



**UNIVERSITY OF NAIROBI**  
**INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**CHIEF HALLS OFFICER, GRADE 13, HALL DEPARTMENT, CENTRAL ADMINISTRATION –  
ADVERT NO. AC/4/273/26 (R&T) – 1 POST**

For Appointment to this grade, the applicant must have:

**Academic and professional Requirements**

- a) Master's degree or its equivalent
- b) Postgraduate training in administration.
- c) 9 years' relevant experience at administrative level
- d) At least 40 years old
- e) Computer Literate

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

**CLOSING DATE: MONDAY, MAY 19, 2026**

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