



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

DEPUTY EXECUTIVE SECRETARY GRADE ELEVEN (11), PRINCIPAL'S OFFICE, CBPS - AD/3/90/21 - (CBPS) - 1 POST

Applicants must have at least KCSE Grade C or KCE Div. II or an equivalent qualification with a credit in English Language (Those who were employed in the University before 2007 will be considered with the KCSE/KCE grades they already have). In addition, they must possess the following secretarial qualifications:

Business English III
Commerce II
Office Management III
Shorthand III (minimum 120 wpm) or Audio-Typewriting III
Typewriting 60 wpm.

In addition, they should have a diploma in Business Administration as well as certificates in and be able to use Word Processing, Spreadsheets, Data Base Management packages and have knowledge of Anti-virus Tools.

Those with a good Bachelor's degree and secretarial skills including typewriting, shorthand and office management will be considered.

In both cases, applicants should have an excellent command of both written and spoken English Language and must have a minimum of three (3) years' experience as Senior Assistant Executive Secretary Grade F or a position of comparable responsibility for this grade.

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 Biological and Physical Sciences (CBPS) then emailed to recruit-despo@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY, MARCH 19, 2021.

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