



UNIVERSITY OF NAIROBI

EXTERNAL ADVERTISEMENT

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

DIRECTOR, SPORTS AND GAMES, GRADE: 15; CENTRAL ADMINISTRATION, REF AC/12/278/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 209,694-283,087
House Allowances: Kshs 73,715

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 Education (physical education option) or related discipline from a university recognized in Kenya;
- b) Masters Degree or its equivalent in Physical Education and Sport or related discipline
- c) Member of a recognized professional administration or management body

Experience and skills

- a) Twelve (12) years administrative experience, of which 3 years should be at Deputy Director or equivalent.
- b) Have outstanding professional competence in sports management and administration
- c) Administrative skills including organization, communication, time management, customer care
- d) Computer literacy

Duties and Responsibilities

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

- a) To manage members of staff in the Department
- b) To co-ordinate all student and staff sports and games programmes in the faculties and the university level.
- c) To co-ordinate the procurement of sports equipment and kits at both faculty and university level
- d) To implement the Departmental Performance Contract
- e) To liaise with the University Management on matters to do with students' sports and Games
- f) To design the Departmental sport policies for endorsement by the university management
- g) The linkage between the students' sportsmen and sportswomen and the departmental staff with the University Management
- h) Make periodic reports on students' sports and games achievements to the university management
- i) To harmonize the university student internal and external sports programme and the National sport

federations calendar of events.

- j) To link the exceling sportsmen and sportswomen with the corporate world for job opportunities.
- k) 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

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

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