



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

DEPUTY REGISTRAR (ADMINISTRATION), GRADE 14 – AD/12/150/22 (2 POSTS)

The position

The position is domiciled in Administration Department. The University reserves the right to deploy anywhere within its establishment.

Job specifications (Applicants must have)

- Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Educational Administration, Project Planning, Education 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

- Provide secretariat support services in University Executive Board
- Provide secretariat support services for the University Council Human Resource & Administration Committee
- Provide secretariat services to administration and other university operational committees and taskforces
- Process and allocate new employees payroll number
- Processing medical fees waiver of staff and their dependants
- Coordinating the departmental annual performance contract and any other programmes
- Oversee the records management section
- Oversee safe custody of all Governance organs records
- Handling university wide administrative activities
- Overseeing the day-to-day operations of the duties and responsibilities of the office of Deputy Registrar Administration
- Any other related duty assigned 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 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-drg14a@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

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