



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

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

**REGISTRAR, ADMINISTRATION, GRADE: 15, CENTRAL ADMINISTRATION, ADVERT REF AC/12/275/23  
- 1 POST**

#### **Salary and benefits**

Basic Salary: Kshs 209,694 - 283,087  
House Allowances: Kshs 73,715

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) Have a relevant Bachelor's Degree in Administration, Public Administration, Human Resource Management, Business Administration, Communication, Educational Communication, Project Planning, Education or any other related, relevant disciplines from a university recognized in Kenya;
- b) Masters degree or its equivalent in Administration, Public Administration, Human Resource Management, Business Administration, Communication, Educational Communication, Project Planning, Education or any other related, relevant disciplines
- c) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.

#### **Experience and skills**

- a) Twelve (12) years administrative experience, of which 3 years should be at Deputy Registrar or equivalent.
- b) Have outstanding professional competence in administration and Management
- c) Administrative skills including organization, communication, time management, and customer care
- d) Computer literacy

#### **Duties and Responsibilities**

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

- a) Efficient facilitation of University management and administrative programmes.
- b) Interpretation and implementation of government policies, circulars, regulations and management decisions;
- c) Ensuring compliance with legislations, statutes, policies and guidelines;
- d) Secretary to University Executive Board, Staff Appointment and staff disciplinary committees;

Secretariat to University Council committee of Human Resource and Administration, and adhoc committees

- e) Custodian of University official records in accordance with legislative, statutory and policies guidelines;
- f) Coordination of university-wide events including training, protocol and event management;
- g) Staff welfare including Collective Bargaining Negotiations with staff unions;
- h) Any other duty given as may be 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 30197, 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.
6. 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
7. 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.