



UNIVERSITY OF NAIROBI INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR HEALTH RECORDS AND INFORMATION OFFICER, GRADE 8/9/10 (DEF), UNIVERSITY HEALTH SERVICES, AD/7/105/23 – 7 POSTS

Applicants must be holders of either Bachelor Degree or Higher Diploma in Health Records and Information Management or equivalent qualifications from a recognized learning Institution. They should have three (3) years' experience as Junior Health Records Officer Grade ABC/BC.

The successful candidate will among other assignments be expected to prepare patients health records and information data; compile statistical health records and information related reports, participate in training UHS and other authorized staff in the use of Health Records and Information and 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-shraituhs@uonbi.ac.ke

CLOSING DATE: FRIDAY, JULY 21, 2023

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