



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

**DEPUTY REGISTRAR (ADMINISTRATION), GRADE 14; ADMINISTRATION DEPARTMENT; ADVERT REF AC/12/293/23 – 1 POST**

#### **Salary and benefits:**

Basic Salary: Kshs 162,303-228,848  
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

#### **Academic and professional:**

- a) Bachelors degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Educational Administration, Project Planning, Education or any other related, relevant discipline recognized in Kenya
- b) Masters degree in Administration, Management, Public Administration, Human Resource Management, Business Administration, Communication, Educational Administration, Project Planning, Education or any other related, relevant discipline.
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

#### **Experience and skills**

- a) 9 years administrative experience, 3 of which must be at the level of Senior Assistant Registrar
- b) Member of a recognized, relevant professional body
- c) Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- d) Computer literacy

#### **Duties and responsibilities**

The duties and responsibilities shall include but are not limited to:

- a) Provide secretariat support services in University Executive Board
- b) Provide secretariat support services for the University Council Human Resource & Administration Committee
- c) Provide secretariat services to administration and other university operational committees and taskforces
- d) Process and allocate new employees payroll number
- e) Processing medical fees waiver of staff and their dependants
- f) Coordinating the departmental annual performance contract and any other programmes
- g) Oversee the records management section

- h) Oversee safe custody of all Governance organs records
- i) Handling university wide administrative activities
- j) Overseeing the day-to-day operations of the duties and responsibilities of the office of Deputy Registrar Administration
- k) Any other duties as assigned by the Vice Chancellor 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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30917, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
  - a. Kenya Revenue Authority
  - b. Higher education Loans Board
  - c. Ethics and Anti-corruption Commission
  - d. Criminal Investigation Department
  - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: [appstocouncil@uonbi.ac.ke](mailto:appstocouncil@uonbi.ac.ke) .

**CLOSING DATE: TUESDAY, DECEMBER 26, 2023**

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