UNIVERSITY OF NAIROBI
EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

FRONT OFFICE ASSISTANT, INSTITUTE FOR DEVELOPMENT STUDIES - AD/4/19/23 - (1 POST)

Background

The Institute for Development Studies (IDS), founded on October 8, 1965, is a research institute domiciled at the University of Nairobi. IDS has the mandate to influence and shape development policy thinking in Kenya and the African region by providing research support to the government, the private sector, non-governmental sector as well as development partners. Research findings by scholars at the IDS provide evidence to support practical policy solutions to development challenges.

In its quest to continue discharging its mandate, the Institute invites applications from suitably qualified persons to fill the position of Front Office Assistant.

Job Specifications

The duties and responsibilities at this level will entail:

- Collection and delivery of mail and other documents/packages or materials as required from and to the post office, government agencies, and other organizations.
- Sorting, packaging, delivery and pick up of mail from various offices on the premises at regular intervals.
- Maintenance of records as required.
- Support the office of the director and researchers in everyday activities
- Monitor and report any faults relating to office equipment and furniture.
- Operate photocopying and printing machines, and filing.
- Ensure the offices, and meeting rooms are clean and all equipment are in good working condition. Organize office tables and surfaces in an orderly manner
- Any other duties as may be delegated by the supervisor.

Person Specifications
For appointment to this grade, a candidate must have the following requirements:

- At least Grade C+ at KCSE and a diploma in a relevant field (Undergraduate degree in social sciences or related disciplines and form a recognized university is an added advantage)
- Have adequate comprehension skills to understand instructions

- Must be computer literate; and have excellent skills in MS Word, Excel, and PowerPoint
- Maintain high standards of confidentiality and is highly trustworthy
- Ability to perform a variety of standard office related tasks
- Good interpersonal, Communication, and Organizational skills
- Consistently approaches work with energy and a positive, constructive attitude.
- Focuses on results for the client and responds positively to feedback.
- A valid certificate of good conduct.

Key Skills and Competencies
- Planning and organizational skills;
- Ability to work with flexibility on several tasks simultaneously;
- Communication skills;
- Team player.

Terms of Employment

Employment will be on one-year renewable terms (with 3 months' probation period) depending on availability of funds. Gross monthly salary attached to this post is Ksh. 33,800 – 41,900.

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 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-foa@uonbi.ac.ke

CLOSING DATE: THURSDAY APRIL 25, 2023

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