



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

RECORDS CLERK GRADE III, PRINCIPAL'S OFFICE, COLLEGE OF AGRICULTURE AND VETERINARY SCIENCES - AD/5/135/21 - (CAVS) - 1 POST

Applicants must have at least KCSE D + (plus) or KCE Division III with credits in English and Mathematics or equivalent. They must also have ability to communicate fluently in English and Kiswahili. In addition, the applicant should have three (3) years' experience in Grade II.

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 Agriculture and Veterinary Sciences (CAVS) then emailed to recruit-rcpoc@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY, JUNE 11, 2021.

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