



# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENT

Applications are invited for the following position:

### **ASSISTANT SENIOR SECRETARY GRADE C - PRINCIPAL'S OFFICE, CBPS - AD/3/91/21 - (CBPS) - 2 POSTS**

Applicants must have at least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language (those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have). In addition, they must have the following secretarial qualifications:

Business English III  
Commerce II  
Secretarial Duties II  
Office Management III  
Shorthand III (minimum 120 wpm) or Audio-Typewriting III  
Typewriting 50 wpm

In addition, they should have certificates in and be able to use Word Processing, Spreadsheets, Data Base Management packages and knowledge of Anti-virus Tools. They should have three (3) years' experience as Secretary Grade B or a position of comparable responsibility for this grade.

### **Notes**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications and experience.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable.
3. Applicants should state their current designation, salary 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 addressed to Principal, College of Biological and Physical Sciences (CBPS) then emailed to [recruit-asspo@uonbi.ac.ke](mailto:recruit-asspo@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: FRIDAY, MARCH 19, 2021.**

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