



## **UNIVERSITY OF NAIROBI**

### **INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

#### **ASSISTANT SECRETARY GRADE 5 (A), OFFICE OF THE REGISTRAR ACADEMIC, CENTRAL ADMINISTRATION, AD/2/199/26 – 1 POST**

Applicants shall have:

- i) At least KCSE C (Plain) or KCE Division 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 grades they already have) and must have completed the following subjects offered by KNEC or an equivalent certificate from a recognized examining body:
  - i. Business English II
  - ii. Commerce II
  - iii. Secretarial Duties II
  - iv. Office Management III
  - v. Shorthand II (minimum 80 wpm)
  - vi. Typewriting 50 wpm
- ii) Certificates in and ability to use word processing, spreadsheets and data base management packages
- iii) Those without professional qualifications should have ten (10) years' experience and 50 wpm in typewriting.
- iv) Knowledge of anti-virus tools

#### **Duties and Responsibilities**

The successful candidate will among other assignments be required to provide secretarial and basic office administration duties in the Office of the Registrar, Academic.

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

**CLOSING DATE: TUESDAY, FEBRUARY 24, 2026**

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