



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

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

**SENIOR ASSISTANT REGISTRAR (ADMINISTRATION), GRADE 13, ADMINISTRATION DEPARTMENT,  
ADVERT REF AC/12/297/23 – 1 POST**

**Salary and benefits**

Basic Salary: Kshs 127,116-184,318  
House Allowances: Kshs 58,972

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 Administration, Communication, Management, Public Administration, public Policy Human Resource Management, Business Administration or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Administration, Educational Administration, Communication, Management, Public Administration, Public policy, Human Resource Management, Business Administration or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

**Experience and skills**

- a) 9 years administrative experience, 3 of which must be at the level of Assistant Registrar
- b) Member of a recognized, relevant professional body
- c) Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- d) Computer literacy

**Duties and Responsibilities**

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

- a) Serves as a liaison for council and in doing so , coordinating calendar, travel, meeting and schedule arrangements for the Chair of Council and other Council members
- b) Coordinating operations of the Chair of Council's office and attendant maintenance
- c) Facilitating council members to attend meetings.
- d) Facilitate the chair of council as may be required
- e) Provide administrative support to new projects in the University.
- f) Develop reports on new projects status throughout their life cycles
- g) Collecting and analyzing monitoring and evaluation data and preparing reports for the same.
- h) 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 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**