



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

REGISTRY CLERK GRADE IV, DEPARTMENT OF ART AND DESIGN, FACULTY OF BUILT ENVIRONMENT AND DESIGN, AD/8/147/23 - 1 POST

Applicants should be holders of at least a KCSE C or equivalent with credits in English and mathematics or equivalent. (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have). They must have three (3) years of service as Clerk grade III. Must have shown merit and ability in work performance and results

Duties and Responsibilities

The duties of the successful candidate will among others include: general office clerical duties, documents filing and retrieval, operating office machines including copiers, scanners, phone, personal computers, and other standard office equipment, answering phones, directs calls to appropriate individuals, and prepares messages.

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-rcaad@uonbi.ac.ke

CLOSING DATE: FRIDAY, AUGUST 18, 2023

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