



## UNIVERSITY OF NAIROBI

### INTERNAL ADVERTISEMENT

Applications are invited for the following position:

**SENIOR ADMINISTRATIVE ASSISTANT I, GRADE 11 – AD/12/178/22 (26 POSTS)**

#### **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)**

- Bachelors (at least 2<sup>nd</sup> class Honors, Lower Division.) degree from a recognized university
- Relevant professional or postgraduate qualification in management, administration or relevant area
- At least 6 years administrative experience, 3 of which must be at the level of Senior Administrative Assistant II Grade 9/10 **OR** 6 years work experience in a position of comparable responsibility in the University, of which at least 3 years must be at Grade 9/10
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Member of a recognized professional body
- Computer literacy

#### **Job description**

Providing administrative support in students and academic services, human resource services, facilitating University operations and performing any other related duty as assigned.

#### **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-saig11@uonbi.ac.ke](mailto:recruit-saig11@uonbi.ac.ke)

**CLOSING DATE: FRIDAY DECEMBER 16, 2022**

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