



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

DEPUTY REGISTRAR (INDUSTRIAL RELATIONS), GRADE 14 – AD/12/151/22 (1 POST)

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 Industrial Relations, Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Political Science, Conflict Resolution, Management 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

- Liaising industrial relations matters with Universities Academic Staff Union (UASU), Kenya Universities Staff Union (KUSU) and KUDHEIHA Workers;
- Liaising with external stakeholders involved in labour matters i.e. Salaries and Remuneration Commission (SRC), Federation of Kenya Employers (FKE), the Inter Public Universities Councils Consultative Forum of the Federation of Kenya Employers (IPUCCF), Ministry of Labour etc;
- Attending the Employment and Labour Relations Court of Kenya and preparing statements to external Lawyers on human resource related cases in liaison with the Legal Office;
- Providing secretariat services to University labour related engagements with unions;
- Interpretation of CBAs, labour laws and terms of service and their implementation;
- Preparing management briefs on labour related developments, legislations and practices;
- Coordinating collective bargaining and grievance procedures;
- Supervision of sectional performance and staff appraisal;
- Any other related duties as may be 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-drg14ir@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

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