.

D. PHARMACEUTICAL TECHNOLOGIST – GRADE IX/X (REF. NO. AD/0013/13)

The appointee will be responsible to the Senior Medical Officer for the management and administration of the University Health Services pharmacy. Applicants should be Kenyan citizens with at least a relevant Diploma from a recognized institution, and be registered by the Pharmacy and Poisons Board (with a valid license). They should have at least 3 years working experience in a hospital or equivalent institution, and have competency in drug procurement procedures, formulation, handling and dispensing. The appointee will be expected to work beyond normal working hours, including night and weekends.

DEPARTMENT OF SUPPLY CHAIN OPERATIONS

A. SENIOR PROCUREMENT OFFICER (PROCUREMENT AND SUPPLIES) –GRADE XII (REF. NO. AD/0014/13)

The Senior Procurement Officer will be responsible to the Director Supply Chain Operations for timely and efficient procurement of goods and services, administration of contracts, supplier performance & relationship management.

Applicants should be Kenyan citizens with a degree in Purchasing & Supplies Management or business related field and be members of the Kenya Institute of Supplies Management (KISM). In addition, they should have a minimum of five (5) years work experience in a busy Procurement and Supplies unit in a reputable organization. They should have demonstrable outstanding professional competence; have leadership, communication and management skills. Applicants should be conversant with the requirements set out in Chapter Six of the Constitution of Kenya.

They should, in addition, have knowledge of Materials Management Module preferred and be proficient in MS Office Suite of Packages.

B. SENIOR PROCUREMENT OFFICER (INVENTORY AND DISPOSAL) –GRADE XII (REF. NO. AD/0015/13)

The Senior Procurement Officer will be responsible to the Director Supply Chain Operations for timely and efficient inventory and disposal management to add value through the Supply Chain Operations Department, Planning and coordination of Procurement and Supplies activities in such areas as procurement, inventory management, disposal of stores and equipment, market surveys and research.

Applicants should be Kenyan citizens with a degree in Supplies Management or business related field and be a member of the Kenya Institute of Supplies Management (KISM) with eight (8) years work experience five (5) of which must have been in a busy Procurement and Supplies unit in a reputable organization. In addition, applicants must have high work ethics, be honest and have demonstrable leadership, communication and management skills. They should, in addition, have knowledge of Materials Management Module preferred and be proficient in MS Office Suite of Packages.

They should be ready and willing to work beyond normal working hours.

C. SENIOR PROCUREMENT OFFICER (LOGISTICS AND WAREHOUSING)–GRADE XII (REF. NO. AD/0016/13)

The Senior Procurement Officer will be responsible to the Director Supply Chain Operations for proper and efficient storage and distribution of stores thereby facilitating effective receipt and issuing of goods and services to the end users.

Applicants should be Kenyan citizens with a Bachelor's degree in Business related field, supply chain, logistics systems or related field; in addition, they should have a Diploma in Logistics, Clearing and Forwarding, CIPS or relevant professional certificate. They should have eight (8) work experience five (5) of which should be in a busy Procurement and Supplies unit in a similar role in a reputable organization.

They should be team-builders with demonstrable human relations and interpersonal skills, excellent communication, proven experience in managing logistics and the ability and readiness to work long hours. In addition, they should have a certificate of good conduct. Experience in a computerized Materials Management Module will be an added advantage.

APPLICATIONS

Applicants 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 in which the publications appear. They should in addition, give names, current designations and addresses of three (3) referees. They must request their referees to forward their reports directly to the University Vice-Chancellor through the address below.

Applicants should forward their documents indicating their current designation, salaries and other benefits and the current letters of appointment, through their respective Heads of Departments. The REFERENCE NUMBERS of Posts applied for should be clearly quoted on the envelopes and in the applicant's cover letters.

ALL applications should be addressed to: The Vice-Chancellor on the address below:

The Technical University of Kenya

Haile Selassie Avenue | P. O. Box 52428 – 00200 Nairobi, Kenya | Tel: +254 (020) 343672, 2249974, 2251300, 341639 | vc@kenpoly.ac.ke

APPLICATION DEADLINE: FRIDAY, 18TH OCTOBER 2013