



## **UNIVERSITY OF NAIROBI**

### **INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**OFFICE ASSISTANT GRADE A, ADMINISTRATION DEPARTMENT, CENTRAL ADMINISTRATION, ADVERT NO. AD/2/201/26 – 1 POST**

Applicants should be holders of at least a KCSE certificate or its equivalent. They must be able to communicate fluently in both English and Kiswahili and possess the ability to operate office equipment such as photocopiers and scanners. They must have at least three (3) years of service as a Senior Messenger, Grade IV.

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

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

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