



UNIVERSITY OF NAIROBI

EXTERNAL ADVERTISEMENT

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

1. SENIOR ASSISTANT REGISTRAR (SENATE SECRETARIAT), GRADE 13, ACADEMIC DIVISION, AC/12/296/23 – 1 POST

Salary and benefits

Basic Salary: Kshs 127,116-184,318
House Allowances: Kshs 58,972

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 Administration, Educational Administration, Communication, Management, Public Administration, Human Resource Management, Business Administration or any other related, relevant discipline from a university recognized in Kenya;
- b) Masters degree in Administration, Educational Administration, Education, Communication, Management, Public Administration, Human Resource Management, Business Administration 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 Assistant Registrar or equivalent
- b) Administrative skills including organization, responsibility, teamwork, communication, time management, multi-tasking and customer care.
- c) Computer literacy

Duties and responsibilities

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

- a) Coordinating meetings of Senate and Senate Committees.
- b) Administration of Senate, and Senate Committee documents.
- c) Prepare appropriate responses to enquiries on Senate matters.
- d) Monitoring implementation of Senate recommendations
- e) Collation, consolidation and preservation of records of Senate and Senate Committee activities
- f) Preparing reports for Council & Council Committees.
- g) Coordinating certification & e-repository of Senate Reports.
- h) Coordination of Accreditation of Institutions.

- i) Administration of Senate annual work plans.
- j) Management and Administration of Personnel in Senate Secretariat section.
- 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 .

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

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