



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ASSISTANT DIRECTOR, GRADE 12 – AD/12/177/22 (7 POSTS)

The position

The position is domiciled in Administration Department. The successful candidate will be deployed to the Directorate of Planning and Performance Management or Department of Human Resource. The University reserves the right to deploy anywhere within its establishment.

Job specifications (Applicants must have)

- Masters degree in Administration, Educational Administration, Education, Communication, Management, Public Administration, Project Planning, Industrial Relations, Conflict Resolution, Human Resource Management, Business Administration or any other related, relevant discipline.
- CPS(K) or relevant professional qualification
- 6 years administrative experience with at least 3 years experience as Senior Administrative Assistant Grade 9/10 OR 6 years work experience in a position of comparable responsibility in the University, of which at least 3 years must be at Grade 9/10
- Member of a recognized professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

Job description

Providing administrative support in corporate planning and performance management services, human resource services, facilitating University operations and performing any other related duty as assigned.

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 forwarded 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-adg12@uonbi.ac.ke

CLOSING DATE: FRIDAY DECEMBER 16, 2022

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