



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

#### **DEPUTY DIRECTOR (PERSONNEL/HUMAN RESOURCE ADMINISTRATION), GRADE 14, DIRECTORATE OF HUMAN RESOURCE, ADVERT REF AC/12/288/23 – 1 POST**

##### **Salary and benefits**

Basic Salary: Kshs 162,303-228,848  
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

##### **Academic and professional:**

- a) Have a relevant Bachelor's Degree in Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Communication or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Communication or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

##### **Duties and responsibilities**

The duties and responsibilities shall include but are not limited to:

- a) Administration of terms of service for staff
- b) Implementation of human resource policies and procedures
- c) Coordination of Staff Performance Appraisal in the University
- d) Management of the Personnel Module of HRMIS.
- e) Human Resource administration including processing of staff allowances, benefits and entitlements
- f) Confirmation of appointments
- g) Staff clearance and processing of staff final dues
- h) Processing of retirement notices
- i) Oversight role for all staff in the Personnel section
- j) Any other duties as assigned by the Vice Chancellor from time to time.

##### **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.

- a. Kenya Revenue Authority
  - b. Higher education Loans Board
  - c. Ethics and Anti-corruption Commission
  - d. Criminal Investigation Department
  - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: [appstocouncil@uonbi.ac.ke](mailto:appstocouncil@uonbi.ac.ke) .

**CLOSING DATE: TUESDAY, DECEMBER 26, 2023**

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