



## **UNIVERSITY OF NAIROBI**

### **INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

#### **SENIOR ADMINISTRATIVE ASSISTANT I GRADE ELEVEN (11), LEARNING CENTRES, ODEL CAMPUS - AD/3/84/21 - (ODEL) - 2 POSTS**

Applicants must have a Bachelor's degree (at least lower 2<sup>nd</sup> class Honors) from a recognized university and relevant professional or postgraduate qualification in management or administration. They must have at least six (6) years administrative experience, three (3) of which must be at the level of Senior Administrative Assistant II (Grade EF). They must be computer literate.

#### **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 Director, ODEL Campus then emailed to [recruit-saalc@uonbi.ac.ke](mailto:recruit-saalc@uonbi.ac.ke)

**CLOSING DATE: TUESDAY, MARCH 16, 2021.**

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