



# UNIVERSITY OF NAIROBI INTERNAL ADVERTISEMENT

Applications are invited for the following position:

**ASSISTANT CHIEF HEALTH RECORDS AND INFORMATION OFFICER, GRADE 11,  
UNIVERSITY HEALTH SERVICES, AC/7/100/23 – 3 POSTS**

## **Job specifications**

1. Bachelors degree **or** Higher Diploma in Health Records and Information Management or equivalent
2. Three (3) years experience as a Health Records and Information Officer Grade 8/9/10 (DEF)
3. Computer literacy

## **Duties and responsibilities**

The duties of the Assistant Chief Health Records and Information Officer shall include but are not limited to:

- i) Maintain accurate medical records for students, staff and their dependants
- ii) Ensure smooth running of the Health Management Information System at the clinic
- iii) Overseeing operations at the health records registry
- iv) Maintain, weed and archive of staff and their dependent records
- v) Perform any other related duties as assigned by supervisor 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 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-achiouhs@uonbi.ac.ke](mailto:recruit-achiouhs@uonbi.ac.ke)

**CLOSING DATE: FRIDAY, JULY 21, 2023**

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