



# UNIVERSITY OF NAIROBI

## EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

### RECEPTIONIST, KAVI-INSTITUTE OF CLINICAL RESEARCH - AD/8/199/21 – (1 POST)

#### Minimum Qualifications and Experience

- i) Applicants must have at least KCSE D+ or an equivalent qualification
- ii) They must have a certificate in Secretarial Duties with the following subjects offered by KNEC or Equivalent: Typewriting III, Shorthand III, Business English III, Secretarial Duties II, Office Management III, Personnel Management III, Commerce II and Financial Accounting II
- iii) They should have a certificate in computers
- iv) The applicant must have a minimum of five (5) years' work related experience in a research programme/s.
- v) An applicant with experience in COVID-19 study and has a certificate in Human Subjects Protection, Responsible Conduct of Research, Research Ethics Evaluation, Good Clinical Practice and Good Clinical Laboratory Practice will have added advantage.

#### Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

#### 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 indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and 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 to [recruit-rkicr@uonbi.ac.ke](mailto:recruit-rkicr@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: WEDNESDAY, AUGUST 25, 2021**

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