



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ASSISTANT REGISTRAR (ADMINISTRATION), GRADE 13 – AD/12/166/22 (1 POST)

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)

- Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Educational Administration, Project Planning, Education or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years administrative experience, 3 of which must be at the level of Assistant Registrar Grade 12
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

Job description

- Provide secretarial services to University Executive Board and such other Administration Committees, as assigned by the Registrar Administration from time to time
- University wide New employees' payroll number allocation and processing
- Processing of staff and their respective dependents fees related medical waiver
- Processing of funeral expenses for staff and beneficiaries
- Servicing all internal committee meetings
- Ensuring safe custody of University committees minutes
- Coordinating the departmental annual performance contract
- Provide secretarial service to corporate committees
- General correspondence to internal and external
- Any other related duties assigned 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 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-sarg13a@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

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