



**UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**REGISTRY CLERK GRADE IV, DEAN'S OFFICE, FACULTY OF HEALTH SCIENCES,
ADVERT NO. AD/8/345/26 – 1 POST**

Applicants shall be holders of KCSE mean grade C or equivalent with credits in English and Mathematics or equivalent (Those who were employed in the University before 2007 will be considered with the KCSE grades they already have). They should have three (3) years' experience as a Clerk grade III and must have shown merit and ability in work performance and results.

Successful candidate will among other assignments be required to do filing, set up and maintain filing System in accordance with the university filing System, opening of new subject files as required, making sure files are properly stored and accessible; safe keeping of documents.

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-rcdofhs@uonbi.ac.ke

CLOSING DATE: FRIDAY, SEPTEMBER 11, 2026

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