



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

**REGISTRY CLERK GRADE IV, DEANS OFFICE, FACULTY OF HEALTH SCIENCES
AD/10/227/23 - 1 POST**

Applicants must have:

KCSE grade C or equivalent qualifications with credits in English and Mathematics or equivalent. Plus three (3) years experience as a Clerk Grade III. He/she must have shown merit and ability in work performance and results.

Job description

The successful candidate will among other assignments be required to do filing, Set up and maintain filing system in accordance with the university filing System, Opening of new subject files as required, making sure files are properly stored and accessible; safe keeping of documents, Provision of photocopies of material from the registry files, as requested by staff and authorized by Faculty management duties in the Deans Office, Faculty of Health Sciences.

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 Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-rcdofohs@uonbi.ac.ke

CLOSING DATE: THURSDAY, NOVEMBER 2, 2023

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