



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

DEPUTY DIRECTOR (RECRUITMENT AND TRAINING) GRADE 14 – AD/12/157/22 (1 POST)

The position

The position is domiciled in Administration Department. The successful candidate will be deployed to Human Resource Department. The University reserves the right to deploy anywhere within its establishment.

Job specifications

- Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Project Planning, Communication or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years administrative experience, 3 of which must be at the level of Senior Assistant Registrar Grade 13
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

Job description

- Facilitating recruitment, selection, appointment and promotion of staff
- Facilitating staff training and development
- Coordinating staff performance appraisal
- Coordinating performance contract
- Coordinating the internship and attachment programmes
- Implementation of human resource policies related to recruitment, selection, training and development
- Preparing recruitment and training briefs and reports to Management
- Providing secretariat services to assigned Appointment Committees and other administrative committees
- Updating all systems and databases related to recruitment and training
- Oversight role for all staff in the Recruitment and Training section
- Perform any other related duties assigned from 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 forwarded 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-ddg14rat@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

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