



# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENT

Applications are invited for the following position:

### **SENIOR ASSISTANT REGISTRAR (ADMISSIONS RECORDS), GRADE 13 – AD/12/160/22 (1 POST)**

#### **The position**

The position is domiciled in Administration Department. The successful candidate will be deployed to Academic Department. 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, Human Resource Management, Business Administration or any other related, relevant discipline.
- CPS (K) or relevant professional qualification
- 9 years administrative experience, 3 of which must be at the level of Assistant Registrar Grade 12
- Member of a recognized, relevant professional body
- Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- Computer literacy

#### **Job description**

- Opening and updating files for new students
- Preparing and updating nominal rolls for incoming students
- Preparing and distributing student IDs
- Updating progression records for studentship interruptions.
- Process requests for change of student personal records
- Maintain student Admissions Records and Statistics
- Tracking student reporting and registration
- Any other related duties as may be assigned from time to time

## **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-sarg13ar@uonbi.ac.ke](mailto:recruit-sarg13ar@uonbi.ac.ke)

**CLOSING DATE: FRIDAY DECEMBER 16, 2022**

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